

February 25, 2011

Issue

From President Corina Osborne, CAP

Spring is just around the corner and it can't come soon enough! There has been more snow in most parts of Atlantic Canada than we have seen in many years. I am so looking forward to robins singing, green grass... and golf, of course! As you are planning your chapter meetings, Administrative Professionals Week events, 2011-2012 nominations and election of officers and AGMs over the next few weeks and months, I urge you to embrace change and new ideas. Encourage new members to become more involved with your chapter. The ECD board is busy making arrangements for the division AGM in Moncton (May 14, 2011 - at CDC). Watch for more information in the coming weeks. "Happy Spring!"

Chapter Updates

East Coast Admins - hosted their regular monthly meeting on February 15 with a dozen or so members braving the elements to hear a talk from Gary Summers, renowned psychologist, on the programs he offers through Memorial's Division of Lifelong Learning. Gayle Johnson, CPS gave a presentation to about 200 students and staff at the College of the North Atlantic about the IAAP and what it can do for the career of these up and coming professionals. The Chapter is also pleased to report that six more individuals have decided to join the chapter since Christmas. This is a direct result of the constant communications from the Chapter touting the benefits of joining the IAAP. Onward and upward!!

Evangeline - After a battle with Mother Nature, they were finally able to hold the February monthly meeting with a fantastic presentation on *Event Planning* by Alana Hirtle, CMP from White Point Beach Resort. A warm welcome is extended to their newest member - Linda Bobbitt from Kentville. A warm welcome also goes to Eileen Kempton from Aylesford to IAAP as a Canadian Member-at-Large. Both ladies will enjoy the benefits IAAP has to offer.

Excitement is growing about the upcoming CDC in Moncton. A large representation from the Chapter is expected to attend.

Halifax-Dartmouth Chapter - The membership committee has been active focusing on best practices for the recruitment of new members. With *passion and purpose*, Anita Ross was nominated for ECD President Elect 2011-12 at the February general meeting. To encourage chapter members to use the Website resources, the Website Committee is having a "Web Use Contest". The winner will receive a gift certificate to Stayner's Wharf; members are encouraged to check it out. Chapter members rose to the occasion as donations were collected for "Feed Nova Scotia" by the Fundraising Chair as a way of giving back to the community. As they prepare to celebrate their 52nd anniversary, the March program will be presented by Daya Pillay on "What are the Emerging Technology and Tools in Regards to the Internet?". This has been approved for one recertification point. The APW seminar brochure was circulated and the responses are pouring in. This seminar offers 6.5 recertification points and everyone is invited to participate in a day of education and networking. "Happy 52nd Anniversary!"

Moncton - has found a new home for their monthly membership meetings. They will be hosting their meetings at the Crowne Plaza which is located at 1005 Main Street, Moncton. Their next meeting will be on March 16th. Hazel Matheson, NBCC Instructor, will speak on "Adapting to Workplace Changes".

Registrations are starting to come in for CDC attendees! Things are coming together nicely and the committee is now starting to meet twice a month, until the event, to ensure a lighter workload when getting closer to the big day.

Hey Look at This!! - The ECD chapter with the most members, who receive their 2010-2011 Member of Excellence prior to the division AGM in May, will win a prize.

CDC Information - Please note that the **10% discount** will be offered to all who book their flights for the CDC Conference directly through CruiseShip Centers by contacting Janice Kelly, Vacation Specialist as listed below:

10% Discount offered by: New Brunswick CruiseShipCenters
 Contact Person: **Janice Kelly**, Cruise and Vacation Specialist
 1-866-750-7447 or jkelly@cruiseshipcenters.com
 Or 1-506- Cell - 506-871-7087

This 10% Discount is being offered on all flights as long as Trip Cancellation is purchased.

ECD Fund Raiser

Dang it's cold here. Could someone please send some heat this way? Just a friendly (for now) reminder to SELL! SELL! SELL! the tickets on the 5" Sony e-reader and \$150 Maritime Travel voucher. The funds will be split between the Research & Education Fund and the Retirement Trust Foundation. The draw will take place on May 14th during CDC in Moncton. Ask your boss, friends, kids, parents! At Evangeline, we will also have them for sale during our Symposium in April.

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

Understanding Bylaws Webinar

This webinar will answer questions you may have concerning chapter and division bylaws. The model division and chapter bylaws will be used as examples.

Register for a session now by clicking a date below:

Tue, March 22, 2011 11:00 AM - 12:00 PM CT

Tue, March 22, 2011 3:00 PM - 4:00 PM CT

What's the Difference Between Delegates, Alternates and Proxies Webinar

This webinar will answer questions you may have concerning the credentials process for voting at IAAP's International Education Forum and Annual Meeting.

Register for a session now by clicking a date below:

[Wed, April 6, 2011 11:00 AM - 12:00 PM CT](#)

[Wed, April 6, 2011 3:00 PM - 4:00 PM CT](#)

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 – Volunteers required for this event.

Reminder - **Tuesday, March 1, is the deadline for ECD board nominations.**