



ECD e-Chat

Eastern Canada Division

February 2012 issue

From President Shelley Morton

Already February – where does the time go?

First off, I would like to congratulate those members who achieved their certification during the last exam. Your certification is something to be very proud of and it shows your commitment to your profession. Also, congratulations to the Chapters who submitted their application for the Avery Great Results Achievement Awards Program prior to the February 01 deadline.

It is time to start making your plans to attend the Canada Divisions Conference (CDC), in Kitchener/Waterloo, June 7-9, and Educational Forum and Annual Meeting (EFAM), Grapevine, Texas, July 21-25. Attending these events provides great education and networking opportunities. I would recommend you attend at least one of these conferences, they are well worth it.

I encourage you all to take on a volunteer role within your chapter, division and even at the international level this upcoming year. The benefits to your career and your leadership growth are remarkable. Believe me, when I started out in IAAP, I was very shy. For those who have met me, can attest, I am definitely no longer shy!

Remember that with each passing day, another opportunity presents itself for you to grow in your career and/or your personal life, and I hope that you chose to make the **Leap to Remarkable**.

Chapter Updates:

Moncton (Ruth Ross)

Membership drive planned for February membership meeting as well as at our APD event in April. Plans well underway for the Chapter's 40th Anniversary event planned for May. Increase in membership due mostly to our student members

Evangeline (Bonnie Smith)

Evangeline chapter purchased new Metcalf study books for those wishing to borrow and study for next exam. December meeting was a social at Paddy's Pub in Kentville. January meeting provided recertification points for "Minute Taking Tips" presented by member Melissa Westcott.

Halifax-Dartmouth Chapter (Anita Ross)

Halifax chapter are busy planning their APD event to be held on Friday, April 27.

East Coast Admins (Shelley Morton)

No report

Members-at-Large (C. Osborne)

No report

ECD Fund Raiser:

Raffle ticket sales complete. Winners were:

1st prize of \$1,000: Jean St. Onge, Dieppe, NB

2nd Prize of \$500: Warren Ross, Indian Mountain, NB

3rd Prize of \$250: Terry-Lynn Jones, Moncton, NB

Certification News:

- * **REMINDER:** Feb. 15, 2012 is the deadline to register to write the CAP exam.

EXAM CENTERS

NOVA SCOTIA

KENTVILLE ANNAPOLIS VALLEY DIST HEALTH AUTHORITY

HALIFAX QUEEN ELIZABETH II HEALTH SCIENCES CTR

Membership:

ECD has a total of 159 members as of December 31, 2011

By-Laws & Standing Rules:

Any proposed Bylaw Amendments for 2011-2012 must be submitted no later than March 31, 2012.

ECD Nominations Committee: (Corina Osborne, CAP-OM)

- * Corina sent out memo asking for nominations to ECD board to be sent to her attention no later than March 1, 2012.

New Business:

ECD Executive Board passed the following Motion: That the 2012 Eastern Canada Board (ECD) approves the name change of Ontario Division to Central Canada Division (CCD). Furthermore, that the boundaries of the newly established CCD be realigned to include the western shore of the St. Lawrence River.

Important Dates:

- * Feb. 15, 2012 — [May 2012 certification exam registration deadline](#)
- * March 4-7, 2012 — [Spring Conference](#)
- * April 22-28, 2012 — [Administrative Professionals Week](#)
- * May 5, 2012 — [CAP and OM exams](#)
- * June 6-9, 2012 – [CDC](#) Kitchener, Ontario
- * July 22-26, 2012 — [EFAM](#) - Grapevine, Texas

EFAM 2012 Hotel Open

Hotel reservations are now open for the 2012 EFAM July 22-25 at the [Gaylord Texan Hotel and Convention Center](#) in Grapevine, Texas.

CDC 2012 Kitchener, Ontario

Hotel reservations at \$125 per night are now open at the Delta in Kitchener until May 1, 2012 at www.deltakitchener.com

IAAP Gets New Executive Director

Gerald J. “Jay” Donohue, Jr., CAE, CMP, recently stepped in as the new executive director of IAAP.

With over 25 years of experience, Donohue arrives at IAAP with an impressive resume in association and event management. He led or helped lead the International Association of Defense Council, Academy of General Dentistry, Professional Convention Management Association and American Academy of Family Physicians. He most recently lived and worked in the Chicago area as a management and organizational consultant.



IAAP is going to have a pivotal year in 2012 and Donohue is going to have a significant impact on the association's future. Donohue will focus on increasing membership and ensuring that the association continues to be the top networking and training resource for office admins around the world who want to stay ahead of the professional curve.

Read more about IAAP's new executive director by reading [his debut blog post](#) in the association's Web community.



Next edition of the ECD E-Chatter will be published the first week of March