



International Association of
Administrative Professionals®
Evangeline Chapter

The Evangeline Express

IAAP Vision

To Inspire and Equip all Administrative Professionals
to Attain Excellence.

VOLUME 7, ISSUE 9

EXTRA EDITION MAY 2011

MARK YOUR CALENDAR:

June 7 : Year End
Social - Union
Street Café in
Berwick

Open to members
and invited guests

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President's Message

Wow! What an amazing time we had again at our Annual Administrative Professionals' Symposium. Starting with our "Stress Reliever" to begin the day then on to Laughter, Leadership and Hot Hot Hot with Rosita Hall and Learning Work/Life Balance with a twist with Pam Mood, the day was filled with excitement, networking and humour.

I have gone over the evaluations we received and everything came back positive regarding the day's events. We had 90 participants and 9 vendors there this year and we are already gearing up to make next year an unforgettable day for you with more fantastic speakers, wonderful vendors and of course great food!

I hope you will continue to join us and remember to mark your calendars for April 27, 2012 for our 8th Annual Administrative Professionals' Symposium!

If you would like to find out what kind of fun we have all year long, be sure to check out our upcoming monthly

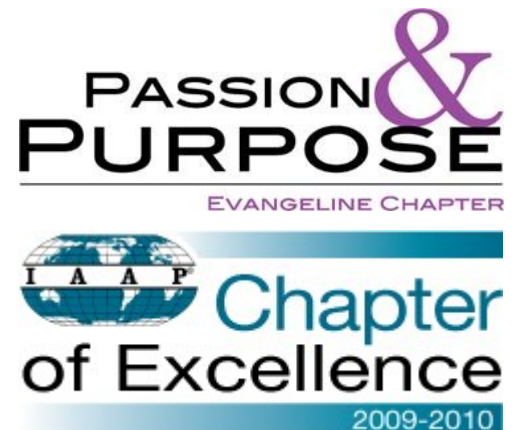


meeting schedule at www.iaap-evangeline.ca. The new schedule will be up before September 1st.

Thanks for supporting our event!

Bonnie Smith, President
IAAP Evangeline Chapter

www.iaap-evangeline.ca



Evangeline Chapter's Vision

To engage and empower Administrative Professionals through mentorship
and professional development.

Reflections by Roxanne:

Recipient of IAAP Evangeline Chapter Student Award for 2011

I just got back from the IAAP conference and I AM PUMPED!!!

First, let me say what a privilege and joy it was to attend the Administrative Professionals' Symposium at the Old Orchard Inn on April 29th. As someone not involved in the planning and execution of the event, let me compliment the whole Evangeline_IAAP chapter. You did an amazing job assembling such a conference of passion and excellence. From my perspective, the whole day ran flawlessly! It was a great gift to sit back and be cared for, cooked for, entertained and inspired. Rosita Hall and Pam Mood are excellent speakers who encouraged us to live authentically and with lots of laughter! And thanks again for the Evangeline Chapter Student Award for 2011.



*“Keep your
arms open
—ready
to receive”
Rosita Hall*

One of the points Rosita made was that we do not move ahead in life because we do not live with our arms open, ready to receive. She also said that when we come to such a conference we need to mix and meet new people. She continued to express that it is only when you connect with someone heart to heart that you can give and receive what you really need. Of networking, Rosita proclaimed "you've got to circulate to percolate." As I percolated through break time and introduced myself to Rosita. I told her that I just finished my NSCC academic year that I am indeed living with arms wide open expecting a job in office administration (as opposed to feeling entitled to a job). She said to me, "Okay then I will help you and announce it when we go back inside."

As a warm up for her next session, "How to Stir Up Fire and Passion", she opened by playing "Hot, Hot Hot" and getting everyone up to dance. Rosita declared that we need to make connections with the right people who light our fire and inspire us to sizzle! "If I receive a negative message," Rosita announced, "I just hit *return to sender*." (I will remember that!) "I can tell you right now there are four people in this room with whom I connected, who make me sizzle," she expressed. Then she went through the room and pointed out four women. Of course the little kid inside of me is saying, "pick me, pick me"! She did point me out as the fourth one then said, "And by the way, this lady needs a job so if any of you know of a job, see Roxanne." Following that session I was approached by several women. And I am happy to say there are a couple of definite possibilities, one which I believe is at the beginning at a part-time opportunity already.

Before the symposium I would say that I had lots of similar beliefs to that of our two guest speakers, but I did not always allow myself to be open to what may come my way. Sure I know I may have "taken advantage of" or "made the most of" a vibrant speaker and a room full of colleagues, but it was a great teachable moment for me. Sometimes I have allowed myself to be too overwhelmed to look ahead or too down to look up! When I do allow myself to live expectantly, I experience and spread more enthusiasm. How about you?

Reflections (continued):

I know that some workplaces are filled with criticism and naysayers and that not everyone in the workplace enjoys passionate people. Been there, experienced that, got the meds to prove it (they were out of t-shirts)! But here I am again at 40 something embarking on a new chapter of life. That's right, not just pursuit of a new career, I am actually embarking on a whole new life. Within the next two months, I will graduate from NSCC, Kingstec, have yet another birthday (which is a heck of a lot better than the alternative), my daughter will graduate from grade 12 and move out, my 21 year old son will visit from Newfoundland with a couple of friends in tow wanting to "crash" for a few weeks, I am getting married and moving and...oh yeah...hopefully I will also be embracing a new full-time employment opportunity. Just a minute, I just read that. I need a bite of chocolate now. Just kidding...kind of...

Well, what about you? These are two exceptional months coming up for me, but I realize some of you juggle that many balls in the air on a regular basis. And sometimes the responsibilities do not come with the joy and anticipation the upcoming events hold for me. But this life has taught me time and time again. If I there is something I am passionate about and I do not get to do that, I am discouraged or feel less than fulfilled. If, by essence of work or life circumstance, I spend a lot of time doing something that is just "work" then I am frustrated. So let's bloom where we are planted, set our boundaries and celebrate life.

To conclude I confess, one of my favourite movies is *The Holiday*. Yes I am a sucker for the "chic flick". As I encourage us to be who we really are on the inside, I am reminded of the scene with Iris (who is running away from unfulfilled love) and Arthur (a Hollywood producer of yesteryear).

Arthur Abbott: *You know what I've been asking myself all night?*

Iris: *What? Why I'm bothering you with all these questions?*

Arthur Abbott: *I'm wondering why a beautiful girl like you would go to a strangers' house for their Christmas Vacation, and on top of that spend Saturday night with an old cock-up like me.*

Iris: *Well, I just wanted to get away from all the people I see all the time!... Well, not all the people... one person. I wanted to get away from one... guy.*

[she sobs]

Iris: *An ex-boyfriend who just got engaged and forgot to tell me.*

Arthur Abbott: *So, he's a schmuck.*

Iris: *As a matter of fact, he is... a huge schmuck. How did you know?*

Arthur Abbott: *He let you go. This is not a hard one to figure out. Iris, in the movies we have leading ladies and we have the best friend. You, I can tell, are a leading lady, but for some reason you are behaving like the best friend.*

Iris: *You're so right. You're supposed to be the leading lady of your own life, for god's sake! Arthur, I've been going to a therapist for three years, and she's never explained anything to me that well. That was brilliant. Brutal, but brilliant.*

In conclusion I encourage you, whether at work or at home, be your own leading lady! Live authentically with arms wide open, ready to embrace any opportunities that come your way.



Pictures from April 29, 2011:



Pam Mood and Rosita Hall

*"Get over it!
Life's too short
to carry extra
baggage."
- Pam Mood*



Corina Osborne, CAP, President Eastern Canada Division presenting Roxanne McGaw with the Evangeline Chapter 2011 Student Award that Included a certificate, \$125, and one year membership in the Evangeline Chapter, IAAP



Prizes!



Pictures continued:



Bonnie Smith presents Derrick with a gift certificate for a one-hour massage. Derrick had a great day!



*"Notice the smiles?
They are infectious."*



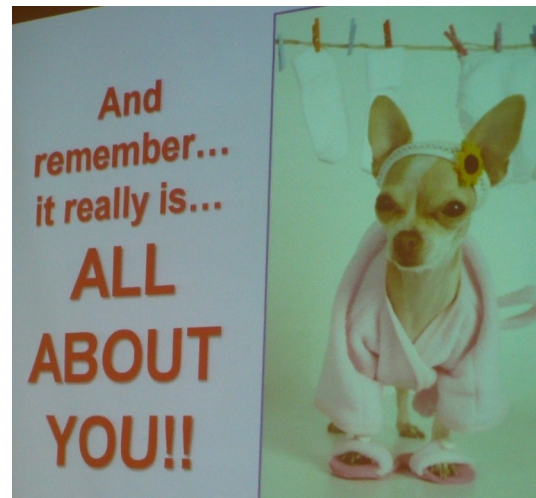
Carolyn Young, Connie Jones and Susan Rice
Congratulations to Susan, the winner of one year's membership in
Evangeline Chapter, IAAP, drawn on April 29, 2011!



Rosita Hall, Pam Mood, Bonnie Smith and Roxanne McGaw



Roxanne McGaw and Carolyn Young



Comments about Our 7th Annual Symposium:

Did you enjoy last Friday?

I thought that was one of the best things I have ever attended. I enjoy laughing, so that's probably why. What wonderful guest speakers they chose. I thoroughly enjoyed the whole day!

Susan Twohig
Administrative Assistant
AVDHA

Thanks for organizing a great conference.

Beth Crosby
NSCC, Kingstec Campus

Congrats guys! You really did a wonderful job!

Sheila Foster, CAP
Administrative Assistant
AVDHA

Thank you so much for all of your hard work. The Symposium was a huge success. I really enjoyed it! The knowledge of the speakers was impressive. They each had wonderfully inspirational messages. I was also pleased with the quality of the overall program. It was superbly organized ...every detail being attended to! I felt that it was very good use of my time!

Shelley Fleckenstein
Kings Physiotherapy

I really enjoyed the sessions on Friday. I got to see old friends and make new ones. I actually saw a student of mine that I had not seen since I taught her in the mid 60s.

Lorraine Jones
Executive Assistant



Had a great laugh! Thanks for an enjoyable day.

Valerie Wohlmuth
AVRSB

We had such an amazing day! Speakers were FANTASTIC, food was delicious, and the company was wonderful!!!!

Looking forward to next year!
Keep up the great work.

Susan Kennie
Aldershot Elementary School



"These comments were received on the Monday following the symposium and printed with permission from the senders."

Administrative Professionals Week:

National Secretaries Week (in the year 2000, renamed Administrative Professionals Week) was originated in 1952 and is sponsored annually by IAAP. It is observed the last full week in April with Wednesday now designated as Administrative Professionals Day.

The Evangeline Chapter has hosted an event every year during this week since we chartered in November 2004:

April 2005—1/2 day event at Kingstec

April 2006—1/2 day event at Kingstec

- Creating Excellence

April 2007—1/2day event at Acadia University

- Shaping the Future

April 2008—1/2 day event at Acadia University

- Forward Moving

April 2009—full day event at Old Orchard Inn

- Excellence in Action

April 2010—full day event at Old Orchard Inn

- Power of Commitment

April 2011—full day event at Old Orchard Inn

- Passion & Purpose—It's All About You

This event provides us with the opportunity to promote and showcase our association. Professional development, networking, trade expo, and fun are incorporated into our day. We also include some fund-raising to assist in bringing quality speakers to our events.

Thank you to all the attendees — it is wonderful to see so many familiar faces!

Those who take the time to complete the evaluation sheets help us plan for upcoming events and we appreciate your comments and feedback. Thank you.

And a special thank you to all our members past and present who have worked on this committee. We know some of you stepped out of your comfort zone. It is your efforts and dedication that make this event such a success.



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IAAP's Core Values

Integrity

We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect

We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability

We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication

We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment

We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

2010-2011 Eastern Canada Division Directory

IAAP Mission Statement:

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.

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