

to submit info contact mariefinlay@rogers.com

APW APRIL EVENT

Our chapter "Administrative Professionals' Week" Event as held on 14 April 2010 at the International Centre. The venue is only a year old and the staff did a wonderful job meeting our requirements. The ambiance was lovely. The décor is quite stunning and filled our needs very well this year. We had more vendors than ever. The food was great, we had lots of door prizes, and everyone seemed to enjoy themselves immensely. Some lucky winners got to take home the exquisite floral centerpieces.

Our keynote speakers were Bill and Barb Johnston - "The Dynamic Duo". We found Bill and Barb to be exactly as described - two of the most entertaining and inspirational speakers in North America.

The topic was "Solving Your People Puzzles" FUN-damentals". The session was designed to help us learn while we laughed. They showed us how to discover our natural talents by understanding ourselves and by developing an increased awareness of others around us. It helped us to better our communication skills, reduce our stress levels, increase our morale and show us how to achieve more effective team interaction."

All in all, we had another successful evening. Thanks to The Executive Board for all of their hard work, and a special thanks to everyone who lent a hand to help us out and make the evening run very smoothly.



CEO Florist



Trina Bell DSHM
HD Homeopathic
Practitioner



Ignite Magazine



Sound Plus Show
Systems



Avery



Holiday Inn



Centre For
Applied Human
Dynamics



Barb Johnston



On The Move
Catering



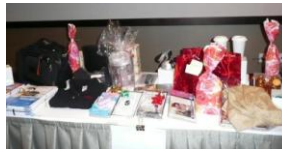
Fifth Avenue
Collection



Opening
Comments



Bill & Barb



Prize Table



Winner
Theresa Bell



Eveology



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Trade Show Vendors – IAAP Peel Halton Chapter APW Event April 14, 2010

Vendor	Email	Web Site	Phone
Avery	Brenda.Russell@averydennison.com	www.averydennison.com	
CEO Floral	ralph@ceofloral.com	www.ceofloral.com	905-855-2922
Delta Toronto Airport West	bwolowiec@deltahotels.com	www.deltahotels.com	905-206-5927
Eagle Vision	dawn@dawnfrail.com	www.dawnfrail.com	519-927-1730
Eveology	kpaterson29@bell.net	www.eveology.com	519 752-4895
Fifth Avenue Collection	ladydi0517@hotmail.com	https://pubcan.fifthavenuecollection.com/personalhomepages/MyJeweller.asp?Jeweller=482632273025	(519) 941-3737 OR (416) 399-0346
Go Hang it	pattikohanik@cogeco.ca	www.gohangit.com	
Golden Horseshoe Virtual Assistants (GHVA) Group	janet@organizedassistant.com	www.organizedassistant.com	905-538-1044
Holiday Inn Toronto International Airport	sacha.pinto@ihg.com	www.ihg.com	416-798-5824
IAAP	k_giles@rogers.com	http://www.iaap-peelhalton.org	905-230-5992
Ignite	debbie@ignitemag.ca	www.ignitemag.ca	905-582-5926
International Centre	info@internationalcentre.com	www.internationalcentre.com/	905-677-6131
On The Move Catering & Great Hall Events	don@otm.ca	www.otm.ca	905.615.9957 ext. 227 M: 416.528.6041
Practitioner of Homeopathy	healing@trinabell.com	www.trinabell.com	647-986-WELL (9355)
Sound Plus Show Systems	chris@soundplussystems.com	www.soundplussystems.com	(416)736-1963
Stage West	sara@stagewest.com	www.stagewest.com	905-238-9820
Woodbine Entertainment	cgateman@woodbineentertainment.com	www.woodbineentertainment.com	416-675-7223 ext. 2411



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MILESTONES

Congratulations to the members who have reached an anniversary milestone with IAAP:



MARY COTTON	12 YEARS	APRIL
ANNE NASH	10 YEARS	APRIL
MYLENE PEREIRA	9 YEARS	APRIL
SUSIE ROCHA	7 YEARS	APRIL
SHEREE WATKINS	1 YEAR	APRIL

12 MAY 2010 ANNUAL MEETING

Our annual meeting will be held at the Region of Peel, 1st Floor Mississauga Room, 10 Peel Centre Drive, Suite A, Main entrance (old building) at 6:30 PM.

Agenda

- 5:30 Registration/Networking
6:00 Annual Meeting begins
- Approval of March minutes
 - Treasurer's Report
 - Membership Report
 - Bylaws
 - Election of Board & Teams 2009 – 2010
 - CDC – Saskatchewan – May 26 to 29
 - ON Division's election:
President
Gini Henderson CPS/CAP, current President-Elect, will automatically assume President for the 2010/2011 term.
President-Elect
Janice Haney, Nominated by BurlOak Bay Chapter
Vice-President
Nancy Brown CPS, Nominated by Grand River Chapter
Secretary
Melanie Lambert, Nominated by Ottawa West Chapter
Treasurer
Bonnie McKay CPS/CAP, Nominated by Quintus Chapter, Brantford
 - ON Division Bylaw amendments – chapter is not opposed to any of the proposed amendments.
- 8:00 Wrap Up

Our guest speaker is Patricia Morgan and her presentation is entitled "Woe to Wow" and she will discuss how to "Stop dragging yourself through the day because you don't know what to do about your work or home challenges".

Patricia Morgan is an author & speaker who specializes in helping individuals and organizations strengthen their resilience. Presenting to thousands of people each year, she is an international speaker with a Master's Degree in Psychology. When you get Patricia, you get practical how-to's that decrease self-doubt, stress and miscommunication while increasing vitality, productivity and workplace satisfaction. Plus, she delivers her message in a fun, insightful and uplifting manner. Patricia, The Bounce Back Expert, confidently affirms, "You're stronger than you think." Patricia Morgan was honoured by Global TV and the YWCA as a Woman of Vision.



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Contact Information for Patricia Morgan is:

Email: patricia@solutionsforresilience.com
Website: www.solutionsforresilience.com
www.FromWoeToWOW.org
Phone: 403-242-7796

This presentation is worth 1 certification point.

IAAP PEEL-HALTON CHAPTER ELECTION

All Executive Board positions are open. Kim and Marie are willing to remain in the positions of President and Vice President if no one else will take on these responsibilities. If this should happen, it would be best for someone to shadow the positions to be ready to take them over for 2011-2012. **If there is no Treasurer there will be no chapter** as this is a very important position.

If you currently hold a position on a team and would like to continue next year that would be great. These positions can be done by more than one person. It would be left to the team as how they want to distribute the tasks. We also need volunteers for Programs, Hospitality & Membership. See further for reasons why to take on Leadership roles within the chapter.

ONTARIO DIVISION ELECTION:

Currently there is no one standing against the nominations for positions on the Ontario Division Board. Therefore our chapter will go with the people standing for position. As we are not attending, if anyone stands for a position from the floor our vote would go to the people listed in the agenda or the attendees of the meeting will elect the new board.

The Bylaw amendments are mainly house keeping as discussed in March our chapter is not opposed to the proposed amendments.

Chance to Win a Blackberry Bold 9700 – By donating to the Retirement Trust Fund

A new raffle is being held by the Retirement Trust Fund of a draw for a BlackBerry Bold. For a **\$10.00 donation**, you will have a chance to win a **BlackBerry® Bold 9700** to raise funds for the RTF during this year's Canada Divisions Conference. Even better, a **\$20.00 donation** will give you three **(3) chances** to win. Tickets are available for IAAP members, family and friends, so if you are not attending CDC this year, make sure to get your tickets ahead of time. Make your cheque payable to IAAP RTF and present to any board member at the Chapter's monthly meeting. Tickets will be available until the May 5 meeting, or you may mail to my office address below. Once a number of cheques have been received, Lina Veglia, Chair of the RTF will send the tickets to the Chapter for distribution.

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DONATION REQUEST FROM JOAN PALIWODA

"WEEKEND TO END WOMEN'S CANCERS"



Well here I go again. This will be my seventh year participating in The Weekend to End Women's Cancers.

On September 11-13, 2010 myself and 15 other woman well know to this event as the "Pink Angels" will once again walk 60 kilometers over the course of one weekend with thousands of other women and men. This is the most amazing weekend and to share it with my team members is simply the best! We raise money to support a very worthwhile cause while at the same time having a lot of fun. The net proceeds will support research, treatment, and services through The Princess Margaret Hospital for breast cancer and other women's cancers.

In order to participate I MUST raise at least \$2,000.00. I am hoping to exceed the minimum, as the cause is SO important, and for the first time in six years, I have been able to select that my donations be directed toward other female cancers (gynecological) in addition to funding research for breast cancer. Last year your company very generously donated a silent auction item to my annual benefit dance to help our team meet our fundraising goals.

On July 10, 2010 I will be hosting my fourth annual benefit dance and I am hoping that your company will once again this year donate to this event. Last year we raised \$13,500 at this event alone and over \$50,000 total as a team. That is all thanks to the help and support of family and friends.

In 2009, it was estimated that 22,900 people (of which 22,700 are women) were diagnosed with breast cancer, and 5,400 lost their lives. In addition, there were estimated to be 1,300 new cases of cervical cancer (of which 380 lost their lives), 2,500 new ovarian cancer cases (of which 1,750 lost their lives) and 4,400 new cases of endometrial (uterine) cancer, of which 800 lost their lives. That's why I'm walking so far. To do something bold about breast cancer and other women's cancers. I hope that you'll share this incredible adventure with me - by supporting me in my fundraising efforts.

I'm so grateful for your support in the past. Your encouragement and assistance in any capacity is endlessly appreciated.

[Click here to visit my personal page.](#)

If the text above does not appear as a clickable link, you can visit the web address:

http://www.endcancer.ca/site/TR/Events/Toronto2010?px=1109079&pg=personal&fr_id=1440&fl=en_US&et=X3tbY110Vvk bCxqQ_GEGiw..&s_tafld=286770

[Click here to view the team page for Pink Angels](#)

If the text above does not appear as a clickable link, you can visit the web address:

http://www.endcancer.ca/site/TR/Events/Toronto2010?team_id=90814&pg=team&fr_id=1440&fl=en_US&et=6myHPgsCR OJnzguvE3mNw..&s_tafld=286770



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OFFICETEAM SUBMISSION

How to Survive Workplace Re-entry

Starting a new job can be exciting, but it also can be nerve-racking, disorienting and confusing, especially when it comes to fitting in with your colleagues. In a recent survey conducted by OfficeTeam, nearly one-third of workers interviewed said acclimating to a different corporate culture poses the greatest challenge when re-entering the workforce after an extended absence.

You can make your transition smoother by learning as much as possible about your firm's culture before your first day. Asking questions of the hiring manager and connecting with current or former employees can help you understand the work environment, dress code and general policies.

Here are some tips for easing your way back into the workplace:

- **Attack tech terror head-on.** Intimidated by the amount of technical change that has taken place since you last touched a keyboard? Determine which software applications and other technology you will use on the job, and then consider training courses to help you refresh your skills or learn new aspects of the programs. Great low-cost tutorials are often available online.
- **Switch gears in advance.** If you have been used to life without a commute and 8 a.m. calls, start getting acclimated to your new schedule. Begin at least a week in advance so you're comfortable with the routine by your first day.
- **Make new friends.** Introduce yourself to others on your team immediately. Coworkers can be the best resource for getting to know the ins-and-outs of your new employer. To break the ice, invite new colleagues to join you for lunch or coffee.
- **Keep your eyes open.** Pay close attention to how your new coworkers act in the workplace. Office culture is governed by many unwritten rules, and certain aspects — such as how people prefer to communicate — can only be learned through observation.
- **Be confident.** While it can take some time to feel comfortable in your new environment, try to project confidence in everything you do. Remember, you were hired for your experience and qualifications. If you believe in yourself, others will, too.