



Scarborough Chapter Newsletter

December 2011/January 2012



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Message from the President

December is almost over! And 2012 is in the doorstep (it will be here by the time you read this!). I want to wish you and your families all the best for a prosperous and happy 2012.

We have an action packed program planned for all of you for the next six months and hope that you will all come out and enjoy the program with us. The January meeting will feature Doug Bolger from L(earn)² – you can read all about it on Page 2, and our Membership Drive. Please share this event with your colleagues and friends – it will be an incredible event!

The New Year brings with it hopes and desires for the future. Take some time to think about where you've been, what you've accomplished over the past year and figure out how to build on the progress you've made. Perhaps you want to make a change in direction, or build on what you've already built. Whatever direction you choose to go in, set your direction and move towards your goal, one step at a time.

And here's the update on our CoE progress:

Criterion	Details	Deadline	Status
#1 Training	Annual meeting calendar	October 1, 2011	COMPLETE
#2 Financial	Budget and annual review/audit report	December 31, 2011	COMPLETE
#3 Recruitment	Membership Drive	May 31, 2012	Planned for January 2012
#4 Orientation	New Member Orientation	May 31, 2012	Planned for February '12
#5 Business Plan	Updated Business Plan	April 30, 2012	COMPLETE
#6 CDC	Delegate or proxy	June 2012	
#7 EFAM	Delegate or proxy	July 2011	COMPLETE
#8 MOE	3 members attain MOE	June 30, 2012	In progress





January Meeting – Membership Drive



Join us on Wednesday, January 18th, 2012 as we welcome Doug Bolger, Chief Learning Officer of **L(earn)² Get Connected™**.

Doug believes enjoyable and memorable learning increases both the capacity and ability to produce measurable, high-impact results. He is passionately committed to inspiring learning and transformation. This defines Doug Bolger - his passion and commitment led him to found L(earn)² and to become lead designer of the L(earn)² learning experiences.

Our relationships affect our performance and our results. How we engage in our relationships can be the difference between wasting or investing both time and money. Each individual's approach to networking, communicating, and collaborating affects the strength of links within their team, with their colleagues, with their clients and within the relationships that support them.

L(earn)² Get Connected™ uses colour as a metaphor for understanding and remembering human connection preferences. Participants discover different perspectives of networking allowing them to personalize their own approach as well as to enhance and immediately try different approaches to get comfortable engaging others.

In a safe, energetic learning environment participants hone their ability to connect to each other and your key messages through series of exercises. **L(earn)² Get Connected™** creates the foundations for a better connected community of administrative professionals and assists individuals in learning to successfully engage each other.

2011/2012 Board:

President: Kate Denton, CAP-OM
kdenton@armlink.com

Vice President: position open

Treasurer: Liz Blight
iaap_liz_blight@rogers.com

Secretary: Deanna Jean Patawaran
dpatawaran@springhillsuitesvaughan.com

Committees:

Membership: Kate Denton, CAP-OM
 Certification: Kate Denton, CAP-OM
 Fundraising: Tharshini Navaranjan, CAP
 Special Advisor: Veronica Stoute, CAM, CAP-OM
 Board Volunteer: Linda Allicock

2011/2012 Ontario Division Board:

President: Nancy Brown, CAP
 President-Elect: Melanie Lambert
 Treasurer: Bonnie MacKay
 Secretary: Suzanne Van Cleef, CAP
 Past President; Gini Henderson, CAP-OM

International President: Tamra Goodall, CAP-OM

Canada District Director: Lina Veglia

Experience Objectives:

- To connect the participants to your key messages - *collaboration, improving our community, the power of human connections, etc.*
- Leverage their knowledge of natural preferences to improve communication with even their most challenging clients and colleagues
- To reinforce the participants' ownership of the best practices
- See value in diversity and differing perspectives
- Develop connection skills.
- Increase confidence and ability to meet and connect with new people
- Increase the quality of questions asked when linking in with other leaders in the firm

This meeting is part of our Membership Drive. Please share the information with your friends and colleagues and join us on this journey of discovery.

Meeting Report

The November and December meetings were lots of fun and thoroughly enjoyed by all that were in attendance.

In November, Michael O'Neill, Event Coordinator for S.A. Armstrong Limited showed us how to plan a holiday party. His words of advice ... if you can, hold your holiday party in January, which drew many smiles from the audience!

Elene Nouri from Sheridan Nurseries joined us at our December Holiday Celebration meeting and showed us how to make an incredible outside urn arrangement (pictured here). It was amazing to watch her deftly build an arrangement so fast and end up with a beautiful original creation. Did you know that roses last longer with shorter stems? Now you do!

There were wonderful prizes to be won in the Chinese Auction and everyone walked away happy. Prizes donated included hotel nights from Hilton Toronto Airport Hotel and Suites, Springhill Suites Marriott Toronto Vaughan, Toronto Airport Marriot Hotel, Delta Toronto Airport West, Harley Davidson, Hair Concept 2000, Mr. Greenjeans Restaurant, Boston Pizza at Scarborough Town Centre, and Pampered Chef.

The prize of the night was the centre piece created by Elene which was won by Linda Henry, a guest of Sheila Rogoski. We all agreed that this prize went to the right person – Linda was so enthusiastic and was really involved in the demonstration.

Congratulations to all the prize winners!



Michael O'Neill, Event Coordinator, S.A. Armstrong Limited presents *How to plan a memorable holiday event*



Prizes for the Chinese Auction with thanks to Deanna Patawaran for all her hard work on gathering all these prizes together.



Urn arrangement by Elene Nouri



Winners of "Best Festive Outfit" – Sheila Rogoski, Tharshi Navaranjan, CAP, and Deanna Jean Patawaran

Message from Canada District Director – Lina M. Veglia



Dear Members,

As you prepare for this very busy and joyous holiday season, take some time to reflect on the cherished and important things in life. When I think about those things that have created meaning in my life, those things that have enriched my life, those things that are the hardest to live without; they would have to be my family and close friends.

It's easy to forget the important things as we rush through our busy schedules and chaotic lives. However, when we have the opportunity to be close with family and friends, we are reminded of the important gifts given to each of us.

Please remember these gifts during this busy holiday season. The gift of family and the gift of friendship enrich each of our lives in incredibly significant and almost indescribable ways.

I wish you all a wonderful Christmas holiday and I hope that multiple blessings will come your way in 2012. Enjoy your holidays with family and friends, and let's all be hopeful that 2012 will be a remarkable year.

 Lina M. Veglia
 International Director, Canada District
 Member of Excellence 2008-2011

Safety Tip – Preparing an Emergency Kit for your Car – GetPrepared.ca

Slippery or snow-covered roads, reduced visibility and bitter cold; these are all conditions that can make driving difficult and even dangerous during cold weather months. Winter also brings increased risk of getting stuck in your car, so dress warmly before heading out.

Follow these tips to learn about winter driving risks and prepare an emergency kit for your car.

Exercise extra caution when driving in these winter road conditions:

- **Blizzards:** The most dangerous of winter storms, combining falling, blowing and drifting snow, winds of at least 40 km/h, visibility less than one kilometre and temperatures below minus 10°C. They can last from a few hours to several days.
- **Heavy snowfall:** refers to snowfalls of at least 10 cm in 12 hours, or at least 15 cm in 24 hours; accumulation may be lower in temperate climates.
- **Freezing rain or drizzle:** this can lead to ice storms, with ice covering roads, trees, power lines, etc.
- **Cold snap:** refers to temperatures that fall rapidly over a very short period of time, causing very icy conditions.
- **Winds:** they create the conditions associated with blizzards, and cause blowing and drifting snow, reducing visibility and causing wind chill.

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*Safety Tip – Preparing an Emergency Kit for your Car – GetPrepared.ca
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- **Black ice:** refers to a thin layer of ice on the road that can be difficult to see or can make the road look black and shiny. The road freezes more quickly in shaded areas, on bridges and on overpasses when it is cold. These areas remain frozen long after the sun has risen.
- **Slush:** wet snow can make for slushy roads. Heavy slush can build up in the wheel wells of your vehicle and can affect your ability to steer. Large trucks and buses can blow slush and snow onto your windshield, leading to a sudden loss of visibility.

Follow these tips if you are stuck in the snow:

- Try to stay calm and don't go out in the cold. Stay in your car: you will avoid getting lost and your car is a safe shelter.
- Don't tire yourself out. Shovelling in the intense cold can be deadly.
- Let in fresh air by opening a window on the side sheltered from the wind.
- Keep the engine off as much as possible. Be aware of carbon monoxide poisoning and make sure the exhaust pipe is not obstructed by snow.
- If possible, use a candle placed inside a deep can instead of the car heater to warm up.
- Turn on warning lights or set up road flares to make your car visible.
- Turn on the ceiling light; leaving your headlights or hazard lights on for too long will drain the battery.
- Move your hands, feet and arms to maintain circulation. Stay awake.
- *My addition: always carry a fully charged cell phone to call for help or 911.*

- Keep an eye out for other cars and emergency responders. Try to keep clothing dry since wet clothing can lead to a dangerous loss of body heat.

Prepare an emergency car kit

Always have winter safety and emergency equipment in your car. A basic car kit should contain the following:

- Food that won't spoil, such as energy bars
- Water – plastic bottles that won't break if the water freezes (replace them every six months)
- Blanket
- Extra clothing and shoes or boots
- First aid kit with seatbelt cutter
- Small shovel, scraper and snowbrush
- Candle in a deep can and matches
- Wind-up flashlight
- Whistle – in case you need to attract attention
- Roadmaps
- Copy of your emergency plan

Items to keep in your trunk

- Sand, salt or cat litter (non-clumping)
- Antifreeze and windshield washer fluid
- Tow rope
- Jumper cables
- Fire extinguisher
- Warning light or road flares

Print or download the Emergency Car Kit list from the www.GetPrepared.ca website. Cross off the items as you put them in your car.

These tips have been brought to you by Public Safety Canada, in cooperation with Transport Canada.

Editor: Given that the cold weather only arrived late in December, I thought this article was appropriate. www.Getprepared.ca provides all kinds of information on safety and emergency preparedness. This article was emailed to me in December 2010.

The simple facts about New Year's resolutions – Chuck Hansen, Humorist

Every year around this time we resolve to change the way we live for the better. And every year, not long after this time, our resolve fails.

Why is it so hard to keep our New Year's resolutions?

To start with, as humans we are worse than the focus-challenged Dory, the blue fish in "Finding Nemo": "I will exercise. I will exercise. I will exercise. I will... I will... What was it again? Hmm. Oh well. Maybe I'll eat a bag of potato chips and fall asleep on the couch."

As Samuel Johnson said, "People need to be reminded more often than they need to be instructed."

Tradition challenges us: Why wait until the dead of winter to resolve to exercise? Because it's tradition - even though it is also dark 18 hours a day and cold around the clock. Good luck with that.

That tradition also leads us to wait until after seven weeks of holiday-fueled binge-eating to resolve to lose weight. That's like digging a 10-foot hole, shipping off the excavated dirt, then jumping in and resolving to build a 20-foot hill.

Our culture challenges us: During the holidays, you can't swing a pair of ratty underwear without slapping up against a Victoria's Secret advertisement. Talk about unrealistic expectations. We have as much chance of looking like today's models-male or female-as we do of winning the Nextel Cup driving our minivan.

Like NASCAR stock cars, Victoria's Secret models have very few factory-original parts left on them. So while they may be fun to watch, let's not expect the same performance from our own, unmodified chassis.

Technology challenges us: In 1845, in "Walden," Henry David Thoreau wrote about the new technology of the railroad and the effort required to build it, maintain it and then to keep up with the faster pace of life it created.

Thoreau said, "We do not ride on the railroad; it rides upon us," perfectly describing our relationship with "labour-saving" technologies.

With BlackBerries, cell phones and e-mail, we can work from anywhere – the family room, the soccer field, the beach, even the sickbed. About the only place we can't work from is the grave, but I've heard they are working on it. When making a living completely overtakes making a life, what chance do our best intentions have?

So what is the answer? It is this: Simplify.

Start by anchoring long-term goals in what you can control. Don't resolve "to get my teenager to love me." That is out of your control! Instead, resolve "to love my teenager no matter what." That's one you can control, and as a bonus, both goals become more possible with this approach.

Next, simplify your daily to-do list. Thoreau said, "Our lives are frittered away by detail... I say let your affairs be as two or three, not a hundred or a thousand." When you are feeling overwhelmed, make a list, identify the top two or three items, and then, as Dr. Jim Flamming at First Baptist Church used to say, "do the next thing."

And don't get down on yourself. Oliver Wendell Holmes, Thoreau's fellow transcendentalist, said, "The greatest thing in the world is not so much where we stand as in which direction we are moving."

Finally, let yourself be inspired. God, the laws of the universe and your family and friends all want you to succeed, and if you follow your dreams they will help you along.

As Thoreau said, "...if one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours... In proportion as he simplifies his life, the laws of the universe will appear less complex... If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them."

Maybe this year, consider this resolution: Simplify.

Chuck Hansen is an associate member of the IAAP-Old Dominion Chapter, a motivational speaker, writer and humorist, and author of "Build Your Castles in the Air: Thoreau's Inspiring Advice for Success in Business (& Life) in the 21st Century". He can be reached at chuck@chuckhansen.com or www.chuckhansen.com.

Past Speaker Information

Elene Nouri
Sheridan Nurseries
www.sheridannurseries.com

Michael O'Neill
S.A. Armstrong Limited
moneill@armlink.com

Tim Cork, President
Straight A's Inc.
www.timcork.com

Karen Lee Stocker, Founder,
The Law of Attraction Canada
www.lawofattractionworkbooks.com

Future Chapter Meetings

September 21	The Law of Attraction –Karen Lee Stocker
October 19	Networking to Netgiving – Tim Cork
November 16	Planning a Memorable Holiday Party Michael O'Neill, S.A. Armstrong Limited
December 14	Sheridan Nurseries – building a unique centre-piece for your holiday table
January 18	Networking – L(earn) ² ; Membership Drive
February 15	Financial Planning; New Member Orientation
March 21	TBA
April 18	APD: Mentoring with Jeremy O'Krafka
May 16	Elections / topic to be confirmed
June 20	June Social & Installation of new Officers / AGM and Pampered Chef

Please note that this program is subject to change.

Scarborough Chapter Sponsors



The Toronto Zoo – (416) 392-5929
www.torontozoo.com



The Delta Toronto East Hotel – (416) 299-1500
2035 Kennedy Road, Scarborough, ON M1T 3G2
www.deltatorontoeast.com



Mr Greenjeans Restaurant – (416) 979-1212
220 Yonge Street, Toronto, ON M5B 2H1 www.mrgreenjeans.ca



Springhill Suites by Marriott in Vaughan
21 Applewood Crescent, Vaughan, L4K 4B4
Tel: (905) 760-9960
<http://www.springhillsuites.com/yyzsv>



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121 King Street West Suite 1400, Toronto, ON M5H 3T9
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75 Front Street East, Suite 306, Toronto, ON M5E 1V9
www.iLearn2.com

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830 Edgeley Blvd., Concord, ON, L4K 4X9
www.harley-davidson.com



85 Citizen Court, Units 12 & 13, Markham, ON L6G 1A8
www.pamperedchef.ca



Toronto Airport Marriott Hotel
www.marriott.com



Boston Pizza, Scarborough Town Centre
400 Progress Road, Scarborough, ON M1P 5J1
www.bostonpizza.com

Hair Concept 2000
2635 Eglinton Ave E, Scarborough, ON M1K 2S2
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