



# Codiac Chronicle

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International Association of Administrative Professionals

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## President's Message



International Association of  
Administrative Professionals®

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As we begin 2012, I would like to extend my gratitude to all the members who worked tirelessly to make the Moncton Chapter a success in 2011! You have done an awesome job! With the next half of our IAAP 2011-2012 year ahead of us; I am excited to see our membership increase, our meetings offer recertification points and our 2012 events coming together nicely.

### EVENTS:

Upcoming 2012 Moncton Chapter events:

**April 27<sup>th</sup>** Administrative Professionals' Day seminar

**May 11<sup>th</sup>** Moncton Chapter 40<sup>th</sup> Anniversary

**May 16<sup>th</sup>** Annual General Meeting

**June 13<sup>th</sup>** end of year party with the Shediac Bay Cruises

Upcoming Canadian and International IAAP events:

**March 4-7<sup>th</sup>** Spring Conference in 2012, Las Vegas

**June 6-9<sup>th</sup>** Canada Divisions' Conference, Kitchener, ON

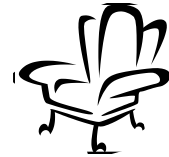
**July 22-25<sup>th</sup>** 2012 Education Forum & Annual Meeting at the Gaylord Texan Hotel & Convention Centre, Grapevine, Texas

This year promises to be exciting and full of wonderful growth opportunities. I encourage you to look beyond your current status and make that leap to remarkable!

**Terry Lynn Jones, President**  
**IAAP Moncton Chapter 2011-2012**

***IAAP's Mission Statement:** Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.*

# Executive and Committee Chairs 2011 - 2012



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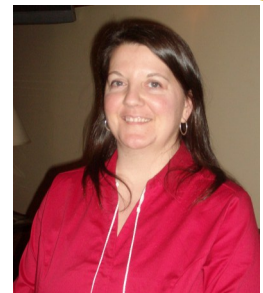
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## Getting to Know: Caroline Rouse



### *How long have you been a member of the IAAP?*

I became a charter student member at NBCC - Moncton in March 2004 where I served as the Student Chapter President and subsequently switched my membership to become a professional member in March 2007.

### *What do you love most about our membership meetings?*

I love learning new things, so the guest speaker's presentation portion of the evening tends to be my favourite, that being said, I also very much enjoy catching up with the members attending the meetings.

### *Where do you work?*

Action Car and Truck Accessories as the Purchasing Assistant

### *What is the best part of your job?*

Again, I love learning new things and it can't get any newer for me than to have to learn about cars and trucks accessories. I do have to give an honourable mention to having some pretty fun co-workers that make going to work that much more enjoyable.

### *What is your favourite restaurant?*

Pastalli's on Main Street, Moncton; I love the décor and atmosphere.

### *Do you have any special activities planned in the next few months?*

I'm very much looking forward to camping season starting up again; the month of May can't come quick enough! We are seasonal campers at KOK in Caissie Cape, I'm looking forward to reconnecting with my "summer family".

### *What are your favourite hobbies?*

I love spending time with my family doing outings and activities together such as going for hikes, camping, watching movies, attending local events and whatever else has us all out together. I also enjoy doing a bit of photography & cake decorating.

### *Tell us about you and your family.*

I've been married to Chuck for nearly a decade. Our daughter Celina is now 10 years old and in grade 5. My mom, Lorraine, also lives with us with her little black poodle Sissi. It makes for a diverse household, but it works for us!

It was great "getting to know" Caroline. Don't forget to introduce yourself to Caroline at the next meeting.

# CPS / CAP Certification



November's answers:

1)C 2)C 3)A

You need more storage space on your personal computer and have decided to shrink the size of some of your seldom used items. Which one of the following will best accomplish this task?

- A) Backup
- B) File compression
- C) File manager
- D) Personal computer maintenance

Which one of the following sentences is grammatically correct?

- A) Please give the finished architectural drawings to whoever requested them
- B) Please give the finished architectural drawings to who requested them
- C) Please give the finished architectural drawings to whomever requested them
- D) Please give the finished architectural drawings to whom requested them

The color system that is dependent on light to make all colors visible is known as

- A) incandescent
- B) halogen
- C) subtractive
- D) additive

The next exam date is:

-May 5, 2012 – Registration deadline is February 15, 2012.

-November 3, 2012 – Registration deadline is August 15, 2012

## IAAP Dates to Remember

**Jan. 31, 2012** R&E 2012 EFAM scholarship application deadline

**Feb. 15, 2012** May 2012 certification exam registration deadline

**March 4-7, 2012** Spring Conference

**April 22-28, 2012** Administrative Professionals Week

**May 5, 2012** CAP and OM exams

**July 22-26, 2012** EFAM

# Student Corner



At January's meeting the following Student members received an IAAP Certificate:

Azure Rene de Cotret, NBCC Dieppe

Melissa Gallacher, NBCC Moncton

Debbie Sénéchal, NBCC Moncton

Holly MacDonald, NBCC Moncton

Kathy Holloway, NBCC Moncton

Absent from Photo

Carrie Ayles, NBCC Moncton

Nicola Keeling, NBCC Moncton

## Chapter Meeting - Speakers

### December Meeting - Christmas Party

Sharon Wolthers, Mary Kay

*"Bring out the best in yourself and others with True Colors"*

An Interactive session, she had us moving around and laughing while still learning about ourselves and others we work with.



### January Meeting

Kristen Drapeau, Recruitment Consultant, Drake International

*"Workplace Redefined: Temporary Staffing"*

She gave us useful tips and insight on what employers are looking. Also explained how Drake International is able to help with finding a full time employment even if they are known as "temp agency."

# IAAP Moncton Chapter Supports

## Ring in the New Year ...

Instead of thinking about New Year's Resolutions, I will begin this year with reflections on the past years and being so grateful of my surroundings.

Hats off to Moncton Headstart-Food Depot Alimentaire, their partners and all the volunteers for organizing the Annual Food Box Program.

On December 22nd, my husband and I volunteered to deliver Christmas Boxes to needy families. As we drove in the Coliseum Agrena, one would think entering Santa's Workshop with his Elves at work. Countless hours were spent organizing such a worthy cause.

It was kind of a sad feeling knowing that many families are in great need this time of the year and all through the year. However, I will start the New Year remembering the smiling faces of these families, who were very grateful to receive those Christmas Boxes and knowing that with Moncton Headstart-Food Depot Alimentaire and their partners, they were able to have a happier holiday.

Happy New Year to All!

**Gloria Richard**, IAAP Moncton Member

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## Food Bank Donation from Moncton Chapter of IAAP

Our members who were attending the Christmas Party in December were encouraged to bring in either a food donation or a toy. It was with great pleasure and appreciation that my daughter's Birchmount School teacher accepted Moncton Chapter of IAAP's donation of 68 food items to be added to their total during their 12<sup>th</sup> annual Fill the Bus food drive initiative by the School District 2 which was then delivered to the Food Depot Alimentaire.

### **Caroline Rouse**

Past-President & Bylaws and Standing Rules Chairperson  
IAAP Moncton Chapter 2011-2012

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Thank you for donating to the Christmas Aid Program. The abundant support received allowed us to prepare and deliver 1750 generous and nutritious Christmas Food Boxes for families and individuals in need. All in all, 1475 children enjoyed toys and gifts from Toyland on Christmas morning. We, as a community, showed that we truly want all children and adults to fully enjoy their Christmas and be included in the Festivities.

Thanks,

**Michelle Comeau-Doucet**, Administrative Assistant

On behalf of Moncton Headstart and Food Depot Alimentaire



# Upcoming Meetings

Crowne Plaza has agreed to provide beer and wine at the banquet room prices of \$7.50 for wine and \$5.25 for beer. All other cocktails will be served at regular bar prices.

The meeting schedule for the remainder of the will be as follows:

- February 15, 2012 Lounge
- March 21, 2012 Lounge
- April 27, 2012 Admin Professionals Seminar & Luncheon
- May 16, 2012 Annual General Meeting & Elections - Banquet Room
- June 13, 2012 End of Year Party - Shediac Bay Cruise

This trial period in the lounge will allow us to further study this venue and help with planning our 2012-2013 IAAP year.

## Recipe

### Boil in a bag omelet

Crack 2 eggs (large or extra-large) into the Zip lock freezer bag (not more than 2 eggs) shake to combine them.

Put out a variety of ingredients such as: cheeses, ham, onion, green pepper, tomato, hash browns, salsa, etc.

Each guest adds prepared ingredients of choice to their bag and shake.

Make sure to get the air out of the bag and zip it up.

Place the bags into rolling, boiling water for exactly 15 minutes.

You can usually cook 6-8 omelets in a large pot.

For more, make another pot of boiling water.

Open the bags and the omelet will roll out easily.

**Ruth Ross, IAAP Member**

## Note from the Editor

The New Year is upon us. It's a time for reflections and a time to set new goals. Whether the goals are personal or professional in order to achieve success you need to recognize if this goals is one that needs to be taken with baby steps or a giant leap. I hope you have chosen a goal that will bring you happiness this year.

If you are interested in contributing an article to the next newsletter, please forward your articles to the following email:

[michelle.comeaudoucet@monctonheadstart.com](mailto:michelle.comeaudoucet@monctonheadstart.com)

*Michelle*



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Gloria Richard

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