

2011 Issue

April 29,

From President Corina Osborne, CAP

Just when we think we couldn't possibly find another spare minute, something else comes up and somehow we pull it all together. After all, that is what we do best. We are administrative professionals! Like many of you, I and the rest of the ECD board – Shelley Morton, President-Elect, Anita Ross, Secretary and Muriel States, Treasurer – have been making arrangements for the division annual meeting on May 14, 2011. As you know, some of you have been called on to assist at the meeting in some way and your involvement is very much appreciated. This is your meeting after all. Somehow, we find the time to do all that has to be done, but more importantly, we learn new skills along the way. Skills that we are able to transfer to our day-to-day work, to the benefit of our employers. So when you think you could not possibly find time to volunteer with your chapter or the division, consider the benefits and opportunities, rather than it being a chore to take on a volunteer position. If there are things you would like to see done differently, be part of the change.

As we reach the end of Administrative Professionals Week 2011, I hope you all continue to celebrate your career of choice, like I celebrate mine!

This will be the last e-Chatter before the ECD AGM in Moncton – I hope to see you there!

PS -- Shelley Morton, who is very busy this year as ECD President Elect and one of the co-ordinators of the Canada Divisions' Conference, took time out of her busy life for an interview in the Moncton Newspaper. The link to the article is attached.

<http://nbbusinessjournal.canadaeast.com/transcript/article/1400498>

Thanks for sharing your Passion & Purpose, Shelley!!!

Chapter Updates

Evangeline – held their 7th Annual Symposium on April 29th with 90 attendees! With fantastic speakers such as Rosita Hall from Hamilton, ON, and Pam Mood from Yarmouth, NS, the day was filled with exciting presentations and fantastic networking opportunities. The day started with a Stress Management technique that brought laughter and was just the beginning of a wonderful way to celebrate the admin profession as well as ourselves. The Expo included vendors such as Silpada, Fifth Avenue, Eau Spa, Mary Kay, Pampered Chef as well as a Nail Spa, Registered Massage Therapist and an Acupuncturist -- all fitting right along with the theme "All About You"!

Following the excitement of APW, the chapter is gearing up for CDC. Seven members will be in attendance this year in Moncton. More exciting news -- Evangeline Chapter will again meet the requirements to achieve their Chapter of Excellence! For the first time, the chapter will have representation at EFAM in July. Three members will be venturing to Montreal to experience the educational as well as intriguing conference.

Moncton – The Membership Meeting that was scheduled for our usual third Wednesday of the month had to be postponed to the April 27 due to weather. Internet Safety was the topic and was presented by Celyne Robertson a Bell Aliant Server Operations Manager. Our new meeting venue, the Crowne Plaza on Main Street in Moncton, seems to be attracting a few more attendees as it offers a more professional feel, meals and free parking. Everything on our wish list! The Chapter's APW seminar will be held in conjunction with CDC in May.

East Coast Admins – is pleased to announce their 12th annual AP day was a great success. Gary Summers gave an incredible presentation to the approximately 120 admins that were in attendance. The chapter would also like to congratulate Stella Hillier on receiving the AP of the Year Award for 2011. Great accomplishment and well deserved. ECA will be holding their AGM on May 9 and hope to have a full slate of officers elected for the 2011 – 2012 year.

Halifax-Dartmouth Chapter – has been very busy. This year the chapter was a vendor at the NSCC Office Administration Conference, Holiday Inn Dartmouth on Wednesday, April 13, 2011. Many thanks go to Denise Baker and Corina Osborne, CAP for managing the booth and to all who helped with the planning. The signing of the Proclamation for Administrative Professionals' Week and Administrative Professionals' Day 2011 took place on March 17, 2011 in Premier Darrell Dexter's office and on April 14, 2011 in Mayor Peter Kelly's office. The Proclamation was on display at the chapter's Administrative Professionals' Week Seminar on Thursday, April 28, 2011. The chapter hosted their APW event on April 28. The topic was Project Management, which was very well presented, in partnership with Saint Mary's University. The event was attended by a more intimate group of about 40 members and non-members, which was a perfect size group for this topic. With exhibitors and great door prizes, the seminar was enjoyed by all. The Annual General Meeting and election of Officers will take place at the May 4 meeting. Those who have offered to let their names stand, *thank you!*

RFT Update

Lina Veglia, RTFC, Canada District, says that IAAP members in all six districts can apply for housing assistance until May 15 for July 1st activation.

The RTF has assisted many admins over the years with comfortable and affordable housing through building and the ongoing operation of the Vista Grande apartment complex in Rio Rancho, New Mexico. With RTF subsidies, the apartments at the complex are priced below the rent market for the geographic area. More recently, the RTF launched its Housing Subsidy for Admins in Need program (HSAN) in an effort to assist more admins. This program has the capability of assisting more admins per year than it currently helps.

We need you to get the word out about HSAN, so that the RTF can help more admins participate in the program. Visit the Retirement Trust Foundation web site at: www.iaap-rtf.org.

The Retirement Trust Foundation - Helping Admins in Need. It's Never Too Late to Donate!

Whether it's through a donation, participation in the RTF's Family of Givers or through a fundraiser at the IAAP Chapter or Division level; the RTF relies on your donations to help every admin we can.

With your support, we can do it!

Save the Date

May 5, 6, 7 – Certification Exam

May 12-15, 2011 – Canada District Conference CDC, Delta Beauséjour, Moncton, New Brunswick

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

EFAM

Here is the link to the Education Forum and Annual Meeting. It's time to register.

<http://www.iaap-hq.org/events/conferences/efam/brochure>

ECD Fund Raiser

Don't forget your tickets and money if you have not already sent them to ECD Treasurer Muriel States. Or give them to your chapter's delegate who will be travelling to Moncton. Make sure the tickets get entered for the draw at CDC on May 14, but there is still time to Sell! Sell! Sell!