

The Calgary Exchange



March 2011

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2010-2011 Calgary Chapter Executive and Committee Chairs

If you have any suggestions, questions, concerns or require any additional information, please contact the following individuals.

President: Cheryl Gathercole, CAP Vice President: Terri Peters, CPS
Treasurer: Lucinda (Cindy) Sharlow, CPS/CAP Secretary: Lisa Adam, CPS/CAP

Your 2010-2011 Committee Chairs are:

Certification Chair: Lucinda (Cindy) Sharlow, CPS/CAP
Membership Chair: Karen Savinkoff
APD Chair: Lucinda (Cindy) Sharlow, CPS/CAP
Communications Chair: Jen Makin
Website Chair: Marianne Velcic
Retirement Trust Foundation Chair: Rose D'Aversa

*Please Note: there are additional Committee Chair positions open and available.
If you are interested, please advise your Calgary Chapter Executive.*

Our Next Meeting ...



APRIL 13, 2011

TOPIC: Details to be provided

Speaker: Details to be provided

Recertification Point: TBD



REMINDER - May Meeting Date Change ...

The May Meeting has been moved to MAY 18, 2011



CALGARY CHAPTER MEETINGS
NEW LOCATION: 35th Floor Conference Centre - International Hotel Calgary (220—4 Avenue SE)
MEETING DATES: Every 2nd Wednesday of the Month (September to June)
MEETING START TIME: 5:30PM



Message from Western Canada Division President Elect, Jayne Clark

It seems like yesterday that I received a phone call asking me to think about running for Chapter Vice-President. I was so flattered that they thought that I, barely a member for a year, was capable of performing the Vice-Presidents duties. With many steps in between, here I am President-Elect for Western Canada Division.

What an exciting time to be moving into the Division President's position. We as members will benefit as our International Board and headquarters' staff strive to make IAAP into a remarkable organization.

We have been encouraged to promote our organization to all members of the administration field not just the typical secretary roles. Just think of the potential collective knowledge. As members we promote what we can offer new members. Maybe we need to look at that differently. What can new members offer us? Think about other professionals that have skills that you might be interested in. Invite them to share their skills and knowledge and maybe they will see what IAAP members can offer them.

Recent US tax implications have brought fiscal responsibility to the forefront. Isn't this something that we can not only use in the Chapter/Division levels but also in our business and personal lives? There is so much information available in the IAAP Web Community to help us learn and ask questions.

We have been promised more information on our Research and Education opportunities. I look forward to seeing what webinars are rolled out in the future.

When I was a direct Supervisor to Admin staff, I always encouraged my staff to:

- ◆ step outside of your comfort zone. How can you continue learning and growing if you don't?
- ◆ make it your own. Although you may be given information or opportunities - make them fit and work for you.

- ◆ use all available resources. If you surround yourself with people that just know what you know- that's all you will get to know.

In my term as Division President, I look forward to doing all of the above and doing it with **Passion & Purpose**.

- Jayne Clark, Western Canada Division President Elect



International Association
of
Administrative Professionals

Healthy Workplace - Be A Great Example To Your Team

- Karla Ramsay, Calgary Chapter Member

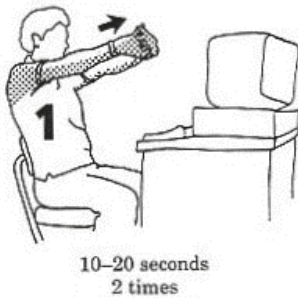
Stress release and keeping care of oneself go hand in hand – it’s so important to take time away from your daily desk and move your body to release tension and stress from your body. Not only are you facilitating blood flow through your body, but along with it, oxygen to your

muscles! Also when you are taking a break to do these, your eyes are also getting a rest from staring at the screen. It only takes approximately 4 minutes and you’re worth it!

Computer & Desk Stretches

Approximately 4 Minutes

Sitting at a computer for long periods often causes neck and shoulder stiffness and occasionally lower back pain. Do these stretches every hour or so throughout the day, or whenever you feel stiff. Photocopy this and keep it in a drawer. Also, be sure to get up and walk around the office whenever you think of it. You’ll feel better!



Recertification ... Are you collecting points?

- Lucinda (Cindy) Sharlow, CPS/CAP, Certification Chair

Are you certified? Did you know the qualifications for recertification changed this past year? Points dropped from 90 to 60 yet you still have 5 years to collect the required points for recertification. You worked hard to earn your CPS and CAP certifications...don't let them expire!

Earning recertification points is *easy* ... did you know that you can earn recertification points just by attending a chapter meeting? Volunteer for a position on the executive board or become a committee chair....each position will earn you 5 points and your knowledge and skills will benefit the entire chapter! Attending EFAM or a Spring/Fall Conference will bring you a lot of recertification points; you will also meet people from different parts of the world and have fun at the same time! It's not only IAAP sponsored events that earn you recertification points; attending a non-IAAP educational presentation or conference will likely qualify as long as the presentation fits within the IAAP guidelines for recertification. The guidelines can be found at www.iaap-

hq.org/certification/recertification

The Calgary Chapter strives to bring you quality education presentations; presentations that qualify for recertification points. With the exception of the January membership meeting, we have had 6 out of 7 meeting presentations qualify for recertification points this term. We anticipate the April and June meetings will qualify as well. That's 8 recertification points just for attending the monthly chapter meetings! The upcoming APD event in April will offer a minimum of 2 recertification points! If you attended all the chapter meetings and attend APD, you will earn 10 points during the 2010-11 term.

Be sure to keep all documentation that will prove you attended the various meetings, etc. as you will need to submit the back-up along with your application for recertification.



Passion & Purpose Pins are available for purchase from the Calgary Chapter Treasurer. Purchase yours at the next meeting.

Registration is open ... 2011 Administrative Professionals Day Event

Thursday, April 21st -- 11:30 am to 4:30 pm
Calgary Zoo - Safari Lodge
(Doors open at 11:15)

Our guest speaker, **PATRICIA MORGAN**, will take you from "**From Woe to WOW**"; please join us on this development journey. The event will be a busy fun-filled day with buffet lunch, trade show, silent auction and of course networking.

Registration form available on our website: www.iaap-calgary.org
(Meetings&Events\Administrative Professionals Day\Delegate Registration)

See you there!

- Lucinda (Cindy) Sharlow, CPS/CAP, Calgary Chapter APW Chair
Email: apw@iaap-calgary.org

2010-2011 Pathways to Excellence Update

- Terri Peters, CPS, Calgary Chapter Vice President

Calgary Chapter of Excellence (COE)

As mentioned in previous editions of our newsletter and also at each of our monthly Chapter Meetings, the Calgary Chapter is participating to achieve our Chapter of Excellence distinction.

We are working hard and are making excellent progress ... **at March 9th we now have achieved 12 Criteria** and have 5 Criteria in progress. I feel confident that the Calgary Chapter will attain our Chapter of Excellence again this

year. There is a total of 19 Criteria and a minimum of 14 are required to be achieved to receive our Chapter of Excellence. The Chapters progress is presented at each Chapter Meeting.



IAAP Mission

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Member of Excellence (MOE)

There are only a few months remaining for those members participating to achieve their Member of Excellence for 2010/2011, so the Chapter is encouraging you to take a look at the criteria that you currently have in progress and strive to attain them by the end of the term, which is JUN 30, 2011. Once you have achieved the minimum 8 criteria – or by June 30 at the latest – members should log onto the IAAP Headquarters web site and submit an electronic application .

Remember there are a total of 11 criteria and a minimum of 8 are required to be achieved to obtain your MOE. Keep in mind that Criteria #6 ... which is to pay your membership dues on or before your anniversary date ... is a Mandatory Criteria. So if you don't achieve this criteria, no matter how many other Criteria you have

achieved you will not attain your Member of Excellence .

Remember that you will need to keep all of your documentation for each of your achieved criteria in the event of an audit, this includes your signed Member of Excellence Form.

If you have any questions regarding the Member of Excellence process or need any additional information, please touch base with me at our Chapter Meetings or you can also contact me at (vicepresident@iaap-calgary.org) and I would be happy to assist you.

You can also find great resources on the IAAP Headquarters website (www.iaap-hq.org) after logging in to view member only content, under the Member Resources tab, then Pathways to Excellence and 2010-2011 Pathways to Excellence information tab.



IAAP Core Values

- Integrity:** *We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.*
- Respect:** *We create respect within our profession and association through listening, understanding and acknowledging member feedback.*
- Adaptability:** *We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.*
- Communication:** *We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.*
- Commitment:** *We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.*

Who Am I?*- Submitted by Lisa Adam, CPS/CAP, Calgary Chapter Secretary***Those** who are great, I have made great.**Those** who are failures, I have made failures.**Half** the things you do, you give to me and I do them quickly and correctly.**Show** me exactly how you want something done. After a few lessons. I do it automatically.**I will** push you onward or drag you down.**I am** your constant companion.**I am** completely at your command.**I am** easily managed.**I am** your greatest helper or heaviest burden.**I am** servant to all great people and alas to all failures, as well.**I am** not a machine; although, I work with the precision of a machine and the intelligence of a person.**You** may run me for profit, or run me for ruin.**Take** me and train me. I will put the world at your feet.**Who am I?****I am HABIT.****The Bridge Builder** - By Will Allen Dromgoole*- Submitted by Lisa Adam, CPS/CAP, Calgary Chapter Secretary*

An old man, going down a long highway;
 Came, at the evening, cold and gray;
 To a chasm, vast, and deep, and wide;
 Through which was flowing a sullen tide.

This chasm, that has been naught to me;
 To that fair-haired youth may a pitfall be.
 He, too, must cross in the twilight dim;
 Good Friend, I am building this bridge for him."

The old man crossed in the twilight dim;
 The sullen stream had no fear for him;
 But he turned, when safe on the other side;
 And built a bridge to span the tide.

Dromgoole was a prolific writer, publishing both prose and poetry. She was born in 1860, Murfreesboro, Tennessee, and wrote over 7500 poems, 5000 essays and published 13 books. She graduated from Clarksville Female Academy in 1876 where she studied law, but women were not allowed to be lawyers. She was appointed as staff to the state legislature and started working in 1883. She is the founder of the Waco Woman's Press Club and she worked as a War-rant Officer during WW1, where she lectured to sailors on patriotic topics.

"Old Man!" said a fellow pilgrim, near;
 "You are wasting strength with building here;
 Your journey will end with the ending day;
 You never again will pass this way;
 You've crossed the chasm, deep and wide-
 Why build you this bridge at the evening tide?"

The builder lifted his old gray head:
 "Good friend, in the path I have come," he said;
 "There followeth after me today;
 A youth, whose feet must pass this way."



"The current situation of the earthquake, tsunami and the nuclear plants is in a way the most severe crisis in the 65 years since World War II." -- Naoto Kan, Prime Minister of Japan, after country sustained its largest earthquake on record.

Helpful Information ...

Calgary IAAP Chapter Website: <http://www.iaap-calgary.org/>

Headquarters Website: <http://www.iaap-hq.org/>

Newsletter Articles Submissions / Suggestions Email: vicepresident@iaap-calgary.org

Calgary Chapter President Email: president@iaap-calgary.org

Calgary Chapter Vice President Email: vicepresident@iaap-calgary.org

Calgary Chapter Treasurer Email: treasurer@iaap-calgary.org

Calgary Chapter Secretary Email: secretary@iaap-calgary.org



"I would maintain that thanks are the highest form of thought, and that gratitude is happiness doubled by wonder."

~ G.K. Chesterton

DID YOU KNOW ...



When paying via PayPal for your Chapter Meeting Fees, you pay an additional \$2.00 for service fees.

Start thinking about purchasing the Calgary Chapter Meeting Savings Card for meetings start in the 2011-2012 term, starting September 2011.

By purchasing this Savings Card, you will achieve a cost savings of \$25 as the card entitles you to 5 Calgary Chapter Meetings at the reduced rate.

Contact:
treasurer@iaap-calgary.org

Newsletter Publication Dates

The deadline for newsletter article submissions is the 12th of each month. The newsletter will be published on or around the 15th of every month.

Send your newsletter submissions to:

Terri Peters @

vicepresident@iaap-calgary.org



Upcoming Events, Mark Your Calendar



- April 6, 2011 Executive / Committee Chair Meeting
- April 13, 2011 April General Chapter Meeting
- April 21, 2011 Administrative Professionals Day (APD) Event
- May 4, 2011 Executive / Committee Chair Meeting
- May 12-14, 2011 Canada Division's Conference - Moncton, NB
- May 18, 2011 May General Chapter Meeting
- June 1, 2011 Executive / Committee Chair Meeting
- June 8, 2011 June General Chapter Meeting

Chapter Orientation Dates: May 14 2011

Please Note: If you are interested in registering for any of the above Chapter Orientation Sessions, please email Cheryl Gathercole, CAP - Calgary Chapter President at president@iaap-calgary.org.

APRIL 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE 2011						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Items noted on the calendar above in **ORANGE**, pertain to all members.

Items noted on the calendar above in **PURPLE**, pertain to the Board of Directors only.

Items noted on the calendar above in **PINK**, pertain to all members and denote our Chapter Orientation Dates.