



The Link

Volume 44
Issue 9
May 2003

BOARD 2002/2003

President

Peggy Wilson
pwilson@cucbc.com

Vice President

Lai-Ha Chew
lchew@cucbc.com

Secretary

Sally Mercer
smercer@bcct.ca

Treasurer

Cindy Crawford
cindy@wccmt.edu

INSIDE THIS ISSUE

Dates to Remember ...	2
Victoria Day	2
Pro-D	2
IAAP International ...	3
Job Hunting 50+	3
Election 2003.....	4
Your Future Wealth ..	5
Thanks for your Donations	6
Announcements.....	6

PRESIDENT’S MESSAGE

I would like to thank everyone who contributed to making April’s meeting a success. From those members who invited their executives and guests to those who attended, you all contributed to a very successful evening. I think we should have renamed it “Dot’s meeting” though; not only had she proposed, arranged for, and looked after the speaker and his guests, she was primarily responsible for the fund-raising raffle. \$930 – WOW! This would not have been possible without everyone’s participation in selling and buying tickets and without those who contributed items for the raffle. A **HUGE** thank you goes to Tanya Petterson for her efforts in obtaining the many items from the various hotels and venues. You will find these IAAP supporters listed later in The Link. Remember to keep them in mind and reciprocate by using their services whenever possible.

John Eitel certainly gave us all something to think about for looking after our finances for the future. A number of people had questions after his presentation, and John’s contact information is also contained in this month’s Link. Thank you, John, for raising awareness, in a very understandable way, of the benefits of insurance.

A number of the Chapter’s members will be heading to CDC 2003 in Niagara Falls at the end of May. If you are able to join the group and to help us launch our invitation to CDC 2004, you can obtain registration information and forms from <http://www.adminassist.ca/IAAP>. Let Roseanne Ashworth know if you will be joining us; it promises to be an informative and fun-filled experience.

May 14th marks the Annual General Meeting for the Vancouver Chapter of IAAP. I hope we will have a record turnout. Only with your participation, either as a member prepared to participate on the Chapter’s Board or as an active member ready to vote for your representatives, will the Chapter grow and develop. This meeting will be back at JJ’s Dining Room at Vancouver Community College.

Remember *The Power of Professionalism*, the theme of this year’s Administrative Professionals Week/Day. As a member of IAAP, you are part of the world’s largest association for administrative support staff, with over 600 chapters and 40,000 members and affiliates worldwide. In Canada, there are 500,000 administrative professionals, which include 402,600 secretaries, 11,900 executive assistants, and 94,000 clerical supervisors.

Peggy Wilson

DATES TO REMEMBER

May 11, 2003

- Mother's Day

May 14, 2003

- IAAP Annual General Meeting

May 16, 2003

- Deadline for submissions to June Issue of *The Link*

May 19, 2003

- Victoria Day

May 21, 2003

- Chapter Mailing

<i>S</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>T</i>	<i>F</i>	<i>S</i>
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WHY VICTORIA DAY?

Queen Victoria's birthday, May 24, has been celebrated in Canada since her reign (1837-1901). It was declared a holiday by the Legislature of the Province of Canada in 1845. After Confederation, the Queen's birthday was celebrated every year on May 24 unless that date was a Sunday, in which case it was celebrated on May 25. After the death of Queen Victoria in 1901, the Parliament of Canada passed an Act establishing a legal holiday on May 24 in each year (or May 25 if May 24 fell on a Sunday) under the name Victoria Day.

*Adapted from [Canadian Heritage](http://www.pch.gc.ca/progs/cpsc-ccsp/)
www.pch.gc.ca/progs/cpsc-ccsp/*

PROFESSIONAL DEVELOPMENT

BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Registration for part-time courses can be made by phone, in person, by fax or mail, or via the Internet.

Inquiries for program information, application forms and/or publication requests should be directed to Registration and Information at 604-434-1610. See also www.bcit.ca.

Business Administration

BUSA 2705 - Teamwork Skills: Provides an in-depth review of the skills required for a high performing team. This hands-on course allows students to participate in each of the stages of team development. Specific application of teamwork skills includes decision-making and conflict resolution, with real life application to a variety of organizations for performance improvement.

Monday, June 16 – Friday June 20 (5 Days)
Downtown Campus
\$325.00
CRN: 50987

Business Administration

BUSA 0102 - Motivating Your Staff - a Challenge for Leaders: Designed for managers and supervisors who want to become more effective leaders at fostering an environment to increase employee motivation and commitment. Through group discussion, videos and case studies, participants will: review different forms of employee involvement that inspire employee motivation; understand how to empower and involve employees to improve organizational decision-making; learn a model to identify optimal levels of employee involvement; learn strategies to overcome potential problems with group decision-making; understand the role of leader and of manager in an organization; and determine what changes are required in their management approach to increase employee motivation and commitment.

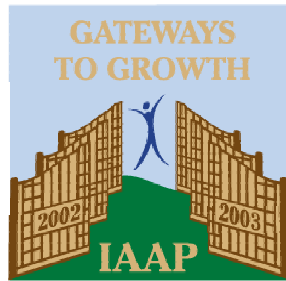
Tuesday, May 13 (1 Day)
Downtown Campus
\$205.00
CRN: 26295

YOUR INVITATION TO THE IAAP INTERNATIONAL CONVENTION

It's not too late to go!

Albuquerque, New Mexico . . . gateway to the land of enchantment . . . the site of the 2003 IAAP International Convention and Education Forum.

The "Gateways to Growth" theme culminates at the convention with an outstanding array of education, entertainment, and networking opportunities. From a ceremonial Native American dance at the opening session to the keynote address, featuring the inspiring and motivational LaDonna Gatlin, you will be moved and enthused. There are several tracks of high quality educational workshops to choose from covering trends and workplace issues, career development, technology, personal and financial development, and administrative management skills. Office Expo provides a unique opportunity for administrative professionals to interact with a wide variety of vendors who exhibit the latest in technology, office supplies and equipment.



In addition to being educated, you'll be entertained. The "Evening of Welcome" will feature a Route 66 theme with performances by the Mariachi Tenamta Band, the "Baila Baila" Ballet Folklorico performers, and the famous "National Institute of Flamenco." The Evening of Entertainment will feature the musical comedy team of "Brinnon and Marks" followed by a Top 40's dance band.

There's a great selection of trips and tours: city tours of Albuquerque and Santa Fe, hot air balloon rides, the Acoma Indian Pueblos, and a tram ride to the top of Sandia Mountain. And, being in Albuquerque gives IAAP an opportunity to showcase our place in the sun,

Vista Grande, the world's only retirement center for administrative professionals which is owned and operated by the Retirement Trust Foundation.

Go to Albuquerque and see this truly unique part of the Southwest. The education and networking opportunities, entertainment, and hospitality will provide experiences you won't soon forget.

JOB HUNTING AFTER AGE 50

It is illegal to discriminate on the basis of age. However, those candidates who are older may still have to deal with misconceptions about age that may hinder the job search. Here are some things you can do to improve your chances of being selected.

- Avoid references to age and dates in your resume. Focus on increasing responsibilities and skill gains, rather than years worked.
- If you look dated, spiff up your professional image by investing in a few new pieces to update your career wardrobe.
- Emphasize the value of the experience you bring to the table.
- Stress your success in working with multigenerational work-teams.
- Take some timely courses, get top grades, and add them to your resume.
- Focus on results and achievements, rather than titles. Find out what is important to the prospective employer, then show that you can offer it.
- Demonstrate your zest for life.

Age doesn't have to be a barrier. Let it be your key to success.

For more information, visit the international website: www.iaap-hq.org

EXECUTIVE ELECTION 2003

BIOGRAPHICAL STATEMENTS

Nominated for the position of President

PEGGY WILSON

Peggy Wilson joined IAAP in March 1998 and has served as Chapter President for the 2002-2003 year. Prior to becoming President, Peggy worked on the Membership Committee. Peggy is Executive Assistant to the Vice-President, Technology and Payment Services, at Credit Union Central of British Columbia, the largest division of Credit Union Central responsible for all the transaction processing for the credit unions in British Columbia and the required technology support. Peggy is also Chair of Central's Occupational Health and Safety Committee.

Peggy re-entered the workforce in 1986, obtaining a position with North Shore Credit Union. She moved to Credit Union Central of British Columbia in 1989. From 1992 to 1995 she worked for Stabilization Central Credit Union, the self-regulatory body for the credit union system, and then returned to work for Credit Union Central.

Peggy is married for the second time and has two grown sons and one grandson. She has lived on the North Shore since arriving from Toronto in 1968.

Nominated for the position of Vice President

LAI-HA CHEW

Lai-Ha Chew joined IAAP in December 1995 and was quickly recruited to serve as Chairperson of Member Services from June 1996-May 1997. She also sent the monthly mail-outs, which enabled her to learn who the members were.

As Treasurer from 1997-2000, in addition to collecting the monthly business dinner meeting money from members, she was able to put a face to the names. It is definitely a good way to introduce yourself to members and guests. She was Vice President from 1999-2000 and then again for the 2002-2003 term.

Lai-Ha is the Administrative Assistant to the Associate Vice President of Technology Services at Credit Union Central of British Columbia. She was the Vancouver Stock Exchange's Loaned Representative to United Way in 1997 (16 weeks) and helped raised over 24 million dollars overall. She was the captain of the 2003 Big Brothers Bowling Team at Credit Union Central, for which the team raised over \$2600.00.

She looks forward to serving another term as Vice President of IAAP, Vancouver Chapter and hopes to meet/recruit many more new members.

Nominated for the position of Secretary

At the time of printing, no qualified candidates had been nominated.

Nominated for the position of Treasurer

CORRINA LATIMER

Corrina joined the IAAP in 2001. She worked at the Bank of Montreal as an assistant Head Teller for four years and then managed a 7-Eleven store for two years. After completing the Vancouver Community College Administrative Office Assistant Program, she joined Central's Risk Management Department in January 1999.

Corrina has two boys, ages 19 and 9. She enjoys hockey and most outdoor activities, especially water sports. She is originally from Calgary, Alberta, yet has lived in Vancouver since 1977.

FUTURE WEALTH ... GUARANTEED:

Empowerment to shape the future by using the same system that we believe had us entrapped - presented by John Eitel

John Eitel is a popular and well-known writer /speaker on both the Domestic & International financial scene. His new application of *familiar tools* will bring renewed confidence and hope to replace confusion and chaos.

John has an insurance and offshore background and he explains in the most *understandable* terms, the application of international planning for individuals and corporate clients. His 30 years of business experience, global contacts, and *unique* perspective on the exploitation of certain market trends have been valuable for his clients. His ability to explain, “what drives the market” in human terms, makes him a dynamic speaker with a quick and easy wit.

His applications of such stalwart investment/ insurance vehicles to the new realities of

taxation and estate planning have won him much attention. As a writer for national magazines such as Investment.com, Planning for Profits and Forum, he is recognized as an “advisor to the advisors” and a motivator for providing attainable goals.

John’s presentation at the Vancouver Chapter IAAP Executive Night on April 9, 2003 was well received. He gave interesting and beneficial information regarding insurance and our financial futures. Should you have questions about your financial future, you can reach John in these ways:

Phone: 604.709.0870
Email: info@johneitel.com
Internet: www.johneitel.com

John Eitel is pictured below with the 2002-2003 Executive: Sally Mercer, Lai-Ha Chew, Cindy Crawford, and Peggy Wilson.



THANKS FOR YOUR DONATIONS

The Vancouver Chapter of IAAP would like to thank the people/companies that donated prizes and the members for selling raffle tickets. A total of \$930.00 was raised! And the winners are:

Ray Au – Leather Carry Case, donated by [Asia Pacific Foundation](#)

Janice Lazarus – High Tea for Two Gift Certificate, donated by the [Crowne Plaza Hotel Georgia](#)

Maria Ramirez – One Night Accommodation, donated by [Days Inn Downtown Vancouver](#)

Debbie Gomersall – One Night Accommodation & Brunch for Two, donated by the [Delta Pinnacle Hotel](#)

Jacque Innes – Loungewear, donated by the [Hyatt Regency](#)

Tara Fong – Gift Certificate for Services, donated by [Hunter Dickson Consulting & Editing Services](#)

Bob Bishoff – Gift Certificate for Services, donated by [Hunter Dickson Consulting & Editing Services](#)

Chris Utley – Calvin Klein Gym Bag, donated by [Lai-Ha Chew](#)

Susan Hanson – Bottle of Wine, donated by [Lai-Ha Chew](#)

Natale Rao – Two Bottles of Wine, donated by [Michael Vermilyea \(Credit Union Central of BC\)](#)

L. Godby – Leather Portfolio, donated by [RBC Financial Group](#)

David Bickell – Two Bottles of Wine, donated by [Tom Balabonov \(Credit Union Central of BC\)](#)

Barry Mottershead – Massage & Hydrotherapy Gift Certificate, donated by the [West Coast College of Massage Therapy](#)

A special thanks to the [Crowne Plaza Hotel Georgia](#) for their service and hospitality.

ANNOUNCEMENTS

Have you done your income tax yet?

Remember to claim your IAAP professional membership dues, including GST.



Looking for a new idea that will...

- (a) make your life a lot easier and
- (b) put smiles on all the right faces

Well, we've got just the answer!
Browse online and choose from a great selection of **flowers, gifts and more...**

with **FREE**, rush delivery in Greater Vancouver.

**Go to our web site at [Web2you.ca](#)
and call us at 604-241-2YOU
to arrange your discount.**

The Link is the Official Publication of the Vancouver Chapter of IAAP

Editor: Sally Mercer
c/o British Columbia College of Teachers
Email: smerc@zoolink.com

Tel: 604.731.8170
Fax: 604.714.3308

I would be delighted to receive any suggestions, ideas or submissions for future issues of *The Link*. If you have comments on this or a previous issue, please let me know. ☺

"I don't know the key to success, but the key to failure is trying to please everybody." Bill Cosby