

**International Association of
Administrative Professionals®**

TO: ALL CANADA DISTRICT MEMBERS THROUGH
DIVISION AND CHAPTER PRESIDENTS

FROM: KATHY HAMPTON CPS/CAP
INTERNATIONAL DIRECTOR – CANADA DISTRICT

DATE: MARCH 30, 2007

SUBJECT: CANADA DISTRICT UPDATE, VOLUME 3

Canada District continues to strengthen its members and leaders during our ***“Shaping the Future”*** Year.

Attached is Volume 3 of the Canada District Update. Please forward this to all members, both in our chapters and those who are division members-at-large. You can view all District Updates in the Members Place area of the IAAP website at www.iaap-hq.org.

With Spring on our doorstep, I wish each of you the enjoyment derived from the longer and warmer days. Don't hesitate to contact me if there is anything I can assist you with, or if you have questions or comments. My contact information is located on page 10 of the District Update.

Have an outstanding day ***“Shaping the Future!”***

~ *Kathy*

- c. International Board
 - Canada District International Committee Members
 - Past International Board Members - Canada District
 - Executive Director, Donald Bretthauer CAE



Canada District Update

Eastern Canada Division www3.nb.sympatico.ca/rose/side_links/board
Ontario Division www.iaapontario.ca
Western Canada Division www.iaap.ca

Volume 3:Issue 1:March 2007

This Issue:

“Shaping the Future”

- * **Commitment**
- * **Continuing Education**
- * **Communication**
- * **Creativity**
- * **Connectivity**
- * **Canada remains #1**

Action>Direction

The Trust

2007 International Convention & Education Forum

Welcome New Chapters and New Members

CPS & CAP Recipients – November 2006

Canada Divisions’ Conference - 2007 - 2008

Administrative Professionals Week® / Day®

Need To Know Page

Canada District, “Shaping the Future”

Canada District members are truly amazing - our membership growth rate continues to soar, but even better, your assurance of quality continuing education is excellent! Congratulations on the programs that the Chapter Boards have put together for their respective members, and also congratulations to the Divisions for their exceptional seminars and retreats.

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**C**ommitment from your International Board continued with the recent Spring Board Meeting held prior to the Professional Education Conference (PEC) in La Jolla CA. You will see on page 2 in the Action>Direction area, the level of commitment the Board has for the future of our association and to **YOU**, its members.

**C**ontinuing Education continues to be abundant in our chapters with excellent participation in the 2007 Avery Chapter/Division Achievement Awards Program and Professional Education Conference in La Jolla CA.

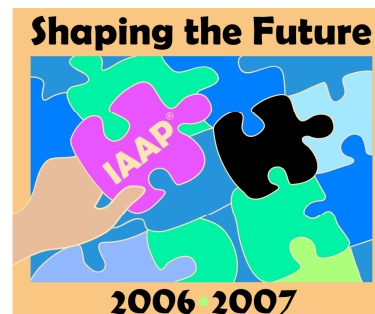
**C**ommunication remains one of our greatest networks; let’s stay the course through working with our sister chapters and divisions to strengthen our infrastructure while increasing our own network.

**C**reativity is plentiful! Many of our chapters and divisions have produced excellent meetings, retreats, and IMPACT meetings to-date, and we still have Administrative Professionals Week 2007 celebrations and another quarter of our year to go!

**C**onnectivity is being maintained between our Division Presidents and their respective chapters. We all have another opportunity to **C**onnect at the upcoming Canada Divisions’ Conference in May – please see page 10 for more information.

Through meeting Chandler’s 5 **C’s for Shaping the Future**, Canada District is meeting its objective to provide its members with exceptional professional development opportunities.

**C**ongratulations Canada District on being #1 in Membership Growth in November, December, January and February!





International Association of  
Administrative Professionals®

## ACTION > DIRECTION

### News from Your International Board of Directors

*Action>Direction is prepared and distributed to help inform IAAP members of recent International Board actions and activities. Look for other pertinent information on upcoming activities and recent news in future issues of IAAP Connections.*

#### International Board of Directors

**President**

Sandra P. Chandler CPS  
Orlando FL

**President-Elect**

Judy McCoy CPS/CAP  
Bellingham WA

**Vice President**

Tia Theriaque CAP  
Alexandria VA

**Secretary**

Barb Horton CAP  
Surrey BC

**Treasurer**

Susan Shamali CPS/CAP  
Grand Rapids MI

**Affiliate Representative**

Leanne Fisher AOP JP  
Queensland, Australia

**Canada District Director**

Kathy Hampton CPS/CAP  
Calgary AB

**Great Lakes District Director**

Sam Gill III CPS  
Detroit MI

**Northeast District Director**

Marie (Gerry) Brunell CPS/CAP  
North Attleboro MA

**Northwest District Director**

Teresa Bennett CPS  
Boise ID

**Southeast District Director**

Tamra Goodall CPS/CAP  
Hurricane WV

**Southwest District Director**

Karlena Rannals CPS/CAP  
San Clemente CA

The International Board of Directors (The Board) held their Spring Board Meeting at the Hyatt Regency in La Jolla, California, March 3-4, 2007 in conjunction with the 2007 Professional Education Conference held at the same location.

- The Board continued strategic planning discussions focusing on the Career Minded Administrative Professional. At the conclusion of the session, International President Sandra P. Chandler CPS appointed a Strategic Planning Sub-Committee to create action plans for Board discussion and implementation. The sub-committee includes the following Board members and Headquarters Staff: Committee Chair - Tia Theriaque CAP, International Vice President; Barb Horton CAP, International Secretary; Teresa Bennett CPS, Northwest District Director; Tamra Goodall CPS/CAP, Southeast District Director; Don Bretthauer CAE, Executive Director; and Robin Parrish, Membership & Distribution Manager.
- Connie Zerangue-Depew was approved as the Co-Coordinator for the 2008 International Convention and Education Forum to be held July 27-30, at the Hilton Riverside, New Orleans, Louisiana.
- Janice Benedict was approved as Co-Coordinator for the 2010 International Convention and Education Forum to be held July 18-21 at the Hynes Convention Center, Boston, Massachusetts.
- The Board reviewed and approved the 2007-2008 International Budget and Capital Expenditures.
- The Board approved the dates and location for the 2009 Spring Board of Directors Meeting and Professional Education Conference to be held March 8-11 in Nashville, Tennessee.
- The Board of Directors approved the location for the 2009 Certification Conference to be held October 18-21 in Portland, Oregon.
- The Board of Directors reviewed and approved the following as the mission statement for the Employer Advisory Group: *"Increase awareness of IAAP's professional development opportunities for career minded administrative professionals through collaborative discussions and expanded marketing to employers."* This advisory group was recommended as an outcome of the November 2005 Strategic Planning Session and is currently being formed.
- The Board approved the 2007-2008 Department/Committee Appointments.
- The Board reviewed and approved the 2008 Division Annual Meeting Incentive Plan. International President-Elect Judy McCoy CPS/CAP will launch this plan at the 2007 Incoming Division Presidents' Conference (IDPC). Additional details about this incentive plan will be communicated later this presidential year.
- The Board approved the 2007 Swingline ADMIN PRO of the YEAR Program.
- The Board approved a new affinity program for IAAP members with Office Depot.
- The Board approved PromoCorp as the new emblematic merchandise supplier effective June 1, 2007.
- The Board approved a marketing partnership with Insight Information for use of the IAAP logo and the following wording "our program is recognized by IAAP" to be used for the 2007 Advanced Executive Assistants Forums in Canada.

continued on page 3.

### Action>Direction cont'd. from page 2.

#### **UPCOMING EVENTS:**

- Submissions for the Award for Excellence must be postmarked by April 1, 2007. For additional details please contact Kathy Schoneboom at IAAP Headquarters at [kschone@iaap-hq.org](mailto:kschone@iaap-hq.org).
- “*Shaping the Future*” is the theme for the 2007 Administrative Professionals Week® (APW®) to be celebrated April 22-28. Orders are now being taken for the 2007 APW Commemorative Pin; details and order form are available on the IAAP web site. Pin sales support the 2007 Convention Host Committee.
- “*Winning in a Changing World*” is the theme of the 20<sup>th</sup> Annual APW Briefing to be held Tuesday, April 24, 2007, 1:00pm -3:00pm EDT. IAAP and the Targeted Learning Corporation (TLC) are co-hosting this event. International President Sandra P. Chandler CPS will open the Briefing with a welcome and introduction. The program will feature the famous author and presenter Marcus Buckingham and well-noted author and trainer Libby Gill.
- The 2007 International Convention and Education Forum will be held July 29-August 1 at the Tampa Convention Center, Tampa, Florida.
- The Pre-Convention Board of Directors Meeting will be held July 26-27, 2007 at the Marriott Waterside, Tampa, Florida.
- The Post-Convention Board of Directors Meeting will be held August 2, 2007 at the Marriott Waterside, Tampa, Florida.
- The 2007 Certification Conference will be held October 14-17 at the Hyatt Regency, San Antonio, Texas. Look for additional information as it becomes available in the “Events & Conferences” section of the IAAP website.
- The 2008 Professional Education Conference will be held March 3-5 at the Charleston Riverview Hotel, Charleston, South Carolina. Look for additional information as it becomes available in the “Events & Conferences” section of the IAAP website.
- The 2008 Incoming Division Presidents’ Conference will be held March 28-30 in Kansas City, Missouri.
- The 2008 International Convention and Education Forum will be held July 27-30 at the Hilton Riverside in New Orleans, Louisiana.
- The 2008 Certification Conference will be held October 19-22 at the Grand Hyatt Hotel, Denver, Colorado. Look for additional information as it becomes available in the “Events & Conferences” section of the IAAP website.

### **2007 IMPACT Competition**

There’s still time! The top 10 IAAP chapters that conduct an IMPACT meeting between July 1, 2006 through April 30, 2007 and sustain the highest percentage of net growth *from* their IMPACT meeting will each receive \$250 (U.S.) cash.

Chapters must send their IMPACT invitation, along with an official entry form to Headquarters that should be received no later than May 15, 2007.

New members and transfers must join the chapter within one month from the date of the IMPACT meeting. Please submit only one IMPACT meeting entry.

### The Trust

#### Retirement Trust Foundation (RTF)

If you know of a chapter or division that is using any videotape to promote the Trust, please ask them to destroy it! It's been years since we produced any sort of video and the one in circulation now is woefully out of date... it even refers to PSI!

Our Holiday Card fundraiser will continue this year with a new design, which will be introduced before convention and cards will be available for purchase in Tampa! This is a great fundraiser for your divisions and chapters to take outside of IAAP to their own offices or other local businesses.

The Trust is sponsoring Merge Gupta-Sunderji again at this year's convention. Don't forget to register for this great workshop! You can get a preview of Merge's ideas and topics at [www.mergespeaks.com](http://www.mergespeaks.com).

For the first time in several years, Vista Grande is 100% occupied with 168 residents! Thanks to Monarch Properties, our management company, for all their hard work in Rio Rancho NM!

Thank you for supporting the efforts of The Trust. With your continued support, the sky is the limit for how we can implement new programs that can further assist our membership.



### International Convention & Education Forum

July 29 – August 1, 2007

Look for International Convention and Education Forum registration information in Spring 2007



The excitement is building for the 2007 International Convention and Education Forum, to be held July 29-August 1 at the Tampa Convention Center in Tampa FL. Once again this year, the

Convention Registration brochure will be mailed to all IAAP members with the April issue of *OfficePro* magazine. The Registration brochure will also be available to download in late March/early April from the [IAAP International Convention and Education Forum webpage](#) in the "Events & Conferences" area of the IAAP website.

**Sunday, July 29<sup>th</sup>:** we will kick-off convention with the various business sessions including speeches from the candidates running for office, followed by the Evening of Welcome - a time to meet and question the aforementioned candidates.

**Monday, July 30<sup>th</sup>:** will showcase a keynote speaker followed by further IAAP business sessions that include the voting for the proposed amendments to the International Bylaws & Standing Rules, and the Certification Luncheon. The voting polls open at 2:00 p.m.

**Tuesday July 31<sup>st</sup>:** we will have further IAAP business and install the 2007-2008 International Board of Directors and 2007-2008 Retirement Trust Foundation Trustees. After lunch the educational seminars will begin in full force. The Evening of Entertainment this year is a tribute to The Legends such as Shania Twain and Rod Stewart.

## Canada District Update

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**Wednesday, August 1<sup>st</sup>:** is a full day of quality educational seminars followed by the closing banquet and an address by 2007-2008 International President, Judy McCoy CPS/CAP.

**Canada District Dinner:** at convention it's a tradition so mark your calendars for 7:00 p.m. on Monday, July 30<sup>th</sup> at Jackson's Bistro, Bar and Sushi – a short walk across the channel bridge from the Convention Center. Visit this wonderful pearl in the harbour at [www.jacksonsbistro.com](http://www.jacksonsbistro.com).



### Voting/Election:

Voting for the International Board of Directors and Retirement Trust Foundation Trustees will take place the afternoon of July 30, 2007. If your chapter or division is unable to send a Delegate to convention, please complete a **Proxy** form so that you may assign your chapter/division vote to a Delegate who will be in attendance. These forms are in 4-part and will be sent to all chapter/division Presidents, along with the Credentials/Bylaws mailing in mid-April. If you have any questions regarding Proxy forms, please email [meetings@iaap-hq.org](mailto:meetings@iaap-hq.org) for assistance. The completed form is required by headquarters no later than **July 13, 2007**.



Proxy Form

### Web Community Software Session Scheduled for Tampa Convention:

Discover what the IAAP Web Community is and how you can become a part of this exciting ground-breaking technology. Learn about all the great features you can take advantage of. Listen and participate in a great Q&A session with the programmers of the software to get great insider 'tips and tricks'! Areas covered include: how the web community integrates with every level of the association; the simplicity of creating a dynamic website; the built-in Members' Only section and its benefits; the in's and out's of the communications Module; the beauty of the Integrated Calendar function; and all the Best Practices from current users.

### Sneak Preview of some of the workshops offered this year:

- Moving to Microsoft Office 2007
- Admins Rule: Applying Executive Strategies in the Admin Role
- The Risk Not Taken: Often the Risks You Don't Take Cost You More!
- Making Generational Differences Work at Work
- Organizing Your Office and Your Life: Surviving Information Overload
- Concentrating On Your Work: How To Maintain Your Focus In Distracting Environments
- Understanding Time And Work Styles: Working Together Productively As A High-Performance Team
- So You Want To Be an Entrepreneur
- If The Role Fits, You Don't Have to Wear It: Confining Roles People Play At Work
- The Business Of Boundaries: Protecting Yourself At Work
- The Ten Principles Of Managing Up
- Difficult And Extreme Bosses: How To Keep Your Sanity
- Communicating Your Project Status To Your Boss
- Moving Into Management

## Shaping the Future with IAAP

### “To-Do” List

#### April:

- 22-28 - Administrative Professionals Week
- 24 - 2007 Annual Administrative Professionals Satellite Briefing & Webcast with International President Sandra P. Chandler CPS
- 25 - Administrative Professionals Day

#### May:

- 4-5 - CAP and CPS exams respectively
- 24-26 - Canada Divisions' Conference  
Edmonton Chapter, Edmonton  
Sutton Place Hotel

#### June:

- 1 - 2007-2008 STF forms due to headquarters

#### July:

- 29 - International Convention and Education Forum in Tampa FL begins
- 30 - International Bylaws & Standing Rules proposed amendments voting  
International Board of Directors and Retirement Trust Foundation  
Trustee elections

### Meet Our IAAP Sponsors

It would be difficult to go forward *“Shaping the Future”* of our Association and provide the educational opportunities we do without the support of our sponsors. Please remember to support them by using their products and be sure to thank them for supporting IAAP the next time you see them:

#### Platinum Sponsor



Official Express Shipping  
Company of IAAP

#### KEY Sponsors



Avery Dennison  
OfficeTeam  
Microsoft

#### GOLD Sponsors

Pendaflex  
ACCO/Swingline  
Boston Market

#### SILVER Sponsors

Office Dynamics

#### BRONZE Sponsors

MeadWestvaco  
OfficeMax  
Boise Paper Solutions  
Booz Allen Hamilton

## Canada District Update

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### Welcome New Chapters!

#### **Ontario Division**

*"Embrace the Challenges and Look to the Future"*

Algonquin College Student Chapter – Perth Campus, Chartered February 17, 2007 with 12 new members. Thank you to Sharron Buttler CPS/CAP, Vice President – Ontario Division for nurturing this project.

#### **Western Canada Division**

*"Connecting Through Standards of Excellence"*

The Red Deer Chapter in Red Deer, Alberta Chartered on February 28, 2007 with an outstanding 25 'new' members, and recruited another two the evening of their Charter meeting! Thank you to Diane Pries CPS/CAP, WCD New Chapter Builder Chair for fostering this event.

### Welcome New Members!

#### **Eastern Canada Division**

*"IAAP-An Investment in Your Future"*

#### **Beothuk**

Feb: Minerva King

#### **Halifax-Dartmouth:**

Nov: Michelle Savard, Daphne Viau, Shelly Fraser, Patricia Dixon

Dec: Wanda Zinck

Feb: Yvonne Leblanc, Shelley Organ, Joanne Fisk

#### **Moncton**

Nov: Pauline Theriault, Valerie Gagne

Dec: Pamela Galley

Jan: Marla Thompson, Stella Gallant

#### **Evangeline**

Dec: Lee Meister, Sheila Foster

#### **PEI**

Feb: Paulette Clow

#### **Ontario Division**

*"Embrace the Challenges and Look to the Future"*

#### **Barrie**

Nov: Deborah Hunter

Feb: Jennifer Sheppard, Catherine Bunker

#### **BurlOak Bay**

Nov: Deborah Shepstone, Barbara Ducasse, Maria Pinheiro, Sharon Haney

Dec: Jill Graham

Jan: Lesley Rumsby, Kim Bailey, Morena Stanbury

Feb: Rosanna Pereira

#### **Ottawa West**

Jan: Dave Smith, Sherry Morrow, Sadie Bowen, Julie Merew, Monique Cochrane, Christy House, Krystyna Tarkowski, Jamie Arbo, Jesse Moynihan, Melissa Cunningham, Tammy Harper Tibben

Feb: Lauralee Sharpe, Laura Stanzel

#### **Grand River**

Nov: Marg Killiher, Nadine Wilson, Judith Moitoso, Marlene Coulter, Susan Planta

Dec: Jing Leng

Feb: Patricia Rolendal, Rebecca Kuchta, Debbie Marsh

Mar: Adriana Jenkins

#### **GD Canada**

Nov: Amanda Etherington

#### **London**

Dec: Cheryl Kolentsis

Jan: Marie Hominick

#### **Peel Halton**

Mar: Nerissa Vigna

#### **Horseshoe Falls**

Mar: Norma Khouri

## Canada District Update

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### North Bay

Nov: Luc Taillefer, Carole Laperriere, Amy Stuart

Dec: Lorraine Aspinall, Bonnie Valentine, Jody Gagne, Connie Brino

Jan: Sharon Graff, Sherri Lynn MacLean, Maxine Slevir

Feb: Cindy Bonany

Mar: Nancy Avery, Brenda Lou Omiccioli

### Durham Region

Jan: Michele Robinson

### Ottawa

Nov: Shirley Ann Mahon, Kelly Ripley, Angeline Perera, Sherry Desmarais

Dec: Laura Cockbain, Marie Adeito

Jan: Judy Armstrong, Nicole Lefebvre, Stacey Brennan, Lisa Richardson

Feb: Karen McIntyre, Elizabeth White, Maya Firth, Jane Nimmock, Danielle Pensa, Edie Kuehn, Stephanie Andrusek

Mar: Stephanie Clare

### Peterborough

Feb: Karen Lucas

### Scarborough

Dec: Nicole Saltsman

Jan: Angie Bianca

### Toronto

Nov: Sandra Forsyth

Dec: Cassandra Sundby

Jan: Deborah Agnew, Cathy Sannuto

Feb: Oliver Howey, Lori Smith, Sandra Stymest

## Western Canada Division

### "Connecting through Standards of Excellence"

#### Brandon

Jan: Linda Hrankowski

#### Calgary

Nov: Gretel Pepper, Deanna Kealey

Dec: Dany Pellegrino, Linda Ward

Feb: Ada Au-Yeung, Cory Cavers

#### Edmonton

Jan: Bernie Dyck, Brenda Tyson

Feb: Leonia Purre

#### Nanaimo

Nov: Michelle Champagne, Monica Tysoski, Diane Shipclark, Sandra Scott

Jan: Joyce Francescutto

#### Prince George

Nov: Jaime Rein

Jan: Marlene Beaulieu

#### Red Deer

Feb: Joanne Davis, Ida Murray, Bev Pederson, Kathy Bylsma, Lorraine

Askin, Erma Brady, Agnes Watt, Virginia Kozlowski, Wendy Silvernagle, Carole Miller, Gail Brown, Lori Gross, Peggy Jackson, Barb Riley, Andrea Schwartz, Jodie Waddy, Carolyn Neufeld, Peggy Piekema, Cherilyn McNaught, Tammy Schetzsl, Pam Stiles, Wendy Swales, Linda Thiem, Joan Williams, Deb Kindopp

#### Regina

Nov: Tammy Bondarchuk

Dec: Karen Graval

#### Vancouver

Nov: Joy Andreassen, Andrea Wesley

Feb: Beth Miller

#### Winnipeg

Jan: Carol Gingles, Trisha Haaksma, Brunella Grubber

*"You are the only person on earth who can use your ability."*

*~ Zig Ziegler*

### Congratulations Class of November 2006 CPS and CAP certified members

#### Easter Canada Division

##### **CPS:**

Kate Howatt CPS, PEI  
Lenore Cahill CPS, Beothuk  
Anastasia Jones CPS, Halifax  
Louise Killam CPS, Evangeline

##### **CAP:**

Janet Prentice CPS/CAP, PEI

#### Western Canada Division

##### **CPS:**

Cristy Kubara CPS, Winnipeg  
Lucinda Sharlow CPS, MAL Calgary  
Mabel Ong CPS, MAL Edmonton

##### **CAP:**

Pamela Waldren CAP, Lethbridge  
Dawn Becker CAP, Vancouver  
Maureen Glover CAP, Vancouver  
Kathryn Moes CAP, Vancouver  
Christina Hansen CAP, Vancouver  
Eileen Crysler CAP, Vancouver  
Nenita Panganiban CAP, Vancouver  
Lynne Backlund CPS/CAP, Winnipeg

##### **Recertified:**

Deborah Gomersall CPS, Vancouver  
Karen Butz CPS/CAP, Regina  
Debra Ross CAP, Regina

#### Ontario Division

##### **CPS:**

Katherine Denton CPS, Scarborough  
Ana Maria Chelu CPS, Toronto  
Cecilia McHugh CPS, MAL Toronto

##### **CAP:**

Lynne Dietrich CAP, London  
Donna Lucreziano CPS/CAP, Peel-Halton  
Joan Paliwoda CPS/CAP, Peel-Halton  
Darice Withers CPS/CAP, Peel-Halton  
Sharon Peat CAP, Horseshoe Falls  
Sylvie Paul-Hus CPS/CAP, Ottawa  
Lynne Spackman CPS/CAP, York Region  
Carol Boyle CPS/CAP, MAL Toronto

##### **Recertified:**

Penny Moreau CPS/CAP, Barrie  
Jean Francis CPS/CAP, Ottawa  
Glenda Murray CPS/CAP, Ottawa



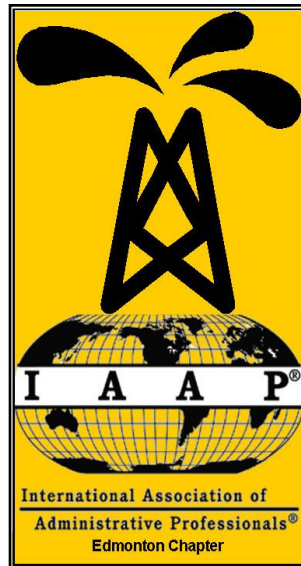
**CPS and CAP holders and those interested in certification:** Book your room for the **IAAP Annual Certification Conference**, to be held Oct. 14-17, 2007 at the Hyatt Regency San Antonio on the historic River Walk Hotel. Complete conference details, including speakers, topics and registration information will be available soon.

### IAAP Affiliate Associations Around the World

Affiliate membership is available to established autonomous secretarial or administrative associations and/or units of such associations located outside the United States, its territories, Puerto Rico and the Virgin Islands of the United States, or Canada. Current Affiliate Associations include: Aruba, Australia, Austria, Barbados West Indies, Ghana, Hong Kong, India, Indonesia, Jamaica West Indies, Japan, Korea, Malaysia, New Zealand, Papua New Guinea, Philippines, Singapore, Sri Lanka, St. Kitts & Nevis, St. Lucia West Indies, Thailand, Trinidad & Tobago and the United Kingdom.

**Canada Divisions Conference (CDC) 2007 - Edmonton**

**Canada Divisions' Conference  
May 24-26, 2007**



**Black Gold:**

**G**olden  
**O**pportunity:  
**L**icence to  
**D**iscover

We are now just under two months away from our annual conference, have you sent in your registration? The Edmonton team has been working very hard to bring you the best CDC to-date, be prepared for some outstanding learning, networking, business, and fun.

~ ~ ~

**Canada Divisions' Conference (CDC) 2008 - Halifax**

Mark your calendars to be in Halifax NS May 22-24, 2008 for the annual Canada Divisions' Conference to be held at the Marriott Waterfront Hotel.

### Administrative Professionals Week®

#### 2007 Theme: "Shaping the Future"

**Administrative Professionals Week®** — Always observed annually during the last FULL week in April, standard Sunday through Saturday calendar week. In 2007: April 22 – 28 with **Administrative Professionals Day®** on April 24.

#### Event History and Objectives

This annual event was originally organized in 1952 as "National Secretaries Week" by our predecessor, the National Secretaries Association in conjunction with public relations executive Harry Klemfuss and a consortium of office product manufacturers. It was established as an effort to recognize secretaries for their contributions in the workplace, and to attract people to secretarial/administrative careers. In the year 2000, IAAP announced a name change for Professional Secretaries Week and Professional Secretaries Day. The names were changed to **Administrative Professionals Week** and **Administrative Professionals Day** to keep pace with changing job titles and expanding responsibilities of today's administrative workforce.

Over the years, Administrative Professionals Week has become one of the largest workplace observances. The event is celebrated worldwide, bringing together millions of people for community events, educational seminars, and individual corporate activities recognizing support staff with gifts of appreciation.

IAAP suggests that employers observe Administrative Professionals Week by providing training for their administrative staff through seminars, continuing education or self-study materials. Another suggestion is to make a commitment toward delegating responsibilities that better utilize the skills of administrative professionals.

#### **The 2007 Annual Administrative Professionals Satellite Briefing and Webcast**

**NOTE: The 2007 Annual Administrative Professionals Satellite Briefing and Webcast by Targeted Learning Corporation, co-sponsored by IAAP, Microsoft and OfficeTeam, will be held on TUESDAY, April 24, 2007** (in past years, this event was held on Administrative Professionals Day, which is the Wednesday of Administrative Professionals Week).

#### **Program Description:**

Targeted Learning Corporation, in association with the International Association of Administrative Professionals (IAAP), OfficeTeam, and Microsoft Corporation continue the tradition of this annual event. Held the day before Administrative Professionals' Day (April 24th), the 2006 Annual Briefing for Administrative Professionals, now in its 20th year, is the only LIVE satellite training event devoted to recognizing and celebrating the contributions of administrative professionals to the workforce.

#### **PROGRAM OVERVIEW**

- Welcome and Introduction by Sandy Chandler CPS, International President of the International Association of Administrative Professionals
- Keynote Address by Marcus Buckingham, author of *The One Thing You Need to Know*, on Leveraging Your Strengths
- Presentation by Libby Gill, on *Becoming a Powerful Administrator*
- The [OfficeTeam Administrative Excellence Award](#) recognizes the outstanding performance of an administrative professional who demonstrates continued commitment to leadership, education and operational efficiency within his/her organization, and who provides meaningful contributions to his/her employer.

### Need To Know Page

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#### 2008 International Convention Update

Yes, you can plan to “Let the Good Times Roll” in New Orleans in 2008! IAAP is already making final preparations to hold its rescheduled 2008 International Convention and Education Forum at the Hilton Riverside Hotel in New Orleans, Louisiana, July 27-30.

Some members have expressed concerns as to whether New Orleans will have recovered sufficiently from the affects of 2005’s Hurricane Katrina in time to host our convention. Rest assured, by 2008, we will encounter a much revitalized city. Other associations that have recently held their conventions in New Orleans have given the city rave reviews. For example, the American Librarian Association held its annual convention in New Orleans in June of this year, with over 18,000 members in attendance (90% of the attendees were female, similar to IAAP’s demographics), and no incidents occurred that were a result of the city’s current condition. Other recent successful meetings in New Orleans include the USA Volleyball Association (5,000 attendees), the Air and Waste Management Association (3,000 attendees) and the National Association of Collegiate Directors of Athletics (1,500 attendees). The most celebrated and historic core of the city – including the Faubourg Marigny, French Quarter, Central Business District, Warehouse and Arts District, Magazine Street, Garden District, Audubon Park and Zoo and St. Charles Avenue – not only remain intact, both physically and spiritually, but is thriving. For those with health and safety concerns, recent EPA tests show that the air quality in New Orleans is rated at the top grade for metropolitan areas in the United States.

So, we are planning to let the good times roll in New Orleans in 2008!

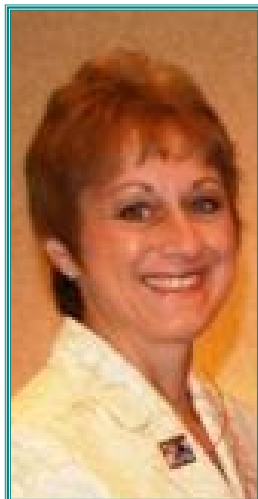


#### Contact Information

Kathy Hampton CPS/CAP  
International Director, Canada District

Work\*: [kathy\\_hampton@kindermorgan.com](mailto:kathy_hampton@kindermorgan.com)  
T: 403.514.6655 / F: 403.514.6401

Home: [kathy.hampton@shaw.ca](mailto:kathy.hampton@shaw.ca)  
T: 403.255.8521 / C: 403.312.6655



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