

International Association of
Administrative Professionals®
Edmonton Chapter

Passion & Purpose



I A A P - E D M O N T O N C H A P T E R

President's Message

Greetings and Happy New Year! It is a honour to lead the Edmonton Chapter into 2011 and I look forward to the challenges of this position including meeting as many members as possible. I am continually amazed at the dedication of chapter members. We have many active committees and the volunteer work, commitment, and ideas generated by our volunteers lead to new and exciting initiatives.

The events committee is planning our big event on April 20, 2011, Administrative Professionals Day, and they are looking for volunteers to make this day a success, please contact Vern McLaren, Events Chair, at Vern.McLaren@aecom.com

In the meantime, here are some 2011 dates to remember:

- March 7-9** Spring 2011 Conference, *Bounce Back - Bounce Higher*, Tampa, FL
- April 20** Administrative Professionals Day Conference, Ramada Hotel, Edmonton, AB
- May 12-15** Canada Divisions' Conference, *Empowerment Through Knowledge*, Delta Beausejour, Moncton, NB
- July 24-27** International Education Forum & Annual Meeting (EFAM), Montreal, QC

I want to thank our three departing Board members for their service, Secretary - Mimi Fang, Directors at Large - Elke Woite and Dianne Hauschildt. Best of luck in their endeavours!

I'd like to take this opportunity to share some thoughts on our chapter and its direction. Our chapter, as with most, has experienced great success and growth in both numbers and in value to its membership. This has come about because of the great administrative professionals that we're lucky enough to recruit and retain. A hearty "thank you" to each of you! As always, I remind you that this is your chapter so let us know what we can do to make it better. We look forward to hearing from you and seeing you at our monthly meetings. Thank you for making the chapter such a huge success and please help us in meeting our goals for the 2010-2011 year.

Ingrid Piecha

President, IAAP Edmonton Chapter



Guest Speaker Profiles

January - George J. Boelcke - Topic: **Colourful Personalities**. This was an entertaining and interactive presentation. The power of colours is taught to more than half a million people each year and is used as a significant tool for team building, fostering unity, staff retention, sales and marketing. We quickly discovered our unique blend of colors and the speaker addressed the strengths and stresses for the various colours. Being aware of how other 'colours' see the world helps each of us to strengthen teamwork and understanding of others and it provides a language for expressing values.

February - Dave Rodwell - Topic: **Overview of Corporate Security**. This is one of Edmonton's most informative business presentations on corporate security that will help a company (and each one of us) maximize the detection of crime. Dave developed his investigative acumen and expertise over a span of 28 years of service with the RCMP. Upon his retirement from the RCMP, he entered the field of private investigation and security consultation work.

BOARD MEMBERS

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Newsletter Details

The newsletter is published once a month from September to June. The deadline for submissions is the last day of the month. Submissions can be sent to Joyce Aulenback at aulenbak@interbaun.com.

Membership/Certification Updates

Membership Information



So, another year has come and gone like raindrops on the window. As we look towards 2011, what are your imaginings for the Chapter, your membership, and your growth? I look forward to helping the chapter increase its membership by reminding everyone to renew their memberships. There are 26 of you who joined in January and February, so your membership is now due. I look forward to stepping out of my comfort zone by trying some of the techniques I have learned through our speakers, and I hope you will step outside your comfort zone by either becoming a board member as a Director at Large or by volunteering to help our event committee plan APD. The last vision I have for the year is to continue to attend chapter meetings, so that my knowledge and skills grow; will you?

Volunteer today...

Certification

Congratulations to anyone who wrote their CPS or CAP exam in November and passed! Changes to the recertification program were effective July 2010 and the changes to the certification program are effective with the November 2011 exams. Review material for the new exams is now being written by Metcalfe Educational Services, and members will be able to purchase the material once it is completed and ready. Please check headquarters site for any additional information on the program. Application Deadline for the May exams is **February 15, 2011**. If you plan to write either in May be sure to have all forms completed and sent to HQ before then. Good Luck!

Hilary Allbon, CPS, MOS
Membership/Certification Chair
Director at Large

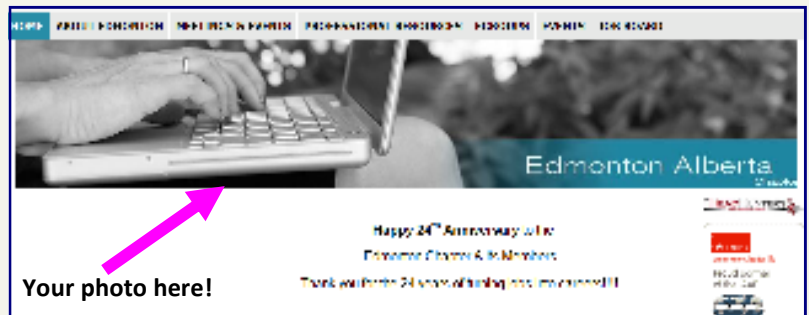


Website Banner Photo Contest

Visit us on the web at
www.iaapedmonton.com

Here is your chance to show the world what our organization is all about and show-off your photographic skills! Our current website banner needs a change and we would like all you shutterbugs to have a chance to be "On-the-Web"! **Send us photos you have taken that you believe represent the Edmonton Chapter of IAAP.** The picture(s) can be of Edmonton, a work environment or anything else you believe would make our site the best for you and others searching us out!

- ☺ Open to **ALL** members and guests!
- ☺ Colour or Black and White photos in jpg, gif, png, or other picture file formats
- ☺ Preferable size: 954 x 108 pixels; File size: 30-50 kB (but **ALL** will be accepted)
- ☺ **DUE: January 30, 2011**
- ☺ Submit your photo now to vern.mclaren@aecom.com
- ☺ YOU can win one free dinner meeting of your choice in the spring of 2011 (excluding APD).



If you have questions, please contact Vern for more information.

Vern McLaren, CPS
Vice-President
& Chapter Webmaster



Our Mission:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

Chapter Events

Administrative Professionals Day (APD), April 20, 2011

The committee is hard at work getting everything ready for the upcoming APD which will be held at the newly renovated Ramada Hotel.

This year our Charity of Choice is **Little Warriors** and we will be donating 50% of our proceeds to this charity. To learn more about them visit their website at: <http://www.littlewarriors.ca/>

On January 13 Hilary Allbon sent out an email with a **Silent Auction Request Letter**. Please add your name to the bottom of this and either give them to your contacts by email or in person—give them the opportunity to support our chapter and the Little Warriors. When you receive a donation please contact Kathryn Krause at drgnlde@telus.net and she will keep track of the details.

CANADA DISTRICT CONFERENCE (CDC), May 12-14, 2011

The topic for CDC this year is “**Empowerment Through Knowledge**”. Mark this spectacular event on your calendar and plan to attend this 3-day conference. Join administrative professionals from all across Canada to learn new skills, make business/service contacts and of course, have a little fun. Great entertainment, trips and tours, and fantastic food for a good ol' Maritime celebration.

Education Forum and Annual Meeting (EFAM), July 24-27, 2011

It's now 2011 and only six months until the great Canadian **EFAM** happens in *Montréal*, one of the most beautiful cities in the world, known for its cosmopolitan lifestyle, hospitality with a distinctly French flavor, and a certain 'je ne sais quoi' flair.

If you haven't started saving up for this event it's not too late! Pick up your **EFAM Piggy Bank for \$6** at the February dinner meeting and start filling it with your change. Just imagine, *you* can be sitting at a sidewalk café in Old Montréal, sipping your café au lait after an invigorating day of skills upgrading and networking.



Remember—get your EFAM Piggy Bank before they're all gone!

Vern McLaren, vern.mclaren@aecom.com

Would you like a new laptop?

Welcome to 2011 and a Happy New Year to all members of Western Canada Division. With the new year comes the annual Western Canada Division fundraiser - your chance to win a new Dell laptop complete with Microsoft Office 2010.

The Division's fundraiser has been quite successful in previous years. There is always great anticipation when the winning ticket is drawn at the Canada Division's Conference (CDC) and it's exciting when the winner is advised of their good luck. This fundraiser helps to ensure the stability of the operating budget for the Division, allows the Division the opportunity to send all the Division elected officers to CDC (Division officers are not charged CDC registration fees) and to send a delegate, and sometimes an alternate, to the annual Education Forum and Annual Meeting. These funds also allow for Division officers to bring leadership development and training opportunities to members and their chapters, offer financial assistance to chapters (i.e. member recruitment events), and to support other division initiatives.

We ask for your support with the Division fundraiser. Ticket prices are **\$3 each** or **2 for \$5**. Only 1,000 tickets will be printed and each chapter is asked to sell 100 tickets. Any unsold tickets will be sold at CDC.

There are Early Bird Prizes! A draw will be made for **four \$50 VISA gift cards** for tickets bought before **March 15, 2011**.

The draw for the Dell laptop will be made at CDC in Moncton on May 14, 2011. You do not have to be present to win.

Cross your fingers & buy some tickets at the February dinner meeting!

Dawn Becker,
WCD President, Vancouver Chapter Past President

Business Dinner Meetings

We currently account for 56 members of the world wide membership of IAAP.

Edmonton Chapter meetings are held on the second Tuesday of the month (except April, July, and August) at the Edmonton Petroleum Club, 11110 - 108 Street - just across from the Kingsway Garden Mall.



Our monthly meetings open doors of opportunity that can assist you in career building. They will provide topics that will amuse, entertain, engross and educate you. After the fabulous meal and before the enlightening presentation there is a brief business meeting that covers chapter business.

For more information and to see our upcoming schedule of speakers, visit our website at www.iaapedmonton.com. We warmly invite you to join us!

Time: 5:30 p.m. until 8:30 p.m.

Members - \$30 / Non-members - \$35 / Speaker portion free (after 7:00 p.m.)

*In order to make our event as comfortable for everyone as possible, we are **scent-free**.*

Thank you for your cooperation!

Social Media Lingo

Handy information to keep so that you will be "in the loop" with social media lingo!

- Bit.ly:** URL shortening service that condenses web addresses for easier sharing on social media sites
- Blogger:** Someone who posts content to pages on a blog
- Chrome:** A web browser by Google
- Delicious:** Bookmarking service for saving web site addresses
- Digg:** Web site where you can submit and vote for articles that you like
- Facebook:** Largest social networking site for sharing information, photos, etc.
- Firefox:** A web browser by Mozilla
- Flickr:** Web site for sharing photos
- Forum:** On-line discussion site for sharing of thoughts, ideas, opinions, etc.
- FourSquare:** Social media site that connects users by geographic location
- Hashtag:** Symbol (#) used on Twitter to annotate a group of tweets
- Pandora:** Free, on-line radio station where users can personalize stations to play only content they prefer
- Permalink:** The URL for a specific post or page on a blog
- Podcast:** Recording – either audio or visual – that can be downloaded to portable media players
- RS Feed:** System that generates frequently updated information from blogs and to which you subscribe
- Search Engine Optimization:** A method for creating web sites that appeals to Google, Yahoo, Bing, etc. and give a web site higher rankings
- Tag Cloud:** A visual grouping of selected words contained on a blog
- Twitter:** Social media site that limits communications to 140 characters or less
- Webinar:** A software application that facilitates on-line meetings and presentations
- Widget:** A mini-application that provides a specific Internet connection function
- Wiki:** Collection of topics created and updated by the general public
- YouTube:** Web site containing videos on everything from business advertisements to stupid people tricks

Submitted by Hilary Allbon

Keystroke of the Day:

Ctrl+Shift+C will copy the formatting of a paragraph and **Ctrl+Shift+V** will paste the formatting of a paragraph.

WOW!!