



Thursday, May 11, 2017

11:30 AM—1:00 PM

Hilton Houston Westchase, 9999 Westheimer Road, Houston, Texas 77042

## HOW TO EAT AN ELEPHANT

### Taming your e-mail box

Are you bombarded with e-mails from board members, owners, managers and others?

Does it seem like you cannot clear out that in box and keep it that way?

The volumes are building and frustration is growing even more.

This is a very practical session that assists managers in dealing with and organizing the many emails that fly back and forth in association management.

The tips offered alone are worth more than the time it will take to spend at this very popular session.

#### Costs:

**Prior to May 5, 2017**

**\$35.00 Member/**

**\$40.00 Non-Member**

**After May 6-9, 2017**

**\$40.00 Member/**

**\$45.00 Non-Member**

**Cancellations must be received  
by May 5, 2017**

**GHC CAI Cannot issue refunds.**

**Presenter: Paul Gruzca, CMCA, AMS, PCAM**

Paul D. Gruzca, CMCA, AMS, PCAM has been an industry practitioner for close to 35 years holding numerous prestigious positions within CAI including Institute President, Inaugural Chair for the APCM Board, CEO-MC Retreat Chair, Education Committee Chair, Ethics Panel Member for both CAI and CAMICB, CAMICB Test Development Committee Member, an accomplished author and editor of books relating to the community association industry, TV and radio show host, an in demand speaker for chapters nationally and internationally and a skilled Strategist called to conduct strategic planning for both CAI Chapters and other business ventures over the years.

**This seminar is worth one  
hour continuing  
education credit**

**Cancellation Policy—written cancellations  
must be received within one week of event  
to receive credit.**

**Cancellations the week of the event are non-  
refundable. No-shows will not receive a refund.**

**Your completion of registration indicates your  
permission  
to be photographed and/or recorded.**

GREATER HOUSTON CHAPTER  
**community**  
ASSOCIATIONS INSTITUTE

**9525 Katy Freeway  
Suite 303  
Houston Texas 77024  
[www.caihouston.org](http://www.caihouston.org)**



Yes, I (we) will be attending the 5/11/2017 Seminar:

Names: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Company/Association: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Payment method: ( ) Ck enclosed ( ) Bill CC

Make checks payable to CAI-Greater Houston Chapter

Name on Card: \_\_\_\_\_

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Exp. Date: \_\_\_\_\_ CVC Code #: \_\_\_\_\_

The CVC is the three digit number of the back of credit card.

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To register online at [www.caihouston.org](http://www.caihouston.org)

follow these simple steps:

- ◆ Click on the calendar (menu bar)
- ◆ Select the date of the event
- ◆ Click on register

If you are a member: you must be signed in to register.

If you are not a member: Please create an account and after account approval, you will be able to register.

If you have any questions, please contact the GHC CAI Chapter office at 713-784-5462.

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