

The Calgary Exchange



June 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.

June President's Message: Thank You!

I just wanted to take a moment to thank each member for a great year! It was my first year as President of the Calgary Chapter and a learning experience. I had some triumphs and some challenges along the way but with the executive board and the committee chairs we celebrated and worked through all of them. I wanted to give a special thanks to the executive board who worked very hard this year to make sure that our Chapter was in top form. Some members we didn't see out that much this year but I hope that we get the opportunity next year to show what your Calgary Chapter has to offer. For those of you who came out to the meetings this year... Thank You, the meetings were great and it was a chance to say hello and get to know all of you better.

Everyone who attended the meetings made it very easy for me to learn and work through my presentation skills, which I hope were

better at the end of the year. Something that shows how the Calgary Chapter works as team no matter what the obstacles are, I had laryngitis and could not really talk for our June meeting. Terri Peters, CPS the Chapter Vice President stepped in with about 4 hours notice and did a fantastic job. This shows the spirit that our chapter and members have. Thanks Terri!

I will be doing a second term as Calgary Chapter President and I hope to make things even better next year. We start this summer at EFAM to make next year bigger and better!

I wish you all safe and happy summer, enjoy all that you can and I hope to see all of you next year.

Thank you for a truly wonderful year!

- Cheryl Gathercole, CAP—Calgary Chapter President

CALGARY CHAPTER MEETINGS

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





To our newest Calgary Chapter Members ...

At the JUNE Chapter Meeting the following new members were initiated ...

Debby Little and Karen Clarke

We welcome you both to the Calgary Chapter!



Thank you to Lori Lorencz for donating a Door Prize for our June Calgary Chapter Meeting.

The lucky winner of the Door Prize was Lisa Seib from Helms Briscoe! Congratulations!



Congratulations to Kathy Hampton! She was the lucky winner of the 50/50 Draw at the June Calgary Chapter Meeting!

Our Next Meeting ... The First Meeting of the 2011-2012 Term ...



***** SEPTEMBER 14, 2011 *****

Join us for the first meeting of the 2011-2012 Term. We will have an informative speaker for you, as well as our regular Calgary Chapter business.

Recertification Point: TBD

2010-2011 Pathways to Excellence Update

- Terri Peters, CPS, Calgary Chapter Vice President

Calgary Chapter of Excellence (COE)

We have worked hard this year and have made excellent progress ... **at June 30th we will have achieved 15 Criteria. Congratulations!** Our Chapter of Excellence application will be submitted shortly after June 30th when the last mandatory Criteria will be achieved. At the time of submission we may have 17 of the possible 19 criteria achieved. There is a total of 19 Criteria and a minimum of 14 are required to be achieved to receive our Chapter of Excellence.



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)

The deadline for submission is JUNE 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. **ALL DOCUMENTATION SHOULD BE KEPT ON FILE FOR ONE FULL FISCAL YEAR AFTER YOUR APPLICATION HAS BEEN SUBMITTED.**

Congratulations to all of the Calgary Chapter Members who achieve their Member of Excellence for 2010-2011!



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.*



There are still a few Passion & Purpose Pins available. If you are interested please contact the Calgary Chapter Treasurer.

treasurer@iaap-calgary.org

Educational Forum and Annual Meeting (EFAM) - Montréal, Quebec JULY 24-27, 2011—Montréal Convention Centre



IAAP takes you to beautiful Montréal for the International Education Forum and Annual Meeting. You'll see top rated speakers, inspiring educational programs and network with other member in the artfully decorated convention centre, La Palais de congress.

Join us for an EFAM kick-off at the Evening of Welcome on Sunday. Montréal is one of the most vibrant cities to visit in Canada and we'll bring the city indoors to you. Dance the night away with your favourite D.J. You might even see a moose out on the dance floor. Then, ignite your summer on Tuesday with our two energizing keynote speakers: Clinton Kelly of TLC's *What Not to Wear* and the inspiring Sam Glenn. You won't want to miss the Office Expo, a perennial favourite, or the dozens of top-rated speakers leading workshops throughout the conference.

Fall Conference - San Diego, California OCTOBER 9-12, 2011



Registration is now open for the International Association of Administrative Professional's 2011 Fall Conference being held in San Diego, California October 9 to 12, 2011. The theme of this year's conference is "Fall Forward: Hot Topics for Tomorrow's Workplace."

Participants will get the skills they need to negotiate a rapidly changing workplace. The conference will include sessions of increasing efficiency with web-based Microsoft Office; attention grabbing design; social media as a tool for business communication; deal making; responding to and reducing workplace violence and harassment; and improving emotional intelligence.

In addition to informative sessions and great networking opportunities, this year's fall conference participants will get to enjoy the beautiful San Diego Bay at the Sheraton San Diego Hotel and Marina.

IAAP Member Discounts Available
POWER OF WOMEN -VANCOUVER - AUGUST 12, 2011

International Association of Administrative Professionals - Canada ... Member discounts are available for Power of Women Leadership Events.

The Power of Women Leadership Events are a series of personal development conferences coordinated by Power Within Corp. These events offer an extraordinary line up of diverse guest speakers and provide useful leadership, team building and client hosting for you, your team and your clients.

This event being held in Vancouver, BC on August 12, 2011 from 9:00AM to 5:00PM, live at the Rogers Arena features **Ellen DeGeneres**, a Television Icon, Entertainment Pioneer and Talk Show host "The Ellen DeGeneres Show" as the Keynote Presenter. Other speakers for this one day event are listed below.

Suzanne Somers: Actress, Business Leaders and Best Selling Author on *Take Charge of Your Health and Live with Vitality*.

Marlee Matlin: Academy Award Winner and Author on *Nobody's Perfect: Achieving Inclusion, Diversity & Access*.

Loretta LaRoche: Acclaimed Speaker, Author and Stress Management consultant on *How to Prevent Hardening of the Attitude - Reduce Stress in the Workplace*.

Amilya Antonetti: Entrepreneur, Author and Business Leader on *Authentic Leadership for Women*.

Leigh Anne Tuohy: Business Leader and Bestselling Author on *Every Team is a Family - The Power of Giving*.

MEMBER DISCOUNT: Register for general tickets today for only \$183 (a \$46 savings of the regular rate of \$229). VIP tickets (includes preferred seating and luncheon) available for \$476 (a savings of \$119 of the regular rate of \$595).

GROUP RATE: Register 5 tickets and receive the 6th ticket at no charge! (Applies to General tickets. Please register by phone to receive the group rate.)

HOW TO REGISTER: IAAP Canada Members (and Guests) are eligible for member and group rate discounts for all Power of Women Events in Canada. Registrations must refer to PROMO CODE 1088. To register call Toll Free 1-866-883-6568 in order to receive the IAAP Canada Member discounts. Online at <http://www.thepowerofwomen.com>: use PROMO CODE 1088 for online registrations.

Certification Exam Dates

The next important date to note for Certification Applications and Exams is:

<u>EXAM DATE</u>	<u>APPLICATION DEADLINE</u>
November 5, 2011	August 15, 2011

The Calgary Chapter Needs You ...

Are you interested in professional growth while assisting the Calgary Chapter and its members?

The Calgary Chapter has the following positions on the Executive Board open, Vice President, Secretary and Director.

There are also several Committee Chair positions open in the Calgary Chapter.

If you are interested in one of the many positions listed above, please contact the Calgary Chapter President - Cheryl Gathercole, CAP at president@iaap-calgary.org.

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.

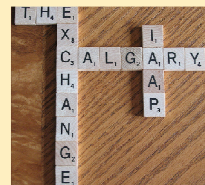
By purchasing this Savings Card, you will achieve a cost savings of \$25 as the card entitles you to 5 Calgary Chapter Meetings at the reduced rate.

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

- July 24-27, 2011 Educational Forum and Annual Meeting - Montréal*
- August 12, 2011 Power of Women - Vancouver*
- September 14, 2011 September General Chapter Meeting*

July 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						

August 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			

September 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.

Have a great Summer! See you on September 14th.