

October 15, 2010

Issue

From President Corina Osborne, CAP

Happy fall Eastern Canada Division (ECD)! It's hard to believe it is already the second quarter as your division president. What a busy time and exciting time in our division and throughout the organization – one full of **Passion & Purpose!** The leaves are changing – what a great time to consider changes in your chapter. Survey your members (which is part of criteria #19 for Chapter of Excellence) to be sure your chapter is satisfying their expectations. Change is good!

October 16, 2010 is National Boss' Day. Since that is a Saturday, did you do something special for him/her on Friday, October 15?

The ECD Board works hard to keep communication lines open throughout the division. Recently, information was shared with all chapters in the division regarding **bond and liability insurance**. Although neither are required; hopefully, your chapter has given both insurances serious consideration. If any further information is required regarding this, or other topics, please don't hesitate to contact me.

Are you ready for a challenge? The ECD chapter with the **highest percentage of members who achieve Member of Excellence for 2010-2011**, prior to May 1, 2011, will be recognized at the division AGM in Moncton next May. There will be a prize!

A new chapter reporting form was provided to you at the Leadership Conference in August. This is a reminder that we would like you to complete and submit the completed form to your ECD liaison following your monthly meeting each month. Chapter presidents... delegate, delegate, delegate. This is a great opportunity for someone who may be looking for a 'small' job to get more involved with your chapter. Succession planning at its finest...

As always, if there is anything I, or the other members of the ECD Board, can do to assist you, please don't hesitate to ask. I encourage you to reach out to your chapter liaison!

Happy Halloween!

Chapter Updates

Halifax-Dartmouth – President Linda Warden, CAP has made a commitment to obtain the Chapter of Excellence again this year and displays the Chapter of Excellence banner at each general meeting. In September, the education program 'Creating and Maintaining a Budget' by Sarah Veinot, CA WBLI Chartered Accountants, qualified for one recertification point. ECD President, Corina Osborne presented the Pathways to Excellence Program showing everyone how they can participate and become Members of Excellence. In October the education program 'Tips and Tricks in Word, Excel and PowerPoint' by Daya Pillay, IT Professional, Halifax Regional Municipality, qualified for one recertification point. 'New Member Orientation', presented by chapter program chair, Elaine Moore, gave members an overview of the chapter structure. Two new members were initiated and they were presented an IAAP pin. Welcome Joanne Cooke and Pam Verge with **PASSION & PURPOSE!!**

Moncton Chapter - is keeping busy with plans for our Glitter Gala Fundraiser for CDC 2011. This will be a fashion show/silent auction and dinner with a chance for someone to win a diamond ring that evening. The Glitter Gala will be on Friday, October 22, at the Ramada Crystal Palace. Also, the Moncton Chapter is hosting a Boss' Day Breakfast on Friday, October 15, at the Hampton Inn Hotel in Moncton. Everyone has been asked to invite their boss out for breakfast that morning and spend some time outside of work with them. Pat Harknett, VP of Human Resources from Midland Transport, will be guest speaker. For more information on either of these events you can contact anyone on the Executive.

Evangeline - October's meeting was a very informative session on Market Research by Paul DeBarres from Nova Insights Marketing and Research Consulting. There was a great student representation from NSCC Kingstec with 10 students in attendance! They are excited to be starting a student chapter this year, and many have volunteered to be models at the Fashion Show in the spring.

East Coast Admins - held their second meeting of the year in the boardroom of Eastern Health on October 12. Many thanks to Mary French, CPS/CAP who gave a great presentation on changes to certification and recertification. This was followed by a brief president's report and Executive meeting. The College of the North Atlantic (CNA) student chapter is well on its way to becoming the newest members of the IAAP. Gayle Johnson, President of the East Coast Admins chapter, went to CNA last week to run the election of their officers and finish filling out their membership applications. ECA chapter is looking forward to their initiation ceremony which will probably take place in the new year.

Avery Great Results . . .

Avery Dennison and IAAP are excited to announce the call for entries in the *2011 Avery Great Results Chapter and Division Achievement Awards Program*. Great prizes and international recognition for this program will be awarded to chapters and a division that display excellence in specific areas of operations such as outstanding educational programs, promotion of professional certifications, and membership recruitment and retention. If your chapter and division exhibit excellence in these areas, then your chapter and division should apply.

Avery Dennison will award five cash prizes to chapters and one cash prize to a division. The prize money is to be used for the development of programs that focus on pertinent issues facing the administrative profession.

- One **Division Prestige Award of \$1,000** will be presented. This award will be presented to the one winning division.
- One **Prestige Award of \$3,000** will be presented. This award will be presented to the overall chapter winner with both chapter size categories combined.
- Two **Distinction Awards of \$1,500** will be presented. These two awards will be presented to a chapter with less than 40 members and to a chapter with 40 or more members.
- Two **Honorable Mention Awards of \$500** will be presented. The awards will be presented to a chapter with less than 40 members and to a chapter with 40 or more members.

Every chapter that enters is a winner. Each chapter that submits an application and is not the recipient of a cash prize will have a donation made on its behalf to the IAAP Research and Education (R&E) Foundation. Divisions are not eligible to receive the consolation prize of the R&E Foundation donation made on its behalf.

Deadline submission for the applications is February 1, 2011. Applications must be received at IAAP Headquarters by February 1, 2011. Submit only one application per chapter/division; revisions or additions will not be accepted. Applications can be submitted via e-mail (lgiokas@iaap-hq.org), fax (816.801.1379),

postal mail (PO Box 20404, Kansas City MO 64195-0404) or overnight carrier (10502 NW Ambassador Drive, Kansas City MO 64153).

Finalists will be selected by a panel of judges and forwarded on to representatives of Avery Dennison for the final selection. The Prestige Award, the Distinction Award and the Honorable Mention Award winning chapters and the Division Prestige Award winning division will be notified by Avery Dennison and announced on Administrative Professionals Day®, April 27, 2011. The winning chapter and division names will be published in an issue of *OfficePro*®, magazine, and in the online *Connections* newsletter. Those winning chapters and division will receive their awards at the 2011 IAAP Education Forum and Annual Meeting in Montreal, Quebec.

Applications and additional information can be found under document ID 2808 in the IAAP International Library. Just log in at <http://community.iaap-hq.org> and click Resources – Search Library to get started.

We encourage ALL CHAPTERS and ALL DIVISIONS to apply for the *2011 Avery Great Results Chapter and Division Achievement Awards*. Your chapters and divisions work hard to achieve great results, and we want to recognize both for its accomplishments. Don't forget that chapters and divisions who submit a completed application meet one of the criteria for the Chapter of Excellence/Division of Excellence Recognition Programs so submit your application.

Questions concerning the 2011 Avery Great Results Chapter and Division Achievement Awards Program can be directed to Laura Giokas at lgiokas@iaap-hq.org.

Have you heard? - 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 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.