



# IAAP Peel-Halton Newsletter



October 2008

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

Our chapter met on 08 October 2008 at the Stage West Hotel at 5400 Dixie Rd - Mississauga, ON, L4W4T4. (Due to renovations, our regular room at Peel Region is not available to us until approximately February of 2009).



Our chapter currently has 49 members. Angie Babic, Mary Cotton, Carolyn Ferguson, Marie Finlay, Kim Giles, Heather Jordan, Donna Lucreziano, Karen Magee, Sandra McCullough, Jackie Monahan, Anne Nash, Susie Rocha, Joyce Rourke, Linda Skelton, Debbie Taylor and Darice Withers attended the meeting. Guests included Kathryn Anderson, Joan Carbonera, Nadia Musharbash, Nadine Petters-Coniam, and Leasa Steadman.

## EVENING MEMORIES



**Kim Giles  
President**



**Marie Finlay  
Vice-President**



**Darice Withers, Certifications  
Donna Lucreziano, Treasurer**



**Carolyn Ferguson,  
Jackie Monahan**



**Anne Nash, Angie Babic,  
Mary Cotton**



**Linda Skelton,  
Nadia Musharbash,  
Heather Jordan**

Everyone introduced himself or herself and as an icebreaker, highlighted their best skill. Our collective group has many talents that encompass the administrative professional's role. They included organization, patience, networking, leadership, crisis management, and also anticipating needs to name but a few.



**Will Daigneault,  
Office Team**

Due to last minute unforeseen circumstances, we were not able to secure an LCD projector for the evening, so Will Daigneault of Office Team used handouts and discussed the topic Making it Click: Successful Relationships Between Managers and Administrative Professionals.



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## NOVEMBER MEETING AGENDA – 12 NOVEMBER 2008

Next month we will have Will continue his 3-part series presentation on Office of the Future: 2020 - Part 2 New Admin Roles/Ensuring Future Success. He will address some of the major changes in the administrative profession over the next few years.

With the advancement of technology, many roles will evolve; others will be completely eliminated, while new ones will be created. In addressing these changes, administrative professionals can prepare for how their roles will change.

Education points are applicable for this session. Once again the meeting will be held at the Stage West Hotel at 5400 Dixie Rd - Mississauga, ON, L4W4T4. If you are interested in attending this meeting, please RSVP to Kim Giles at [k\\_giles@rogers.com](mailto:k_giles@rogers.com).

## MEMBER OF EXCELLENCE – WHAT IS NEEDED?

- Be a current CPS and/or CAP holder
- Sign the online Member of Excellence Commitment agreement
- Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level)
- Attend non-IAAP professional educational workshops, seminars, and conferences
- Hold a degree, certificate, or equivalent (minimum one year in length) from an accredited college or earn a Microsoft certification
- Pay membership dues on or before anniversary date
- Serve as a chapter, division, or international officer, committee chair, or committee member or serve as an RTF trustee, or serve on a Student Chapter advisory board or the school's advisory board for the office administration program
- Conduct a public presentation, program, or training
- Attend a minimum of eight chapter, division, or international sponsored meetings, programs, or events (any combination)
- Recruit at least one new member
- Integrate IAAP membership and involvement into annual performance plan or review



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## EDUCATION FORUM – KINGSTON, 24 AND 25 OCTOBER 2008



4 members from our chapter (Kim Giles, Marie Finlay, Linda Skelton and Satnam Singh) attended the Education Forum in Kingston. Approximately 72 people attended all together. Lucky Linda was the winner of the “Night In At The Movies” draw. Congratulations Linda!

**Friday night was a fun evening that found most of the members dressed up in extremely imaginative Halloween costumes. It was a great venue to network and socialize and get to know one another better.**

The sessions held on Saturday were well presented and proved to be very entertaining and engaging. Suzanne Schell gave an interesting overview of how the 4 current generations in the workforce (Matures, Baby Boomers, Gen X's and Gen Y's) interact and behave differently and how important it is for all of us to recognize this and learn how to adapt so that we can all deal effectively with each other at work. It gave us a lot to think about and ponder.

**Members of the Kingston Police Force dealt with Identity Theft, Internet Security and Personal Security and offered useful insight as to how we can keep our families and ourselves safer and provided many tips on what to look out for and what to pay attention to.**

Bob Abrames relayed his experiences from his 100-day trek as a Voyageur reliving the travels of his grandfathers back in the 1700's, travelling in a birch bark canoe and living on peas, salt port, parched corn and biscuits. No amenities were available – toilet paper, toothbrush, sunscreen, bug spray, or tent. He had everyone in stitches as he talked about his adventures and it was interesting to see how his intricate personal journey related to relationships, teamwork, organization, planning, and skills expertise to list a few and how they all interconnected with workplace issues. He used stories from his past historic expeditions to teach us modern day lessons. A professional storyteller indeed! Before we knew it, the conference was over and it was time to head home. The hours flew by and everyone left grinning from ear to ear!

**Congratulations to the team who put this together for their hard work and diligent efforts.**



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## SHERIDAN COLLEGE - MOCK INTERVIEWS

Nancy Barrington from Sheridan College asked us once again this year if we had any members interested in conducting mock interviews for their students so they can practice interviewing techniques for when they go through the job application process. Some of our members have volunteered to assist on 05 November at the Brampton campus.

## DECEMBER DINNER SOCIAL EVENT

# MANDARIN



**10 DECEMBER 2008 5:00 PM - 9:30 PM**

**MANDARIN CHINESE RESTAURANT  
238 BISCAYNE CRESCENT  
SW CORNER HWY 410 & STEELES AVE  
BRAMPTON (905) 451-2222**

**\$22.78 with taxes before chapter subsidy  
(Does not include TIP)**

**ALL Drinks paid by individual**

**All interested parties must notify Kim Giles  
of intention to attend at [k\\_giles@rogers.com](mailto:k_giles@rogers.com)**



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## **FUNDRAISING**

Our fundraising efforts for September, October and November will result in the monies going towards subsidizing our December Dinner Social Event for members who choose to attend. This will not be a regular meeting, but will provide time to network and get to know each other better. We raised \$40.00 in September and \$75.00 in October for a total of \$115.00 so far.

## **APRIL 2009 APW EVENT**

There are 4 members of the chapter who are interested in gaining experience in event planning and have volunteered to assist us in making our arrangements for our April event. Thanks very much to Angie Babic, Nadia Musharbash, Debbie Taylor and Darice Withers for coming forward to help. It is much appreciated and will make the work load lighter for everyone.

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## **FINANCIALS**

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7 members paid \$90.00 (\$630.00) up front for the year

1 member promised to pay for meetings up front next month

5 members paid \$15.00 (\$75.00) for monthly dues

2 guests paid \$15.00 (\$30.00) for meeting dues

Raised \$75.00 in cash for fundraising

Total income from October's meeting was \$810.00

Bank balance at 27 October 2008 is \$3777.88