

THE BRIDGES

2011-2012 Chapter Year

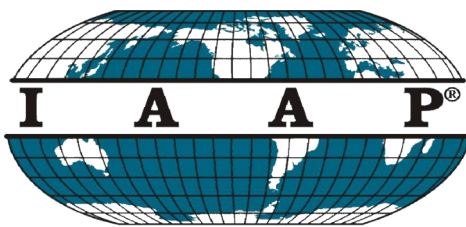


Grand River Chapter Newsletter

December 2011

In This Issue:

Notes from the President	Page 1
Message from IAAP President	Page 2
Chapter Meeting Photos	Page 3
Nominations	Page 4
Retirement Trust Foundation	Page 4
Proposed Executive Board	Page 5
Relocating for Work	Page 6
Silent Auction	Page 7
New Air Service	Page 7
Membership Anniversaries	Page 8
Inspirational Songs	Page 9
Helpful Websites	Page 9
Avoid the Terrible Too's	Page 10
'Twas the Night Before CDC	Page 11
Canada Divisions Conference	Page 12
IAAP Events	Page 13
Grand River Chapter Events	Page 14
Chapter Executive	Page 14



International Association of
Administrative Professionals®

Notes from the President's Corner

Happy Holidays, Happy Holidays, as the merry bells keep ringing happy holidays to you – as the song goes.



Can you all believe it? The Holiday Season is nearly upon us. I, for one, don't know how the time has passed so quickly. I blinked and it was our December meeting. Cindy Bradley, President Elect did a wonderful job chairing the evening. We finally managed to present and pass our bylaw amendments while staying true to our agenda's times.

As 2011 draws to a close, I look back on the year. I have been inspired by the dedication and support of the members of the Grand River Chapter. Case in point this past December meeting where, you the members, rose to the challenge to make this year's Charity Silent Auction one of the most successful. With Susan Chandy and the team leading the way over \$2000 was raised for Women's Crisis Services of Waterloo Region. And what a worthy cause it is. We learned from Margaret Bauer, Fund Development Manager, about how they can make a difference in the lives of the women and children who come to them for assistance. She gave us a very poignant example of how they helped one woman and her child break away from the cycle of abuse and move beyond violence. Thank you all once again for your generous support. I am so very proud to be a member of this fantastic chapter.

I am looking forward to all that 2012 will bring. I can hardly wait for CDC 2012 - I know this is going to be one of the best (I really mean the best but modesty forbids) ever. There is plenty to do so please give it some thought and if you can volunteer a few hours let Susan Chandy or Carol Donaghy know.

In closing, I want to wish you and yours all the best for the Holiday Season and for 2012. A very Happy Hogmanay (Scottish - New Year's Eve) to all and I look forward to seeing you again in January.

Linda Noble, CAP-OM

Linda Noble, CAP-OM
President, Grand River Chapter IAAP

December Message from IAAP International President Tamra Goodall, CAP-OM



I love the end-of-the-year holiday season. Gatherings with family and friends during December invigorate me. I enjoy connecting with those close to me and also meeting new friends. Things do get more hectic at work and with IAAP when I'm juggling extra commitments. When your January issue of OfficePro arrives in the mail, check out the new column "My Great Idea." It's a reader-generated feature and this month gives reader suggestions on time management. I can use the help—what about you?

This year's Spring Conference is in Vegas at Harrah's and, once again, we're offering you an optional workshop on March 4 with IAAP favorite Gini Courter. If you sign up for the optional workshop (only \$100) you won't only get cutting edge technology training but you'll be registered to win a one-year subscription to Lynda.com online training library and a one-year subscription to Presenter Media.

You won't want to miss the entire conference and let the world of cinema show you how to shine in today's workplace. Join me March 4-7 to learn how Admins Star in Support. See you there!

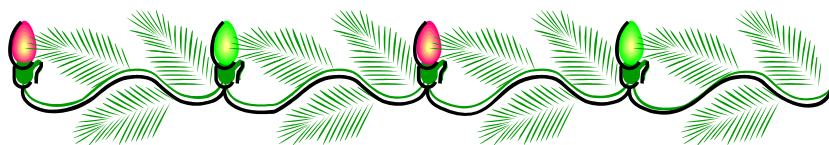
Please take a few minutes to read the most current board business in the latest Action/Direction. This is from the Fall Board Meeting held last month.

As we're headed into the end of the year, I'd like to take a moment to thank our outgoing executive director, Don Bretthauer, CAE. Don will be leaving the association to become executive director of another association at the end of this month. I know he'll be excellent in his new role, and his new city. Before he goes, however, I'd be remiss to not thank him for his years of service at IAAP. Under Don's leadership, the association has moved to a new level of professionalism as we've worked to implement the Seven Measures and the IAAP Process Plan. I know I speak for past presidents when I say that Don is a pleasure to work with, always available and ready to help with excellent leadership. Don, thank you for your contribution to IAAP and I wish you much success in the coming years.

Shortly after the first of the year, I'll have an announcement about the new executive director that's taking over the position at headquarters in Kansas City. I am excited, as are the rest of the board of directors, about the future of the association as we quickly move into 2012.

To all of you reading this, please accept my heartfelt wishes for a beautiful holiday season. However you celebrate, I wish you peace and joy and prosperity this month and as we turn the corner into a new year.

Happy Holidays!
Tamra Goodall, CAP-OM
IAAP International President



December Chapter Meeting

Thanks to photographer Marlene Coulter CAP-OM!



Guest speaker Aeodata Czink gave a lively talk on business etiquette.



Teresa Doucet, CAP-OM enjoys the silent auction.



Margaret Bauer, Fund Development Manager of Women's Crisis Services, described the services her organization provides.



Cindy Bradley (left) and Linda Noble, CAP-OM (right) present Margaret Bauer with a cheque from the silent auction for Women's Crisis Services.



A little bit of business was thrown into the mix as voting on the bylaw revisions took place.



Nominations

Submitted by Teresa Doucet, CAP-OM

It's amazing that 2011 is drawing to a close and as we celebrate the holidays and look towards setting our goals for 2012, the start of the New Year, please take a moment to think about Grand River Chapter's New Year. No not January 1, 2012, but July 1, 2012. "Isn't that way too soon?" I hear you ask. No! Absolutely not! Now is the time to plan ahead and consider how you can help continue to make the Grand River Chapter the strong, vibrant and successful Chapter we are known for.

I hear some of you say, "But I'm a new member, I don't know anyone or even how the Chapter works". I say, what better way to meet the other members and make a difference. The Chapter will thrive, blossom and grow if we have new ideas, new vision and new passion on the Executive Team.

Others I hear say, "But I don't have time to commit." "I have kids and have to be home." I say, but we have committees that can be done from home. Marketing,

What better way to meet the other members and make a difference. The Chapter will thrive, blossom and grow if we have new ideas, new vision and new passion.

Website, and Newsletter are three that I can think of right off the bat. Other committees don't have to be time consuming either. If you are interested in any of the committees, email me, talk to me or ask the

present Committee Chairs what is involved and how much time commitment is required. Don't be afraid. The members who have gone before you are there to help you find your way. Also, you don't have to be a Committee Chair on your own. Co-Chairs are common and it makes a lot of sense because the duties can be shared.

On the next page is a list of the Committee Chairs and Executive Positions available along with those who are in that position now. If you are interested let me know and I will add your name when you are ready to commit. It is a great way to learn new leadership skills in a safe environment, become part of a great team, and be part of the decision making process as we move forward to the next successful and fun Grand River Chapter year.

Retirement Trust Foundation

By Lina DiMarco, RTF Committee, Canada District Representative

Happy Holidays! Here we are at the hustle bustle time of year when we celebrate with family and friends, sharing gifts from the heart to those who mean so much to us.

Many of us also remember those who struggle for resources this time of year with gifts of financial support. If your giving includes remembering your favorite charities, consider adding the Retirement Trust Foundation to your list.

If you are planning your end-of-year giving, please consider a tax deductible donation to the RTF. Go to www.iaap-rtf.org for more information or to complete an online donation.

Your contribution will not only help to provide housing assistance for administrative professionals, age 55 and older, who are in need, but will also be used for the maintenance and upkeep of Vista Grande, the world's first - and only - retirement community for administrative professionals!



IAAP Grand River Chapter Proposed 2012-2013 Executive Board

Position	Current Officers	Nomination	2	3
2010-2011				
President	Linda Noble, CAP-OM	Cindy Bradley		
Past-President	Teresa Doucet, CAP-OM	Linda Noble, CAP-OM		
President Elect	Cindy Bradley			
Vice-President	Aleksandra Jefic			
Treasurer	Lisa Taddeo CAP-OM			
Secretary	Debbie Gray CAP	Colleen Reardon		
Committee Chairs				
Archives	Jolene Ellis CAP-OM			
Programs				
Nominations	Teresa Doucet, CAP-OM	Linda Noble, CAP-OM		
Fundraising & Retirement Trust	Teresa Doucet, CAP-OM			
Student Relations	Regina Dryngiewicz CAP			
Certification	Joan Dankert			
Newsletter	Colleen Reardon			
Marketing	Vanvilay Cowan, CAP-OM			
By-Laws	Karen Wood CAP			
Membership	Zenova Gentles Cindy Bradley			
Mentorship	Jolene Ellis, CAP-OM			
Registration	Debby Verhagen Gloria Haynes			
Special Events APW				
Special Events Information Night	Jolene Ellis, CAP-OM			
Special Events Year End Social	Cindy Bradley Linda Noble, CAP-OM			
Web Site	Colleen McWhinney			

Relocating for Work: What Would it Take?

Provided by workplace experts at OfficeTeam

OFFICETEAM®

Specialized Administrative Staffing

Uprooting your life for a position in a new city is a huge endeavor. Whether you've accepted a job offer with a new company, or a position within your current organisation, it's important to consider what factors would make a move worth the effort.

These include:

- Compensation for the new position
- Cost of living in the new city
- Status of the new position
- Distance of the move
- Family considerations



What else should professionals consider before making a move for their career? Start by looking at the big picture. Make sure you're aware of all factors involved in relocating, rather than focusing on a single element of the job. For example, though a company may provide a solid benefits and compensation package, would you be comfortable living in the new city? Thirty-three per cent of executives polled in a survey by our company said the quality of life in a new city would be the most influential factor in their decision to move. You may want to examine elements of the proposed geographic area, such as crime, school rankings and cultural events.

Other questions include: Does the employer offer moving assistance or job-placement services for spouses? Will you be needing a car or does the city have a good public transportation system? If you do need a car, will you have to pay for parking, or will your company cover this expense? Are there opportunities for further growth with the firm? Will you be able to work on the types of projects you enjoy? Will you be given the resources you need to succeed?

Even if relocating is a smart professional move, you also must determine if it's right for you personally. Does relocating come at a good time for you and your family? Are family members going to enjoy the new location, or will they resent losing friends, changing schools or having to find new employment? Can you afford the move and the cost of living in the new location?

Relocation can be a beneficial career move, as long as you examine all the factors associated with pulling up roots. While a move to a new city can be exciting, it's important to remember that for some the best choice is to stay put and wait for the next opportunity.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 315 locations worldwide, and offers online job search services at www.officeteam.com. For more information, contact Nadia Santoli at 416-350-2330.

IAAP Grand River Chapter Silent Auction - December 13, 2011

Submitted by Susan Chandy

“Every woman and child deserves to live a life free from abuse.”

The message is simple and clear from the Waterloo Region of the Women’s Crisis Services of Waterloo Region. The IAAP Grand River Chapter exuberantly demonstrated their support by coming together to raise **\$2043.00** for the charity benefitting Anselma House, Kitchener and Haven House, Cambridge.

Margaret Bauer shared insightful information on the organization and the incredible service that it provides to women and children that are victims of abuse in the Waterloo Region. In fact, over 400 different families were helped in 2010 through the Women’s Crisis Services of Waterloo Region. Through their programs women and children are given the opportunity to learn how to break the cycle of abuse and lead more positive lives.

Thank you to all the members that came together to support such a worthwhile cause. A special thank you goes to all the individuals and companies that provided generous donations to the event. Thank you to the individuals that helped in different ways to pull the event together - Carol Donaghy, Teresa Doucet, CAP-OM, Lina Veglia, Maria Bethley, Regina Dryngiewicz, CAP, Alison Thorpe, CAP, Linda Noble, CAP-OM and Cindy Bradley.

For more information on Women’s Crisis Services of Waterloo please visit:

www.wcswr.org

Thank you and all the best for 2012!

Susan Chandy

2011 Silent Auction Committee
Holiday Inn Guelph Hotel & Conference Centre



Women's Crisis Services
of Waterloo Region

New Daily Air Service from Waterloo Region to Chicago



Press Release: American Eagle, the regional affiliate of American Airlines, announced that they will launch round-trip service between Chicago O'Hare International Airport and Waterloo Region starting June 14, 2012. The 13 round-trip flights per week will be operated with 50-seat Embraer Regional Jets.

The new daily air service from Waterloo Region to Chicago is the result of many months of ongoing discussions with American Airlines and the local business community.

“We are thrilled that American Airlines is coming to Waterloo Region. This new all jet service will provide our community with a Chicago same day business travel option and access to destinations around the world,” said Ken Seiling, Waterloo Regional Chair. “We believe this service will make flying more convenient for everyone and will also have the added benefit of encouraging investment and jobs in our community.”

“We're pleased to introduce scheduled jet service to Waterloo Region from our cornerstone hub in Chicago,” said Gary Foss, Managing Director - Network Planning for American Airlines. “This schedule will allow customers to make a day trip to Chicago for business or connect through this key international gateway to destinations throughout the American Airlines and one-world® global network.”

Grand River Chapter Member Anniversaries



2 years

Debbie Gray, CAP
Denise Mouter

3 years

Cheryl Brunet

10 years

Lina Veglia
Alena Safarik, CAP-OM

9 years

Maria Bethley
Joan Dankert
Regina Dryngiewicz, CAP
Jolene Ellis, CAP-OM
Allison Friend, CAP-OM
Paula Hossack
Linda Noble, CAP-OM



25 Most Inspirational Songs of All Time

from the website *Personal Excellence: For people passionate about achieving excellence in life*

Sit back, relax, and be inspired! This wonderful blog by Celestine Chua / Personal Excellence lists “Songs that motivate us and trigger us into action; Songs that remind us on the beauty of life; Songs that lift us up when we’re down; Songs that remind us of who we are. With hundreds and thousands of great songs out there, it is challenging to narrow it down the list. In the end, I selected the top 25 inspiring songs of all time for this post and I hope you like them. All these songs have 1 thing in common - they inspire us to become better people.”



- | | | | |
|--------------------------------|---------------------------------|----------------------|------------------------|
| 25. Somewhere Over the Rainbow | 19. That’s What Friends Are For | 13. You Raise Me Up | 6. Never Surrender |
| 24. Chariots of Fire | 18. You Get What You Give | 12. True Colors | 5. Hero |
| 23. It’s a Beautiful Day | 17. Return to Innocence | 11. When You Believe | 4. I Believe I Can Fly |
| 22. Walking On Sunshine | 16. Music of My Heart | 10. Win | 3. Gonna Fly Now |
| 21. What a Wonderful World | 15. Circle of Life | 9. You Gotta Want It | 2. Reach |
| 20. Its My Life | 14. Heal The World | 8. I Will Survive | 1. Eye of the Tiger |
| | | 7. Dare You To Move | |

<http://personalexcellence.co/blog/inspirational-songs/> (This link will bring you to links to the songs and videos)

Helpful Websites for Administrative Professionals

Submitted by Colleen Reardon



Wordle

www.wordle.net

Many of you are probably already familiar with this creative site that turns words into beautiful ‘word clouds’; I just discovered it and find it amazing! Simply enter text to generate a word cloud.

Prezi

www.prezi.com

This is a ‘cloud’ based alternative to PowerPoint; rather than a sequential presentation it allows you to do a presentation on a virtual canvas. I haven’t tried it yet but am looking forward to giving it a try once I get my head around the whole concept.



Do you have a favourite website to share with your IAAP colleagues? E-mail it to colleen.reardon@fcsgw.org for inclusion in the next newsletter.

Avoid the Terrible Toos

by Marion Grobb Finkelstein (reprinted with permission as noted below)

How you look affects how you feel and how much confidence you have. When you look great, you feel great. When you feel great, you have more confidence in almost everything you do, including communicating. You feel better about presenting yourself and your ideas.



Remember the last time you got an outfit that fit you like a glove? Or got a new haircut that really behooved you? When you looked at yourself, you felt different, perhaps more confident. You held yourself differently, stood a little straighter, walked with a little more attitude, and felt like you could take on the world. When you looked yourself in the mirror, the person who looked back at you was self-assured and welcomed the chance to share his or her thoughts, maybe even confidently present an alternative perspective.

Getting "that look" of confidence may seem like a pipe dream. Maybe you're not sure what "look" you're after. Maybe you don't know what to look for or what style would best suit you. Or it could be that costs are getting in the way. Whatever look you decide on, for whatever reason, there's a few guidelines that will help in your choices. I call them "avoiding the terrible toos".

AVOID THE TERRIBLE "TOOS":

- Too tight, too bright
- Too high-hemmed, too low-cut
- Too old, too young
- Too extreme, too boring

Avoiding extremes in how you appear will help you feel less self-conscious. It will help you to focus your limited energies on your communication instead of being concerned about your appearance. It will also help those with whom you're communicating focus on your message instead of being distracted by how you look. Consider it as one less thing to worry about and one more strategy to improve how you communicate to connect.

You might not think about how your appearance affects how and what you communicate. Think again. Because if you don't consider it, you may realize another "too" -- too late.

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WANT TO USE THIS ARTICLE IN YOUR EZINE OR WEB SITE? You can, as long as you include this complete tag-line with it: *Communication specialist, author, professional speaker Marion Grobb Finkelstein teaches individuals and organizations across Canada and beyond, how to improve morale, confidence and productivity by changing how they communicate. Chat with her at www.facebook.com/MarionSpeaks and sign up for her FREE weekly "Marion's Communication Tips" at www.MarionSpeaks.com*



Twas the Christmas before CDC 2012



Twas the Christmas before CDC 2012, when all through the chapters

Not a committee member was stirring, not even a quiet rattle.

The committees were organized and ready to share,
That the 2012 CDC Brochure would soon be there!

The speakers were booked and the venues were chosen
While visions of happy attendees danced in their heads.
And Lina in her 'kerchief holding a stylish mic,
Sent out this message for all members to read at night!

When in their email, there sounded a ring
The members clicked to see what had caused the ding!
The member excitement grew by the pound
They leapt up from their chairs and danced around

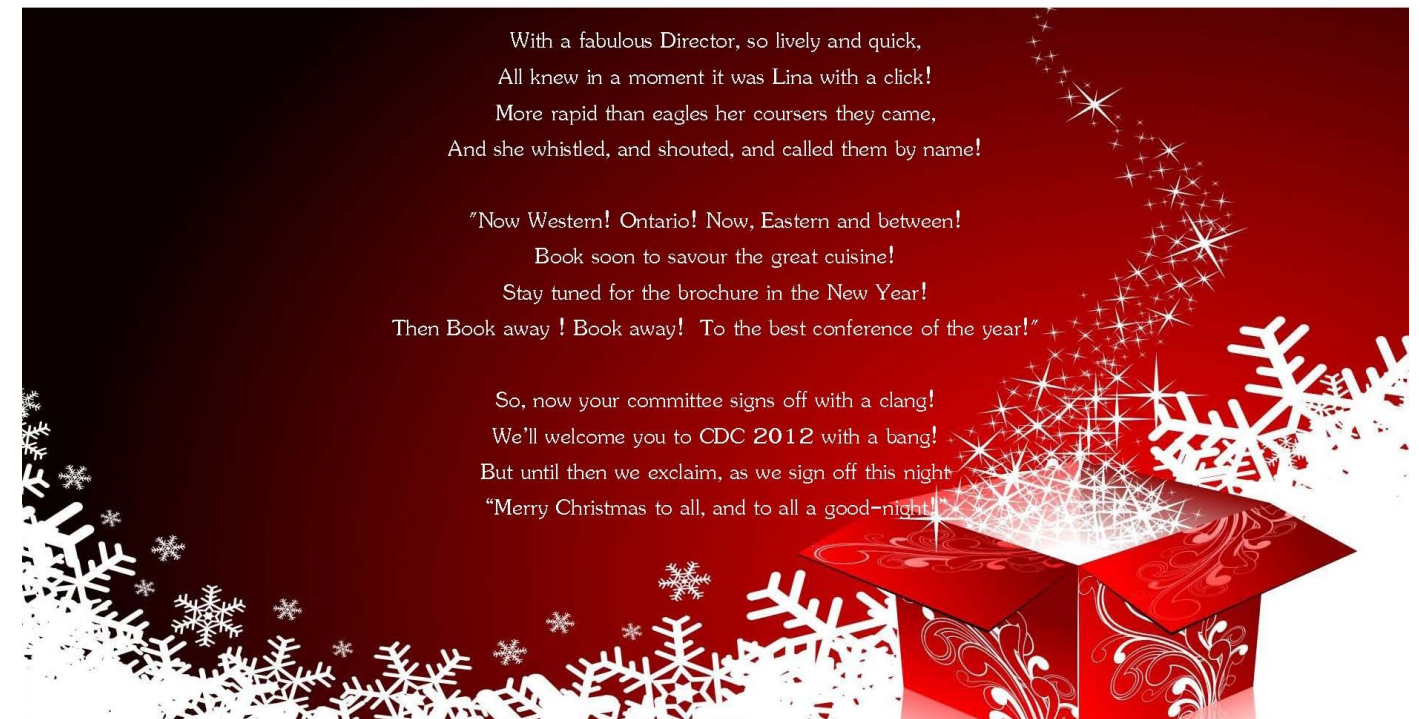
"The brochure is coming," they read aloud,
And turned towards Waterloo Region with their heads bowed
In deep thought they raised one eyebrow
And said "I must book my trip right now!"

When, what to their wondering eyes should appear,
But a Red Sport Toyota and hints to better your career!

With a fabulous Director, so lively and quick,
All knew in a moment it was Lina with a click!
More rapid than eagles her coursers they came,
And she whistled, and shouted, and called them by name!

"Now Western! Ontario! Now, Eastern and between!
Book soon to savour the great cuisine!
Stay tuned for the brochure in the New Year!
Then Book away ! Book away! To the best conference of the year!"

So, now your committee signs off with a clang!
We'll welcome you to CDC 2012 with a bang!
But until then we exclaim, as we sign off this night
"Merry Christmas to all, and to all a good-night!"



Canada Divisions' Conference



Kitchener-Waterloo, ON

Join our **Facebook Page** to keep in the loop on all the exciting news and information:

IAAP - Grand River Chapter CDC 2012

E-mail: **CDC2012GRC@gmail.com**

Stay tuned for ongoing News Blasts, Flash Bits and Twitter updates!

Why Volunteer?



- Be part of what is gearing up to be an amazing IAAP Canada Conference!
- Earn points towards your certification.
- In the words of our Past President - it is guaranteed to be 'no fun at all.'
- Grand River Chapter has a reputation as being a 'fantabulous' chapter!
- Get involved - don't miss out!

Have you signed up for a CDC committee????
There is a spot for each member – perfect for each one's availability!

Committee's are listed below! Email Carol/Susan at cdc2012grc@gmail.com to get yourself added to the list! State your first and second committee choices and you will be contacted to plan your volunteer opportunity!



IAAP Events – Mark your calendar for...



March 4, 2012

IAAP 2012 Spring Conference

Las Vegas, Nevada

[For more information, click here.](#)

May 3, 2012

Forum on Administrative Excellence

Ottawa, Ontario

[For more information, click here.](#)



June 7-9, 2012

Canada Divisions' Conference

Kitchener, Ontario

July 22-25, 2012

2012 Education Forum and Annual Meeting

Grapevine, Texas

[For more information, click here.](#)



May 23-25, 2013

2013 Canada Divisions' Conference

Lethbridge, Alberta

Grand River Chapter Upcoming Events

Grand River IAAP Executive Meeting

Date: Tuesday, January 3, 2012

Time: 5:30 p.m.

Location: TBD

All members are welcome to attend



Grand River's Monthly IAAP Meeting

Date: Tuesday, January 10, 2012

Location: Holiday Inn, Holiday Inn Drive, Cambridge

Topic: Mind Mapping

RSVP (email) by Thursday, January 5, 2012 to iaapgrandriver@gmail.com

Grand River Chapter Executive

Grand River Chapter Executive 2011-2012

President: Linda Noble CAP-OM

President-Elect: Cindy Bradley

Vice-President: Aleksandra Jefic

Secretary: Debbie Gray CAP

Treasurer: Lisa Taddeo CAP-OM

Past President: Teresa Doucet CAP-OM

Committee Chairs

Archivist: Jolene Ellis CAP-OM

CDC: Carol Donaghy & Susan Chandy

Certification: Joan Dankert

Events - Information Night: Jolene Ellis CAP-OM

Events - Year End Social: Linda Noble CAP-OM and Cindy Bradley

Fundraising : Teresa Doucet CAP-OM

Marketing: Vanvilay Cowan CAP-OM

Membership: Zenova Gentles & Cindy Bradley

Newsletter: Colleen Reardon

Nominations: Teresa Doucet CAP-OM

Program: VACANCY

Registration: Debby Verhagen & Gloria Haynes

Rules & Bylaws: Karen Wood CAP

Webmaster: Colleen McWhinney

Student Relations: Regina Dryngiewiez CAP

Ontario Division Board

Board President: Nancy Brown CAP

President- Elect: Melanie Lambert

Secretary: Suzanne Van Cleef CAP

Treasurer: Bonnie McKay CAP-OM

Canada District Director: Lina Veglia