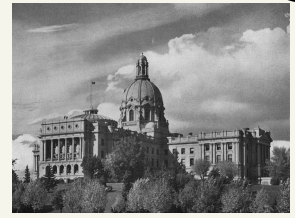


International Association of
Administrative Professionals®
Edmonton Chapter

Passion & Purpose



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

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Vice-President's Message

I would like to take this opportunity to welcome back our current and new members to what should be an amazing year. Over the summer break, our Board Members and Committees have been hard at work to ensure that we have a fantastic 2010 – 2011 year.

Last month's dinner meeting got us off to extraordinary start to the year, with a special thanks to Robert Manolson our September guest speaker that taught us how to have Fun at the Workplace. Be sure to check out our website to see what our members had to say about Robert and some great ideas that you can bring to your workplace. If you have not yet attended one of our meetings, I would like to encourage you to do so soon, as we really have a lot of great speakers lined up for this year. Don't forget that November 9th is our annual information night, so invite your coworkers, support staff and business near you to this event. Posters can be downloaded from our website or please contact Alicia Prilipp at alicia.prilipp@aecom.com for personalized invitations.

Did you know that joining a committee does not consume much time, helps makes your Chapter amazing, networking opportunities and develops friendships. The Edmonton Chapter has a lot of committees that are still looking for volunteers, so make the most of your membership and get involved with your chapter.

I hope the 2010 – 2011 year with IAAP is one that will help you grow personally and professionally, and because of your Purpose and Passion for this association it will help you move your career forward.

Vern McLaren, CPS
Vice-President
IAAP Edmonton Chapter
2010 - 2011



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To inspire and equip all
Administrative Professionals
to attain excellence.

Guest Speaker's Profiles

October - Catherine Armstrong will present "Successful Conflict Resolution". Although conflict is not avoidable, to resolve conflict is an art and requires understandings and skills. Catherine has over 25 years of leadership experiences and is a business owner, author and manager. Her down to earth style will provide insights to conflict management. Discover simple steps to conflict resolution and determine your ability to influence others. Please visit www.armstrongtraining.ca for more information.



December - Charmaine Hammond has a Master's Degree in Conflict Management and Analysis; a BA in Social Development Studies and Diploma in General Social Work. She is an international speaker, an award winning author and entrepreneur. Working on Passion & Purpose is more than simply showing up and being present. It is a way of working with intention, thus giving more meaning to work. Working this way requires focus, clarity and spirit.



What do these three qualities look like? There is much we can learn from Toby. An 8 year old Chesapeake Bay retriever and his story will provide participants with a meaningful example of purposeful work in teams and in business.

Chapter News

Join us at the International Association of Administrative Professionals Information Night—Member Recruitment

On Tuesday, November 9, 2010 at the Edmonton Petroleum Club from 5:30—7:30 p.m.

Celebrate the Passion behind IAAP & Purpose of joining IAAP, **with special guest presenter Dawn Becker - Western Canada Division President**. Peruse the information tables, while you enjoy hor d'oeuvres/cash bar, free parking and free admission,

RSVP for attendance is required by November 1, 2010. Please send to ALICIA!

For the Information Night Contest - Members will receive an additional ticket for the draw for every guest that they bring. Ask Alicia for more details at Alicia.prilipp@aecom.com or 780-732-9471.



Set your calendar for the Administrative Professionals Full Day event on **April 20, 2011!** Look for more details to come. Members please bring one or two items for the silent auction and give them to Alicia, Events Chair or the events committee.

Exciting news!

Our chapter will be partnering with Academy of Learning, Consumers Choice Awarded Business Career College, and Digital School, AutoCAD authorized training centre at The Canada Career Week Fair for a two-day career information and job fair. It is Edmonton's most comprehensive and best attended career and job fair. This year's fair will feature approximately 175 exhibits and draw approximately 10,000 visitors.

**The 2010 Career Fair will be held Friday November 19th from 9:00 a.m.—5:00 p.m.
and Saturday November 20th (10am-4pm)**

at the EDMONTON EXPO CENTRE (Northlands Agricom Edmonton). There is free admission and free parking.

Please see Ingrid if you are interested in volunteering at the booth for one day or both days with two hour intervals send an email to Ingrid.piecha@ercb.ca and call at 780-427-9481 for further information.

Tips & Tricks



Do you ever sit and wonder where your time has gone? You suddenly look up from the computer and realize it is two hours later and you have not accomplished what you wanted to. People who complain that they're not as productive as they would have liked often have not set goals or made plans to achieve what they wanted to. They may not have planned for eliminating the time wasters which steal their time. If you don't manage your time, you will find that time manages you. It can lead to a lot of frustration and long sleepless nights if you do not consciously plan for your life. Having a plan provides you with the guideline of how you would like to accomplish your tasks.

1. **Eliminate time wasters before you get started.** Turn off your e-mail notification. Let phone calls go to voicemail. Select specific times that you will tend to e-mail. Avoid checking your e-mail in the morning as it is may take you until noon to complete.
2. **Set your intentions and daily goal for your day.** By setting your intentions for your day, you are able to list tasks and activities that must be done to get closer to your goal.
3. **Let your mind create a map.** Mind map what you need done for each item on your to do list so nothing is missed. This is a great tool to help you brainstorm and to remember what needs to be done.
4. **First Things First.** Go after the toughest task first. Once you accomplish the task, the rest of the day will come with ease.
5. **Stay focused on the task.** It is easy to get distracted by papers on your desk or people around you. When possible close your door or put up a sign to let others know that you are working on a deadline - one you have created for yourself.
6. **Delegate when possible.** If a certain task can be done better and more efficiently by someone else, delegate it. Spend your energy and time where you can make the most of your strengths.
7. **Less is more.** Take 10 to 15 minutes at the end of each day to de-clutter and tidy your desk or areas of your home. Less upkeep of your work area means you will not feel drained or overwhelmed by clutter. You will be able to focus on what needs to get done.
8. **Plan for tomorrow.** Write down who you need to phone, e-mail, send thank you cards to, or meet with the next day. Prepare any notes you may need to take with you to your meetings.
9. **Acknowledge your daily accomplishments.** Recognize how much you have completed by staying on task and working with purpose.

When you feel in better in control of the time you use, you will be more productive and relaxed because you are not hurried for time. Manage your time wisely, before it manages your life.



Membership / Certification Updates

Certification Information

Changes are happening with the Certification program. Stay tuned for future announcements on these changes.

Membership Information

We have three new members this month! **Welcome Tamara Clark, Anita Sharma and Sonya Brand!**

Welcome ladies to our chapter and we hope you enjoy your membership! I am also pleased to announce that we only lost one member and all the rest have renewed their memberships for the year, so we sit at 56 members! Let's hope there are more to come! Remember, November is our Membership Drive month, so I hope you bring lots of acquaintances and coworkers with you to this event. It will be great fun!

Don't forget, we still need members to volunteer for various committees and we are looking for members to do the inspiration at each meeting or to take pictures and scrapbook the meeting each month. If you are interested in volunteering in this small way, please contact me!

Enjoy!



*Turning Jobs
Into Careers*

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



*Have you checked out the new IAAP Edmonton website?
Look for more profiles!*

Meet a Member

My name is Gina Fowler, and I have been an active IAAP member since 2005. I joined IAAP as I wanted to belong to an association of great, like-minded individuals, who shared their wisdom and great knowledge willingly.



I entered the work force while still in high-school for McGavins in the summers, weekends and holidays in the bakery, or in the Office stamping invoices for the drivers to take on their routes. After graduation, I worked in the front Office with calculators the size of typewriters, and computers whose hard-drives were two feet across. It took days to back-up data. I used to dial-up our Head Office and place the hand-set in a cradle to transmit the data. There wasn't e-mail used then so I had to use a telex machine to send information to our Head Office. We went from a manual typewriter to the selectric, which had interchangeable font-balls and a mini memory. Eventually, I married and found a job at the University of Alberta (UofA), dealing with students and their loans as well as calculating their tuition fees. Using a monochrome orange screen, adjustments and payments were entered on the computer. Multitasking (having more than one software open) was still very new, as well as e-mail. Our data was saved to 5 -1/4 inch discs called 'floppys'. In 1990 we moved to London, Ontario when my husband was accepted into the MBA program at the University of Western Ontario (UWO). Laptops weighed 25 lbs and were the size of a small suitcase. We used DOS and Windows 3.1 and discs were 3 1/2 inches. I worked for UWO as a floater, being sent from one faculty to another, as well as the Western News, a campus newspaper and in a research Hospital in the multi-organ transplant unit. Computers, photocopiers and adding machines were becoming faster, smaller and readily available, and e-mail was becoming more common. I found a position with Price Waterhouse in the tax division. They used Lotus notes and WordPerfect and later moved to Word and shared a printer with ~10 other staff members. My interest in technology and software made me a valued employee and I worked on proposals and PowerPoint presentations. The color



copier was a much used resource. In 1999 we moved back to Edmonton, and I continued to work for PwC. In 2003 I was hired by the Auditor General of Alberta and within two years became his Assistant. We had the latest software and hardware; large flat-screen color monitor, my very own printer, access to three color printers and a fast computer. E-mail is now the norm and discs and CDs were replaced by USB keys, with larger storage capacity, and a fraction of the size. Photocopiers not only print in color, but they print photos, e-mail and convert documents and we use video-conference technology. Roles in the Office have changed and I've recently moved into the data integrity section of Corporate Services.

If I had to share something with someone coming into the workforce it would be education and networking. Always keep up with the latest technology. Keep in touch with friends and co-workers. Along the way, don't forget to pursue some of your own interests. Between raising our two sons, my husband and I enjoy restoring antique vehicles. I enjoy photography and have had several photos chosen to hang in the Harcourt and Kaasa Galleries over the past few years.

I've found IAAP offers everything I'm looking for in a professional organization. They have education at their monthly meetings and one can pursue a Certified Professional Secretary or Certified Administrative Professional (CPS, CAP) designation. Just as important, there's networking with great, like-minded individuals, who share their wisdom and great knowledge willingly.



To read more of Gina's story go to :

<http://www.iaapedmonton.com/IAAPHQ/Edmonton/UploadedImages/Newsletters/2010-2011/october/Member%20Focus%20-GinaFowler.pdf>

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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. We warmly invite you to join us.

Business Dinner Meetings

October 12, 2010	March 8, 2011	Time: 5:30 pm until 8:30 pm
December 14, 2010	May 10, 2011	Members - \$30
January 11, 2011	June 14, 2011	Non-members - \$35
February 8, 2011		



Chapter Events

November 9, 2010 - Information evening (reception style) @ the Petroleum Club
April 20, 2011 - APD Full Day event (location TBD)

Would you like to contribute to the newsletter, or perhaps share your comments? I look forward to hearing from you, and hope that we can get your story out. As you enjoy the fall weather and if you partake of the Halloween trick or treating, be careful on the roads out there. As the nights get darker, we need to remind ourselves that things aren't as easy to see in the twilight hours.

Stay safe!
Dianne Hauschildt

Eye on Edmonton!



We continue our exploration of Edmonton's history from last month.

How did the name Edmonton come to be? Fort Edmonton was reported to be named for the birthplace of HBC's Deputy Governor at the time. He was from Edmonton, Middlesex (now part of London, England.)

What happened to the HBC & NWC? The Hudson Bay Company and the North West Company merged in 1821 under the HBC name after years of competition and bitter battles between the two which finally strained the economic resources of NWC. The resulting company was the most powerful fur trading entity in the world. They had the traders and voyageurs from the NWC and land connections from sea to sea from the HBC. But in 1987 HBC sold its Northern Stores Division and in 1990 the new business owners started operating with the name "The North West Company". www.hbc.com/hbheritage/history/acquisitions/furtrade/nwc.asp



When did the present location of Edmonton change? In 1801, Fort Edmonton moved to its Edmonton site, and after the merge it retained the name Fort Edmonton and the post location. It became the distribution centre for the whole northwest and with the opening of the Fort Assiniboine Trail in 1824 it became a major supply centre on the HBC's trans-Canada route. In 1871 legislation allowed private individuals to buy land that was formerly HBC land. Since HBC would not initially subdivide its land, Edmonton started to form some distance away from the fort. One mile from Fort Edmonton, a Methodist Church was the first significant building erected by Reverend George McDougall.



When did Edmonton become a city? Where can I see some of the original landmarks from Edmonton's early history?