



IAAP PEEL-HALTON NEWSLETTER

NOV 2009



to submit info contact mariefinlay@rogers.com

11 NOVEMBER MEETING

Our meeting was held at the Region of Peel offices, 10 Peel Centre Drive, Suite A, Main entrance (old building), 1st Floor Mississauga Room.

ATTENDANCE

Members Marie Finlay, Kim Giles, Heather Jordan, Donna Lucreziano, Vinita Mehta, Joan Paliwoda, Joyce Rourke, Linda Skelton, Maxine Smith and Darice Withers attended the meeting. Maxine Smith attended her first meeting as a guest and has decided to join our chapter. Welcome Maxine. We look forward to getting to know you.

MEMBERSHIP

Our chapter currently has 42 members:

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

JOYCE ROURKE RETIREMENT



Joyce Rourke is retiring on the 30th of November and we feted her with a token gift and chocolate cake (of course) in appreciation of her service within the Chapter and for her friendship as well. Joyce has spent the last 19 years working at the Region of Peel. She is looking forward to time off after a lengthy career as an administrative professional. We all wish Joyce the best as she moves forward in the next stage of her life. We will miss your smiling face and fun-loving spirit Joyce! You have worked hard and now deserve a break. Enjoy! Best wishes from all of us for a very long and happy retirement!

A Retirement Party in honour of Joyce is being held on 19 November 2009 from 5:00 pm to 7:00 pm at the Mandarin Restaurant – 238 Biscayne Court, Brampton (South of Steeles and West of 410) 905-451-2222. Dinner is \$25.50 (includes tax and tip). If you are interested in attending, please contact Linda Skelton at linda.skelton@region.peel.on.ca (905-791-7800 x7821).

ONTARIO DIVISION EDUCATION FORUM OCTOBER 23-25, 2009

This forum was held at the Kempenfelt Conference Centre in Barrie, Ontario. Members who attended the event indicated that it was worthwhile going. The topics were interesting and had great value.

EDUCATION PROGRAM - INSPIRATION FOR OUR LIVES

Our speaker was Talyn McArthur, an Entrepreneur with over 6 years of Promotions and Communications experience. She is the CEO of Let It Shine (www.letitshine.ca), an inspirational web site for women and the Director of Let It Shine Business Solutions, a Social Media company. Her topic for the evening was "Inspiration For Our Lives" and she discussed How to Deal With Difficult Issues, How to be Assertive, How to Ask for a Raise, and How to Handle a Performance Review. Her presentation was very insightful and we appreciated having her come to talk with us.



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MILESTONES

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



Lesley Ross	October	8 years
Maria Diana, CPS	October	3 years
Debbie Taylor, CPS/CAP	October	3 years
Carolyn Ferguson, CPS	November	10 years
Darice Withers, CPS/CAP	November	10 years
Lori Reynolds	November	4 years
Angie Babic	November	2 years
Sharon Smith	November	2 years
Sandra McCullough	December	4 years

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.

DECEMBER 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 Word. 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.



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OFFICETEAM SUBMISSION

BEWARE OF SOCIAL NETWORKING ON THE JOB

Twitter, Facebook, LinkedIn. The social networking phenomenon has grown so large; your head may be spinning trying to keep track of all the websites.

For employers, that's OK. They'd prefer if you stayed off these web pages, at least on company time. According to a survey we recently conducted, more than half of executives polled said their firms do not allow employees to visit social networking sites for any reason while at work.

Most organizations worry that social networking sites could distract employees from more pressing priorities. However, they can be leveraged as effective business tools in the right circumstances. In fact, one in five executives we surveyed said their companies allow staff to access social networking websites for work-related purposes.

If you access social networking venues, either for personal or professional reasons, be sure to use good judgment at all times. Your online actions can affect not only your reputation but also your company's. Here are some tips to help you play it safe:

- **FOLLOW COMPANY POLICY**
Make sure you understand and adhere to your company's social networking policies before visiting these websites.
- **CHECK YOUR PRIVACY SETTINGS**
Familiarize yourself with each site's privacy settings to ensure personal details or photos are available only to the people you select.
- **ACT PROFESSIONALLY**
If your company allows you to use social networking sites while at work, make connections with others in your field or follow industry news — don't catch up with family or friends.
- **DON'T POST COMPLAINTS**
Avoid making derogatory remarks about your boss or coworkers. Once you've hit Submit or Send, you may not be able to take back your words, and there's a chance they could be read by the very people you're criticizing.
- **IMPROVE YOUR PROFESSIONAL REPUTATION**
Tweet or blog about a topic related to your career. You'll enhance your reputation as a subject matter expert.
- **PRIORITIZE**
Even if you are allowed to use social networking during office hours, limit the time you spend checking your Facebook page or reading other people's tweets to avoid a productivity drain.