FROM THE DESK OF THE PRESIDENT

How lovely we are already on the 2\textsuperscript{nd} Quarter of our Newsletter! We have received so many positive feedback for our first quarter edition.

This year we combined the Professional Development Workshop (PDW) and Annual General Meeting (AGM) into one event. This has given us some great insights what to do next year. The PDW was a huge success with record attendance, featuring some amazing speakers! We received a number of positive feedback from the attendees. Our AGM on the other hand did not meet the attendance we hoped for, however, all the proposed changes to the Bylaw were easily approved via an email communication to our members. The financial report was approved with flying colors as well. I am already strategizing with the Board for next year, so stay tuned!

Secondly, some highlights from our National AGM which was held in Vancouver in June. I am very happy to share that this year; Calgary Branch had the largest delegates. One of my visions has come to reality! I have to mention here that, in spite of the economy, our branch had the highest increase in membership. We have some very exciting news from National, that was announced at the wind-up. If you were unable to attend, we will be announcing the news in the September meeting, hope to see you!

Enjoy the 2\textsuperscript{nd} Quarter Edition of Calgary Branch Newsletter! Until we meet again in September!

Wherever summer will take you, remember: spend time with your family, create memories that will last a lifetime and always stay SAFE!

Evelyn Serbout
LETTER FROM THE EDITOR

In the words of NKOTB (New Kids On The Block)... *Oh my God! We’re back again!* (bet the song is now stuck in your head too), can you believe we are already in July and Stampede is right around the corner!!!

Hope you all are having a wonderful summer; I am sharing the view from my balcony as I work on this issue... Mother Nature in all her glory, never fails to shock and awe.

The Executive Board has been very busy this quarter, with the Professional Development Workshop (PDW), National AGM and June Wind-up. A few pictures are posted in this issue but you can find some pretty amazing ones on the Association’s social media sites, take the time to check it out! Thanks to Krystal M. our Events Planner, we have an amazing line-up of speakers for the year, please see the Calendar of Events on Page 4. We are excited and expect a big turnout in September.

The June Wind-up Party was a raving success. Never have I seen so many fascinators, it was great seeing a few women sporting Fedoras and looking *très chic*; being a hat person myself, Fedora is now on my shopping list 😊. **The Executive Board would like to thank Glen McKenzie and Calgary Marriott, for graciously hosting the event and serving an array of creative and delicious cocktails!**

*Thank you, Vanessa Rabel, for contributing the “Admin” poem, please take the time to read this witty but pertinent poem (Page 8). Also, don’t miss a special offer from “EyeLove Beauty Bar” in our fashion section (Page 11). You don’t want to miss this fabulous opportunity to get beautiful and sexy eyelashes. Thanks Christa for this generous discount!* 

I am always looking for articles, recipes, etc.; if you are a small business owner, what better way to get noticed, better still, become a sponsor! Mother Nature has been giving us some pretty spectacular weather...take this opportunity to click some fascinating pictures and send them to me. We do have something special for the best picture/article/recipe at year end! We value your feedback so we can make an informed decision. Our newsletters are uploaded on the Association’s website as well.

Have a wonderful summer, be safe and Happy Stampeding...YEE-HAWWWW!

Myra Paul  
Newsletter & Yearbook Coordinator
2016 – 2017 CALGARY EXECUTIVE BOARD

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ASSOCIATION DES ADJOINTS ADMINISTRATIFS

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Volume:02; Issue: 02; July 2016
The Calgary Branch Newsletter
# Calendar of Events (2016-2017)

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<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Event Description</th>
<th>Details</th>
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<tbody>
<tr>
<td>December</td>
<td>11.21.2016</td>
<td>Community Involvement Month&lt;br&gt;By: Mark Powers&lt;br&gt;Calgary Drop In Centre</td>
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<tr>
<td>October</td>
<td>10.17.2016</td>
<td>Change &amp; Resilience&lt;br&gt;By: George Ayee</td>
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<tr>
<td>September</td>
<td>09.19.2016</td>
<td>Top 10 Effective &amp; Successful Networking Tips&lt;br&gt;By: Brad Ball</td>
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<tr>
<td>June</td>
<td>06.17.2016</td>
<td>June Wind-Up Party&lt;br&gt;Focusinors &amp; Fedor's Marriott Downtown</td>
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<tr>
<td>January</td>
<td>01.16.2017</td>
<td>Inspiration Month</td>
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<tr>
<td>February</td>
<td>02.27.2017</td>
<td>Volunteer Month</td>
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<tr>
<td>March</td>
<td>03.20.2017</td>
<td>The Power of Trust in the Workplace&lt;br&gt;By: Bruce Lee</td>
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<tr>
<td>April</td>
<td>04.21.2017</td>
<td>PD Workshop &amp; AGM&lt;br&gt;Moving Through Change&lt;br&gt;Dr: June Donaldson&lt;br&gt;The Accidental Audience&lt;br&gt;By: Faith Wood</td>
<td></td>
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<tr>
<td>May</td>
<td>05.15.2017</td>
<td>Saving Your Future&lt;br&gt;By: Poornam Bhata</td>
<td></td>
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</tbody>
</table>

“brilliant minds at work, stay tuned”

Details and updates will be sent via emails and will be posted in:

FACEBOOK: https://www.facebook.com/
WEBSITE: http://www.aaa.ca/calgary.php
WELCOME TO OUR NEW MEMBERS (Q2 - 2016)

Glen McKenzie
Nancy Tchir
Mallory Bozowski
Noella Wanotch

2016 EVENTS (QUARTER 2)

Professional Development Workshop & AGM (Hotel International)

The Executive Board

The Executive Board...working hard!

The Professional Development Workshop in session
Executive Board Workshop (Calgary Marriott)

The Executive Board Brainstorming

Just having fun!

National AGM 2016 (Vancouver)

The Calgary Delegation

Heather Wright, QAA Graduate
National Board of Directors

Evelyn Serbout, President, sharing Branch Highlights

Evelyn Serbout with Janine Violini

National Delegates boarding the Vancouver Sunset Cruise
June Wind-up Party (Calgary Marriott)

Carla Campbell (Fill-a-Purse)

Krystal Markiewicz, QAA Graduate

Monica Kretschmer (Canadian Business Chicks)
For more pictures, please check our social media sites
Today is so special
It’s Administrative Professionals Day
In honor of hard-working admins
It’s just for us, hooray!

It happens on April 27
Each and every year
It’s an important holiday
Let me make that very clear

The first of these days
Was back after the 2nd World War
Where Secretaries were first honored
In April of 1954

A group of men and women
Providing assistance and support
Always there to lend a helping hand
For their respective cohort

Without Admin Assistants
The office would be a mess
Who would you call
When it’s a wrong button you press?

When you need your questions answered
If we don’t know, we’ll find out
We’ll even draw you a map
To ensure you stay on the route

We are well-versed in computers
And are a wiz on the printer
We know where the first aid kit is
If you ever get a splinter

If you have a special project
You know it’s a task we can do
We are detectives on the case
We will find a solution for you

Organization makes us happy
It makes our world go ‘round
and we’re the ones you call
If you hear a weird sound

We liaise with various staff
Suppliers and many more
You will be well taken care of
When you walk through the office door

We’ve saved the day once or twice
When you’re in a pickle or a bind
Or if you just need someone to listen
If you have an axe to grind

We are coordinators and facilitators,
Friends and confidants
We have acquired a special set of skills
Also referred to as Admin Savants

We are often behind the scenes
But an integral part of the big show
Trouble-shooting, problem-solving
Any issues, we’re the first to know

Sometimes our job is stressful
It certainly keeps us on our toes
It’s nice to work with people
Who can help us through highs and lows

We learn new things from each other
There’s always a lesson in what we do
Occasionally we’ll fake it until we make it
Because sometimes we just have no clue

I learn so much each day
I am happy to be an Administrator
I will strive to do my best
And to your needs, I will cater

When we all work together
And pitch in as a team
It is then that we will succeed
And live this Albertan dream

I am always happy to help
Thank you for coming to me
Because this is not about an ‘I’
This is always about the ‘we’.

Vanessa S. Rabel
ADVERTISING & SPONSORSHIP INFORMATION

1. Fee will be considered as “donation” to AAA. You will receive a letter of appreciation in return.
2. Advertising will run every three months (four issues per year). Deadline to submit your materials to the Editor at calgaryaaanewsletter@gmail.com is no later than 30 days prior to the issue of the next edition (Publishing Schedule on Page 2).
3. For more information, please contact:
   - Myra Paul: calgaryaaanewsletter@gmail.com
   - Evelyn Serbout: evelyn.serbout@calgary.ca

BECOME A SPONSOR
AND GET YOUR BUSINESS NOTICED

AAA Calgary Branch Partner Sponsor Program

As a partner sponsor, you will:

a) provide monetary support to AAA, Calgary branch only (min $500); and
b) sponsor our Executive Board meetings minimum two (2) times per year.

In return, as partner sponsor to AAA, Calgary branch only, you will be given the opportunity to:

1) market products/services to our members throughout the fiscal year;
2) connect with our members’ individual company to endorse products/services;
3) use email blast for any promotional or marketing campaign 2-4 times per year; and
4) add your logo in all of our events for promotional/marketing purposes.

For details, please contact Evelyn Serbout at evelyn.serbout@calgary.ca
Assertiveness Skills for Administrative Assistants and Executive Assistants

Every administrative assistant or executive assistant needs to behave assertively at various times in the workplace.

Why?

In the workplace, **positive assertion** is a **tool** that allows you to ask for what you need to do your job or to achieve the quality results you want or need for a task or project.

Assertiveness is the **skill** that helps you develop a more harmonious and more productive relationship with your manager or executive, coworkers, and external customers.

Assertiveness is what allows you to renegotiate deadlines when you have an overflowing workload.

And it’s the skill you need to ask vendors for a lower rate or complimentary perk in your dealings with them.

Assertiveness is the skill you need to initiate a productive conversation with your boss or a potential employer about your salary.

It’s the tool you use to tell someone tactfully that you can’t help them today or perhaps ever.

Assertiveness is also the tool you use to speak up and tell someone that you can and would like to help them.

There are literally hundreds of situations for which you should be using assertive behavior in the workplace and as an administrative professional.

You don’t have to be born assertive (no one is); you can learn to be assertive with knowledge and practice, practice, and more practice.

Karen Porter
The Effective Admin
9-TO-5 STYLE: THE WORKING CHIQUE

MINIMALIST OFFICE CHIC

23 WAYS TO WEAR

EyeLove Beauty Bar Inc.
Christa Hiebert
Eyelash Extensionist!
Contact:
403-608-4633
contactus@eyelovebeautybar.ca
www.eyelovebeautybar.ca

BE BOLD THIS SUMMER

9-to-5 Style brought to you by Myra Paul
CALGARY STAMPEDE “IN STYLE”

When it comes to western wear, there are lots of ways you can go wrong or OTT (crop-tops paired with short-shorts and novelty cowboy hats are no-no’s).

Calgary stylist Phaedra Godchild’s dos and don’ts of Stampede dressing:
Do: “My number one tip is to dress for your style. Think about incorporating your personal style and pieces into your rodeo wardrobe.”
Don’t: “Wear head-to-toe cowboy. It usually ends up looking too much like a costume.”
Do: “Balance your outfit. If you’re going to wear a long-sleeved top, you can pair that with a skirt or shorts, but don’t go short all over. Crop tops and short shorts are not appropriate together.”
Do: “Incorporate the season’s trend. You’ll always look stylish wearing the most current colours.” Try pink, turquoise or classics like black and white.

Excerpts taken from Elle Canada

MYRA’S FAVOURITE PICK

Astonishingly, not all girls get dressed just to please men.

9-to-5 Style brought to you by Myra Paul
This issue I am focusing on convenience… You've got a mug and a microwave – what springs to mind? Hot chocolate, coffee and these delicious mug recipes of course. We've got your main course AND dessert covered here and they're super easy to make, right in the comfort of your own microwave. Just pop the ingredients into your favourite mug, and within minutes you'll be fine dining…Well, sort of! And the best part, at midnight, when you get a hankering for a treat, your mug will never tell. Think of it as a little secret, just between the two of you. *Besides, your favourite coffee mug needs more out of life!*

---

**Old-Fashioned Pot Pie**

**Ingredients:**
1 Tbsp. unsalted butter  
2 Tbsp. diced onion  
2 Tbsp. diced celery  
2 Tbsp. diced carrot  
2 Tbsp. fresh or frozen peas  
¼ tsp. dried thyme  
1 tsp. all-purpose flour  
½ cup whole milk  
1 cup rotisserie chicken, shredded  
¼ tsp. kosher salt  
¼ tsp. pepper  
2 Tbsp. minced fresh flat-leaf parsley  
1 3-inch piece frozen puff pastry

**Directions:**
1. In a large mug, combine butter, onion, celery, carrot, peas and thyme. Microwave for 1 to 2 minutes until vegetables are tender. Stir in flour to make a paste, then slowly stir in milk.
2. Add chicken, salt, pepper and parsley and toss to coat. Top mug with puff pastry and microwave again until pastry is cooked and firm, 30 to 60 seconds. Serve immediately.

---

**Microwave Sticky Toffee Pudding in a Mug**

*(tried, tested and mmm-mmm good!)*

**Ingredients:**
10 small dates, roughly chopped  
⅓ tsp. hot water  
⅛ tsp. baking soda  
1 ½ Tbsp. butter  
1½ Tbsp. brown sugar  
1 ½ Tbsp. self - raising flour*  
2 Tbsp. beaten egg  
½ Tbsp. walnuts, roughly chopped (optional)

**Directions:**
3. In a microwavable mug, place the chopped dates, baking soda and water.  
4. Place in microwave for 50 seconds until the dates are softened. Add the butter and stir until melted.  
5. Stir in the sugar, flour and egg to the mug until combined. Add in walnuts now if you like them.  
6. Place in the microwave for 1 minute- 1 minutes 15 seconds. When it is firm to the touch on top it is done. (This timing may vary depending on your microwave)  
7. Drizzle caramel sauce over the sticky toffee cake and enjoy!

**Notes:**
make your own self raising flour by mixing 1 cup (8oz/225g) all-purpose flour with 2 teaspoons of baking powder. sift together and use.

**WW SmartPoints:** 28  
**WW PointsPlus:** 16

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**Cooking Tip:**
When chopping herbs, toss a little salt onto the cutting board to keep the herbs from flying around.
2016 – 2017 CHARITY

Please don’t forget to bring your donations to the dinner meetings

The DI: Calgary Drop-In & Rehab Centre

AAA, Calgary Branch is Filling Up...
♥ Fill A Purse ♥ Fill a Heart♥

I have a box that I keep at my desk (or in the kitchen/common area) where people can drop the toiletries that they collect when on trips. When my guys travel, they all have their own travel kits and rarely use the supplies that are offered by the hotel, so they tuck it into their suitcase and bring it back to the office for me. I then collect it all and send it over to the DI, they love receiving it!

Suggested by Krystal M.

KRYSRAL’S PICK

JOJO MOYES
Me Before You

JEB BLOUNT
YOU

BRANCH INFORMATION

Monthly Dinner Meeting: calgaryaaa@gmail.com
Membership and QAA: calgary-membership@aaa.ca
QAA Registrar: qaaregistrar@gmail.com

Community Engagement: calgaryaaaengage@gmail.com
All other inquiries: evelyn.serbout@calgary.ca