



# IAAP PEEL-HALTON NEWSLETTER

## FEB 2010



to submit info contact [mariefinlay@rogers.com](mailto:mariefinlay@rogers.com)

### 10 FEBRUARY MEETING

Our meeting took place on 10 February 2010 at 6:00 pm in the Region of Peel Offices, 10 Peel Centre Drive, Suite A, Main entrance (old building), 1<sup>st</sup> Floor Mississauga Room.

Our speaker was Karen Sencich, Professional Organizer, Speaker, Writer and Columnist, Havoc to Harmony. The topic for the evening was "The Priority Pizza" and Karen discussed how to break down what you have to do into manageable chunks to make time for what you want to do. She taught us how to learn to separate obligations from priorities with the fun priority pizza graphics, to learn how to overcome obstacles and tap into the surrounding "Resource Rings." She provided strategies and organizational tips for getting things done at work and home.

### ATTENDANCE

Members Catherine Ashworth, Nancy Barrington, Marie Finlay, Kim Giles, Heather Jordan, Donna Lucreziano, Sandra McCullough, Vinita Mehta, Mylene Pereira, Irene Raralio, Lori Reynolds, Debbie Taylor and Darice Withers attended. Guests included Janice Haney and Sandra Stymiest.

### MILESTONES

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



HEATHER SMITH	11 YEARS	FEBRUARY
NICOLE LANE	5 YEARS	FEBRUARY
LINDA SKELTON	18 YEARS	MARCH
MARIE FINLAY	5 YEARS	MARCH

### VOLUNTEERS/SUCCESSION PLANNING

IAAP continually needs new leaders to step up and take charge of the present and future of the profession and association. We are planning for next year's Executive Board. The current Board is on their 2<sup>nd</sup> 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). We need volunteers for Programs, Hospitality & Membership.

### What You'll Gain by Taking Leadership Roles in IAAP

Here's how IAAP members benefit personally by taking leadership roles...

- Meet new people – both inside IAAP and outside the association.
- Learn from the pros.
- Gain self-confidence.
- Get recognition from your peers for your accomplishments.
- Focus on yourself – for a change.
- Learn to measure and take acceptable risks.
- Stretch your limits (many of them self-imposed).
- Learn how to sell your ideas to others.
- Take stock of your interests and do something just for fun.
- Master the art of working as a part of the team.
- Discover the secret of getting people to work with you.
- Find out how to motivate others (including spouses and children).
- Improve your public speaking skills (as they say...get the butterflies to fly in formation).
- Travel to places you've never seen before.



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- Experience new things you've never done (yet).
- Unleash your creativity.
- Gain respect.
- Show your children you're into learning (in other words, walk your talk).
- Open doors to new opportunities.
- Expand the circle you count on as friends.
- Interact with people who are in the same stage (life/career) as you.
- Be a mentor (or a good role model) for others less experienced than you.
- Give back what you got from your association with IAAP
- Feel good about doing something for others.
- Learn fair play; take your turn.

### **Here's how you'll benefit professionally...**

- Get specialized training that you can use at work.
- Gain skills you can apply immediately in your workplace.
- Build skills that will get you noticed by management and possibly get you promoted.
- Let your employers know they are getting a return on their investment in paying for your IAAP dues.
- Lose your tunnel vision and learn how an organization is run from the top down.
- Create a skills portfolio to document your proven abilities.
- Learn from leaders who work in other companies and see how they do it better, faster, cheaper.
- Develop a professional network outside your company.
- Get access to the movers and shakers in your community.
- Stay on the cutting edge of issues, trends, and techniques.
- Experiment with new career directions by volunteering in IAAP.
- Demonstrate your commitment to life-long learning (it looks good on your resume too).
- Take advantage of inexpensive, quality training.
- See professional role models in action; work beside them.
- Pick the brains of top leaders without feeling intimidated (remember: IAAP is a learning organization...you're supposed to do things you've never done before).
- Have access to headquarters staff and IAAP members who can advise you and serve as sounding boards for you ideas.
- Explore new ways to get the job done (without having to spend your company's money or put yourself on the firing line).
- Get recognition from outside your company and show your company what you're capable of doing (they may not think of you as a leader).
- Learn to think of things (happening in your company) like a leader would; mentally move outside your assigned position on the organizational chart.
- Develop your full potential; don't let others decide how far you can go.
- Learn what it means to be a "professional" and adopt the dress, words, and actions of a leader.
- Experiment with running your own business by taking a leadership position within IAAP and adopting good business practices.
- Have access to excellent resource materials (reviewed and recommended by IAAP) at discount prices.
- Meet fascinating colleagues, executives, educators, respected authors, nationally famous speakers, corporate trainers, and a host of other professionals who will inspire and inform you.
- Continue your education without having to return to college and have it be immediately useful in your workplace.

<http://www.iaap-peelhalton.org>



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### APW APRIL EVENT TEAM – VOLUNTEERS NEEDED

Our chapter "Administrative Professionals' Week" Event will be held on 14 April 2010. 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.

### 10 MARCH MEETING

Our meeting will take place on 10 March 2010 at 6:00 pm in the Region of Peel Offices, 10 Peel Centre Drive, Suite A, Main entrance (old building), 1<sup>st</sup> Floor Mississauga Room.

Our speaker will be Dawn Frail, "Courage Catalyst"....."I help women become better leaders... so they can bring out the best in others." The King's Armour – Seminar Description - What makes you a strong woman also makes you a strong leader. But women continue to face obstacles as they pursue their leadership dreams. Dawn weaves through a series of stories and real-life examples as she teaches you to use *The Heart Method*<sup>™</sup> to increase effectiveness in any leadership situation. This 3-step method shows you how to embrace and engage your natural female strengths.

1. Listen to Your Heart; learn how to leverage your passion, energy and courage; find your ethical compass that helps you make tough decisions and choices .
2. Make Up Both Your Minds; learn to align your head and your heart so decisions are strong and balanced
3. Lead With Dignity; learn to navigate the obstacles commonly referred to as the *glass ceiling*; earn respect and get results. This session is worth 1.5 Certification Points.

### Agenda

5:30 pm	Registration/Networking
6:00 pm	Meeting begins <ul style="list-style-type: none"><li>• Approval of February minutes</li><li>• Treasurers report</li><li>• Pathways to Excellence program for your membership</li><li>• Chapter of Excellence-Chapter has signed agreement</li><li>• Member of Excellence</li><li>• Membership – as at March 10 - 41 members</li><li>• Leadership Summit on Saturday, March 6th, - Update</li><li>• RTF Raffle</li><li>• CDC-Saskatchewan</li><li>• Volunteers / Succession Planning</li><li>• Update to members APW April 14<sup>th</sup> Event – looking for volunteers</li><li>• Executive Board Meetings – held at the end of monthly meeting</li></ul>
7:00 pm	New Website - <a href="http://www.iaap-peelhalton.org">http://www.iaap-peelhalton.org</a>
8:00 pm	Education Program
	Wrap Up



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

A new raffle 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.

### **APW APRIL EVENT**

Our chapter "Administrative Professionals' Week" Event will be held as follows:

Date: 14 April 2010  
Time: Tradeshow/Networking - 5:00 PM  
Dinner @ 6:00 PM  
Keynote Speakers @7:15 PM (BILL & BARB JOHNSTON)  
Location: International Centre, 6900 Airport Road, Mississauga, Ontario  
(at Derry Rd) Conference Centre, Meeting Rooms: Orion A

### **\$30.00 MEMBERS - \$35.00 NON-MEMBERS**

Advance payment by Cheque payable to IAAP Peel-Halton Chapter  
Send to IAAP Treasurer 4662 Empire Cres, Mississauga, ON L5R 1M7  
OR CASH AT THE DOOR

**YOU MUST RSVP TO [iaap.peelhalton@yahoo.ca](mailto:iaap.peelhalton@yahoo.ca) DEADLINE 09 APRIL 10**

**CANCELLATIONS AFTER DEADLINE WILL BE INVOICED**

**Keynote speakers - Bill and Barb Johnston – "The Dynamic Duo"** – are two of the most entertaining and inspirational speakers in North America. Come out and join us. Hear them speak – they are: Compelling.....Motivating.....Passionate.....Engaging.....Fun.....Inspiring.

### **"Solving Your People Puzzles" FUN-damentals (QUALIFIES FOR EDUCATION POINTS)**

Have you ever wondered why..... Some people want to get right to the point while others elaborate? Some people make decisions at once while others are cautious? Some people focus on recognition while others focus on results? Some people never do what you ask while others do it quickly?

Each of us has characteristics that make us different from others, and each of us has strengths that help us succeed. In an upbeat, fun and interactive manner, this "FUN-damentals" session is designed to help you learn while you laugh. Discover your natural talents by understanding yourself and developing an increased awareness of others around you whether at work, home or play.

This unique program was utilized by the Arizona Diamondbacks who are the only baseball team in history to go from inception to capturing a World Series in just 4 short years! Now we won't



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teach you how to throw a baseball but you will hit a home run with better communication skills, reduced stress, higher morale and more effective team interaction."

### **DINNER MENU**

Arugula with Grilled Vegetables  
Toasted Pine Nuts, Pomegranate Vinaigrette  
Wild Mushroom & Fontina Stuffed Free Range Chicken Supreme  
Roasted New Potatoes, Sundried Tomato Cream  
Chocolate Truffle Cake  
Fruit Coulis & Fresh Berries  
Coffee, Tea  
Freshly baked artisan rolls and flatbreads with butter