



# Calgary Chatter

July 2009

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## 2009-2010 Executive

Please help me in welcoming our new Executive Team! 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:	Katherine Bullock
Ways n' Means Co-Chairs:	Lisa D'Arcy & Myra Perron
Webmaster:	Marianne Velcic

## President's Message

DecolynneJo Barteski CPS joined the IAAP Calgary Chapter in 2006. DecolynneJo is beginning her second term as Chapter President.

*"The Calgary Executive and Committee Members are busy this summer preparing for a great 2009-2010 year!"*

*From a new "Newsletter" to a wonderful "Website", we have great volunteers who are stepping up the plate and already doing a wonderful job.*

*There are a number of sessions the Executive and Committee Members are attending:*

- July 18 Executive Planning Session – Calgary
- July 24 EFAM – Minneapolis
- Aug 12 Executive & Committee Chair Planning Session – Calgary
- Aug 21 TBC – BYLAWS and STANDING RULES Session – Calgary
- Aug 22 Alberta Planning Session (with Western Canada Division)  
- Calgary Hosting with Edmonton, Lethbridge,  
Prince George & Red Deer attending

*I can't wait for September and to kick off a great year! Enjoy the summer and I look forward to seeing all of you on September 9, 2009 for our General Meeting – details to follow."*

-DecolynneJo Barteski CPS



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## Vice President's Message

Cheryl Gathercole re-joined the IAAP Calgary Chapter in 2007. Cheryl served as Treasurer during the 2008-2009 term and is now beginning her term as Vice President.

*"I am very excited about the coming year for the chapter and my new role. I am heading to EFAM in Minneapolis and I can't wait, this is my first International convention and it is going to be great. I will be bringing back lots of information to share with all of you.*

*I hope you have a great summer; enjoy yourself and be safe. I look forward to seeing you all in September."*

*-Cheryl Gathercole*

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## Treasurer's Message

Doreon McDowell joined the IAAP Calgary Chapter just last year and is jumping in with both feet by taking on the Treasurer role for the 2009-2010 term.

*"I would like to take a moment to say thank you to everyone for welcoming me as the new Treasurer of the Calgary Chapter. I am very excited and looking forward to the coming year. I have a busy summer with planning sessions, learning how things work and getting my budget done. I look forward to seeing you all in September. Enjoy your summer!"*

*-Doreon McDowell*

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## Communication Chair's Message

Jen Makin joined the IAAP Calgary Chapter in 2006 and held the Treasurer position during the 2007-2008 term. Jen has taken on the Communication Chair role for the 2009-2010 term. Going forward, all communication from the Chapter will come to you via Jen.

*"I am very happy to sit on the board as your new Communications Chairperson. One of my new roles is to create a monthly newsletter, which I hope that you will find informative and interesting!"*

*-Jen Makin*

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## Membership Chair's Message

Val Kruse has been a member of IAAP since 2005, joining the Calgary Chapter last year. Val is beginning her second term as Membership Chair.

*"I recently sent out the Chapter Name Badges to those who had not yet received them. The badges are for you to wear, along with your IAAP pins, to every IAAP chapter meeting or event you attend. The badges were sent via snail mail, if you have not received yours, please contact me and I'll check into it for you."*

[membership@iaap-Calgary.org](mailto:membership@iaap-Calgary.org)

*-Val Kruse*

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What would you like to see in your newsletter? Please contact Jen with your creative suggestions!!

[Jennifer.Makin@snclavalin.com](mailto:Jennifer.Makin@snclavalin.com)

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## Certification Chair's Message

Lucinda Sharlow has been a member of IAAP since 2006, joining the Calgary Chapter in 2007. Lucinda is beginning her third term as Certification Chair and her second term as Chapter Secretary.

*"Results are in from the May CPS/CAP Exams and I am thrilled to tell you that all 5 women who wrote the exams passed! Two members of the Calgary Chapter received their CPS designations, while one member received her CAP designation.*

***Congratulations to Christina Green CPS, Sherri Woodside CPS and Karmal Beninger CPS/CAP!!***

*Member-At-Large from High River, Terri Peters also successfully achieved her CPS designation*

*Rhea Menchenton from Fort McMurray wrote the four-part CAP exam and was successful in achieving her CAP designation.*

***WAY TO GO LADIES...I AM SO PROUD OF YOU!!***

*I have the CAP study material available should you wish to borrow it, give me a call to reserve and sign out.*

***Registration deadline for the November 6<sup>th</sup> and 7<sup>th</sup> CPS/CAP Exams is August 15<sup>th</sup>. Please contact me if you have any questions or require assistance in registering. "***

*-Lucinda (Cindy) Sharlow CPS/CAP*

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## APW Chair's Message

Lori Anderson became a member of the IAAP Calgary Chapter last summer. Lori's contributions and hard work was a valuable asset to the APW Committee during the 2009 event!

*"For the past three years I've has been working as the Facilities Administrator with Kinder Morgan Canada. I previously worked as a Student Information Specialist with the U of C, Continuing Education, and Professional Management Certificate Programs.*

*I am very pleased to have Margaret Lyall working with me and am looking forward to many more of you volunteering to assist in the preparation of this major event. I hope that the 2010 APW is every bit as successful, if not more so, than 2009's!"*

*-Lori Anderson*

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## RTF Chair's Message

Rose D'Aversa joined the IAAP Calgary Chapter in 2001 and over the past 8 years has held various positions on the Executive, including Chapter President. Rose is beginning her second term as RTF Chair.

*"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. I hope to have a final copy ready for the members as soon as the new term starts in September."*

*-Rose D'Aversa*

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

*Lucinda (Cindy) Sharlow CPS/CAP.*  
[Lucinda.J.Sharlow@marsh.com](mailto:Lucinda.J.Sharlow@marsh.com)

403 476 3489

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

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*For more information on Administrative Professionals Week, or to volunteer on the 2010 APW Committee please contact*  
[Lori.Anderson@kindermogan.com](mailto:Lori.Anderson@kindermogan.com)

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

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## Pathways to Excellence

Our chapter did a great job last year on the "Pathways to Excellence" program. We achieved our Chapter of Excellence and we had four (4) members achieve the Member of Excellence!

As administrative professionals we are always trying to improve ourselves and learn new things. One way to achieve this is by earning the Member of Excellence. Doing so requires a little work but the rewards are well worth the effort. The new program year started July 1<sup>st</sup> and you have 10 months to achieve 7 of the 9 requirements. The checklist to the right is the Member of Excellence criteria.

The Chapter of Excellence requires a lot more work and this is something your Executive work on all year. We are committed to making sure that as professional administrators, your chapter is a Chapter of Excellence!

In September we will be reviewing the Pathways to Excellence program for the 2009-2010 term.

I am very excited to be a part of this program!

If you wish to get started on your Member of Excellence and have questions, or if there is anything that I can do to assist you in your quest, please feel free to contact me.

**Good Luck!**

*-Cheryl Gathercole*

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*For information on how to become a  
Member of Excellence*

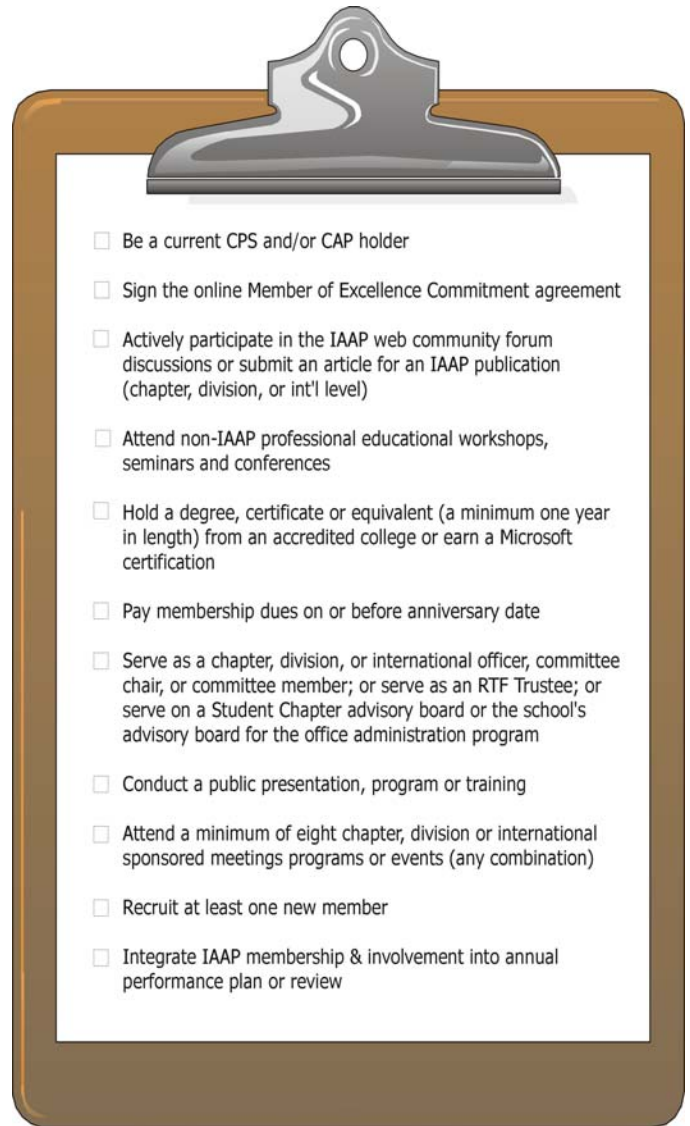
*please contact  
Cheryl Gathercole.*

[Cheryl\\_Gathercole@homedepot.com](mailto:Cheryl_Gathercole@homedepot.com)

*OR refer to:*

<http://pathways.iaap-hq.org/IAAPHQ/Pathways/MemberofExcellence/Default.aspx>

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- Be a current CPS and/or CAP holder
- Sign the online Member of Excellence Commitment agreement
- Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or int'l level)
- Attend non-IAAP professional educational workshops, seminars and conferences
- Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification
- Pay membership dues on or before anniversary date
- Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
- Conduct a public presentation, program or training
- Attend a minimum of eight chapter, division or international sponsored meetings programs or events (any combination)
- Recruit at least one new member
- Integrate IAAP membership & involvement into annual performance plan or review

## Anniversaries

Patty Adelvard	1 year
Lori Anderson	1 year
Joy Thompson	1 year

## Upcoming Events

Please mark your calendars for the following events:

<b>Executive Planning Session</b>	<b>July 18</b>
2009 EFAM - Minneapolis	July 24-July 30
<b>Executive/Committee Chair Planning Session</b>	<b>August 12</b>
CPS/CAP Nov 2009 Exam Registration Deadline	August 15
TBC-BYLAWS / STANDING RULES Session	August 21
<b>Alberta Planning Session</b>	<b>August 22</b>
<b>Executive/Committee Chair Board Meeting</b>	<b>September 2</b>
<b>General Meeting</b>	<b>September 9</b>
Achieving Life Balance	
- DecolynneJo Barteski CPS	
Business Portion	
- Voting on Bylaw Amendments and 2009/10 Chapter Budget	
Pathways to Excellence	
- Cheryl Gathercole	
Delegate Report: 2009 EFAM	
- Cheryl Gathercole	

Lavender items pertain to the Board of Directors only.

Blue items pertain to all members.

JULY 2009						
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AUGUST 2009						
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SEPTEMBER 2009						
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