



IAAP PEEL-HALTON NEWSLETTER

JAN 2010



to submit info contact mariefinlay@rogers.com

13 JANUARY POTLUCK AND BEST PRACTICES MEETING

We had a small, informal gathering for our January meeting. Everybody brought something and we had a nice variety of items to choose from, including fresh rolls, Kentucky Fried Chicken, Roast Chicken, Noodles with Shrimp, Chicken Wings, Chicken Strips with Plum Sauce, Portuguese Potatoes, Veggies and dip, fresh fruit, crackers and cheese, cookies, Banana cake, chocolate liqueurs, and hot and cold beverages. We all had a good time and enjoyed the food and companionship.

Since everyone at the meeting was familiar with creating and updating forms templates, we did not formally make a presentation of the material. Marie walked us through some Interviewing Do's and Some Difficult Interview Questions. All materials have been sent to be posted on our website.

ATTENDANCE

Members Catherine Ashworth, Antoinette deJaeger, Marie Finlay, Kim Giles, Karen Magee, Vinita Mehta, Nadia Musharbash, Irene Raralio, Maxine Smith and Darice Withers attended our informal event.

MILESTONES

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



VINITA MEHTA	1 YEAR	JANUARY
ANTOINETTE DE JAEGER	1 YEAR	JANUARY

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.

ONTARIO DIVISION BOARD – LEADERSHIP SUMMIT

The Ontario Board is planning a face-to-face leadership summit on Saturday 06 March 2010 at the holiday Inn, 20 Fairview Road (just off Highway 400) in Barrie.

Marianne D'Allesandro and Marcia O'Hearn CPS/CAP will facilitate a 'Leadership in IAAP' presentation in the morning for attendees. Breakout group sessions are also planned to discuss

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the Top 2 Chapter Challenges and Gini Henderson CPS/CAP, President-Elect, Ontario Division will be surveying Chapter Presidents soon to compile that information.

The accommodation rate for the Holiday Inn is \$109.99/night with no maximum on the number in each room. You can use the "IAAP" discount code that Melanie Lambert, Ontario Division Secretary, has arranged with the hotel. Breakfast on Saturday will be on your own with an exceptional breakfast buffet rate of \$10.45 per person. Coffee and tea will be served beginning at 8:30 a.m. in the Churchill South Room

A lunch of sandwiches, salad, soft drinks and cookies will be provided at noon. Breakout group discussions will continue after lunch as required.

The agenda in the afternoon will feature an expert panel for a Town Hall Meeting similar to that held at EFAM last year. We have confirmed that Past Canada District Director, Kathy Fogal CPS/CAP, Past Ontario Division President & International RTF Representative, Lina Veglia, Ontario Division President-Elect, Gini Henderson CPS/CAP, Ontario Division By-laws & Standing Rules Chair, Sylvie Paul-Hus CPS/CAP, can all join us to answer your questions. It is expected that we will wrap up by 4 p.m.

If you are interested in attending, please respond ASAP so Kim can meet the notification deadline of 12 February 2010.

10 FEBRUARY MEETING

Our meeting will take 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), 1st Floor Mississauga Room.

Our speaker is Karen Sencich, Professional Organizer, Speaker, Writer and Columnist, Havoc to Harmony. The topic for the evening is "The Priority Pizza" and Karen will discuss how to break down what you have to do into manageable chunks to make time for what you want to do. Learn to separate obligations from priorities with the fun priority pizza graphics. Learn how to overcome obstacles and tap into the surrounding "Resource Rings." Karen will provide strategies and organizational tips for getting things done at work and home. 1 Certification Point is available for this session.

Agenda

5:30 pm

6:00 pm

Registration/Networking

Meeting begins:

- Approval of November & January minutes
- Treasurers report
- Pathways to Excellence program for your membership
- Chapter of Excellence-Chapter has signed agreement
- Member of Excellence
- Membership – as at January 10 - 41 members we are down by two from October
- Leadership Summit on Saturday, March 6th, 2010 at the Holiday Inn, 20 Fairview Road (just off Highway 400) in Barrie
- Volunteers / Succession Planning – **Feb 12 deadline**
- Update to members APW April 14th Event – looking for volunteers
- Executive Board Meetings – held at the end of monthly meeting



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7:00 pm
8:00 pm

- New Website - <http://www.IAAP-peelhalton.org>
- Education Program**
Wrap Up

OFFICETEAM SUBMISSION

Are You an Office MVP?

With many companies still operating with lean teams and tight budgets, your contributions to the business are more valuable — and more noticeable. Are you doing what you can to distinguish yourself as one of your firm's top performers? Ask yourself the following questions to determine if you truly are an office MVP:

- **Do you have a winning attitude?** The best employees are positive and take challenges in stride. How have you handled a difficult boss or coworker, budget cut, or error in the past? Admitting to a mistake, for example, can be difficult and humbling, but firms value those who can make a tough call and take the corrective action necessary to quickly rectify the situation.
- **Can you change tactics?** It's important that you're determined to get the job done, but you also must remain flexible. Top performers don't give up on problems; instead, they tackle them from multiple angles. The next time you hit a roadblock, try adjusting your strategy or soliciting input from a colleague for a different point of view.
- **What are your professional goals?** Top performers strive for success in everything they do and have a good sense of what it takes to get them to the next level. Setting long-term goals for your career can give you focus and prevent you from just drifting along.
- **How do you handle difficult choices?** The most valuable employees can be counted on to exercise good judgment and make tough decisions. So consider how you typically approach complex problems. The best decision makers remain calm and carefully weigh the facts before acting.
- **Are you a good sport?** MVPs always act ethically and don't climb over others on their way to the top. Basing your choices on a set of strong values can help you act appropriately no matter the situation.



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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 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 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

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