

The Connection

Association of Administrative Assistants

June 2009

Message from the President

"There are two ways of spreading light; to be the candle or the mirror that reflects it." Edith Wharton (US Novelist 1862-1937)

I missed you! This Association is part of me as much as I am a part of it. People coming together is one of the most exquisite relationships human beings can have. Our common bond of "professionalism through education", networking and friendship unites us. Think of your candle in your hands.

My name is Erika. I've been a member since 1994 and held all of the positions on the Toronto Charter Branch Executive as well as Director Vice President, National. My children (now 2, 4 and 6 years of age) made it difficult for me to fulfill my duties—by the way, my children might make the odd phone call unfulfillable, but I'll get back to you once bedtime is fulfilled.

Our strength is our membership.

We need our members to take responsibility for shaping our course—"Professionalism through Education" and service. We are strong as our commitment to one another.

I need your ideas. I need people to contact me to help keep this candle burning.

Sincerely,

Erika Giesl, QAA
President, Toronto Charter Branch
egiesl@sympatico.ca
Tel: 416-503-9739

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Message from the Past President

Although my tenure of the Toronto Charter Branch President has ended, you can be rest assured that I will give our new President, Erika Giesl, my whole hearted support. I am so grateful for the cooperation and support that my Executive gave me this past year. We had a very productive term together. I feel sure that most of our long standing members will attend more of our programs as network-

ing is so vital in the business world today. Remember, it isn't what you know, but who you know to get those doors opened to us. I hope to see you on our summer boat cruise on June 25th.

Your Past President
Jackie Cook





Association of Administrative Assistants
 Canadian Institute of Management - Toronto Branch
 Certified General Accountants Association of Ontario
 Chartered Secretaries Canada - Ontario Branch
 Guild of Industrial, Commercial and Institutional Accountants
 Toronto Chapter - Real Estate Institute of Canada



Presents...



Mardi Gras Night



Come and enjoy an evening of fun and networking
 as we cruise the Toronto Harbour on The Yankee Lady !

Thursday, June 25, 2009

Boarding: 6:00 pm • Docking: 9:30 pm
 249 Queens Quay West, Toronto
 (in front of the Admiral Hotel to the right of the Marine Police Station at
 the foot of Reese St. See reverse for directions.)

Open to family & friends!

Early Bird (register by June 14th) - \$70.00 • After June 14th - \$75.00
 Includes: 3 Hour Cruise, Buffet Dinner and Boarding Pass

RESERVATION FORM - AAA, CGA, CIM-Toronto, Guild of ICIA, ICSA-Ontario & REIC-Toronto presents "Mardi Gras Night", June 25, 2009

Name: _____
 AAA CIM-Toronto
 CGA Guild of ICIA
 ICSA REIC-Toronto

Address: _____

City _____ Prov. _____ Postal Code _____

Email: _____
 (Please provide for further correspondence)

Guest Name(s): (Please indicate which Association you are registering with)

 AAA CIM-Toronto
 CGA Guild of ICIA
 ICSA REIC-Toronto

 AAA CIM-Toronto
 CGA Guild of ICIA
 ICSA REIC-Toronto

COST: Early Bird - \$70.00 / After June 14th - \$75.00

No. of Tickets = _____ = \$ _____

Charge my: Visa MasterCard

Account No. _____

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Cardholder Name _____

Signature _____

Fax to: Canadian Institute of Management - Toronto Branch at
 (416) 491-1670



Mail Cheques payable to CIM-Toronto to:
 2175 Sheppard Ave. E., Suite 310, Toronto, ON M2J 1W8

Meeting Notices

The TCB Annual General Meeting took place on April 23rd and a good time was had by all.

The TCB will take a short break in order to prepare for the upcoming year.

Next event is the summer boat cruise.

Enjoy the summer!



Mr. David Thong Minh Tran, CIM, P.Mgr., F.CIM, FIPFM, QAA, ICIA, LIFA, receiving a prestigious Civic Award of Recognition for his commitment to volunteerism from Mississauga Mayor Hazel McCallion.

How May I Address You?

Once upon a time, if someone was older than you—not even a whole generation older—you addressed them by their surname. It was a sign of respect.

"Hello, Mrs. Smith, how are you today?"

"Fine, thanks, and you?" was the proper answer.

Today, there is still a reverence for titles in many parts of the world. Whenever you can, use professional titles such as professor and doctor. If someone has a title, use it both during an introduction and when addressing the person.

For those without professional titles, use courtesy titles such as Mr., Mrs., or Ms. In France, it would be M. LaFlamme, Mme LaFlamme, Mlle LaFlamme (Monsieur LaFlamme, Madame LaFlamme, Mademoiselle LaFlamme). In Germany, it would be Herr Schmidt, Frau Schmidt, or Fräulein Schmidt. In Japan and Hungary, you add the "mister" at the end: Hirakawa-sun, Szabó-úr.

Wait to be invited before addressing someone by his or her first name. It is a very American thing to call people by their first name right away, but this informality is quite offensive to a number of nations. If the person you are speaking to is not North American or doesn't live here, call him by his title and last name, especially if he is older. If a German, for example, is introduced as Herr Doktor Professor Laufer, let him say, "Please call me Hans," before you presume to call him "Hanzi."

In the Chinese culture, you address your elder sister, elder brother, younger sister, younger brother all differently. If you are old enough, you might remember the famous line: "This is my number 1 son." (It means he is the eldest.)

If you have a family member working for you, please address him properly in front of others, rather than calling him "the kid."

If you are a young European, and you chat with your parents' friends, you always add Auntie or Uncle to the first name, even though there is no blood relation: "Hello, Auntie Amalia. Hello, Uncle Fritz."

I have etiquette students on Friday evenings in a church with all African devotees. The children call me Auntie. They are so cute, and they all have such names that even I can't pronounce them. So I call the boys "sir," every one of them. They love it.

When in doubt, ask the person, "How may I call you?" Or if you want to be ever so proper, "How may I address you?" Then you just can't go wrong.

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Ms. Adeodata Czink, Author
Business of Manners

News Flash...

The TCB branch won the Dorothy Ferrie Award for the greatest Percentage in Membership for the year from April 1, 2008 to March 31, 2009. We went from 41 to 55. Isn't that great?

Happy June!

Annually, the National Board sends a member giveback as a thank you for being a part of a great Association! Those members who have yet to receive their member giveback are as follows:

Carmela A.
Debby A.
Bobbie Lynn B.
Corinne C.
Anupreet C.
Lynn C.
Pauline C.
Marietta C.
Chris C.
Vaneza C-G.
Patricia D.
Catherine F.
Tazim H.
Tara H-T.
Skahnool L.
Kelly L.
Karen L.

Lariza L.
Teresa L.
Lori M.
Susan N-S.
Michele O.
Lynette P-M.
Valerie R.
Dina R.
Maria R.
Barbara T.
Laura T.
Aldena T.
Daisy T.
Rita V.
Manel V.
Lynda W.

Looking forward to seeing each of you in the near future at one of our next Toronto Charter Branch Association gatherings.

Posting Dates for The Connection

Please contact Pat Dobson at pidhoneybear@rogers.com with regard to any questions/article submissions for The Connection.

Your comments are most welcome.

Publishing Schedule:

TBD

Industry Partners:

Canadian Institute of Management (CIM) – Toronto Charter Branch
<http://www.cim.can/NToronto/Events.asp>

Office Workers Career Centre (OWCC)
www.officeworkers.org

Rhonda Scharf
www.on-the-right-track.com/

Mike Aoki
Reflective Keynotes Inc.
Email:
mike.aoki@reflectivekeynotes.com

Website:
mike.aoki@reflectivekeynotes.com

Peruse individual websites for upcoming meetings and updated information.



Did you know!

June 21, 2009, 1:45 A.M. EDT is the first day of summer (summer solstice)





Association of
Administrative
Assistants

Association
des Adjoints
Administratifs

Professionalism Through Education

Visit the
AAA
Website at
www.aaa.ca

Peruse the 'Members Only'
page. If you do not have
your password, please
email: Rita Rickus
ritarickus@sympatico.ca

Toronto Charter Branch 2009-2010 Executive Committee

ERIKA GIESL, QAA, President

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Vice President (Vacant)

Secretary (Vacant)

JACK COOK, Treasurer

✉ Res. thecooksmeow@hotmail.com

VIDYA ESPINET, QAA, Membership

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(Vacant)

THE CONNECTION, NEWSLETTER

PAT DOBSON, Editor

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TELEPHONE COMMITTEE

(Vacant)

YEAR BOOK

(Vacant)

Delicious Summertime Recipe—Grilled Chicken Salad

Ingredients:

2 to 3 chicken breast halves, grilled and sliced into narrow strips
1 head romaine lettuce or mixed greens
4 hard-cooked eggs
1 medium tomato, cut into 8 wedges
12 to 16 ripe or pimiento stuffed olives, sliced
sliced purple onion or green onion
8 small new potatoes, boiled and halved, (*optional*)

Mustard Vinaigrette

1 tablespoon Creole mustard
3 tablespoons white wine or sherry wine vinegar
1/2 teaspoon salt
1/8 teaspoon coarsely ground black pepper
dash Tabasco sauce
2/3 cup extra-virgin olive oil



Toronto Charter-Branch Mailing Address:

AAA
P.O. Box 5107
Station "A"
Toronto, ON M5W 1N4

Preparation: Arrange chicken, lettuce, sliced hard-cooked eggs, and remaining salad ingredients on 4 plates. Combine vinaigrette ingredients in a blender or jar. Cover and blend or shake until smooth. Serve