



IAAP PEEL-HALTON NEWSLETTER

DEC 2009



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DECEMBER MEETING

Due to inclement weather, our meeting was cancelled and rescheduled to 13 January 2010.

MEMBERSHIP

Our chapter currently has 42 members:

Merited Members: 1
Associate Members: 1
Professional Members: 40



MILESTONES

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

Sandra McCullough	December	4 years
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VOLUNTEERS/SUCCESSION PLANNING

Kim indicated that we have to start planning for next year's Executive Board. The current Board is on their 2nd term, so we will require new volunteers for the next term. A good way to learn more about what is involved is to attend an Executive Meeting (Shadow the Board).

Catherine Ashworth has put her name forward. If anyone else is interested, please feel free to contact Kim Giles. All future Board meetings will be held immediately after our monthly meeting has concluded. Everyone who wishes to is welcome to attend.

APW APRIL EVENT TEAM – VOLUNTEERS NEEDED

Our chapter "Administrative Professionals' Week" Event will be held on 14 April 2010. This event is usually held at a hotel and we aim for attendance of 100 to 150 people. Anyone who might be interested in helping plan this event or volunteer to help out that evening is asked to contact one of the Board members. Your participation will be much appreciated and will offer you an opportunity to gain event-planning experience, which may prove valuable in your future endeavours.

JANUARY MEETING – POT LUCK + BEST PRACTICES

We are soliciting volunteers to present what we do best. Marie is presenting 2 short items; creating a template in Word and creating a form in as well as some Interviewing Do's and Difficult Questions in an Interview. She has also expressed interest in having someone show us V-Lookups in Excel if anyone has that expertise. If you can think of a topic you would like to present, or a topic you would like to have addressed, please notify Kim. The potluck event will take place in the Region of Peel Offices, 10 Peel Centre Drive, Suite A, Main entrance (old building), 1st Floor Mississauga Room.