



International Association of
Administrative Professionals®

Ottawa West Chapter



2011-2012 Executive and
Team Leaders

President - Shelley Wong
President-Elect - vacant
Vice-President - vacant
Secretary - Ramona Bietlot
Treasurer - Laurie-Jean Smith

By-laws - Melanie Lambert
Certification - Barb Snyder
Courtesy - Melanie Murphy
Historian - Joan Smith
Membership - Shirley Houston
Nominations - Laurie-Jean Smith
Newsletter - B.J. Morin
Program - Melanie Murphy
Registration - Lianne McQuirter

July-August 2011
Volume 1, Issue 11

IAAP Ottawa West Words

Sit back, relax and enjoy the rest of summer!



From the desk of the Editor - B.J. Morin

How is your summer going? Are you taking time to recharge the batteries? I don't know about you but this summer has seemed to be fantastic weather wise since June 21st (official start of summer). After the rain of April and May we deserved the great weather. Other than some terrific lightening storms, which were over as quickly as they began, we have been very fortunate with our fabulous weekends. Hope you had the chance to enjoy it all. Let us know what you did for your summer vacation and share some stories and/or pictures with your other member friends. As the song goes, "See you in September". Lets make the leap to a remarkable year.

You can send submissions to bjmorin@hydroottawa.com or speak to me at our monthly meetings.

Message from the President - Shelley Wong

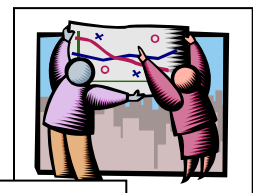
Well, summer is in full swing and I can't believe how fast it's gone by already.... it seems like I was just voted in as President and EFAM was a world away. Speaking of EFAM; what an experience! Please read the article I wrote regarding my experience at EFAM. I'm hoping everyone has had some time off and has been enjoying the hot weather we've been fortunate enough to get.

The Board met in July to recap the Passion & Purpose year and to discuss some ideas for "Making the Leap to Remarkable" year ahead of us. We have decided that the silent auction was such a huge success that we are planning on making it (or something similar) an annual event. We hope everyone who attended thought it was as much of a success as we did.

The Planning Day has been set for Saturday, August 27 from 9:00 to 12:00. A formal invitation will be sent out early next week. I hope you can attend. It's a great time to help decide what direction you think the Ottawa West Chapter should be heading in. I hope

you can join us.

Looking forward to seeing you at the end of August at the Planning Day or on September 21 at the Chapter Meeting.



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We're on the Web!

Check us out:

www.iaap-ottawawest.org



Courtesy Corner



Ottawa West Chapter member Melanie Murphy is this years Courtesy Chair. If you have anyone in the chapter you would like to have the chapter acknowledge, please let Melanie know. For example, birth, death, thankyou to a member etc are just a few of the things as a chapter we would acknowledge. Contact Melanie at m_moore@rogers.com

Condolence Card - Judy Skoczylas- June - Mother

Dates to remember

- August 20, 2011 - Ontario Division Leadership Workshop - Kitchener, Ontario
- August 27, 2011 - Ottawa West Chapter Planning Day (9:00 - 12:00)
- October 9-12, 2011 - Fall Conference San Diego (see notice below)
- October 21-22, 2011 - Ontario Division Education Forum - Kitchener, Ontario (Delta)

“love life, engage in it, give it all you've got. love it with a passion, because life truly does give back, many times over, what you put into it”

Maya Angelou

Food for thought

If you think English is an easy language to learn, then how come “fat chance” means the same as “slim chance”?



Ontario Division Update - Melanie Lambert, 2011-2012

President-Elect

Welcome to summer and I trust everyone is enjoying it so far. Typically IAAP business is a little slower in the summertime, but this year the Ontario Division and myself have been busy. After the elections at CDC, there was EFAM to get into this year! The opportunity for the international conference to be held in Montreal Canada was outstanding and everyone in Canada that could took advantage of the opportunity to attend. So many great smiling Canadian faces during the week, and not to forget the Just for Laughs festival going on right outside my hotel. Loud at times - but the entertainment was well worth it.

The Division has all the details worked out and the invitation done for the Leadership Workshop on August 20th. The Division believes in the importance of guidance and help to the chapters, and to "bond" us together across the division, so we offer this workshop at least once a year at no cost to the members. I am encouraging all of you (or as many of you as possible) to make your way to Kitchener and attend. Even if you are not a "leader" in the chapter or think you will ever be, you will always take away something from the workshop. I've also come to know and understand that we are all leaders, in many different ways, and sometimes without knowing we are. This is what IAAP is about and can offer you - a way to see things you never thought possible.

The other event that is under the planning stages is the Ontario Division Education Forum (ODEF). The scheduled dates for this are October 21-22 in London, Ontario. Upon glowing remarks from members, OD past-president Gini Henderson will be offering some MS Office tips and tricks. Some of us that were at CDC were in awe of her powerpoint presentation and the features she used! The afternoon session at ODEF will be a motivational/self development speaker. I am personally in the process of negotiations and promise this will be good. More details on the ODEF later in August or September.

The new division president, Nancy Brown, has many ideas and goals set for her term this year and the board are looking forward to working with her and our newest member Suzanne VanCleeef. Suzanne has joined us as the secretary and Bonnie MacKay continues another term as the treasurer.

The four of us are committed to the division, the association, the chapters and each of the members. We are always available for guidance, answers, help and the occasional push when needed.

On a personal note, I'm looking forward to my term as President-Elect and trust with Nancy's guidance we will be making the leap to remarkable, quickly and easily.

Pathways to Excellence 2010/2011 stats - Shelley Wong

Member of Excellence - 1,602 up from 1,488 in 2009/2010 - a 7.5% increase
Chapter of Excellence - 212 up from 199 in 2009/2010 - a 42% increase
Division of Excellence - 25 up from 20 in 2009/2010 - a 71 % increase.

Thank you to all Ottawa West Chapter Members who achieved Member of Excellence (4), and we look forward to cheering everyone on for the 2011/2012 Pathways to Excellence Year.



Report on EFAM - Shelley Wong

Well, I'm sitting on the train on my way home from Montreal and my first EFAM. WOW - what an amazing experience. I have attended conferences for other groups that I used to belong to, and EFAM just blew them all out of the water.

I knew the conference would be extremely well organized (after all - we are admins), but I really wasn't prepared for just HOW well organized it would be. From the minute we headed to the registration booths and received our conference bags with all our hand-outs and relevant information inside, I knew that we all were being well taken care of.

The business sessions were a bit intimidating at first, but with so many first-time delegates, the International Board and Jeff Neurauter (the convention parliamentarian) made us all feel like we actually knew what we were doing. The actual voting took place on Monday morning between 8:00 - 9:00 am. This was the only "free morning" for all attending the conference. Most took the opportunity to do some sight-seeing, shopping and sleeping in; except delegates who had to vote. The process for voting was state-of-the-art and there was no confusion as to who you were voting for - we should consider using this system in our federal and provincial elections.



The information sessions were informative (although sometimes a little long), and gave me the impression that a lot of thought went into picking speakers and sessions that are both entertaining, but informative at the same time. The presenters knew their audiences and injected interesting tips & tricks into their presentations.

The office expo was filled with some really cool give-aways (light-up rings, tiny banker's boxes and a photo booth to get pictures taken) and so much information about new products that it was hard to keep all the information in my head and the freebies in my conference bag.

The overall experience was one that I will remember for years to come. I know everyone that attended met some amazing people from other Chapters, Divisions and countries and new friendships have been formed.

My final thought is this.... Next year EFAM will be held in Grapevine, Texas and if you have ever thought of attending a conference - EFAM should be the one conference you attend.

See you in Grapevine!

Following the conference, IAAP Office Expo exhibitors donated about 36 boxes of office supplies to Tourisme Montreal's Community Kindness. See photo attached.

The donated supplies include pens, paper, dividers, binders and a whole host of other items which will help offset administrative costs for the non-profit groups which benefit from Community Kindness program.

Gilles Paquette, one of the invaluable Palais des congrès employees who helped us with EFAM this year, wrote in an email that the donations "will definitely help" the Community Kindness charities.

"Please accept our deepest gratitude for this act of kindness from your exhibitors and your association," Paquette wrote.



Ottawa West Chapter Members Anniversaries

July-August 2011

Kathy Downs - 1 year
 Deborah Wilson - 1 year
 Lianne McQuirter - 5 years
 Judy Skoczylas - 5 years

Congratulations!

Meet your 2011-2012 Executive



L to R : New executive installed by Danielle Graham, Sharron Buttler, Shelley Wong, President; Ramona Bietlot, Secretary; Laurie-Jean Smith, Treasurer and Melanie Lambert



Outgoing President

L to R; Melanie Lambert; Laurie-Jean Smith, Outgoing President; Shelley Wong, President



Star Program Presentation of winners

L to R: Lianne McQuirter 2nd place; Doreen McDougall (accepting for 3rd place Danita Galenza); Judy Skoczylas 1st place



Better Title, Bigger Paycheck? Not Necessarily

An impressive title doesn't always come with a bigger paycheck. In a [survey](#) by OfficeTeam, 22 percent of human resources managers said it's at least somewhat common for their companies to award promotions without salary increases. That's perfectly acceptable for 55 percent of workers interviewed who said they would be willing to accept a promotion without a salary increase.

Most companies prefer to offer an employee a promotion and a raise at the same time. But some companies continue to operate with lean budgets and may not be able to pair the two.

If you are offered a promotion but no raise, carefully consider if you are willing to take on the additional responsibilities without increased pay. You may want to work with your boss to set a timeline for a future raise. For example, perhaps your manager will agree to give you a raise after six months if you meet certain performance objectives.

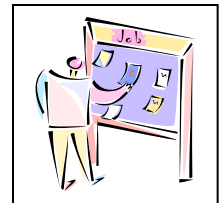
The following are alternative incentives you might request if your company is not able to offer a raise along with a promotion:

- **More vacation time.** Consider asking for a few extra days or weeks off each year.
- **A bigger bonus.** It may be possible for your company to increase the percentage of your annual bonus or give you a spot bonus.
- **Flexible schedules.** The ability to work from home or commute during off-hours may save you time and money.
- **Professional development.** Pursuing training or continuing education can increase your marketability, which could pay off in the long run.
- **An equity stake.** In some cases, you may be able to negotiate restricted stock in the company based on your performance in the new role.

Above all, have a candid conversation with your manager about the new job and responsibilities, how your performance will be measured, and options you can explore to ensure you are fairly compensated. That is the best way to guarantee your satisfaction in the

position and make sure both you and your manager have a clear picture of your role and your future with the organization.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 315 locations worldwide, and offers online job search services at www.officeteam.com.



Coming soon
2011-2012 editions of
Ottawa West Words
(minimum 10 issues)

Members Marketplace

for Chapter members

Do you have a side business that you would like to advertise? A great way to reach our members is to use the newsletter.

For a nominal set up fee of \$5.00 for the chapter year, place a business card size add.

If interested contact your newsletter editor:
bjmorin@hydroottawa.com