

*Chinook Winds Region*  
**Administrators Association**

September 5, 2023

Dear Ministry and Personnel Committees or Chairperson of Church Boards:

**RE: OCTOBER 2023 ADMINISTRATORS RETREAT**

As we step into September and the beginning of a new year in Church life, our Office Administrators are in the background making sure that everything runs smoothly. While other ministry people may have spent the summer recharging and getting ready for a new year, our Office Administrators have been busy preparing contracts, ordering supplies, planning fall events, and making sure that everything is ready for Christmas planning (eeps! That is coming up so fast!). Without our Office Administrators, our churches would not function, and often the work they do is invisible.

The Chinook Winds Regional Council Admin Association is hosting a retreat for Office Administrators within the Chinook Winds Region and Northern Spirit Region. This event is an opportunity to celebrate the work that they do, network with other office administrators, as well as provide some workshops and learning opportunities.

This event will be held at Camp Kasota West (39161 Range Rd 21, Sylvan Lake, AB) from Sunday, October 15 at 2:00 p.m. until Monday, October 16 at 3:00 p.m. This event will be at a cost of \$125/person. This will include accommodations at the camp, 3 meals, activities, and workshops.

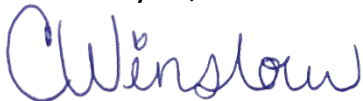
Church administrators work hard throughout the year, and we would ask that you support your admin's attendance at this event. We know that churches throughout the region are in various financial positions, however, we believe that the nominal fee and support will go a long way.

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Also, starting in September, the Chinook Winds Regional Council Admin Association will be hosting monthly meetings. These meetings will include networking, social engagement, and learning opportunities. We are hoping that the majority of our activities throughout the year will be free of cost, however, we do ask that you consider budgeting for one or two learning opportunities as well as our end-of-the-year wrap-up event in June. More information about these events will be coming soon.

If you have any questions or concerns, please feel free to reach out to me.

Thank you,



Chantal Winslow

Chairperson

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