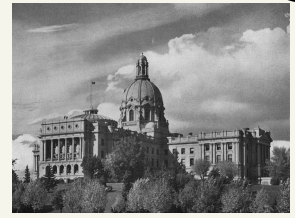


International Association of
Administrative Professionals®
Edmonton Chapter

Passion & Purpose



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

BOARD MEMBERS

Ingrid Piecha, President
ingrid.piecha@ercb.ca

Vern McLaren, Vice-President
vern.mclaren@aecom.com

Rhonda Wakal, Treasurer
rwakal@oag.ab.ca

Mimi Fang, Secretary
fcandy97@yahoo.com

Directors at Large

Hilary Allbon
hallbon@shaw.ca

Joyce Aulenback
aulenbak@interbaun.com

Kathryn Krause
krausek@smtp.gc.ca

Dianne Hauschildt
dianne.hauschildt@gov.ab.ca

Elke Woite
elke.woite@gov.ab.ca

Welcome to a new IAAP Edmonton Chapter year! President's Message – 2010-2011

My first role as President for the term 2010-2011 is to wish all of you a very happy new Chapter year. On behalf of the Board, Directors at Large and Members, I would also like to pass heartfelt appreciation and a special thank you to Pearl MacDonald, our outgoing President, for her support and generosity during her term as President from 2008 – 2010.

Already, I am filled with a mixture of excitement and anticipation. It is an honor to serve my profession in this capacity and I look forward to the challenges and opportunities that are ahead.

Our theme this year is **"Passion & Purpose"**.

For over 31 years as an Administrative Assistant, I have immense passion for the position that I have and I am motivated to do my best and my motivation encourages others around me. I feel when you are passionate about what you do, you do better in your position and you enjoy it even more.

*When I define the purpose of my tasks, I create a vision behind each responsibility, and that vision changes the results. You see, defining your purpose is not about the tasks you do, it is the **reason** for them.*

Our entire Chapter has Passion and Purpose, as our Edmonton Chapter was awarded and presented the 2009-2010 "Chapter of Excellence" award at the Boston EFAM in July. Congratulations to everyone!

I encourage everyone to take the time to browse through our website to learn more about our Chapter, upcoming educational dinner meetings, interactive events, and plenty of other information that is offered.

In closing, it is my great privilege to announce that we are celebrating 24 years of being a tremendous, diverse team of administrative professionals.

To all, continued success!

Ingrid Piecha
President

IAAP Edmonton Chapter



INSIDE THIS ISSUE:

Meet Your Board	2
Membership/ Certification Updates	3
Chapter News	3
Events Across the Association	3
Dinner Meetings Chapter Events	4
Eye on Edmonton!	4

Guest Speaker's Profiles

September - Inspired by the power of play, Robert Manolson discovers positive ways to manage stress and inspire people to build better, healthier workplace environments for success and efficiency. Robert is the Creator & Facilitator of Powerful Play Experiences as well as a Certified Career Development Professional. Through Workplace Fun & Wellness workshops he invites us all to carry out the spirit of playfulness into people's everyday lives. Please visit www.powerfulplay.ca for more information.



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.



Meet Your Board



President - Ingrid Piecha

Currently, I am the President of the IAAP Edmonton Chapter and have been a member and on the Board for the past five years, I have continuously participated in various positions on the Board and Committees. For over 31 years, I have been an administrative assistant in various areas. Besides working full time and being an active member on the Board, in my spare time, I enjoy working out at the World Health club and at home. One of my favorite hobbies is shopping and looking at the latest fashion trends. For more information about my current and past positions on the board or committees, please feel free to contact myself at 780-427-9481 or Ingrid.piecha@ercb.ca.



Treasurer - Rhonda Wakal

For 10 years, I have been a member and now the new Treasurer for the Edmonton Chapter. Proudly, I work at the Office of the Auditor General of Alberta (for two years) and am thrilled to be an Assistant to an Assistant Auditor General of Alberta. Outside of my full time job, I enthusiastically instruct hands-on handmade soap and body product making classes with local educational facilities and for private functions for over 23 years. Passionately, I love to share my knowledge in this field. I am also Vice Empress of my own jewellery line that I create and manufacture. The funky jewellery is in local boutiques & can also be custom made to resonate your individual personality. With so much going on in our lives, we can still allow time to attend the monthly business meetings, fulfill a Board role and actively participate in activities and events, such as volunteering for the Administrative Professionals Day's event. It is imperative to keep the brain active with continual learning, give and care for others, and contribute to society wherever possible. Moreover, everyone appreciates it, which is a gratifying feeling! Please come and meet us at one of our meetings.



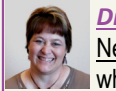
Director at Large - Hilary Allbon, CPS, MOS

Membership/Certification Chair - I have been a member since February 1, 2002, and a Director at Large and the Membership and Certification Chair for the Edmonton Chapter, and a member of the Board of Directors for the past 8 years. I work at Associated Engineering as an Administrative Assistant for the Water/Wastewater Division and I love my job. I have been with AE since I graduated from NAIT's Office and Records program in 2002. I studied and received both my CPS and MOS designations over the past two years. I love taking classes, and plan to choose something new this fall! If you require any information or have a question about this wonderful Association, please send me an email!



Director at Large - Elke Woite

I've been in administration for several +20 years. I have lived overseas most of my younger years; came to Canada in 1977 & never looked back. I work for Alberta Education and part of my time is dealing with International languages & the rest of the time with other curricular areas. I am a newbie to IAAP, having joined at the beginning of 2010. This gives me the opportunity to grow my motto "never stop learning" & network with other admins. My hobbies are the 4 legged kind; 2 horses & 2 mischievous dogs. My grown daughter competes in show jumping and there is no sign of her wanting to stop. When time allows I enjoy crafting, gardening, reading and sometimes a leisurely walk along the river valley. I look forward to working with the new Board members and especially getting to know the other members; see you at the meetings.



Director at Large - Dianne Hauschildt

Newsletter Chair - I left the classroom after teaching for 12 years while we were moving down from northern Alberta, & decided to take advantage of the opportunity to get a better understanding of the "real world" & work in an office setting again. I am working at Alberta Education in the Curriculum Sector, in the CTS, Career & Off-campus area, and have gained many additional skills for both my current & future jobs. After attending the Impact event last November, and seeing the possibilities of meeting



Vice - President - Vern McLaren

I would like to take this opportunity to say thank you for electing me as your Vice President for this upcoming year. I am currently an administrative assistant with AECOM within the transportation group for over 1.5 years. The transportation group is composed of roads, bridge, rail & planning & operations engineers & currently is at 139 employees. I have been a member for approximately 2 years and have learnt that my job is more than a job but truly a career. For my term this year, I am hoping to learn the roles of the President and help make the Edmonton Chapter as successful & beneficial to all our members as has been done in the past. In my spare time, I enjoy working on your website & spending time with my two dogs. I look forward to seeing and meeting all of our members at our monthly meetings this upcoming year.



Secretary - Mimi Fang

I have been an IAAP member since 2009 and serve as the Secretary and Program Chair of the Edmonton Chapter. I worked for McElhanney Land Surveys Ltd. as an Administrative Assistant from 2008 to 2010, but will be going back to school (NAIT) in September for the Business Administration program. My career goal is to become an Accountant, and eventually obtain my CGA status. I speak and write both English and Chinese (Mandarin) and have international experience in Event Planning. Personally, I love to sing and have been attending vocal lessons since last September. I also enjoy horseback riding and shooting, as well as exporting hockey equipment in my spare time. If you would like to connect with me, send an e-mail to fcandy97@yahoo.com.



Director at Large - Joyce Aulenback

I have been an IAAP member for 8 years. For over the past 20 years I have worked from home providing administrative services to a wide range of clients, including management consultants, real estate agents, family therapists, psychiatrists, various associations, and the Alberta Government. I strive to provide quality services and satisfied customers, and my business motto is from the Bible, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus." I'm married with 2 grown children and I enjoy camping, traveling, and reading. Currently I'm reading a book, "Take Back Your Life" by Sally McGhee which is about getting and staying organized using MS Outlook.



Director at Large - Kathryn Krause

Hello everyone! I am an Executive Assistant with Public Safety Canada, Prairie Region; I have been an administrative professional for 21 fantastic years. As an administrative professional, I have worked for Alberta Mental Health in Medicine Hat, The Office of the Public Trustee in Edmonton and now with Public Safety Canada. I am married, my husband is a retired military engineer and we have three boys, two dogs, one cat and two bearded dragons. I garden, can and sew. I attended my first IAAP chapter meeting as a guest in April 2010 and enjoyed myself so much that I decided to become a member. I feel very fortunate being a member because there are so few organizations, so few seminars/courses available to the administrative professional and IAAP offers everything I am looking for in career development and a meeting place to mingle with like-minded people. Whether you are a member or a guest, this is a wonderful place to meet great people, network and have a lot of fun! If you would like to learn more about our chapter or association, please feel free to contact me.

other admin professionals & making connections in the community, I joined the IAAP. Being new to Edmonton, I look for opportunities to network with others & to learn more about this city. My husband & I were born and raised in southern Alberta, have lived in the North & have decided to call Edmonton our new permanent home, along with our two small poodles. (Of course, if something amazing comes up in Victoria, all bets are off.)

Membership / Certification Updates

Certification Information

IAAP 2010 Fall Conference: Louisville, Kentucky, October 17-20, The Seelbach Hotel. Registration now being accepted. (This was the fall certification conference—it has been renamed.) “The Core Characteristics of a Champion”

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

Membership Information

As we begin the new season of IAAP, I am delighted to announce that we now have 52 members! As usual, I am hoping that this year will include another large increase in the Edmonton Chapter's membership, but as usual, I will need each member's assistance in doing this. Please don't forget to bring a co-worker or friend who is also an admin, to our chapter meetings. Perhaps, they too will see the benefit of having a membership in IAAP!

As Membership Chair, I encourage you to renew your membership prior to its due date and attend the monthly meetings, so that you get the most out of your career and personal life! The season has just begun and we anticipate a spectacular season for our chapter!

Don't forget, we also 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



Chapter News

Excited about being a member of such a wonderful organization? Here's your chance to spread the good news, by inviting your friends and colleagues in the administrative profession!

The Events Committee is hard at work planning our next Networking and Information Evening, to be held November 9, 2010.

There will be exciting ways to share information about how our organization can benefit ourselves and the companies we work for, and of course, some great food at the Petroleum Club. This is your chance to become involved in changing your personal and professional environments. Membership in a professional organization is a large boost to your image and portfolio, why not share that with others, and create a better working environment to work in?

Stay tuned for upcoming information, and if you would like to volunteer in any way please see [Alicia Prilipp](#) of the Events Committee.

The Edmonton Women's Shelter is holding its 6th Annual Reflex Manufacturing Empty Bowls for WIN House. This unique two part fundraiser includes a morning of pottery on **October 4, 2010 at the Edmonton Potters' Guild**, followed by a luncheon and silent auction on **October 26, 2010 at The Sutton Place Hotel**.

We invite you to come out on October 4, 2010 from 6:45 am to 9:00 am to join local celebrities and friends of WIN House as we craft the bowls to be used in the fundraiser. The event will be hosted by Bridget Ryan of Citytv's Breakfast Television and the Edmonton Potters' Guild. If you are interested in participating please respond prior to September 27th to Stephanie van Herk, at (780) 471-6709 ext. 226 or ewsmrktg@telusplanet.net.



Events Across the Association

In keeping with IAAP's Mission **Enhancing the success of career minded administrative professionals by providing opportunities for growth through education, community building and leadership development** we felt it was time that the name of this annual event was amended to reflect this.

The Vancouver & Fraser Valley Chapters invite you to the 6th annual **BC/Washington Education Forum (Hands Across the Border)**



Saturday, September 25th

8:00 am to 3:00 pm

The Coast Hotel & Convention Centre
20393 Fraser Highway, Langley, BC V3A 7N2

Phone: 604-530-2211 Fax: 604-539-4405 www.cascadescasino.ca



More details will follow but you can be assured of a **full day** of education, networking, food and fun!

Maureen Glover, CAP

Immediate Past President, Vancouver Chapter
International Association of Administrative Professionals

Are you whining about your records? Are you wondering how to manage them, whether to purchase software to help you, or what to do about your electronic records? Are you looking at ways to make your organization more sustainable?

This major education event in the field of Records and Information Management (RIM) includes 21 education sessions and opportunities to meet exhibitors and network with peers.

Whining About Records Conference

October 12 – 15, 2010

Coast Capri Hotel, Kelowna, BC

Focus on three educational tracks:

1. Basic Records Management
2. Electronic Records Management
3. Specialized Tools

Keynote Speakers:

☺ **Dr. Mark Langemo CRM** - veteran records management seminar leader, consultant, and a dynamic speaker

☺ **Christa Williams, BSc** - widely regarded as an expert in Aboriginal and First Nations education issues and administration

Early bird registration has been extended to September 12. Don't miss this exciting conference hosted by the Calgary, Vancouver and Vancouver Island chapters of ARMA, the leader in education and training for records and information professionals.

For more information or to register, go to <http://www.armavi.org/whining/>

Dianne Hauschildt, Newsletter Chair
 Phone: 780-427-5366
 E-mail: dianne.hauschildt@gov.ab.ca

VISIT US ON THE WEB AT
WWW.IAAPEDMONTON.COM



We have IAAP mugs available; they are clear with "Believe It, Achieve It" and the IAAP logo.

ONLY \$5.00, please see Joyce if you would like one!



We currently account for 52 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

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



Chapter Events

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

Do you have a story, you'd like to share, or something you would like to see explored in the newsletter? Please share your inputs and questions with me. As your Newsletter Chair, I'd like this to be a journey that we can all take part in. I look forward to meeting you and sharing interests, so please join us at our dinner meetings & other chapter events. The more we can network, the more we can learn from one another.



Here's to a great year!
 Dianne Hauschildt

Eye on Edmonton!

Whether you are new to Edmonton, or have lived here your whole life, how well do you know the city you call home?



Did you know: Edmonton began as a fur trading post in the 1700s.

For centuries Europeans explored into the Edmonton area. The North Saskatchewan River valley and surrounding area were the home territory of Aboriginal people drawn to its shelter and wild game. For millennia, First Nations people visited the river valley as part of their seasonal round of hunting, and later to barter with the new Europeans who came to trade and settle.



Anthony Henday, a Hudson's Bay Company (HBC) explorer, passed near the site of present-day Edmonton in **1754**, as part of the HBC's effort to trade directly with the interior First Nations, rather than depending on Aboriginal middlemen to bring furs to posts further away on Hudson Bay. This change in policy stemmed from the increased competition from free traders and other companies, such as the Montreal-based North West Company (NWC). Throughout the 18th Century, the HBC and NWC established a series of trading posts westward along the North Saskatchewan River in search of new fur supplies.

In **1795**, NWC established a post called Fort Augustus. HBC responded by establishing a major trading post nearby on the north bank of the river alongside Fort Augustus at the mouth of the Sturgeon River near modern Fort Saskatchewan. Several of the HBC posts from 1795 onward bore the name Edmonton House and were located in the general vicinity of the modern city along with their NWC counterparts, Fort Augustus. For the first twenty-five years, it should be noted, the North West Company's Fort Augustus was very much the larger of the two establishments.

How did the name Edmonton come to be? What happened to the HBC & NWC? When did the present location of Edmonton change? Join me next month to learn more.

