

## 2008-2009 MEETING DATES

(Speakers and topics subject to change)

| DATE        | Speaker                                                                                                                                                  |
|-------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
| September 9 | Event Planning – Less Work, More Guests, Look Great!<br>Dave Bodnarchuk, Event IQ                                                                        |
| October 7   | Useful Websites for the Admin Professional<br>Cristy Simpson CPS, Red River College & IAAP Member                                                        |
| November 4  | Passion and Productivity<br>Deb Fortier Raven, Certified Life Coach                                                                                      |
| December 9  | Digital Photography Tips and Tricks<br>Russ Kubara<br>Location: The Royal Canadian Mint (tour of the Mint for those interested)<br>520 Lagimodiere Blvd. |
| January 13  | Body Image & Weight Pre-Occupation<br>Women's Health Clinic                                                                                              |
| February 10 | Do You Hear What I am NOT Saying?<br>Helen Dyrkacz, Professional Speaker, Trainer and Facilitator                                                        |
| March 10    | Freedom of Information and Privacy Protection- General Principles<br>Gail Perry, Manitoba Ombudsman                                                      |
| April 22    | Administrative Professionals Week<br>Speaker: TBD                                                                                                        |
| May 12      | What Are the New Trends in Meeting and Event Coordination?<br>Dallas Balance,<br>Goodwin Ballance Communications                                         |
| June 9      | Team Building Event<br>TBD                                                                                                                               |

## BENEFITS OF MEMBERSHIP

- Communicate with a world-wide network of peers, experts, trainers, and managers to share resources, expertise and services.
- Subscription to *OfficePro* magazine, *OfficePro Express* e-newsletter and IAAP Connections.
- Leadership opportunities by participation in chapter activities-public speaking, project management, strategic planning.
- Information on current issues, trends, and legislation affecting administrative professionals and a forum to offer their voice.
- Access to information on the latest trends and research for the profession, such as new software releases, new admin responsibilities, best practices, benchmarking and more.
- Members-only website, online training, up-to-date information all located on IAAP's head office website [www.iaap-hq.org](http://www.iaap-hq.org)
- Support from IAAP Head Office, IAAP Western Canada Division and IAAP Winnipeg Chapter.
- Improve upon your professional skills through participation in seminars and workshops.
- Personal and professional development resource discounts on books, self-study and online courses.

## BENEFIT TO EMPLOYERS

- Administrative personnel who are up-to-date with the latest technological trends.
- A professional team member dedicated to producing a quality product and service.
- An employee who has the opportunity for continuous personal and professional growth and brings these skills back to the workplace.
- Opportunities for quality leadership training, self-improvement and employee education.
- A positive public relations representative who takes pride in professionalism and excellence.

## MEMBERSHIP

1. **Professional Member:** Currently employed as an administrative professional or who has attained the Certified Professional Secretary or Certified Administrative Professional rating, or a teacher employed in business education. Cost: One year membership \$109.50 USD.
2. **Student Member:** Students enrolled as a full time business education student. Cost: One year membership \$36.50 USD.
3. **Associate Member:** An individual, firm or educational institution that sustains the objectives of IAAP, who does not qualify as a professional or student member. Cost: One year membership \$170.00 USD.

All memberships are individual memberships. For more information on how you can become a member or to join us for a monthly meeting, please contact: Bridget Katazinski, at 467-3203 or email: [info@iaapwinnipeg.com](mailto:info@iaapwinnipeg.com)

## 2008-2009 EXECUTIVE COMMITTEE

|                                        |                                                          |
|----------------------------------------|----------------------------------------------------------|
| <b>President</b>                       | Beverly Wood                                             |
| <b>Past President/Bylaws Secretary</b> | Joan Jasper<br>Heather Rosentreter<br>Carolyn Giesbrecht |
| <b>Treasurer</b>                       | Maureen Baziuk<br>Karen Leclerc                          |
| <b>Communications Program</b>          | Ev Lane<br>Julie Baird<br>Karin Hares                    |
| <b>Membership Fundraising</b>          | Bridget Katazinski<br>Trisha Haaksma<br>Yvonne Friesen   |
| <b>Publicity</b>                       | Diane Conolly<br>Karen Goulding                          |
| <b>Education</b>                       | Cristy Simpson                                           |

## MISSION

IAAP's mission is to be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.



### **Certified Professional Secretary (CPS®) Certified Administrative Professional (CAP®)**

Certification is a mark of excellence. It indicates to employers and colleagues your desire to continue to succeed in a career.

To attain either designation, a candidate must meet certain educational and work experience requirements and also pass an examination – the one-day three-part examination for the CPS® designation, and the one and one-half day exam, with four parts, for the CAP® designation. Exams are administered in May and November in Winnipeg. Areas tested include:

- **Office Systems & Technology**
- **Office Administration**
- **Management**
- **Advanced Organizational Management**

For more information visit our website at:

**[www.iaapwinnipeg.com](http://www.iaapwinnipeg.com)**

## WINNIPEG CHAPTER MEETINGS

**Meet:** 2<sup>nd</sup> Tuesday of each month, September to June.

**Place:** Canadian Wheat Board  
423 Main St

**Cost:** Members \$11.00  
Non-Members and guest \$13.00

**Time:** 5:00 p.m. Registration/Networking  
5:45 p.m. Dinner  
6:30 p.m. Guest Speaker  
7:30 p.m. Business Meeting

Guests are always welcome to attend and are requested to confirm their attendance with Bridget at 204-467-3203 or [info@iaapwinnipeg.com](mailto:info@iaapwinnipeg.com)

## DATES TO REMEMBER

**Administrative Professionals Week**  
April 20-24, 2009

**Administrative Professionals Day**  
April 22, 2009

**Canada Divisions Conference**  
North Bay, ON May 21-23, 2009

**International Convention & Education Forum**  
Minneapolis, MN July 26-29, 2009

### **IAAP History**

Founded in 1942, The International Association of Administrative Professional's is the world's largest association for administrative support staff, 40,000 members worldwide. IAAP provides cutting-edge publications, outstanding seminars and conferences, and top-notch resources to help administrative professionals become their best.

The Winnipeg Chapter was founded in 1962 and has been a continuing source of empowerment for Winnipeg and area administrative professionals ever since.

## **IAAP Winnipeg Chapter Welcomes you!**



**International Association of  
Administrative Professionals®**

**Whether you are an administrative professional looking for training, teamwork or networking opportunities, you will be interested in learning more about what IAAP has to offer.**



**[www.iaapwinnipeg.com](http://www.iaapwinnipeg.com)**