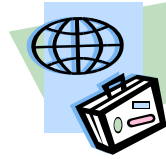




March 2011
Volume 1, Issue 7

IAAP Ottawa West Words



March Break is coming!

2010-2011 Executive and Team Leaders

- President - Laurie-Jean Smith
- President-Elect - vacant
- Vice-President - Doreen McDougall
- Secretary - Shirley Houston
- Treasurer - Shelley Wong

- By-laws - Melanie Lambert
- Certification - Barb Snyder
- Courtesy - Melanie Murphy
- Historian - Joan Smith
- Membership - Shirley Houston
- Nominations - Melanie Lambert
- Newsletter - B.J. Morin
- Program - Vacant
- Registration - Antonella Couse



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

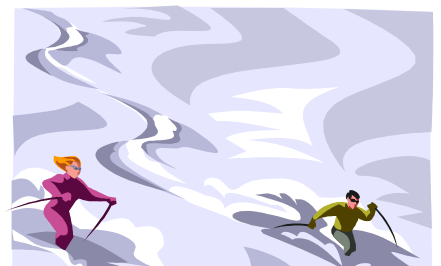
By the time you get the March issue of the newsletter, I will be in the sunny south in Puerto Vallarta, Mexico enjoying what I call, "My March Break" for two full weeks. This will be my third year of taking a winter vacation to a tropical location. I don't know about you, but in order to get away without feeling guilty about leaving my job, it takes me about the whole month before to prepare. This is when I find that my fellow administrative professionals are invaluable. We will cover off for each other during vacation/sickness absences. This type of teamwork allows me to leave with the confidence that my bosses will be well looked after and I don't even have to give it a thought when I am away. I can enjoy myself without worry.....See you soon.

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

Message from the President - Laurie-Jean Smith

Marchthat means Spring is just around the corner! Although it's been an "easy" winter this year (not nearly as much snow as in the past few years!), I'm looking forward to Spring, but not until after March Break. That's our annual family ski trip and I much prefer powder under my skis than slush & ice & rocks! So the snow can disappear in the city, but leave it on the hills! After I survive that adventure, I'll be gearing up for the "ODEF Roadtrip" on March 25 & 26. If you haven't attended one of our Division's Education Forums yet, I strongly encourage you to do so! Of the "main" IAAP Events, this is usually the most accessible (usually somewhere near Toronto) and cheapest (because there's no airfare). Its fun to have a group of people from your chapter attend together, and you get to meet great ladies (and sometimes gentlemen) from other Ontario Chapters too. The Speakers very interesting and knowledgeable, and the Social Events are always entertaining! If you are interested, please contact me and I'll

send you the registration form. Hope to see you at the March Chapter Meeting and then in Markham!



Individual highlights:

| | |
|---|----|
| From desk of Editor | 1 |
| Message from President | 1 |
| Fundraising news | 2 |
| Courtesy Corner | 2 |
| Vacant Board positions | 3 |
| Tips and Tricks | 4 |
| Forum on Administrative Excellence Update | 4 |
| Dates to remember | 4 |
| Ontario Division Update | 5 |
| Tips to help balance career and family | 6 |
| IAAP-Tax compliance | 7 |
| Communication | 7 |
| The effects of funny things | 8 |
| Survey Says | 9 |
| Writing Tip | 10 |

We're on the Web!

Check us out:

www.iaap-ottawawest.org



Chapter Fundraising News



Find your treasure for silent auction



Have you got an item just sitting around your house or something you would like to regift, that you would like to donate to a silent auction? Our **May 18, 2011** chapter meeting would be a perfect time to do so. The more items the better. Remember one persons junk is another persons treasure. Get creative with your items. Stay tuned for more details in

the months to come. How about a service i.e. baking etc. If you have a sideline that your would like to showcase with a portion of the profits to go the chapter, this is an option. Contact shelley.wong@blood.ca



Start bringing your items to our upcoming meetings.



Courtesy Corner

You should have been at the February meeting - Deborah Wilson and Kathy Downs from the Senators organization and members of the chapter, provided all attendees with two tickets to the March 1st Senators Game, as well as a couple of great door prizes. Thank you ladies!

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



Pins on sale now

All proceeds benefit the 2011 Education Forum and Annual Meeting Host Committee

Pin Cost: \$5 each plus shipping - we can send a bulk order & Save. Contact bjmorin@hydroottawa.com if you wish to order

Live Today!

"There are two eternities that can really break you down Yesterday and Tomorrow One is gone, and the other doesn't exist So live today."

Need to change your address with IAAP - log into www.iaap-hq.org and update your profile. If you don't have one set up it is simple to do. Also don't forget to check out the Ottawa West site as well www.iaap-ottawawest.org

Food for Thought

"Patience is the ability to let your light shine after your fuse has blown"



Vacant Positions - The Board needs your help

There are currently vacant positions on the board which require a volunteer or

President-Elect - The President-Elect is the President's "Shadow" and right-hand person and succeeds automatically to the office of President. In the absence of the President the President-Elect would serve as the presiding officer at the Chapter meetings or meetings of the Board of Directors. In the event that there is a vacancy in the office of President the President-Elect will succeed to the office for the unexpired term.

volunteers to step forward. Below is a description of the duties:

Program - With the assistance of the chapter members, identify topics or themes of interest for monthly meetings. Contact presenters (templates available), follow up with scheduled speakers, greet presenter, arrange for introductions and thank you. Provide and compile evaluation forms. Develop draft program for June Annual meeting for following chapter year. (*can be a shared position*)

In order for the chapter to continue in upcoming years we require a President-Elect as the current President term expires at the end of June 2011. Take the time now to volunteer and you can learn the ropes and gain the experience of the existing incumbent. Contact our Nominations Chair Mel Lambert Melanie.Lambert@nrc-cnrc.gc.ca

Editor note: This will keep reoccurring until positions filled



**Conference for
Administrative Professionals**
Friday, April 29, 2011
Ottawa

Conference Topics Include:

- Business Conversation Skills
- Effective PowerPoint Strategies
- Project Management
- Work-Life Balance
- With Canada's Diamond Coach, Adele Alfano

For more information and to register, visit
www.oha.com/adminottawa



Editor note:

*IAAP members
will receive a
special
reduced rate*



Tips and Tricks



Fast format in Word

To format a single word - say, with bold, italic, or underline - it's not necessary to select the entire word (and then press Ctrl-B, Ctrl-I, or whatever to do your formatting). Just move the cursor anywhere inside the word and format it. This can save you the trouble of reaching for the mouse to double-click or holding

down Shift while using the arrow keys or clicking to select the entire word. This convenience is part of Word by default. If this doesn't work, choose Tools, Options and click the Edit tab. Then check the 'When selecting, automatically select entire word' box.

Note from Editor: "If you have some tips or tricks/shortcuts to share - drop me a quick e-mail"

bjmorin@hydroottawa.com

3rd Annual Forum on Administrative Excellence May 3, 2011

The agenda is being completed for the forum. Keynote speaker to include Rhonda Scarf. Sessions will include:

- Management skills for admin professionals
- Working and communicating as part of a team
- Improving your memory
- Managing your work
- Life balance
- Effective business writing
- Improving productivity with new software tools/tips/tricks.

Check it out at www.pmctraining.com

Dates to remember

- March 7-9, 2011 - Spring conference - Tampa Florida
- March 16, 2011 - Ottawa West Chapter Monthly Meeting - Holiday Inn & Suites Kanata
- March 25-26, 2011 - Ontario Division Educational Forum - Markham (rescheduled from 2010)
- April 15-16, 2011 - Incoming Division Presidents Conference - Kansas City, MO
- April 24-30, 2011 - Administrative Professionals Week
- April 27, 2011 - Administrative Professionals Day
- May 3, 2011 - Forum on Administrative Excellence - Ottawa, ON
- May 6-7, 2011 - CPS and CAP exams
- May 12-15, 2011 - CDC Moncton New Brunswick
- July 24-17, 2011 - International Education Forum and Annual Meeting - Montreal QC

*"The real leader has not need to lead...he is content to point the way."
Henry Miller*



RAFFLE TICKETS STILL AVAILABLE FOR CDC (Canada District Conference):



WIN!!!

Garmin® nüvi® 1350T GPS with Lifetime Map Upgrades Bundle

Draw to be held at CDC in Moncton, NB

May 2011 Tickets - 1 for \$5, 3 for \$10

See: Melanie Lambert for tickets

For a \$10.00 donation, IAAP members will have a chance to win a BlackBerry®Torch 9800. Even better, a \$20.00 donation will give you three chances to win.

This draw will raise funds for the Retirement Trust Fund and the draw will be made during the 2011 Canada Divisions Conference in Moncton, NB.


Tickets are available for IAAP members, family and friends.

The BlackBerry® Torch 9800 was donated by Research in Motion (RIM)

For tickets, please contact Lina Veglia, Canadian Representative on the RTF Committee, veglial@cambridge.ca 519-740-4517, Ext. 4620




Tickets also available for a two night stay at any Delta (see sample ticket below)

| | |
|---|--|
| NAME CHAPTER..... ADDRESS..... TELEPHONE..... |  <p>IAAP – CANADA DISTRICT</p> <p>2-Night Stay for 2 Guests at Any Delta Hotel or Resort across Canada (Compliments of Delta Hotels and Resorts) To be drawn April 23 on APW Day Proceeds to the Retirement Trust Fund</p> <p>\$5 each 3 for \$10</p> |
| IAAP – 2-Night Stay at Delta Hotels | |

If you wish to purchase any of the above tickets, you can also contact, Ottawa West Chapter Member Melanie Lambert



Three initiations at February mtg. Pictured: L to R - Deborah Wilson, Kathy Downs, Ramona Bietlot and President Laurie-Jean Smith

 *Lost your nametag or had a name change?*

If so contact Membership Chair, Shirley Houston to reorder (cost involved)

Shirleyx_houston@yahoo.com

Having difficulty in getting to a meeting - need a drive or car pool - contact your executive and we will try to assist.





Tips to help balance career and family

Whether you are male or female, a mom or a dad, balancing career and family can be really difficult. When you're a woman, though, the choices you have to make seem especially difficult and the responsibilities all the more great. For some reason, women are guilt-ridden with their career decisions and the choices they make about working while trying to raise their children, providing nutritious meals for their family, keeping a respectable house and keeping their husbands happy. Last on the list, of course, is finding some time for themselves. So how does a woman find time to actually feel happy with her daily activities while keeping up with all of the responsibility?

First, take time to smell the roses! Literally, you can take time to smell the roses but you can actually do this with no flowers in sight. Every day, try to look around and appreciate what you have, taking in the sounds of your child's laughter, the wag of your dog's tail, the special glance of your husband as you tell a funny joke. Sometimes, the knowledge of what you have on your plate for the day will feel overwhelming, but a little perspective goes a long way. It may be a cliché and a very tired phrase, but it truly does work. People tend to get lost in the mundane, day-to-day "functioning" instead of really living their lives. For example, next time you are worried about fitting in your exercise with your child's play date at Little Gym, forego the Little Gym and head out with your son or daughter for a run. Strap the little one in the jog stroller or if he or she is old enough, ask them to put on the running shoes with Mommy and head outside! Once outside, you can literally stop to smell the roses. Just a few minutes of gratitude a day will work wonders for your soul and automatically make your life feel more balanced.

Along these same lines, try and give yourself some "me" time once a week. Once a week may not seem like much, but if you really allow yourself to soak it in and enjoy the time spent, it will make the stress of all of the rest of the hectic days melt away. Take a good block of time on a Saturday or Sunday - 2 hours, maybe - and

mark this time in your calendar in pen, not pencil. Keep a standing appointment with yourself, and honor it as you would any other. Think you are too busy on a weekend to do this? You will feel much more productive the rest of the weekend allowing yourself this little 'refresher', rather than trying to cram some time in on a random Tuesday or other weeknight. For this special time, you can book a massage or a facial at your favorite spa. Take a couple of hours to go window shopping at your favorites stores, by yourself or with a friend. Take in a matinee with a couple of girlfriends. If your husband is willing to fly solo on a Saturday night, you can even book a girls' night out once in a while and truly let loose! Even if your budget doesn't allow for these activities once a week, you can lock yourself in the bathroom with a good book, a bubble bath and a nice glass of wine and feel good about your time alone - you deserve some!

Probably the most obvious way to balance career and family is to incorporate your family into what would otherwise be "work time". If you have a short commute to work, for example, perhaps you can drive your kids to school each morning instead of having them take the bus. In the alternative, you could have your morning cup of coffee at the bus stop with them and spend a few minutes chatting about their day and what they plan to learn in school as you sip your cup of Joe and breathe in the morning air to mentally prepare for your own day ahead. If you normally exercise in the morning and leave the house very early, switch your workout time to lunch and leave the office to go to the gym, eating at your desk when you get back. You will have more time with your family each day and get a healthy break from your pile of papers to boot.

You may need to get a little creative with your schedule, but there are definitely ways to help balance career and family. Sometimes an extra few minutes each day or a once-weekly good block of time can go a long way in helping restore your peace of mind and help you feel less harried.



IAAP – Tax compliance communication

I hope that by now everyone has had an opportunity to read the email from International President Mary Ramsay-Drow about the tax implications of chapter and division activities. I have received more than one query “What does this mean for Canadian chapters?” It means the same thing for Canadian chapters as for the US chapters – we need to become more familiar with the tenets of the Canadian Income Tax Act and, as a result, to change the way we have been handling chapter finances in some ways.

Please review the attached document from the Canada Revenue Agency regarding not-for-profit organizations. (available to members on request) It sets out the conditions that an association must meet to qualify as a tax-exempt non-profit organization and provides examples of some factors considered when determining whether or not the association is tax exempt.

I would like to draw your attention to **Discussion and Interpretation (pg 2) General – Para 1(d)** - ..it does not distribute or otherwise make available for the personal benefit of a member, any of its income unless this member is an association which has as its primary purpose and function the promotion of amateur athletics in Canada. (What this means, basically, is that those organizations who fundraise for athletes can give the money to the athletes. But in all other cases, no single member of the association can benefit from funds from a non-profit association.)

To this date, chapters and divisions have operated out of the spotlight of Revenue Canada. As you probably recall, a few years ago I went head-to-head with CRA trying to get them to issue us a Business Identification Number (BIN) so government admins would have an easier time getting their registrations paid for IAAP conferences, IAAP events, etc. At that time, “Carmen” from CRA told me that our chapters do not generate/spend in sufficient amounts as to warrant CRA spending time and resources setting us up with BINs. By the same token, we have been able to avoid registering for Income Tax purposes – and we are saved the annual headache of submitting forms. This is the ONLY way we differ from the US chapters.

In all other aspects of our fiscal responsibility, we must abide by the same rules as US chapters. Not only do we need to do this to ensure CRA has no need to begin investigating us, but we also need to ensure we comply so the IRS does not feel they need to investigate how we operate within IAAP here in Canada. As members of an American entity, we do fall under the jurisdiction of the IRS in many areas.

I know how great it feels for chapters to offer financial assistance for members to be able to attend events – but it is against the tax laws to do so. We must cease-and-desist if this is a chapter practice. Paying for your chapter delegate and alternate to attend CDC or EFAM is acceptable because they are “working” on behalf of the chapter at the event. Paying the cost for Division Boards to attend CDC is acceptable because they are “working” (hard, I might add) at these events. But these are the only times when chapter or division funds can be spent on behalf of a member.

Also, I encourage everyone to become familiar with your provincial lottery rules. If your province or your city requires a license for a lottery or raffle, you need to ensure you request one before doing any fundraising. Find out if a disclaimer on your lottery/raffle ticket (This raffle is open only to members of IAAP ABC Chapter) is sufficient to protect you from charges under the gaming laws.

If you want to participate in a Canadian dialogue on this, I encourage you to sign onto the Canada District eGroup where the discussion can be open to everyone. (If you have not yet subscribed to the Canada District eGroup, tsk tsk.) Once this email is sent, I will post the message on the Canada District eGroup as well. We will gather any questions, etc. as they apply to Canada and answer them in the eGroup. Other questions with a broader scope can be answered by HQ and be posted for other chapters to see.

As IAAP continues to build on its reputation as a “remarkable association”, this strengthening of our knowledge of the legal issues adds to our professionalism. Please ensure this type of information is included in your leadership training year after year. Let’s ensure future leaders are fully aware of their responsibilities from the beginning of their term!

Sharron

Sharron Buttler, CPS/CAP
International Director, Canada District
IAAP



Note from Editor: Your board has reviewed the information and determined that we are in compliant, as are all Canadian chapters.



The effects of funny things

This article looks at the wonderful effects of laughter & really funny things.

Are you feeling run down? You could try laughing more! Some researchers think laughter could be the best medicine, helping you feel better and bringing that spring back into your step.

It makes sense that if people can get more laughter in their lives, they are happier and healthier too. Laughter is a wonderful thing - that's why we have all heard the saying "laughter is the best medicine". There is strong evidence that laughter can actually improve health and help fight disease.

Test the theory and see for yourself!

First I'd like you to think of some really funny things, situations you have been in or pictures you have seen, as long as it's really funny!
Now I want you to smile, come on! Let the corners of your mouth turn up. Giggle, chortle, chuckle. And slowly build up into a loud laugh.

How do you feel now? Refreshed? Exhilarated? According to recent studies done by neuroscientists and psychologists, as well as the newest fads in holistic medicine, laughter is the greatest panacea yet discovered. It has been credited with everything from lowering blood pressure and reducing chances of heart attacks and strokes to increasing your intelligence and capabilities to retain process information.

Humour and laughter are regularly being used in a variety of therapeutic situations.

Research into the use of therapeutic humour tells us it has the power to motivate, alleviate stress and pain and improve one's sense of well being.

When really funny things make us laugh,

natural killer cells which destroy tumours and viruses increase, along with Gamma-interferon (a disease fighting protein), T-cells (important for the immune system) and B - cells (which make disease - fighting antibodies).

As well as lowering blood pressure, laughter increases oxygen in the blood, which also encourages healing.

What is laughter?

Believe it or not laughter is not the same as humour. It is the physiological response to humour and is made of two parts - the production of a sound and a set of gestures.

Laughing causes our brain to conduct both the production of a sound and a set of gestures simultaneously.

Why do we laugh?

Some researchers believe that strengthening human connections is related to why we laugh because laughter occurs more often when people are comfortable around one another. Have you noticed in an office everyone in the office laughs when the boss laughs? This is because dominant people use laughter more often than their subordinates.

Laughing and Humour is like a medicine and a very powerful one. It can bring together families in troubled times, reduce anger and frustration and lower your stress levels.

If you can laugh at yourself or a situation you are in that seem overwhelming it will help to diffuse the stress.

Laughter and really funny things serve a great purpose in our life not only from a medical point of view we discussed earlier but it will make you feel better about yourself and the world around you. It will make a bad situation seem a little less daunting.

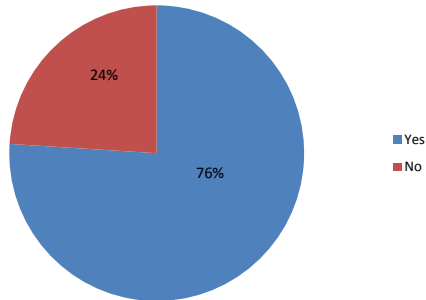
A hearty laugh a day may well keep the doctor away, so keep looking at really funny things!



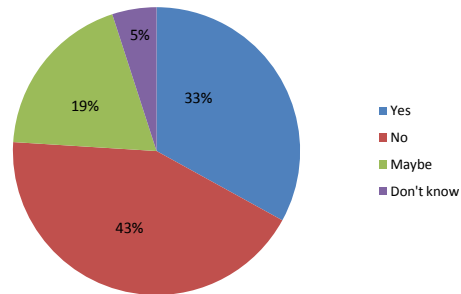
Survey Says!!!!

Just a sample of results of survey -thank you to those that responded-
your results will be very helpful to the board for future planning-

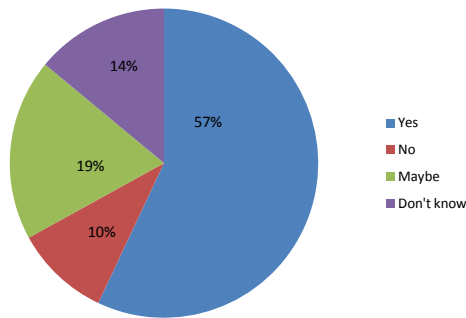
Do you attend chapter meetings?



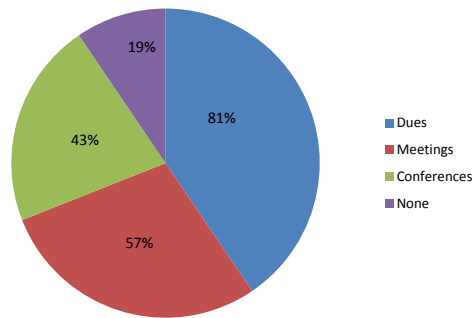
Would you consider serving as an officer or committee chair?



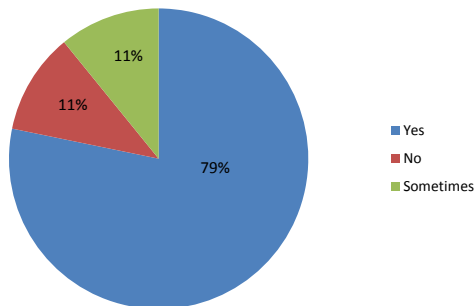
Would you consider doing a one-time or time limited task?



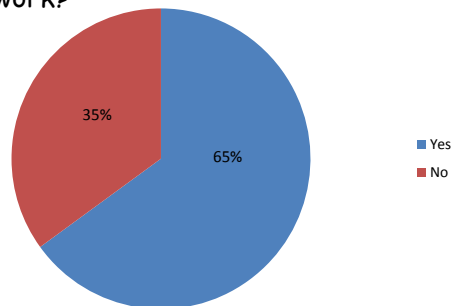
Does your employer pay for IAAP?



Are you satisfied with the programs that the Chapter offers?



Is IAAP/Professional development included in your annual review process at work?



Sample of suggestions for programs/workshops for the Chapter

- More talks geared towards professional development
- Travel/hotel tips n'tricks to getting best deals
- Members trade show - members have "Side" jobs with a % of sales to chapter
- New technology - what's out there

- Topic specific to admin tasks
- Tips n'tricks for Powerpoint, MS project, MS Access etc.
- Found monthly meetings more of a social event - get more out of newsletter
- Police Services talk on robberies
- A new members orientation
- Continue with excellent program development



Writing Tip:

Using the Articles (*A* or *An*) with Abbreviations

The rule for using articles with abbreviations is the same as that for nouns. The *sound* of the first letter of the abbreviation determines whether we use the article *a* or *an*.

- If we pronounce the first letter as a vowel sound, we use the article *an*.
- If we pronounce the first letter as a consonant sound, we use the article *a*.

Examples

An RSC is a device for connecting individual telephone lines from subscriber premises to the rest of the telecom network.

(Although the letter R is a consonant, when we pronounce it we are saying the vowel sound as in the word "are." Therefore, *an* is the correct article.)

A BBC reporter filed a story on the historic summit meeting this morning.

(The article *a* is the correct choice here because the letter B is pronounced with a consonant sound, not because it is a consonant)

Compliments to WordTask for the tips and they invite readers to subscribe at www.wordtask.com.

It's not too late

Do you want to attend the Education Forum in Markham Ontario March 25-26th? See Details below:

All of the topics are integral to the success of the career-minded administrative professional. Join your fellow Ontario Division members for an educational forum that really packs a WOW factor! Top-notch speakers for a very reasonable price.

Come *support* your Division,
network with fellow members,

Room Cost is \$99.00 for single/double. For reservations contact the Delta Markham and quote the group name IAAP.

Group Name: **IAAP (Int'l Assn of Administrative Professionals)**

Toll Free: 1-888-890-3222 Hotel Direct: 905-477-2010

Email: reservations@deltamarkham.com

Website: www.deltahotels.com/en/hotels/ontario/delta-markham/

DELTA MARKHAM HOTEL, 50 East Valhalla Drive, Markham

ODEF registration cost to Members: \$129.00 and Non Members: \$139.00