

**May 2009**

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## Canada Divisions' Conference May 21 – 23, 2009

The 2009 Canada Division Conference in North Bay, Ontario not only provided a chance to meet women from the various chapters across Canada but also provided many with the opportunity to renew acquaintances and friendships. Three busy, but fun filled, days began with the opening ceremonies Thursday night. A piper lead in the Canadian and US flags, provincial flags, International President, Canada District Director, Eastern Canada, Ontario and Western Canada Division Presidents, RTF Director, North Bay Chapter President, CDC Co-Coordinator and the OPP Color Guard. Kathy Fogal, Canada District Director, welcomed all of the 180 delegates to North Bay and kicked off the conference. CDC Co-Coordinator, Members of Parliament, the Minister of Tourism and the Mayor of North Bay offered greetings.

Friday was filled with educational sessions; Rosita Hall jump started the day and had us clapping, laughing and doing the penguin walk; Anthony Lindan entertained us with magic throughout his session; Phil Cowcill passed along some interesting tips on electronic documents;

Carole Laperriere provided networking skills; and Penny Tremblay made us all feel good about ourselves. Networking and an office expo filled the lunch break.

Saturday morning was spent in the Western Canada Division Annual General Meeting. Voting took place on the Bylaw & Standing Rules amendments, as well as voting for the Western Canada Division Secretary.

Your WCD Board Members for 2009/2010 are:

Barb Neuman CAP – President  
Dawn Becker CAP – President- Elect  
Jayne Clark – Vice President  
Yvonne Friesen – Treasurer  
Joan Beaudoin CPS – Secretary

Barb Horton CAP, International President, installed the new board members when the CDC reconvened in the afternoon.

Saturday afternoon entailed various International Reports, including the International Headquarters Report from Barb Horton CAP, International President. Cheryl Gathercole, Calgary Chapter Treasurer presented “Best Practices” on behalf of our Chapter President, DecolynneJo Barteski CPS.

CDC 2009 concluded with a formal banquet full of presentations, acknowledgements and entertainment by John McGale, a local musician.

Moncton, New Brunswick, Eastern Canada Division provided us with their bid for the 2011 CDC; as there were no other contenders from ECD, Moncton was awarded the privilege of hosting the 2011 CDC.

The 2012 CDC will be hosted by one of the Ontario Division Chapters; bids will be part of the 2010 CDC, which is being hosted by the Regina Chapter. Many volunteers are working feverishly to bring us a fantastic event in Regina. Rumor has it the Calgary Chapter may bid for the 2013 Canada Division Conference.

The CDC is a great conference; you should try to attend if you are able... hope to see you in Regina next year!

*Lucinda (Cindy) Sharlow CPS/CAP  
Calgary Chapter Secretary  
& Certification Chair  
Calgary Chapter Delegate to CDC 2009*



**OPENING CEREMONIES  
CDC 2009 – NORTH BAY, ON**

## President’s Message – A Word from DecolynneJo

As the 2009 – Administrative Excellence Award Recipient - I am privileged to be recognized.

The Calgary Chapter of the Western Canada Division of the International Association of Administrative Professionals – through the support of the Executive, Committee Chairs and members – I am honored to be a role model for our Chapter and our profession.

My former Supervisor – Hal King, who nominated me for this prestigious award and Bill Henderson, my current supervisor; as well, Kinder Morgan Canada - Calgary Office – all departments – assisting in my “Career” becoming a success – without the teamwork – I would not have achieved this award on my own.

I also remember that I am a volunteer and the “Rewards” of a volunteer within our Association are “Humbling”.

*The Real Me - as quoted by Maureen Tazzioli.*

*Life can be a struggle At times, an endless cycle of challenges is all I can see. I may not like what is going on, and I know I cannot change others, but there is one person I am in charge of...Me.*

*I know my life is not perfect, the way society may wish it to be I don't have a spotless house, or perfect kids nor a perfect spouse, and I certainly don't have the latest upgrades in technology. But I know what I do have...Me.*

*I know I am only one person, with a vision that is different that most. But I still believe in the hearts of people, who live from coast to coast.*

*It doesn't matter where you see me, or what clothes I am wearing day to day, the only thing that matters to me is that my memories remain.*

*So this I share with each of you, it doesn't matter what I say, it only matters what you do for yourself, after today.*

*You all represent quiet heroes walking in your own reality, and I am proud to be here to share with each of you a little bit of me. For in my world of life's challenges, the only thing I see is that my life would not be this great, if it didn't have people like you, inspiring me.*

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## Pathway to Excellence

Hello again;

Just a quick update for you on where we are with regards to the “Chapter of Excellence”. We have achieved more than the required 14 out of 19 criteria; we have currently completed 15 out of 19 and by the end of June we will be finishing strong with 17 out of 19.

We will be hearing shortly how many other chapters have actually achieved their Chapter of Excellence. I know that we have a few in Canada and it is a great showing for us.

Now onto the “Member of Excellence”; Headquarters will be sending out the certificates to those individuals that have achieved the “Member of Excellence”.

I am very proud to tell you that the Calgary Chapter has three confirmed members who have submitted and achieved the Member of Excellence and I am one of them. I thought it would be a lot of work, but actually with just a little extra work I did it!

There is still time for those of you who haven't yet sent in your form...you have until the end of June. If you look over the requirements again you may find that you have already achieved most of them.

Good Luck!

*Cheryl Gathercole  
Calgary Chapter - Treasurer*

## OFFICE TEAM – How To Talk Money with Hiring Managers

Today’s tough job market can make even the most seasoned professional nervous about the hiring process, particularly when it comes to broaching the topic of compensation.

A recent survey conducted by our organization, however, could help put your mind at ease, at least somewhat. More than half (56 percent) of senior executives surveyed said they are comfortable with applicants asking about compensation in the first or second interview.

**Remain flexible.** Enter salary discussions with an open mind and positive attitude. While there may be some aspects of an offer you’re unwilling to negotiate, be prepared to compromise on items that are less critical to you, such as the number of vacation days, for example.

**Don’t fixate on just one aspect.** When evaluating an offer, look at the total compensation package, including non-monetary, but highly desirable, components such as benefits, paid time off and flexible scheduling.

**Get it in writing.** Once you’ve agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position’s key responsibilities, salary and any special arrangements that resulted from the negotiations.

*OfficeTeam is the world’s leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at [www.officeteam.com](http://www.officeteam.com).*

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## Certification Chair Report

Three Calgary Chapter Members and two Members-At-Large wrote the CPS and/or /CAP Exams on May 1st and 2nd. Of the five women, three wrote Parts I-III CPS, one wrote Parts I-IV CAP and the remaining wrote only Part IV CAP as she currently holds the CPS designation.

The candidates are about halfway through the long wait for their results, which are mailed around mid June from Kansas City – I’m confident you all did great!!

The next exam dates are November 6th (Part IV CAP) and 7th (Parts I-III CPS), 2009. Registration deadline is August 15, 2009.

Please direct any questions to myself at: [Lucinda.J.Sharlow@marsh.com](mailto:Lucinda.J.Sharlow@marsh.com)

Lucinda (Cindy) Sharlow CPS/CAP  
Calgary Chapter Certification Chair

# ANNOUNCEMENTS

**Next Calgary Chapter Meeting:**

**Wednesday, June 10<sup>th</sup>  
Delta Bow Valley Hotel**

## **CONGRATULATIONS TO Your 2009 – 2010 Board of Directors**

**President:** DecolynneJo Barteski CPS

**Vice President:** Cheryl Gathercole

**Treasurer:** Doreon McDowell

**Secretary:** Lucinda (Cindy) Sharlow CPS/CAP

### **Committee Chairs:**

Lucinda Sharlow CPS/CAP – Certification Chair

Jennifer Makin – Communication Chair

Lori Anderson – APW Chair

Margaret Lyall – APW Committee Member

Rose D'Aversa – RTF Chair

Valerie Kruse – Membership Chair

Marianne Velcic – Webmaster

Katherine Bullock – Program

Stacy Shemanski – Program

Myra Perron – Ways 'N Means

Lisa D'Arcy – Ways 'N Means