



Calgary Chatter

June 2010

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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 Members:	Kathy Moreau, Karen Thompson & Sherri Woodside
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

As the President from 2008 – 2010, it is hard to say goodbye to the Calgary Chapter – I have cherished and admired all the professional administrators I have worked with.

But no matter what, it is always good to say goodbye. A farewell is always a reminder that no matter how long, we will always meet again.

I look forward to seeing familiar faces at our Calgary Chapter general meetings – as I participate as a Calgary member and strive to become a member of excellence.

Looking forward to a wonderful year.

-DecolynneJo Barteski, CPS



Volunteers Needed for IAAP Calgary's 2010-2011 Year

We need you! Please...seriously consider volunteering some of your time to assist the Executive Board this coming term. Three executive members and a couple of committee chairs cannot possibly bring you the quality program you deserve!

We realize that volunteering for a position can be daunting, but remember – the Executive Board and Committee Chairs are a team and work together.

Co-chair a position...why not speak to a fellow member, co-worker or friend; ask them to co-chair a position with you! Our current Ways 'N Means Committee is co-chaired by Myra Perron and Lisa D'Arcy; they feel co-chairing is the way to go...they bounce ideas off each other and what one doesn't think of, the other usually does; as well, each bring different skills to the position. They have done a fantastic job this past term, bringing in great door prizes and that fabulous getaway package in December...we are going to miss them, but we also know someone can fill their shoes, is it you?!

We are currently accepting volunteers for the following voting positions:

Vice President

- Shadows all Presidential roles
- Prepares for President role following year or year after
- Assist with membership drive & APW meetings
- Ensures reporting members submit monthly report to Secretary
- Submits budget to Treasurer
- Official signing officer for the chapter documentation in absence of President
- Cheque signing authority for chapter bank account
- Attends all board meetings
- Attends new member orientations
- Voting position

Director (2 positions)

- Attends and participates in all board meetings
- Monitors, mentors and works with committee chairs
- Submits committee chair reports at board meetings when committee chairs are not in attendance
- Ensures all committee chair reports are submitted to chapter secretary
- Voting position

Program Chair

- Attends and participates in four board meetings (Sep, Dec, Mar, Jun)
- Working with Chapter Officers, arranges location, dates and times with meeting venue
- Working with Chapter Officers, plans monthly speaker program
- Sends speaker bio and presentation overview to Certification Chair 3 weeks prior to the presentation
- Meets venue deadline for meeting catering
- Prepares yearly calendar of event booklet
- Arranges meeting invocations and speaker introductions/thank you
- Submits budget to Treasurer
- Maintains monthly attendee list and provides copy to Treasurer
- Submits monthly report to board of directors prior to monthly board meeting
- Submits monthly report to Director for reporting at board meetings when committee chairs are not in attendance

Volunteers Needed for IAAP Calgary's 2010-2011 Year (Continued)

Ways 'N Means Chair

- Attends and participates in four board meetings (Sep, Dec, Mar, Jun)
- Co-ordinates all chapter fundraising activities
- Obtains sponsor products for fundraising
- Obtains door prizes for monthly chapter meetings
- Co-ordinates and sells 50/50 tickets at monthly chapter meetings
- Draws and announces winning tickets and distributes prizes at monthly chapter meetings
- Provides Secretary with total dollar amount collected and prize winner's name and item won
- Provides Treasurer with moneys collected from ticket sales
- Submits budget to Treasurer
- Submits monthly report to Director for reporting at board meetings when committee chairs are not in attendance

APW Chair and Committee

- Attends and participates in four board meetings (Sep, Dec, Mar, Jun)
- Working with Chapter Officers to determine APD event date, times, budget and venue
- Submits budget to Treasurer
- Arranges event speaker and all his/her travel requirements
- Arranges APD event invitation and distributes invitation/registration form to membership and prospects
- Recruit volunteers to assist with donations and other duties
- Liaison with venue re meal, refreshments, room layout, A/V requirements, vendor requirements, etc
- Solicit vendors for trade show, donations for door prizes, donations for delegate bags (bags and contents)
- Arranges APD name badges
- Maintains clear and concise file of all APD information
- Submits monthly report to Director for reporting at board meetings when committee chairs are not in attendance

-2010-2011 Executive Board



RTF Chair's Message

The winner of the Blackberry Bold is Kathy Hampton, CPS/CAP from our own Calgary Chapter... congratulations Kathy!

The RTF sold raffle tickets for the Blackberry Bold for the past several weeks and the draw took place on May 29th during the Canada Divisions' Conference in Regina. Also at the Canada Divisions' Conference, the RTF held a 50/50 Draw during the Pitchfork Fondue dinner and ran a Silent Auction throughout the three day conference.

\$2,273 was raised for the RTF from these three CDC events. Thank you to all participants for your support of the Retirement Trust Foundation!

-Rose D'Aversa

Making a Good First Impression

The following tips are an excerpt from the OfficeTeam presentation entitled *"Etiquette @ Work, A Guide to Modern Business Manners"*:

- Make eye contact as you shake hands
- Wear your nametag on the right side at events
- Hold your drink in your left hand
- Approach people who are alone or are in groups of three or more people
- Always make introductions when possible
- When introducing people, offer a memorable piece of information about each person that will start a conversation
- Always distribute your card with the typed side up
- Be selective when handing out your card
- Thank those who give you their cards by name
- Keep your own cards in your left pocket and those of others in your right
- Jot down information about your new contact on their business card
- Keep your business cards with you at all times



-Angie Gareau, Division Director - OfficeTeam

Certification Chair's Message

The candidates who wrote the CAP and CPS exams patiently await their results...just a couple more weeks!

Are you thinking about certification? Please don't hesitate to contact me, I will be happy to answer any of your questions as well as provide brochures and guidance in registering for the exams.

August 15th is the registration deadline for the November 5th and 6th exams....remember, your application must be RECEIVED by the Kansas City office by this date!

-Lucinda (Cindy) Sharlow, CPS/CAP

Pathway to Excellence

The Calgary Chapter has had another excellent year, thank you!

I am very proud of the Calgary Chapter Board, we have again attained the Chapter of Excellence designation. It was a lot of work but it was well worth the effort! When they announced the Chapters of Excellence at CDC in Regina this past May, I was filled with a sense of pride that the Calgary Chapter was among those announced.

As for the Member of Excellence, the goal for 2009-2010 was to increase the number of members who have achieved the Member of Excellence. We had 4 members achieve Member of Excellence during the 2008-2009 year and, at present, there are 5 confirmed Calgary Chapter members who have achieved Member of Excellence for 2009-2010 – *way to go!!* Final results will be posted the middle of July and hopefully other Calgary Chapter members will have achieved Member of Excellence as well.!

Thank you to all the members and the board for a great year and congratulations again!

The following chapter members have achieved Member of Excellence for 2009-2010:



Lisa D'Arcy
Cheryl Gathercole
Lucinda Sharlow, CPS/CAP
DecolynneJo Barteski, CPS
Kathy Hampton, CPS/CAP

Member of Excellence submissions will be received by HQ until June 30, 2010.

-Cheryl Gathercole

IAAP – EFAM 2011 Fund Raising Campaign



Bonnie and DecolynneJo have come up with a cute kick-off fundraiser for the 2011 EFAM in Montreal – a piggy bank and a savings plan to ensure members can cover their travel and registration costs to attend.

The photo of the bank to the top is the prototype; the proposed flyer is also shown. These banks are not “give aways”. Funds raised from the sale of these banks will go to our EFAM efforts.

Fundraising for EFAM is a District-wide undertaking. We have lost an entire year of planning time – most EFAM coordinators start a full two years before their event. So I am asking all divisions to pitch in as much as you can to help showcase Montreal/Canada/our Canadian members to the rest of the association in the summer of 2011!

Bonnie and DecolynneJo plan to see these piggy banks at CDC and at EFAM. We will be encouraging chapters to purchase extra banks and sell them to members who are not in attendance at CDC.

But there will, no doubt, be some chapters without any representation at CDC and I would encourage the divisions to purchase banks for them at CDC and then re-sell them to the chapters (or donate them) to ensure all our members have an opportunity to participate in this fundraiser.

You will note in the yellow box that Bonnie and DecolynneJo are suggesting bulk orders from chapters – if we can provide chapters with sufficient opportunities to pick up banks at Regina, then shipping costs can be saved on this project.

We are also looking for any and all ideas you may have on how to ensure successful fundraising for EFAM. Thanks for your help and your support.

EFAM – Montreal, Canada - July 24-27, 2011

We look forward to seeing you in Montreal and to help you get there, we recommend diligent use of the

2011 EFAM–Montreal Piggy Bank

Two "Twoonies" A Day !!



End of CDC 31-May-10	to the	Beginning of EFAM 24-Jul-11	=	420 Days
2 Twoonies a Day			x 420 Days	= \$ 1,680.00
Hotel (\$125 / night for 5 nights)			\$	625.00
Meals @ \$30 / day			\$	180.00
Registration Fee			\$	495.00
			\$	1,300.00

Plus: Airfare (prices from Expedis.ca from your city to Montreal)

Toronto	\$	150.00
Calgary	\$	398.00
Edmonton	\$	498.00
Regina	\$	392.00
Ottawa	\$	130.00
Halifax	\$	301.00
Vancouver	\$	489.00

Cost of YOUR EFAM **\$ COVERED**

PIGGY BANK COST: \$ TBD ea
TO ORDER PLS EMAIL TO: TBD
 (We request that each chapter send one order only)

Job Hunting Tips

HOW TO GET YOUR RESUME NOTICED!

One area in which you can really get a leg up is through your resume distribution. Here are a few ways to make it as effective as possible.

Network

Don't be shy—tell as many people as you can that you are looking for a job, because you never know who knows whom. In addition, don't underestimate the fact that many people are more than willing to help set others up with jobs, and that it's not just a favor—the employers they know could be equally grateful for the help filling positions. Don't feel guilty or think that people are going out of their way for you, because many are happy to do it.

That being said, get your resume to as many people as possible—the more people that see it, the higher your chances are of getting a call or an interview.

Use Job Boards (but not exclusively)

Job boards can be a great way to get your resume out to many people at once, but don't get your hopes up—these days, job boards are inundated with resumes, and the chances of being contacted off of a job board posting are lower than with other distribution methods.

That being said, there's no reason you shouldn't post your resume on job boards such as Careerbuilder.com or Monster.com, just to cover all the bases.

It also helps to go niche, using job boards specific to your industry. These often have a higher success rate, because the pool is smaller.

Know what you want? Go for it!

Do you have one or two companies in mind that you know you would like to work for? Go the extra mile and visit them in person.

Dropping off your resume in person shows that you are dedicated and committed to the position, and gives the company a chance to see how professional you are (on that note, dress professionally when dropping of the resume!).

It should be noted that there's always a chance you may run into the HR manager or CEO themselves, so prepare for this drop-off like an interview. Research the company and prepare yourself for an impromptu interview, should the opportunity arise.

Responding to Openings

If a job opening has been posted, whether in a classified or on a job board, more often than not it will ask you to submit your resume via email.

In doing so, if there are no directions advising otherwise, make sure the subject line is your name and the position you are applying for, and include a condensed version of your cover letter as the body of the email. Your resume, cover letter and any other documents you include (such as a portfolio or writing samples) should be attached in a common format, like Microsoft Word (but not .docx). Indicate the format of the attachments in the email itself.

If the listing asks you to send your application via snail mail, use a document-size envelope, not a letter-size one, so you don't have to fold anything.

Job Hunting Tips (Continued)

INTERVIEW TIPS

Interviewing for a new job? Bring your best to the interview and follow these few suggestions:

1. Research the company.

Recruiters and HR personnel have less time to spend with each candidate and can get annoyed when they have to answer basic questions about what the company does, competitors and even company culture. There's a story about a candidate who was interviewing with the Discovery Channel. The candidate went on and on about how much they enjoyed a particular show. The problem was that the show was on a competing network! It was clear this poor soul had not even taken the time to review the program listings that Discovery offered. Lesson learned...for sure.

2. Bring visual aids.

Don't be afraid to bring along something for them to look at. Your resume in hand isn't enough these days. Have a small binder with visual aids ready so you can illustrate your skills and experience and explain how they relate to the brand. Just remember to use good judgment and timing. If you are one of two or three candidates and you have had more than one interview, you might even consider a PowerPoint presentation. Just keep it short and let them know ahead of time you would like to offer the presentation. Depending on the position you are going for, this would certainly be a great way to stand out.

3. Make that personal connection.

This is so important and might surprise you. Besides using all the essential communication techniques such as eye contact, a firm handshake and listening skills, try commenting on the artwork on the wall, or an object on the interviewer's desk. A subtle personal connection can set the tone for a very positive interview experience and will help you stand out in his/her memory.

4. Keep it professional.

The interview is not an opportunity for couch time! Believe it or not, the prospective employer does not want to hear about your phobias, sleepless nights or how you are saving pennies for your daughter's wedding plans. Don't sound desperate - it could affect your credibility and reduce your bargaining power later.

5. Appear confident, but not over confident!

Strike a balance between radiating confidence and trying to sell yourself too much. Don't challenge an interviewer with your multiple offers from other companies! Stay away from less-than-flattering statements such as, "Let me show you what I can do for your company." Instead, offer well-formulated questions that demonstrate your interest, know when to stop talking, and sit up straight. You'd be surprised how much this one simple non-verbal communication skill can send a powerful message. Before you go on your next interview, check your posture in the mirror. Would you want to hire that person in the mirror? Are you projecting confidence? Practice a simple technique for improving your posture. Every time you walk through a doorway, imagine there is a hook hanging down that will grab you and lift you up an inch or two. It's a great exercise that will help you feel and look more confident.

6. Always send a follow up note.

Always. Whether it's your first interview or third, write an professional hand-written note (NOT an email!) to the person who interviewed you. Keep it short. This reflects your professionalism, social skills and understanding of personal contact. Business is about people. If you show a prospective employer that you "get" that key concept by sending personal notes, you have a greater chance of being in the final candidate pool.

Computer Tips

Microsoft Word Tips and More

Microsoft Word is an incredibly powerful program, but getting at that power may not be as easy or intuitive as you might like. It can be incredibly frustrating when you know you *should* be able to do something with the program but can't, for the life of you, figure out how to do it.

WordTips is designed to help you figure out how to do the things you need to do with Microsoft Word, *right now!* At this website you can find answers to your Microsoft Word questions, and those answers are **free!** The site contains thousands of tips, tricks and ideas on how to use Microsoft Word better, faster, and more easily. <http://word.tips.net>

In particular, the site is most helpful for users of the menu-based Word interface. That means that the vast majority of tips on the site are for users of Word 97, Word 2000, Word 2002 and Word 2003. If you are using a newer version of Microsoft Word, you'll want to check out their sister site, which focuses on the ribbon-based Word interface introduced in Word 2007. You can find it at <http://wordribbon.tips.net>.

I've relied on the *WordTips* site many times and usually find an extra tip or two each time I access the site.

Not only is there *WordTips*, but there is all kind of Tips.

Tips.Net is a *great resource* for quick, helpful tips on a variety of topics. Household tips? They've got household tips. Makeup tips? They've got makeup tips. Home tips? They've got home tips. Cooking tips? They've got cooking tips. Weight loss tips? Yes, they've got them! The list could go on and on. Tips.Net is your one-stop resource for all the tips, tricks, secrets, and guidance you need. Check it out! www.tips.net

-Lucinda (Cindy) Sharlow, CPS/CAP

Upcoming Events

Please mark your calendars for the following events:

- Calgary Chapter Executive Planning Session July 10
- Education Forum & Annual Meeting (Boston) July 17-22
- Alberta Planning Session August 14
- Executive/Committee Chair Board Meeting September 01
- September General Meeting September 08

Lavender items pertain to the Board of Directors only.
Blue items pertain to all members.

JULY 2010						
S	M	T	W	T	F	S
				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 2010						
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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 2010						
S	M	T	W	T	F	S
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26	27	28	29	30	31	

Bruce Lee
 Speaker ~ Coach ~ Comic
 presents
**"Working with the
 Generation 'Y' Employee"**
 Sept 8, 2010 General Meeting
 Visit Bruce's website:
www.bruceleespeaker.com

Have a safe and happy summer!

