

# Secretaries' abilities shouldn't be wasted

"The message seems clear. Don't under utilize your staff," lawyer Lynn Burgess told Midland Rotarians during the club's annual Secretaries' Day meeting.

Burgess, with Teskey Heacock Ferguson and Main, was called to the bar in 1985. She has been both a secretary and a boss.

"Somehow my secret has gotten out. I admit that in less than two years I've gone through six secretaries: one quit after only three days. I'm sure that I am now thought of as a shining example of what not to do," Burgess said, explaining her conclusion as to why she was asked to be the speaker.

Burgess told the Rotarians and their guests:

"I've reached two conclusions."

"Firstly, secretarial positions should be treated individually and not categorically. Secondly, being a good secretary means being professional and being a good boss means being professional towards your secretary."

"When I say professional I mean conducting yourself in a way that is becoming to your employer, office or firm. If you want to be recognized as a valuable member of a team, then try to make a contribution that shows that you are part of the team."

"How many times have you had a good idea but didn't speak up because you didn't think it was your place, or you didn't

think you would be listened to?"

"I don't mean being of-

ficious or demanding or even wearing a suit like the business colleges suggest.

What I mean is recognizing that your job is important. Recognizing that you do make a valuable contribution to the smooth and efficient operation of your office."

Respect is the way to getting a professional secretary, Burgess said. "You can get help, cooperation and dedication by treating your secretary with respect. I don't mean the holding doors open kind of respect. Listen to suggestions."

"A positive response to a suggestion from above or below is a sign of leader-

ship on your part, not weakness."

Burgess' experience as a secretary was memorable. "While I was in university I worked for two summers as a secretary to a bank manager - an alcoholic bank manager. Both the bank and the manager shall remain nameless."

"I was interviewed for that job by the assistant manager. It seemed strange that he wasn't very interested in my typing abilities. He was interested in my ability to make decisions and to be tactful."

"Well, the decision that

I was called upon on every day to make was an important decision: whether to let this poor fellow drive himself home or whether to call him a cab. If he could find the car and crawl to it, I usually let him drive."

"Within days of starting the job I learned to put phone calls through before 11 (a.m.) and take messages after 11 (a.m.)."

"Sometimes he would sneak past my desk and out into the parking lot. When he couldn't find his car, which was usually parked right in front of the bank, he would call the police from the phone booth outside the bank. This made for some very embarrassing moments and I learned that becoming a secretary is not an easy job."



Lynn Burgess

## Correction noted

Village of Victoria Harbour residents will not be hit with a increase in their water and sewer rates as reported in an article in the April 21 editions of the Midland Times and Penetanguishene Citizen.

The Village has dropped their appeal with the Ministry of the Environment against a 140 per cent increase in the sewage service charges and increases in the water rates, but it will not effect the rates the village residents are

already paying.

We regret and apologize for any inconveniences or embarrassment this error may have caused.

## Nursing contract

Simcoe County's community health nurses resume negotiation on June 9 with the Board of Health on a new contract.

Ontario Nurses Association Local 37 and the Board of Health have met

twice, on Apr. 7 and Apr. 14. The current contract expired at the end of 1986.

Local 37's president, Evelyn Lagerquist, last week said that "a lot has been accomplished" to date in negotiation.

## Summer camp offers fantasy theme

Two local men are offering a summer camp with a

fantasy theme. Brian Ladouceur and

John Leffler are promoting Summer Fantasy Camp 1987. The poster illustrated by Ladouceur is dominated by a wizard with a high, conical hat, an enormous beard, and foot-long drooping moustaches.

For \$456.85 for two weeks, or \$860 for four weeks, in July, parents can send their children age eight to 18 to a camp in a field in Perkinsfield.

MEAD Entertainment (Ladouceur and Leffler) is planning classes in animation, dance, juggling, acting, musical instrument playing, sculpture, and

more, "other assorted goodies."

A maximum of 120 children will be enrolled. Ladouceur and Leffler decided to hold a summer camp which offered instruction in subjects about which they were interested when they were of summer camp age. Ladouceur is an artist, painter, and writer; Leffler is a musician. He has a summer camp background, having been involved with Camp Kitchikewana.

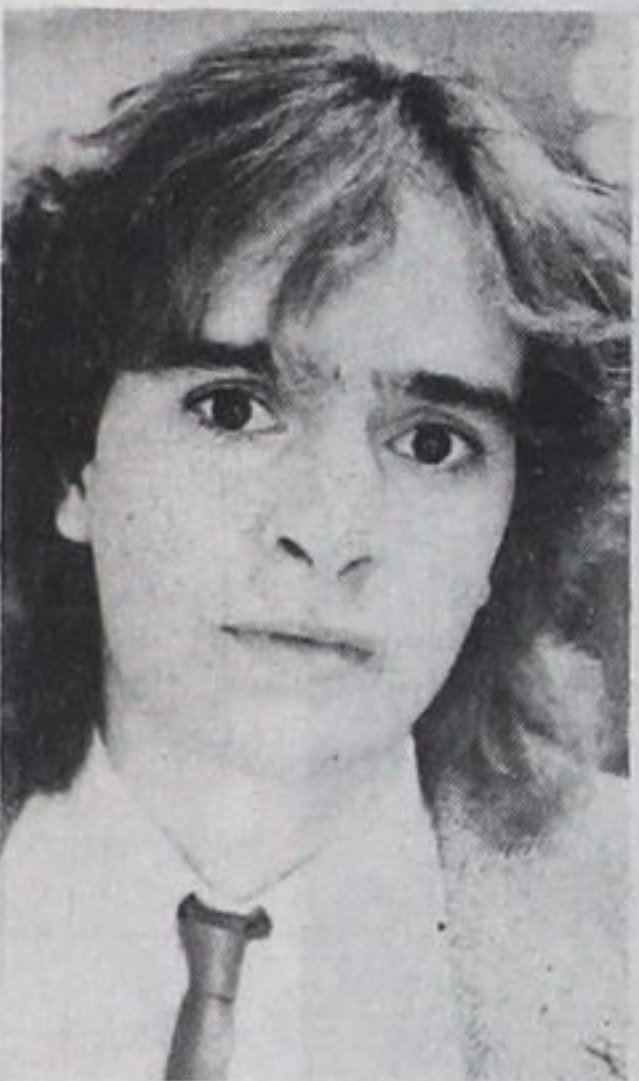
A counselor will be hired for each group of 10 young

people, as well as kitchen staff and two combination guards/caretakers.

To be guarded are the musical instruments. A Theatre Night will be an opportunity for the young people to show what they have learned. An arts festival will be held the same day, to showcase the creations in the pottery, sculpture, leather craft, and art classes.

Parents will be offered a videotape of scenes taped during the camp.

MEAD is an acronym for Music, Entertainment, Arts, Drama.



Leffler



Ladouceur



Town of Midland

1987

Realty and Business Taxes

## Interim Billing

In accordance with the provisions of the Municipal Act and pursuant to By-law #83-69 adopted by Council on November 14th, 1983, the second instalment of Realty and Business Taxes for 1987 will become due on April 30th, 1987.

Please include (or bring) your Tax Notice for receipt purposes.

G.M. Morrison, A.M.C.T.  
TREASURER

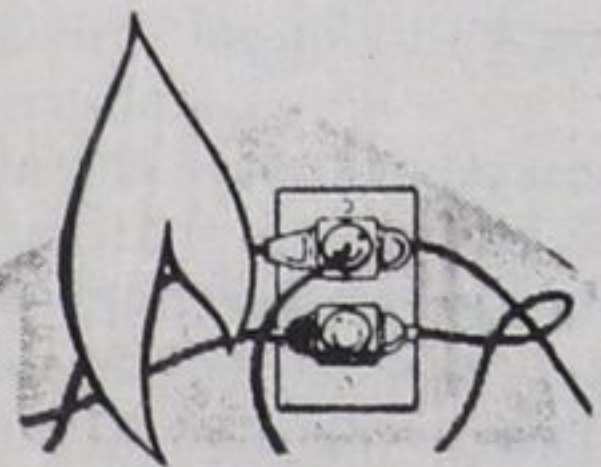
### MIDLAND FIRE DEPARTMENT

## NOTICE OF

HOME INSPECTION FOR  
RESIDENTIAL PROPERTIES  
BEGINNING APRIL 27th



The Midland Fire Department will launch a door to door fire safety campaign on the west side of King Street in Midland. The inspection of residential properties is a **FREE** service with no obligation to the public.



The Midland Fire Department is mounting this campaign to insure your safety and minimize the risk of fire in your home.

Although you do not have to participate, the Fire Department hopes that everyone will open their doors.

MAKE YOUR INTENTION  
FIRE PREVENTION!



## TORONTO DOMINION

where people make the difference



96 MAIN STREET, PENETANGUISHENE  
ANNOUNCES

## NEW HOURS OF SERVICE

MONDAY	9:00 a.m. - 4:00 p.m.
TUESDAY	9:00 a.m. - 4:00 p.m.
WEDNESDAY	9:00 a.m. - 4:00 p.m.
THURSDAY	9:00 a.m. - 4:30 p.m.
FRIDAY	9:30 a.m. - 6:00 p.m.

EFFECTIVE MONDAY, MAY 4, 1987

NOW OPEN MORE HOURS  
FOR YOUR CONVENIENCE

WHERE PEOPLE MAKE THE DIFFERENCE