Our fiscal year is almost over and I must say that it feels like only a month ago that the members chose me as their president. I am so impressed with the unlimited cooperation I have received from the Executive members. They must have been taught to respect their elders when they were little kids.

Our meeting in January was cancelled due to poor weather. However, in February we presented a favourite speaker, Lisa Trudel, who spoke to us about how to prepare and refresh our resumes.

We welcomed some of our new members - have a total of 17 new members so far this year.

Remember to come to our AGM on April 23rd at Bumpkins Restaurant, 21 Gloucester Street. Hope to see you all there.

We look forward to seeing many of our members at this seminar which will be held on Tuesday, March 17th at 790 Bay Street, 7th floor, room 702, in Toronto at 8:30 a.m. for registration and refreshments. Session is 9:00-12:00 pm.

Watch for the beautiful spring flowers - coming soon to your neighbourhood.

Jackie Cook
President
Toronto Charter Branch

“Never look down on someone unless you are picking them up”

Looking for something fun to do in March, check out the following……

**Toronto St. Patrick’s Day Parade**

Sunday, March 15, 2009

**Toronto Charter Branch Workshop**

“Speak Up” How to improve your interpersonal communication skills and be effective at your job”

With Mike Aoki

March 17th at 790 Bay St. Toronto  Contact: Jean at roth7532@rogers.com
# Program Calendar
## 2008 – 2009

<table>
<thead>
<tr>
<th>Program/Event</th>
<th>Speaker</th>
<th>Date/Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Wardrobe Doctor</td>
<td>Marilyn Wetston</td>
<td><strong>Wednesday, October 15, 2008</strong> Registration – 6:00 p.m. Guest Speaker: 6:30 p.m.</td>
<td>200 Spadina Ave.</td>
</tr>
<tr>
<td>Woodbine Racetrack &amp; Casino Night</td>
<td>Coming together with CIM/ICSA/REIC</td>
<td><strong>Wednesday, November 5, 2008</strong> Registration – 6:00 p.m.</td>
<td>Woodbine</td>
</tr>
<tr>
<td>Xmas Social</td>
<td>Fun &amp; Excitement</td>
<td><strong>Saturday, December 6, 2008</strong></td>
<td>Arcadian Court The Bay</td>
</tr>
<tr>
<td></td>
<td>Games<em>Door Prizes</em>Good Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>How to PowerPoint</td>
<td>Mike Aoki</td>
<td><strong>Saturday Workshop January 17, 2009</strong> Cancelled</td>
<td>Women's College Hospital</td>
</tr>
<tr>
<td></td>
<td>Corp. Communication Consultant</td>
<td></td>
<td>76 Grenville St. Boardroom—E252</td>
</tr>
<tr>
<td>Resume</td>
<td>Lisa Trudel</td>
<td><strong>Tuesday, February 17, 2009</strong></td>
<td>Women's College Hospital</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Room 640</td>
<td></td>
</tr>
<tr>
<td>“Speak Up”</td>
<td>Mike Aoki</td>
<td><strong>Tuesday, March 17, 2009</strong> Registration: 8:30 am Session: 9:00—12:00 pm</td>
<td>790 Bay St. Toronto Room 702</td>
</tr>
<tr>
<td>Annual General Meeting</td>
<td>Toronto Branch</td>
<td><strong>April 23, 2009</strong></td>
<td>Bumpkins Restaurant</td>
</tr>
<tr>
<td>National Conference</td>
<td>Annual Meeting</td>
<td><strong>May 28-30, 2009</strong></td>
<td>Richmond British Columbia</td>
</tr>
<tr>
<td>Fun in the Sun</td>
<td>Island Cruise</td>
<td><strong>Thursday, June 25, 2009</strong></td>
<td>Toronto Harbour</td>
</tr>
</tbody>
</table>

## Contacts

**Program Information and RSVP**

roth7532@rogers.com

d 

**Membership Information:**

toronto-membership@aaa.ca or Vidya at a aa-espinet@rogers.com 416-234-6556

Website: www.aaa.ca/toronto.html
How to Work Efficiently

Step 1
Keep your desk and your files organized to avoid wasting time shuffling through piles of paper.

Step 2
Go through your inbox at the beginning of each work day. Either throw away, file, or follow up on each item.

Step 3
Prioritize a list of the tasks you need to accomplish that day.

Step 4
Delegate tasks to co-workers and assistants if possible.

Step 5
Finish one task before you go on to the next.

Step 6
Reduce paperwork by storing important information on your computer or electronic organizer.

Step 7
Communicate effectively and plan carefully to make sure a job is done properly the first time around.

Step 8
Schedule time when you’ll be available, and let colleagues know, to avoid constant interruptions. Close the door if you need to.

Step 9
Take breaks. A short walk or quick lunch away from the office will increase your overall productivity.

Step 10
Before leaving for the day, tidy up your desk and make a short list of projects you will need to do the next day.

Step 11
Try not to take work home. You need the break.

(Visit http://www.ehow.com/ )

Toronto Charter Branch Mailing Address:
AAA
P.O. Box 5107
Station “A”
Toronto, ON M5W 1N4

The TCB is delighted to welcome new members:

Pat Dowling
Tanya Schmidt

We look forward to seeing Pat and Tanya at AAA meetings and events and extend our warmest welcome to TCB newest members.
Grammer & Punctuation Refresher!
(Next issue Word Confusion)

If your goal is to be a successful business professional, you will need to have superior written communication skills. That means being able to write a proper sentence free of spelling, grammar and punctuation errors.

While computer software is equipped to provide you some support with spelling and grammar tools, a mechanical brain cannot catch every error or always understand the subtle nuances of the American English language.

To assist you in becoming a better business writer, you would be wise to learn (or re-learn) some of the basic grammar and punctuation principles.

Plurals and Possessives
This is one area that can confuse many people: when to use an apostrophe. The apostrophe is used to form contractions and to indicate possession. It is never used for plurals.

Therefore, if you have a group of something, say dogs, there is no apostrophe. If you have one dog that has a bone, however, it is the dog’s bone because it belongs to the dog.

Apostrophes are also used when you convert words such as does not, is not and would not into contractions: doesn’t, isn’t, and wouldn’t. Generally these are easy to remember because they become one word and the apostrophe merely replaces the ‘o’ in the word ‘not’ (except in the case of will not, which becomes won’t, not willn’t).

Posting Dates for The Connection
Please contact Brenda Grisdale at brenda.grisdale@sunnybrook.ca with regard to any questions/article submissions for The Connection. Your comments are most welcome.

Publishing Schedule:
September 26, 2008
December 5, 2008
March 6, 2009
June 5, 2009
Peruse the 'Members Only' page. If you do not have your password, please email: Rita Rickus
ритариккус@симпатико.ка

Please don’t hesitate to contact Vidya Espinet, with any website comments you may have.
aaa-espinet@rogers.com

Visit the AAA Website at www.aaa.ca

---

**Toronto Charter Branch 2008-2009 Executive Committee**

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Jackie Cook</td>
<td><a href="mailto:thecooksmeow@hotmail.com">thecooksmeow@hotmail.com</a></td>
</tr>
<tr>
<td>Vice President (Vacant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Secretary (Vacant)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Thong (David) Minh Tran QAA, CIM, FCIM, P.MGR</td>
<td><a href="mailto:davidttran2003@yahoo.com">davidttran2003@yahoo.com</a></td>
</tr>
<tr>
<td>Past President, Membership</td>
<td>Vidya Espinet, QAA</td>
<td><a href="mailto:aaa-espinet@rogers.com">aaa-espinet@rogers.com</a></td>
</tr>
<tr>
<td>Coordinator</td>
<td>Jean Roth</td>
<td><a href="mailto:roth7532@rogers.com">roth7532@rogers.com</a></td>
</tr>
<tr>
<td>Newsletter</td>
<td>Brenda Grisdale</td>
<td><a href="mailto:brenda.grisdale@sunnybrook.ca">brenda.grisdale@sunnybrook.ca</a></td>
</tr>
<tr>
<td>Telephone Committee</td>
<td>(Vacant)</td>
<td></td>
</tr>
<tr>
<td>Year Book</td>
<td>(Vacant)</td>
<td></td>
</tr>
</tbody>
</table>

---

Make your plans now to join National for the Annual General Meeting in beautiful Richmond, BC

---


RICHMOND, BRITISH COLUMBIA