

International Association of
Administrative Professionals®

Bluewater Sarnia
Lambton Chapter

Out of the Blue

PAGE 3

MAR / APR 2011

SPECIAL POINTS OF INTEREST:

- Easter Fundraiser
- EFAM in Montreal
- Student Chapter
- Nominations
- PD

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Message from the President



Who knew that writing this message for our bi-monthly newsletter could be this challenging? There is so much to talk about! Thank goodness, spring is really in the air; taking those piles of snow and reducing them to puddles. Each one of us has our own reason to smile as we feel the heat of the sun and can't help but be excited about a new season that will undoubtedly bring more opportunities. I am honored to serve as your chapter president during the 2010-11 term, and continue to be grateful for our chapter's current and past leaders' support, and encouragement as we work toward our mission of Passion and Purpose - "When we all help one another, everybody wins" Our board members have so much enthusiasm and great ideas, along with the spirit and energy to get things done, that I know we're going to achieve our goals for the coming year - to continue to provide exceptional professional development for our members. Our Lambton College student chapter recently celebrated a successful fundraiser where two very deserving organizations benefitted from their hard work and commitment. It's our goal to inspire them by showing the benefits of being an administrative professional. Speaking of fundraisers, watch for details about our Easter fundraiser taking place on Thursday, April 22 at Lambton College between 10:00 and 2:00 pm. **See Page 2.**

As a member of the board and IAAP, we are so privileged to play a role in creating and providing professional development opportunities to our members. This is one of our most important jobs. How fortunate we are to be able to create a climate for success with all of our members. So much of our success in accomplishing these P.D. opportunities depends on how well they are received. Our January program meeting, "Microsoft Project 2007, with Mike Bechard" was an absolute success. Members were anxious to use all that Mike brought to the training, saying he was fantastic. The Certificates of Participation were all well-received and the Board really pulled together with real passion and purpose at the last minute to arrange and coordinate efforts in my absence. We see our role as also looking for ways to match members with the right opportunity so you can experience the joy of "knowledge" and then share it with someone else. In our newsletter, note that it's that time of the year when we ask for help on the Nominations Committee and are asking for nominations from professional members to fill vacant positions on the board. We need you to actively participate now more than ever! If our chapter is to survive, we need you. We'll be looking for people to serve as committee chairs in addition to committee members. Even if you are unable to attend a meeting, you can let any one of the board members know that you want to serve on a committee. Our contact information can be found elsewhere in this newsletter, and on our website. With the International IAAP Conference being held in Montreal, Canada this year in July, attending is one of my goals having not attended before. Je pense que c'est une bonne idée! How about you?

On a local note, I am really looking forward to attending our meeting on March 23, when Charlene Mahon returns to share and involve us in best practices to develop and build on teambuilding skills and afterwards during the program business, am looking forward to hearing from you about our APW event that is planned for April 27 - details are provided in the newsletter. Any ideas beyond, that you have, whether suggestions for fundraising, prizes/donations, potential contacts or referrals would be and are greatly appreciated. See you soon!

Yours truly,
Together in this administrative professionals world.
Sherri Veilleux
President and Student Advisor
Bluewater Sarnia Lambton Chapter

PASSION &
PURPOSE

BLUEWATER SARNIA LAMBTON CHAPTER



EASTER FUNDRAISER

To IAAP Bluewater Sarnia Lambton and
Lambton College Student Chapter members:

In the spirit of passion and purpose and the overwhelming desire for spring to arrive, the board is pleased to announce that our first BSL Easter fundraiser will take place on **Thursday, April 21 from 10:00 to 2:00 pm at Lambton College** with tables just outside the cafeteria all in time for the Easter holiday!! This will also provide one last minute opportunity to promote our **APW** event taking place on Wednesday, April 27 in the Lambton Inn at the college.

We look forward to your support by baking, making candy bags and/or financially supporting them along with any offers to donate raffle items would be appreciated. We look forward to your collaboration with this Easter fundraiser and will only be a success if all of us can contribute. When something is being made from scratch, make sure that all the ingredients are recorded so we have the required recipe cards showing on the table with each item.

Easter Quote

Kathi

Email Jen Parkin at: c0126514@lambton.on.ca or

Sherri Veilleux at: sherri.veilleux@lambton.on.ca

with the times that you are available to assist at the table and/or Easter Goodies you plan to prepare. Looking forward to this great fundraiser initiative with all of us!

Submitted by: Sherri Veilleux on behalf of the Board of Directors



This year IAAP takes you to beautiful Montréal for EFAM. You'll see top rate speakers, inspiring educational programs and network with other members in the artfully decorated convention center, Les Palais des Congres.

Montréal, Quebec is described as romantic, elegant, a city full of life. It's said to resemble Vienna, a vibrant place full of memories, dreams and festivals. Located on an island at the junction of the St. Lawrence and Ottawa rivers, Montréal possesses all those characteristics...but also has a solid history as a gigantic trading post.

There are many ways to get to Montréal. The city is served by an airport 20 minutes from downtown with non-stop or one-stop flights from almost every major city in the world. This sophisticated city has many ethnic groups represented yet the majority of its population is French-speaking, making it the second-largest French-speaking metropolis in the Western world.

Montréal is made up of two parts: the Old City and the modern Montréal. The Old City is a maze of narrow streets, restored buildings and old houses while the modern Montréal is home to skyscrapers, theaters, museums, nearly 7,600 restaurants and a glittering nightlife. Public transit is not only affordable; it's also a great way to get around the city. Quick, safe and clean, the metro connects downtown to major tourism attractions, as well as to numerous bus stops and train stations.

For more information follow:

<http://www.iaap-hq.org/blog/efam/iaap/why-leave-home-efam>

On the fence whether or not to attend?

Read why IAAP member

Susan Spreitzer, CPS/CAP, believes

EFAM is a valuable experience:

Why leave home for

EFAM?



Office Administration Students Raise Over \$1,000 to Assist Needy

Sarnia, ON, January 17, 2011

The Lambton College Student Chapter of the IAAP (International Association of Administrative Professionals) sold cookbooks over the holiday season to raise funds for local charities. The event was so successful that the students were able to present a donation of \$816.25 to the Sarnia Salvation Army and another \$250.00 to the Lambton College Food Bank.

Lambton College Office Administration students developed the "Creative Collections Cookbook" as part of a class project to demonstrate their advanced administrative skills incorporating cookbook recipes from students, faculty and staff. The students' work was reviewed by some Office Administration program faculty to select the best entry and quickly turned into a fundraiser initiative for the Lambton College Student Chapter of the IAAP when one cookbook was selected as the winner.

Choosing a winner wasn't easy given all of the great work put forth by the second year Office Administration students. Congratulations goes to Karen "Casey" James as the winner for setup including input, design, formatting and reprographic work integrated with Aletha Monteiro's meticulous recipe editing skills.

The IAAP is a not-for-profit international association providing opportunities for administrative professionals to gain education, community building skills and leadership development.

Students involved with the Lambton Student Chapter of IAAP benefit from their association with administrative professionals of IAAP. With mentoring, leadership and support from the Bluewater Sarnia Lambton Chapter, students increase their skills and knowledge in the administrative field. Opportunities to create an impressive network of contacts, improve communication and develop human relation skills give students a head start toward embarking on their careers. IAAP administrative professionals from a diverse range of businesses and industries, in the Sarnia area as well as across the country and internationally, offer students keen insight to achieving the highest level of professionalism through workshops, lectures, seminars and event planning.

For further information regarding the Lambton College IAAP Student Chapter, contact 2010-2011 Student Chapter President, Karen "Casey" James at c0571059@mylambton.ca or for more details about the IAAP organization visit www.iaap-hq.org or the Bluewater Sarnia Lambton chapter at www.iaap-bluewatersarnia.org.



L. to R. Loretta Lauzon, Major Rick Pollard, Casey James
Sherri Veilleux and Julie Slusarczyn



L. to R. Loretta Lauzon, Cathy Bull, Casey James, Sherri Veilleux
and Julie Slusarczyn

Major Rick Pollard, Salvation Army; Cathy Bull Counsellor, Lambton College; Casey James, Student Chapter President; Loretta Lauzon and Julie Slusarczyn, Student chapter members; Sherri Veilleux, IAAP Lambton College Student Chapter Advisor

Nominations for Chapter Officers of the 2011 - 2012 Term

Please consider how participating as or chairperson could benefit you professionally while making new friends in the process.

Is this all new to you?

If you've never served on an IAAP BSL committee, it may be intimidating and we understand. Whether you want to commit as a member or the Chairperson of a committee, we would love to have you join us! We offer guidance and direction to help you through the process, regardless of your level of experience.

Are you on a committee this year as member or chairperson ?

Do you need a change or see a committee that you would like to join? Feel free to nominate yourself for your existing position for another term (see by-laws for terms) or nominate yourself for a new committee and enhance your professional skills.

Nomination Submission Deadline April 15, 2011

Submit nominations to Harriet Nagle at naglehar@hotmail.com

Executive Committee

President

President-Elect

Recording Secretary

Correspondence Secretary

Treasurer

For more information about committee roles and responsibilities, refer to the IAAP BSL Chapter Bylaws and Standing Rules, and the Leadership Guide.

If you have any questions don't hesitate to contact me at naglehar@hotmail.com. We hope you'll consider being part of the IAAP Bluewater Sarnia Lambton

2011-2012 committees! Thank you.



Website Photo Contest

Voting will take place during the March 23, 2011 Chapter meeting.

The Website Committee offered a Website Photo contest to the Bluewater Sarnia Lambton IAAP Chapter and the Lambton College IAAP Student Chapters in October 2010 to encourage the membership to share their photographs and to create our very own website banner.

To qualify for the contest, photos were to be taken by the member with a limit of 3 photos per contestant. The photos were to be of Sarnia-Lambton landmark photos, high resolution, colour jpg format and in Landscape orientation. Our original deadline of February 4, 2011 was extended to encourage more entries, and we closed the contest on March 15, 2011.

Please join us as we vote on the top three qualifying landmark photos at the next IAAP Chapter Meeting on March 23, 2011. We're looking forward to viewing the photography of the BSL and Student Chapters!

The Art of Networking Conferences and Social Events

By: Keith Ferrazzi, Author of *Never Eat Alone* and Founder of the Relationship Masters Academy

Source: <http://markfrietich.wordpress.com/>

Submitted by Sherri Veilleux

#1 - Remember the 7 P's.

Proper Prior Planning Prevents P*** Poor Performance. Military strategists know that most battles are won before the first shot is fired. The side that determines where, when, and how an engagement is fought usually gains an insurmountable advantage. So get focused. Take time weeks before the conference to think through and write down why you are attending. What do you want to achieve? Who do you want to meet? The more clearly you articulate what you want and need from the conference, the more likely you can plan and execute your mission.

#2 - Know your targets.

Get the list of conference attendees somehow-call the conference organizers, ask your friends who are going if they know of other attendees, or whatever it takes. Then go through the list and note those you want to meet. Keep that list with you at all times during the conference (including social events) so you know whom you've met and whom you still need to meet.

#3 - Gather intelligence.

If you want to get to know someone, the first thing you should do is figure out how you can help them (find more on Generosity in tip 5).

Tip #5). Google them.

Of course, their business interests will be most obvious, but do some deeper research - to learn about their human sides. Then find your currency for them-your experience, knowledge, contacts, or resources that can make them more successful. And get this: the best part of doing your homework is that it doesn't have to be a secret. When you meet your target contact, say, "I always make a special effort to inquire about the people I'd like to meet." Inevitably, people are flattered. Wouldn't you be?

#4 - Strike early.

Don't wait for the conference to start your networking. A week or two beforehand, pick up the phone and call at least the top three people you want to be SURE to meet. (And no whiny excuses about not being able to find their coordinates. This is the information age!) Begin your conversations now and/or arrange a time for when you arrive at the conference. Can't get past their gatekeepers? Surprise them with a fax or a voice message when they arrive at the conference and save them from spending the night alone in their rooms-most likely in the very hotel where you're staying! Say, "I'll be downstairs at 8 with a few people for drinks and dinner. Would you like to join us?"

#5 - Build your brand.

Before you walk into the conference, adopt the first of my Four Mindsets for relationship building: Generosity. The other three - vulnerability, candor, and accountability - will come in handy too, but generosity is where it all starts when it comes to building a strong foundation for your brand. Make sure that when you're interacting one-one-one with people that you're leading with authentic generosity - that means being willing to help without keeping score. Look for other opportunities to build your brand as well. For example, you too can be a conference speaker, even if your name isn't on the program. While keynote speakers are basically given hour-long infomercials for their brands, you can acquire a 30 second commercial for yours just by asking a thoughtful question during Q&A. Stand tall, say your name and what you do, and then ask a great question. Then enjoy your temporary celebrity status after the session. People will be eager to approach you once you've been introduced in a public forum.

For more tips, see pages 7.

The Art of Networking con't

#6 - Slight the speakers.

Don't waste time standing in line to meet a speaker after his or her song and dance. There will be so many other brilliant people at the conference; go meet them! If you must meet the speakers, please approach them before their talks, before they have captivated the crowd's attention and adoration. That way you won't waste precious time standing in line, or have your ability to create impact diminished by becoming one of a dozen clamoring fans.

#7 - Get a wingman.

Just as people lose weight more effectively if they have a workout partner or formal accountability group, you'll start more of the relationships you want if you team up. If possible, set such a partnership in motion in advance of the conference, but if not, just be ready to be on the lookout for the right match as soon as you arrive. You and your buddy can provide each other motivation, guidance, and assistance if you'll share with each other your real reasons for attending the conference, whether it's to look for a new job, to fill your sales pipeline, or maybe even to seek a romantic relationship. This is the time to embrace a couple more of the mindsets I mentioned earlier, vulnerability and candor. Wouldn't it be great to show up to the conference with somebody who's actually on your side, who's got your back, who's working with you?

#8 - Draft off a big kahuna.

Get to know some of the most well-known folks at the conference or the conference organizers themselves and hang with them. The important people will rotate by them sooner or later. If you're there, you'll meet everyone who matters. And if you need to reach out to someone who doesn't happen to swing by, ask your new friend—a big kahuna—for an introduction.

#9 - Find a way to help...everyone.

We already talked about generosity. Now, what kind of currency can you create that applies to everyone you meet? One easy, broadly helpful option is to become an info-hub by becoming an expert on the conference program. Then pick the brains of conference staff and anyone else willing to share the ins and outs of what's happening in and around the big meeting. If you're in the loop on the private parties and after hours special events, everyone will come to you for the goods.

To read more tips, go to: Www.....

March 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17 St. Patrick's Day	18	19	20
21 Spring	22	23	24	25	26	27
28	29	30	31			

April 2010

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22 Good Friday	23	24 Easter
25	26	27	28	30		

Program and Annual Chapter

March 23, 2011

Dinner 5:30 pm, Program 6:15 pm to 7:30 pm

Lambton College Room P111

Teambuilding "Cultivate relationships by building a foundation of trust and communication; interaction adds mortar". With businesses trending towards having admins support more managers, exceptional teambuilding skills continue to be essential! Back by popular demand is Charlene Mahon, Team Building expert and enthusiast, plans to engage participants through fun and interactive activities to perfect these skills.

Guest Speaker: **Charlene Mahon, M.A., Clinical Psychology, Adjunct Faculty**, Lambton College of Applied Arts and Technology School of Business and Liberal Studies

April 27, 2011

Evening program – Special event cost

Administrative Professionals Week (APW) Event "...And Other Duties As Assigned!" It's not how many years we live...but the life we put into our years. All too often we are called on to wear many hats and fulfill many new responsibilities professionally at work and on our own private lives with our friends and family. This motivational and often humorous seminar presents a wide palette of practical time/ life management solutions, insights on effective living and "food for thought" as we tackle our increasingly more complex lives.

Professional Speaker: **Michael Lewis** Training, Motivation and Development

June 22, 2011

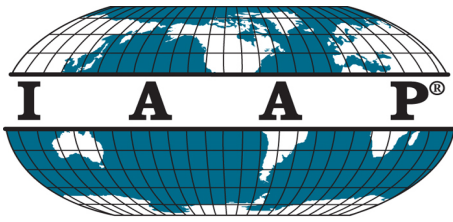
Chapter and Annual Meeting

What is IAAP and What is in it for me? Come on out to learn more! What's new with Avery? Avery Dennison develops, manufactures and markets a wide range of products for consumer and industrial markets, including Avery-brand office products, Fasson-brand self-adhesive materials, peel-and-stick postage stamps, reflective highway safety products, automated retail tag and labeling systems, and specialty tapes and chemicals.

Guest Speaker: **Brenda Russell** Avery Dennison Office Products Canada

Annual Business Meeting will follow the program

Introductions and inductions of new officers, bidding farewell to past officers and general business of the chapter take place.



**International Association of
Administrative Professionals®**
*Bluewater Sarnia
Lambton Chapter*

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Website: www.lambton.on.ca

IAAP Website: www.iaap-hq.org
Chapter Website: www.iaap-bluewatersarnia.org

Business Tagline or Motto

This would be a good place to insert a short paragraph about your organization. It might include the purpose of the organization, its mission, founding date, and a brief history. You could also include a brief list of the types of products, services, or programs your organization offers, the geographic area covered (for example, western U.S. or European markets), and a profile of the types of customers or members served.

It would also be useful to include a contact name for readers who want more information about the organization.

The International Association of Administrative Professionals (IAAP) is a non-profit professional association with approximately 40,000 members and affiliates and nearly 600 chapters worldwide.

IAAP works in partnership with employers to promote *professional excellence!*

CHAPTER OFFICERS		
PRESIDENT Sherri Veilleux	PRESIDENT-ELECT Harriet Nagle	RECORDING SECRETARY Judy Lethbridge
CORRESPONDING SECRETARY Cindy Scheible		TREASURER Kathi Vandenheuvell
CHAPTER COMMITTEE CHAIRS		
APW/EDUCATION & PROGRAM Sherri Veilleux	MEMBERSHIP Jennifer Parkin	NEWSLETTER / WEBSITE Harriet Nagle
ARCHIVES Kathi Vandenheuvell	STUDENT RELATIONS Sherri Veilleux	BY-LAWS & STANDING RULES Harriet Nagle
FUNDRAISING Vacant	CERTIFICATION Jennifer Parkin	NOMINATION Harriet Nagle