

September 24, 2010

Issue

From President Corina Osborne, CAP

Hope all ECD chapters had a great first meeting to kick off your 2010-2011 year with **Passion & Purpose!** The division board is working hard on achieving our Pathway to Excellence this year. We encourage each of you to make the same commitment along your own Pathway to Excellence - Member of Excellence and Chapter of Excellence. If there is anything we can do to assist you with that, please don't hesitate to contact your chapter liaison, or any other member of the board. The division Pathway to Excellence Chair is Christine Kendrick, CPS – Christine.kendrick@acadiu.ca

Chapter Updates

Moncton Chapter - hosted their recruitment event during their first meeting of the year on September 15. Four guests were in attendance, yay! The Moncton Chapter's CDC 2011 Planning Committee is hosting a fundraiser event - **Glitter Gala** - A Meet and Greet will begin at 6:00 p.m. and the opportunity to view the Silent Auction items. Dinner will be served at 7:00 p.m. followed by a Fashion Show. One lucky lady will walk away with a Diamond Ring. Several door prizes will be drawn! This wonderful event will be hosted on Friday, October 22, 2010, at 6:00 p.m. at Ramada Plaza Crystal Palace Hotel in the Republic Ballroom. Tickets are now on sale for \$40 each. Please contact Tina LeBlanc, Fundraising Chairperson of the CDC 2011 Planning Committee, for further details or to purchase your ticket: Tina.LeBlanc@horizonnb.ca. Ramada Crystal Palace Hotel has also provided a room rate of \$139.00 a night for anyone who wishes to spend the night and go shopping on Saturday (the mall is next door).

Evangeline - the first monthly meeting of the 2010-11 year was held on September 7 at NSCC Kingstec. There was a fantastic presentation on *Motivation* by Helen Abel from Daffodil Training and Development. Member of Excellence information was handed out at the meeting as well and their goal for this year is to have 1/3 member participation. The Chapter of Excellence commitment form was also signed at this meeting. Plans for the Administrative Professional Symposium are well under way and will be held on April 29 at the Old Orchard Inn in Greenwich.

East Coast Admins - had their first meeting of the year at Memorial University with guests Dan Dillon and Gail Gosse from the Division of Lifelong Learning. They did a great presentation on what the university offers in e-learning and distance education programs specifically geared towards administrative assistants. This was followed by a brief networking session and snack. It was great to see two members of the faculty of College of the North Atlantic present at their regular chapter meeting. East Coast Admins are certainly looking forward to developing a great working relationship with the new student chapter.

Pathways to Excellence

Congratulations to Moncton, East Coast Admins, Halifax-Dartmouth and Evangeline Chapters for achieving the **Chapter of Excellence, 2009-2010**.

Congratulations go to: Christa Roper, Rita Langen, April Hines, Shelley Morton and Patricia Squires from the Moncton Chapter; Gayle Johnson, Patricia Rideout, CPS/CAP, Mary French, CAP, Bernadette Fifield, CAP and

JoAnn Murphy from East Coast Admins Chapter; Linda Warden, CAP, Corina Osborne, CAP, Lara Kirkpatrick, Fiona Marshall, CPS and Patricia Nichols, CPS from the Halifax-Dartmouth Chapter; and, Christine Kendrick, CPS and Bonnie Smith from Evangeline Chapter for achieving their **Member of Excellence, 2009-2010**.

Again, congratulations to everyone! You did right some good.

Don't Forget – October 16 is Boss's Day. This would be a great time for chapters to send a letter of thanks to their members' executives.

Retirement Trust Foundation Update- HOUSING SUBSIDY FOR ADMINS IN NEED

Just what is **HSAN**? It's the acronym for Housing Subsidy for Admins in Need. The mission of the RTF is to provide assistance or housing to administrative professionals, age 55 and older who are in need. Through HSAN, a retired administrative professional living in a retirement community can apply for financial assistance to be used toward housing costs. Below are some of the most frequently asked questions and answers concerning the HSAN Program.

Q. Who qualifies for the HSAN Program?

A. Financial assistance is available for housing to administrative professionals, age 55 and older, who are in need and meet stipulations in accordance with the IRS requirements. The assistance is only available for housing needs at this time. Monthly payments are paid directly to the housing facility.

Q. Do I have to be a current or former member of IAAP to receive financial assistance?

A. No. However preference will be given to IAAP members, former IAAP members and retired administrative professionals, in this order, but anyone is welcome to request assistance

Q. Can you live at Vista Grande and apply for financial assistance?

A. Residents at Vista Grande may apply for assistance through our HSAN Program.

Q. How do I apply?

A. All requests for financial assistance are mailed to the controller at IAAP headquarters. The controller will compile the information, assign a number to the application and forward to the board of trustees for approval/disapproval. The board of trustees does not receive the names of the applicants. IAAP Headquarters notifies applicants of approval or disapproval. To apply for HSAN, you need to download the Financial Assistance Application from the website, fill out and follow directions for submitting.

Q. Is there a deadline to apply for financial assistance?

A. During the fall RTF board meeting, trustees review applications and distribute grants. To ensure there is sufficient time to process applications, the applications need to be received by headquarters no later than November 15.

Q. If I'm accepted, do I need to reapply each year?

A. Yes. Financial assistance needs must be assessed each year.

Q. Do you have to be a current IAAP member on your retirement date to qualify for benefits?

A. No, but you will lose your number one preference status and move to the secondary level.

Visit the RTF website, www.iaap-rtf.org, for additional information on the HSAN Program and the RTF in general. The site is very user-friendly making navigation a breeze. If you feel you are qualified for program consideration, please complete the Financial Assistance Application form located on the same webpage and return it to the Retirement Trust Foundation at the address on the bottom of the application no later than November 15, 2010.

Attention - If individual chapters in the Eastern Canada Division would like their programs/monthly meetings/ events listed on the ECD events calendar, please advise the Website Co-Chairs Lisa Young and/or Pamela Broome (lisa.young@dal.ca or pamela.broome@dal.ca).

Save the Date

October 16 – Boss's Day

October 22 – Moncton Chapter’s fund raiser – **Glitter Gala**

November 5, 6, 2010 – Certification exam dates.

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. For information, contact Bonnie Wooding at bonnie.wooding@rogers.com or Decolynn Barteski at decolynnejo_barkeski@kingermorgan.com