



International Association of
Administrative Professionals®
Edmonton Chapter

INTERNATIONAL ASSOCIATION OF
ADMINISTRATIVE PROFESSIONALS
EDMONTON CHAPTER OF THE WESTERN CANADA DIVISION

MARCH 2010 VOLUME 7, ISSUE 4

IAAP-EDMONTON!

President's Message



How wonderful that warm sun feels these days. It may be a bit early but it is so comforting to know that we will soon be saying goodbye to Old Man Winter and hello to Spring. This time of new birth for all things living gives us a sense of hope, with fresh ideas and dreams galore. For each of you, my IAAP friends, I wish the feeling of renewed hope in yourselves and in your career. Don't forget, if you are looking for more personal development and networking in your growth plan then the IAAP Edmonton Chapter is a great place to start. With our monthly chapter business/dinner meetings and our annual Administrative Professionals Day conference you will find a place to stretch and grow. It would be great to see each and every one of you at our APD on April 21 and of course it would be great to see you at our monthly business meetings. Let's see how many we can get

out for our May 11 meeting (can we count you in?).

Keep your eyes open for advertisements of IAAP Edmonton Chapter in the local downtown Coffee News and the Edmonton Woman Magazine. You might even find my picture and article about APD in the Edmonton Woman Magazine for March and April. I find it is always fun to look for our fellow IAAP members in and around the community.

May you keep your sights on the "High Road" and let the "Luck of the Irish" keep you smiling.

Pearl MacDonald
President
2009-2010



IAAP Mission Statement

Enhancing the success of career-minded administrative professionals through education, community building and leadership development

IAAP Administrative Professionals Day®

Featuring

Rosita Hall



Rosita uses energy, enthusiasm, and humour to teach. Join us for two dynamic sessions:

Morning: ***You've Got the Power!***

Afternoon: ***All Work and No Play? There's Definitely a Better Way!***

Let Rosita Hall, Founder and Owner of *Motivated Minds*, Create An Invigorated, Revitalized You!

Wednesday, April 21, 2010

Crowne Plaza Hotel, 10111 Bellamy Hill
8 a.m. to 4 p.m.

Believe It! Achieve It!

Through the... **POWER**
Commitment
Edmonton Chapter

Cost: IAAP Members \$129, Non-members \$149

For more information and to register, contact Joyce Aulenback at aulenbak@interbaun.com or call 780-434-7511

Chapter News & Notes

Nominations

We almost have a full slate for our Board...but we would still love to have more of you to work with us! *Elections for positions on the Edmonton Chapter Board of Directors occur at the yearly Annual General Meeting held at our next monthly meeting in May!* If you are interested in becoming a participant on the Board, please contact Kristie Leeson at kristie.leeson@shaw.ca or by calling 780-437-8532.



Remember...if you would like some first-hand knowledge about Board happenings, every Chapter member is welcome at any Board meeting, held every first Wednesday of the month. *You are more than welcome!* (Contact Pearl MacDonald, for time and location.)

An APD Appeal & More Information

The countdown has begun. There are only six weeks left until our Administrative Professionals Day! The Events Committee is continuing to work hard so that this will be a great experience for all involved. We still need your help. We are looking for Silent Auction items (half of the proceeds will go to the Youth Emergency Shelter Society) and we are dependent on our members to help us gather donations. The other area we need help in is to **spread the word!** Our speaker, Rosita Hall, is a fantastic speaker who is in demand by IAAP chapters in Ontario. She is coming for an "Alberta Tour" and will be speaking in Lethbridge on April 20, and when she finishes here in Edmonton she will speak at Calgary's APD on April 22 (by the way, Calgary and Lethbridge have invited any of us to attend their event; contact Joyce Aulenback for information). Check out Rosita's website at www.rositahall.com—you'll get a small taste of what we're looking forward to. It will be a great day!

Retirement Trust Foundation (RTF)

The RTF exists to help needy and elderly administrative professionals with housing, whether it's through their retirement home, Vista Grande or through grants. Our mission is to provide assistance for housing to administrative professionals, age 55 and older, who are in need. The Trust, founded in 1947, operates exclusively for charitable purposes and can help those in need because of the generous gifts from individuals around the world. March is our primary fundraising time—please support your chapter's initiatives! Visit our website at www.iaap-rtf.org/ to learn more.

CPS/CAP Bursary

Edmonton Chapter members who successfully obtain their CPS or CAP status this fiscal year may be eligible for a bursary from our Chapter Board. Contact Pearl MacDonald or Hilary Allbon for more information and details, and see Hilary for an application form (there is a deadline to be eligible, so don't delay!)

Win A Gift Certificate!

Attend 8 of 10 meetings this year, and your name will be entered in a draw to win a \$50 gift certificate in June!

Keeping You Informed

Our website is once again a work-in-progress. In the next few months, it will be the best place to check for current information. Look for information on meeting topics, CDC updates, Chapter news, and links to other useful websites. See Vern McLaren, our new Webmaster, if you would like to help or if you have something to add...www.iaapedmonton.com

The Gift of Membership

Do you have a special co-worker or friend who is also an administrative professional? If you'd like to do something special, we have the perfect idea: the Gift of Membership! It's a great way to introduce your friends and co-workers to IAAP. Maybe it's a way to help that admin that just got laid off, or as a special gift for someone who is new to the profession.

It's easy to give the Gift of Membership. You can either mail, fax, or call HQ with the information. The Membership Department will then send out an e-mail informing the recipient of his/ her Gift. It only takes a few minutes, but gives a gift that lasts an entire year. Access the sign-up forms at www.iaap-hq.org/join/gift.html. Don't let another day go by...give the perfect gift, the Gift of Membership. *(excerpts taken from submission by Joy R. Johnston, Senior Manager, Membership and Distribution, IAAP HQ Staff)*



Donations Needed!

We will be holding a Silent Auction at APD again this year on Wednesday, April 21. This will provide contributors an opportunity to be noticed by administrative professionals who can influence their companies with your products and services. All donations are greatly appreciated! Half of the proceeds from our Silent Auction will go to support the Youth Emergency Shelter Society and half help our IAAP Edmonton Chapter to continue providing quality education programs to administrative professionals.

Membership & Certification Update

We have had a very busy chapter lately, and I would like to welcome the following new members as of March 1, 2010:

Salena Boucher, Dianne Hauschildt, Allison Loughed Mumo, Llyn Madsen, Karri Probst, Julie Ryan, Marjorie Rosal, and Elke Woite.

Welcome to the Chapter, ladies. I hope we are able to assist you in your personal and professional growth! As with all organizations, members come and go. As Membership Chair, I encourage you to renew your membership and attend the monthly meetings, so that you get the most out of life!

If there is a topic or speaker that you would like to see,

please let us know! It is getting harder to choose topics and speakers, especially when we don't know what you would like to hear about, and don't forget we are holding a contest for the members who attend 8 out of 10 meetings this season, so attend now and count up the meetings.

Hilary Allbon CPS

Director at Large, Membership & Certification Chair

Certification Information

Spring Conference: Reno, Nev., March 8-10, 2010,
Grand Sierra Resort & Casino.

For the November 5-6, 2010 CPS/CAP exams, **you must apply by August 15, 2010.**

Three Ways to Tackle Tax Organization

It's tax time already, yet it seems like only yesterday we filed our taxes and vowed to make sure we'd keep all our paperwork organized so the next tax season would be a breeze. Funny how this time of year has a way of sneaking up on us. If you find yourself feeling unprepared and maybe a little overwhelmed again this tax season, here's a great place to start. Check out these quick organization tips to make staying on top of your taxes as easy as 1-2-3.

Tip 1: File under "E" for efficiency

One of the most time-consuming aspects of doing taxes can be going through the mounds of paperwork you've accumulated over the year. Instead of sorting through your receipts and documents during crunch time, make it easy on yourself by organizing them in file folders labeled by category. Some of the most common categories include income, investments, home/property expenses, childcare costs, education, donations and miscellaneous expenses such as last year's tax preparation fees, moving costs, etc. Then it's simply a matter of dropping in the right receipt, statement or documentation into the appropriate folder for easy filing.

Creating customized labels for your file folders is quick and easy with Avery File Folder Labels with TrueBlock™ Technology and free Avery Templates. You can even reuse old folders by replacing old labels with your new, updated labels. Your folders still look nice and neat because these labels are designed to completely cover up old markings or existing labels for a bright, white look every time.

Tip 2: Tax documents, to go

When you're ready to file your taxes and plan to meet with a tax preparer, simply transfer the documents from your file folders into a secure Avery Heavy-Duty Binder. You might want to consider making an extra copy of all your information. That way, you'll have one set to keep with you and the other to leave with the tax professional. Organize your tax binder with Avery Durable Ready Index® Dividers and free Avery Templates using the same categories from your file folders. With stronger, heavier paper, stronger tab reinforcement and double-sided hole reinforcement (on tabbed dividers), these dividers are three ways stronger to last longer and can withstand frequent referencing. And for loose documents such as receipts, you can keep them safe inside Avery Secure Top Sheet Protectors.

Tip 3: Create your own hall of records

Once you've filed your taxes, use the binder for easy storage. Add a binder spine insert so you can identify the binder by tax year. Over the years, you'll have an organized library of tax binders, should you ever need to reference any of your annual tax returns or documents.

Getting ready for tax time doesn't have to be complicated. Once you've established a tax organization system that works for you, filing your taxes should become a whole lot easier. And with an effective system in place, you'll be tackling taxes like a true pro—without that tax time panic.

Article found at www.avery.ca/avery/en_ca/Project-%26-Ideas/Ideas-for-Work/Filing-Organization-%26-Storage/Articles/Three-Ways-to-Tackle-Tax-Organization.htm

Hot Tip: Password Security



There is an excellent article on password security at <http://www.baekdal.com/articles/usability/password-security-usability/>. The article is too long to include in the newsletter but it is very thorough and informative. It talks about the ways that passwords are hacked and gives examples of how long it would take a

hacker to figure out different types of passwords. Would you like your password to be so secure it would take a hacker years to figure out, or are you content with a password that could be discovered in three minutes? Let's all play it safe and give this article a few minutes of our attention!

Upcoming Association Events

CDC 2010 - Regina, SK:

Stars Shine Brighter Under Prairie Skies

The IAAP Canada District Conference (CDC) this year is May 27-30, 2010. Have you reserved your time off? Have you booked your flight or seen Joyce about driving down in a group? One great tidbit we do know: book with WestJet and use code #IAAPUGDT to receive 10% off airfare costs! There are more exciting details on Regina's website, www.iaapregina.ca.

EFAM 2010 - Boston, MA

The Education Forum and Annual Meeting will soon be here! (July 18-21) There are many excellent reasons to go to an international conference; read about how attending will enable you to obtain an "administrative edge" at www.iaap-hq.org/events/convention/benefits.html. Do you need support from your employer in order to be able to afford to go? Find helpful tips on how to prepare

We must always change, renew, rejuvenate ourselves; otherwise we harden.

Goethe

a *Return on Investment* document to present to employers at www.iaap-hq.org/events/ROI.pdf.

EFAM 2011 - Montreal, QC

EFAM 2011: the big *Canadian* year! So, start saving now for *our* Convention (conducting association business, listening to phenomenal speakers, gaining new and enhancing current skill sets, and networking with other professionals from around the world). It would be wonderful to have a group of members from the Edmonton Chapter support such a rare occurrence and grow immensely in this powerful, professional, invigorating atmosphere!

Three chapter members (so far!) are volunteering on the Host Committee. Gina Fowler, Kristie Leeson, and Ingrid Piecha are all working with other colleagues from around the country to bring you the best EFAM ever. If you are interested on learning how an international convention is run and/or you would like to become a volunteer on a committee yourself, please contact one of those ladies.



Edmonton Chapter Contacts

President.....**Pearl MacDonald**
macdonaldp@ae.ca W: 780-451-7666
Vice President **Ingrid Piecha**
Ingrid.piecha@ercb.ca W: 780-427-9481
Treasurer.....**Christine Genest**
genestc@ae.ca W: 780-451-7666
Secretary.....**Mimi Fang**
mfang@mcelhanney.net..... H: 780-451-3420
Director at Large/Membership Chair**Hilary Allbon CPS**
hallbon@shaw.ca W: 780-451-7666

Director at Large /Newsletter Editor**Joyce Aulenback**
aulenbak@interbaun.com H: 780-434-7511
Director at Large **Rhonda Wakal**
rwakal@oag.ab.ca
Other Contacts:
Website Chair.....**Vern McLaren**
vern.mclaren@aecom.com W: 780-486-7000
Newsletter Co-Editor..... **Kristie Leeson**
kristie.leeson@shaw.ca W: 780-437-8532