

Here it is, hot off the press! 2011's first e-Chatter issue.



2011 Issue

ECD e-Chatter

January 14,

From President Corina Osborne, CAP

Happy New Year ECD! I hope you all had a wonderful holiday season. Here we are in a new year – 2011 sounds so futuristic doesn't it? To think it seems like only yesterday that there was so much hype about moving into the new millennium. Already I am half way through my term as your division president. It's been a busy and rewarding time for sure. I have learned more about IAAP in six months than I had in the previous eight years combined. Things are always changing in the administrative field, which is all the more reason for each of us to be the very best at what we do. Take advantage of the professional development benefits and resources available to you as a member of IAAP, to ensure that you are a remarkable admin! I encourage you to stand out and be unique. It will soon be time to start thinking about registering for CDC and EFAM. Since CDC will be in Moncton in May and EFAM will be in Montreal in July, I hope to see more ECD members than ever attending those conferences. Yet another benefit of IAAP membership! The division is busy making plans for the division annual meeting, which will be held at CDC in Moncton on May 14, 2011. Please remember the February 1, 2011, deadline for submitting your chapter's application for the *Avery Great Results Chapter & Division Achievement Awards Program*. In doing so, you also help the division in achieving our goal of Division of Excellence for the first time. Congratulations to the ECD chapters that have submitted your Strategic/Business Plans before the December 31, 2010, deadline. Your commitment to achieving Chapter of Excellence is admirable! Thank you for all you do for IAAP. Have a terrific year!

Chapter Updates

Halifax-Dartmouth Chapter - held their general meeting and Christmas Social on December 1st. As a special treat, this meeting was held at the NS College of Physicians and Surgeons. Dale Nichols, Executive Chef at Digby Pines Resort, presented "Tips to ordering food for your large meeting/conference", which qualified for an educational recertification point. Many fantastic gifts were donated to a winning ticket auction held following the general meeting. APW Chair, Denise Baker went to the Maritime Business College on December 2nd and presented the benefits of joining IAAP. Well done! On January 12th, we return to the Citadel Hotel for our general meeting program "Effective Business Writing of Resumes, Cover Letters, Various Business Letters and E-mails" presented by Lara Kirkpatrick. Plans are in progress for the Chapter's AP Seminar on April 28th. Look forward to seeing you there!

East Coast Admins - will be hosting a dinner and Webinar on email basics with Jane Veldhoven, Certified Professional Organizer® on January 10, 2011. Congratulations are also in order for Gayle Johnson, CPS and Joanne Murphy, CAP who passed their certification exams in November.

Moncton - is working very hard at putting the final touches on the CDC 2011 event plans; things are coming along very nicely. Their January membership meeting will be held on January 19, 2011,

and the topic will be: Robert's Rules of Order - For Fair and Orderly Meetings & Conventions and will be presented by Barb Quigley, City Clerk, City of Moncton.

Evangeline – wishes all a Happy New Year. Their first three monthly meetings of the year were very exciting and well attended by members and students from the Kingstec Chapter with presenters on Motivation, Marketing Research & Surveys, and Identity Theft. Their December social was held on the 7th at Paddys in Kentville where everyone enjoyed creating their own Christmas Cards, a few rounds of Christmas Charades, and the ever popular Christmas Trivia.

2011 holds more excitement for the Evangeline Chapter with a Fashion Show in February/March put on by Reitmans and some fantastic speakers lined up for our APW at the Old Orchard Inn on April 29th. If you are in the area on February 1st, our speaker of the month will be **Alana Hirtle CMP** from **White Point Resort** with what promises to be an exciting presentation on **Event Planning!!**

Reminders

January 15: Deadline for IAAP BOD and RTF Trustee nominations

February 1: Deadline for IAAP committees and RTFC candidate forms returned

February 1: Deadline for proposed bylaws amendments submission.

February 1: Deadline for Avery Great Results Chapter and Division Achievement Awards (don't know when the form is officially updated and ready)

February 15: Deadline to register for Certification exams in May

Save the Date

May 5, 6, 7 – Certification Exam

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

July 24-27, 2011 – International Education Forum and Annual Meeting (EFAM), Montreal – Volunteers required for this event.

ECD Fund Raiser

ECD Retirement Trust Foundation & Research and Education Fund – Ticket Sales – don't forget to sell, sell, sell those tickets for the Sony e-reader and Travel voucher!! The draw will be held at CDC in May and we are hoping to make a generous donation this year to these funds on behalf of our division. I would also like to suggest that another idea for your chapter to help out with ECD's donation to the RTF & R&E Fund would be to have one item at your APW with ticket sales dedicated to these funds or a 50/50 draw might work better for you. Have a Happy & Prosperous 2011.

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| <p>NAME</p> <p>CHAPTER</p> <p>ADDRESS</p> <p>.....</p> <p>TELEPHONE</p> <p>IAAP – ECD 5" Sony e-Reader Draw</p> | <p>IAAP – EASTERN CANADA DIVISION</p> <p>GRAND PRIZE – 5" Sony e-Reader</p> <p>2nd Prize - \$150 Travel Voucher Package (compliments of Maritime Travel)</p> <p>To be drawn May 14, 2011 at CDC</p> <p>Proceeds to R&E Fund and RTF</p> <p>\$5 each / 3 for \$10</p> <p>NS Lottery No AGA-005049-10</p> |
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