



Calgary Chatter

August 2009

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2009-2010 Executive

If you have any suggestions, questions, concerns, etc., please approach the following individuals:

President:	DecolynneJo Barteski CPS
Vice President:	Cheryl Gathercole
Treasurer:	Doreon McDowell
Secretary:	Lucinda (Cindy) Sharlow CPS/CAP

Committees:

Certification Chair:	Lucinda (Cindy) Sharlow CPS/CAP
Communication Chair:	Jen Makin
APW Chair:	Lori Anderson
APW Committee Member:	Margaret Lyall
RTF Chair:	Rose D'Aversa
Membership Chair:	Valerie Kruse
Program Chair:	Cheryl Gathercole
Ways n' Means Co-Chairs:	Lisa D'Arcy & Myra Perron
Webmaster:	Marianne Velcic

President's Message

Mid Summer – beautiful days and wonderful evenings. Still our dedicated volunteers of Professional Administrators have been busy planning for our Members 2009-2010 Year.

What I see is a strong, dedicated team developing, sharing different backgrounds and different strengths; combined we are excited for our coming year.

We had a "Powerful" planning session on August 12th. I am looking forward to our Alberta Planning Session on August 22nd with the Western Canada Division President, President-Elect, Vice-President and Bylaws Chair. Having our ideas come together with Red Deer, Lethbridge and Edmonton just drives us forward to achieve our goals for the Calgary Chapter.

*Let's look at the definition of "Teamwork". **Teamwork** is a joint action by two or more people, in which each person contributes with different skills and express his or her individual interests and opinions to the unity and efficiency of the group in order to achieve common goals.*

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This does not mean that the individual is no longer important; however, it does mean that effective and efficient teamwork goes beyond individual accomplishments. The most effective teamwork is produced when all the individuals involved harmonize their contributions and work towards a common goal.

In order for teamwork to succeed one must be a team player. A team player is one who subordinates personal aspirations and works in a coordinated effort with other members of a group, or team, in striving for a common goal. Businesses and other organizations often go to the effort of coordinating team building events in an attempt to get people to work as a team rather than as individuals.

I am proud to be working with each Professional Administrator, their individual styles and strengths help me to develop as your President and I am privileged to have each of our volunteers on our Board this coming year. This is your Calgary Executive and Committee Board Members!

I look forward to seeing you all in September.

-DecolynneJo Barteski CF

Communication Chair's Message

In the next few days, you will receive an invitation to attend our first general meeting of the 2009-2010 term, which I hope that you will be able to attend.

Our President and our speaker, DecolynneJo Barteski, will speak to us about **Achieving Life Balance** between work and our personal lives. It is something that we struggle to do everyday!

I'm looking for informative and creative articles to add to the newsletter. If you have something that you would like to share, such as a software application tips, some leadership pointers, etc., please contact me.

-Jen Makin

Certification Chair's Message

If you have registered for the November CPS/CAP exams and require study material, please feel free to contact me. I have study material available should you wish to borrow it, give me a call to reserve and sign out.

Late registration for the November 6th and 7th CPS/CAP Exams is being accepted up to August 31st, however there is a \$50 late registration fee. Please contact me if you have any questions or require assistance in registering.

-Lucinda (Cindy) Sharlow CPS/CAP

**For information on how to earn your CPS
and/or CAP certification,**

please contact

Lucinda (Cindy) Sharlow CPS/CAP.

Lucinda.J.Sharlow@marsh.com

403 476 3489

**Certified Professional Secretary® (CPS®)
and**

Certified Administrative Professional® (CAP®)

APW Chair's Message

Please mark your calendars – **Thursday, April 22, 2010** is the date for our Administrative Professional Day Event!

I am very pleased to announce that Ms. Rosita Hall (www.rositahall.com) will be spending the day with us! Venue and further details will follow as they become known.

Volunteers are needed to help with donations for our silent auction and for our goody bags. If your company or any of your contractors and/or clients would be willing to donate something, please advise!

-Lori Anderson

For more information on Administrative Professionals Week, or to volunteer on the 2010 APW Committee

please contact

Lori_Anderson@kindermorgan.com

APW is a great way to celebrate our chosen career as administrative professionals!

RTF Chair's Message

I've been working diligently on getting a manual set up regarding the Retirement Trust Foundation and gathering information on how this foundation benefits Canadians. The manual is well underway and almost complete for the Board to review. Then, I will present it to the Chapter.

-Rose D'Aversa

Event Tips – Deliver a Fabulous Event without Breaking the Bank

In these tough economic times it is necessary to be budget conscious yet still deliver the "look" of a great event. The following are some great tips to keep in mind when planning your next event.

- **Look at where the bulk of your attendees are coming from.** Does it make sense to relocate the event closer to the majority of your audience?
- **Consider cutting the number of complimentary passes** to your event and reduce the number of staff, if possible.
- **Eliminate open bars.** If that's impossible, think about reducing the time when it's available — have it open for only 30 minutes, instead of an hour. You could also offer a minimum number of drink tickets, or offer only passed beer and wine. You can serve less expensive beer and wine when it's poured out of sight.
- Ask for the venue to set up a **standard instead of a premium bar.**
- **Shorten the conference schedule to reduce the time spent at lunch,** and don't serve dessert. Save it instead for the afternoon coffee break, so you won't have to order more food.
- **Eliminate continuous coffee service throughout a meeting or conference.** Only serve beverages at break time. Consider serving whole fruit instead of cut fruit. Uneaten whole fruit can be reused for breaks or buffets.
- **Is there a possibility of having a buffet instead of a plated meal?** You'll save on wait staff and some of the items on the buffet can be used instead at an appetizer station before the meal.
- **At breakfast, have the bagels cut in half, and serve mini-muffins instead of large ones.** The buffet table will still look full, but smaller portions help eliminate waste and reduces cost.
- **Ask your preferred decor company what they have available that is not labour intensive.** Creative pieces like lamps, candleholders and glassware can provide a 'wow' just as much as expensive floral and pieces built on-site. This can save you money on product, labour and delivery.
- **Use existing decor within your chosen venue or hotel.** Ask what furniture (couches and lounge chairs) the venue or hotel has available, to possibly use in cocktail or lounge areas. Then utilize what's available at no cost and texture with things like pillows, tables and colorful throws. This will save you money on rental charges, while providing a contemporary feel.
- **For smaller-budgeted campaigns, utilize your money where it counts.** Entrance treatments and secondary rooms are not necessarily needed. Spend money on the main space to provide the biggest bang in one centralized location.
- **Decor trends are leaning towards the minimalist approach.** This is great for your budget! Less is more and a good design team will know how to utilize color and textures within large spaces to create a more intimate feel.
- **Try to reduce your printed promotion.** Make it very targeted or use it for your "A" prospects only.
- **Ensure that e-mail communication includes a sense of urgency, and make sure that they are updated frequently.** E-mail communication with a sense of urgency can drive attendance to an event, i.e.: 'space is 50-per-cent sold'
- **Do you need to prepare information binders for participants?** Consider printing on both sides of the paper and using fewer tabs in the binders. Could folders be used instead?
- **What type of handouts do your attendees need?** Consider giving USB sticks, conference CDs or drive participants to a company website to review conference presentations or download handouts.
- **Create re-usable signage and banners (no dates)** for core signage i.e.: directions, welcome and registration desk.
- **Be conservative with your guestroom block and attendance figures.** All of your hotel costs are calculated based on your contracted estimates.

-Lucinda (Cindy) Sharlow CPS/CAP

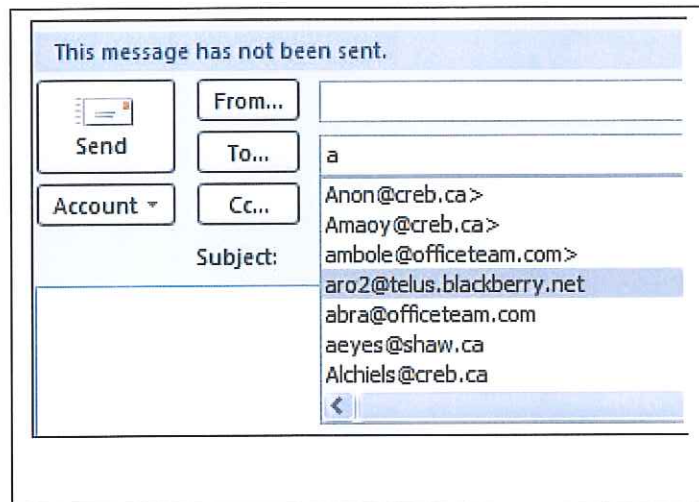
Computer Tip

A great feature with email software, such as Microsoft Outlook, is that it recalls previous email addresses. When you type the first letter of the email address in the To field, the email addresses beginning with the same letter will appear in a drop down menu. But what happens when someone has changed their email address? How do you delete the individual's previous email address?

Solution: As you start typing, you can use the keyboard arrow keys to move down to an incorrect email address and then press the delete key. This will remove the address selected. In our example to the right, aro2@telus.blackberry.net will be removed.

If you want to clear the entire list, find the file with the extension of .nk2 and delete the entire file. Caution is advised when deleting any files in Application Data and please note that these instructions are for Windows XP and for Microsoft Office 2007.

-Marianne Velcic



Safety Topic – Parking Lots

Depending upon its location, design and time of day, parking lots can be unsafe.

When you are walking to and from your car in the dark, please try to walk with a friend or a security officer.

If you have to walk alone, follow the safety tips listed below:

- have an individual watch you from a window.
- wave to them on the way to your vehicle.
- wave even if no one is watching to give the illusion that someone is watching you.
- stay on well-lit streets and in the centre of the sidewalk. Stay away from hiding spots such as bushes, doorways, alleys and parked cars. Cross the road if necessary.

Always be alert to your surroundings and walk with confidence. Trust your instincts when you feel something is not right.

-Jen Makin



There is always time for safety!

Upcoming Events

Please mark your calendars for the following events:

- Executive/Committee Chair Board Meeting** September 2
- General Meeting** September 9
 - Achieving Life Balance
 - DecolynneJo Barteski CPS
 - Business Portion
 - Voting on 2009/10 Chapter Budget
 - Pathways to Excellence
 - Cheryl Gathercole
 - Delegate Report: 2009 EFAM
 - Cheryl Gathercole
- Executive Board Meeting** October 7
- General Meeting** October 14

Lavender items pertain to the Board of Directors only

Blue items pertain to all members

AUGUST 2009

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