



“The Strait Facts”
Prince Edward Island Chapter Newsletter
December 2005
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The **deadline** for the January issue of “The Strait Facts” is January 5th. Please submit your articles, photos, tidbits etc. to the Newsletter Committee.

President’s Message.....

Networking to promote IAAP

As I reflect over the last year of being a member for IAAP, I can’t help but think how supportive the association has been. We have all noticed an increase in our membership over the last year and hope this will continue to grow.

It is also nice to see activities being scheduled outside the regular meetings that provide all members an opportunity to socialize and exchange stories.

On November 22nd, Millie Howatt invited all members to attend a Dessert and Design evening at the Delta Hotel. The host for the evening was Sherri Dixon-MacLeod. I had the pleasure to attend and I must say it was a beautiful evening. Sherri showed how to create many arrangements for the holiday season and targeted all preferences of style. At evenings end everyone was presented a beautiful array of desserts that certainly satisfied one and all. Thanks Millie for organizing the night. I will definitely be attending next year and would encourage all IAAP members to participate as well. Sherri hosted an evening on November 30th where many came to learn and create a wreath for the holiday season. This evening also turned out to be a great success.

In closing, I would just like to say how much fun it is to network outside of our regular meetings so that we all get to know each other a little better.

Enjoy the holidays; I personally look forward to upcoming social events.

Millie MacKenzie, President-Elect
 PEI – IAAP Chapter
 2005-2006



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2005-2006 Executive

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Nominations (TBA – Feb. '06)

Are you worth more?

Have you ever wondered as an Administrative Professional, what you're worth? I mean in terms of the salary you earn. Do you feel that you are earning what you deserve? Do you even know what the industry standards are? Well I did a little digging to see what I could find out. Using Monster.ca, I found the job description of an Administrative Assistant is as follows:

Administrative Assistant

Provides administrative support to an individual or office. Supplies information, maintains files, schedules appointments, produces correspondence and otherwise relieves officials of minor administrative and business detail. Requires a high school diploma with 2-4 years of experience in the field or in a related area. Familiar with standard concepts, practices, and procedures within a particular field. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a supervisor or manager. A certain degree of creativity and latitude is required.

Salary Ranges:

	25 th percentile	Median	75 th percentile
PEI	\$29,515	\$33,130	\$38,129
National	\$32,837	\$36,858	\$42,420

By these figures, you will be able to see where you fit on the scale. I realize that not everyone fits the job description shown, but it can be used as a reference point. Do you have more responsibilities, a higher degree of latitude in decision making, or required to perform more highly technical skills? Then, the figures should actually be higher. If you think it should be higher, do you know how to negotiate to try to get closer to that figure? Below is an article that may be of assistance. I would love to hear some feedback on what you thought of the figures and article. Please drop me a note at janfacey@hotmail.com

Salary negotiation tips from those in the know

by Michael Chaffers

I recently had the opportunity to participate on a panel aimed at helping students negotiate employment offers. Joining me on the panel were human resource managers at several leading companies. Here are six ways to navigate the salary negotiation process.

1. Do not follow the herd. Instead, look for companies that offer you the opportunities and challenges that you want. When you negotiate your offer, focus on what is important to you, not on the perks that other people may seek.

2. You should feel like you are being treated fairly during the negotiation process. Employers want their new hires to feel a sense of loyalty to the company, and it begins with the hiring process. It's worth

their while to respect you and be flexible in addressing your concerns and needs. If this is not happening, you may want to rethink what it would be like to work there.

3. Do your research and be reasonable in your requests. It is okay to ask for more than you are initially offered but be realistic. Most employers do their homework and develop offers they feel are justified by the market. While they are open to counteroffers and to negotiation, they also expect them to be based on objective data, not emotions. Otherwise, they will not be persuaded to move.

4. When they give you an offer, do not just react by asking for more money. Instead, think about the whole compensation package, not just the base salary. Examine the other benefits the company provides - a good cultural fit, opportunity for advancement, a place to master key skills - then decide what else you need to be satisfied.

5. If you want to improve the offer, bring up all of your issues at once and get them on the table. Most HR people do not mind negotiating internally to sweeten their offer if it lacks particular reasonable items that matter to you (an additional week of vacation, start date, even sign-on bonuses). However, they do get angry when candidates continually ask for things throughout the negotiation process.

6. Manage the process so that it benefits you. Never lose sight of the fact that you are negotiating to obtain a satisfactory job in the short-term, and to advance your

career in the long-run. You can do this well only if you avoid the pressure that some companies will put on you to decide. Set your own reasonable deadlines that allow you to make a wise, educated decision. It will make you feel better about yourself, your choice, and your new employer.

Janet Prentice
Chair, Education Committee
IAAP 2005-2006



IAAP members enjoy a wreath making night on November 30th with Sherri Dixon-MacLeod as instructor. We all discovered that we had talents we didn't even know we had.



Did you know that our PEI – IAAP Chapter now has it's own website up and running thanks to Edith Cardy who done a super job. Check it

out at www.peiaap.org

Send your comments and suggestions to Edith at ecardy@upei.ca

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Some folks grow older with
birthdays, its true,
But others grow nicer as years
widen their view.
And a heart that is young lends an
aura of grace,
That rivals in beauty a young pretty
face.
For no one would notice a few little
wrinkles,
When a kind loving heart fills the
eyes full of twinkles.
So don't count your years by the
birthdays you've had,
But by things you have done to
make other folks glad.

**Birthday wishes are being sent
out to:**

- Doreen Foster
(Dec. 13th)
- Carol MacDonald
(Dec. 20th)

Education Meetings

(c =confirmed)

(Meetings held in the Faculty Lounge, Main Bldg., UPEI)

- December 13:** Christmas Party / gift exchange - Faculty Lounge, UPEI c
- January 10:** Nutrition with Amanda Rodgerson. c
- February 7:** Travel Talk – Expect the Unexpected with Beverly Gerg. c
- March 14:** “Crafting Your Career” (how to develop the perfect career portfolio) with Millie MacKenzie. c
- April 11:** “Rev up your CPU” (minor computer repairs).
- May 9:** Event Planning and Annual Meeting.
- June 3:** Retreat (Saturday morning).

IAAP Meeting Dates 2005-2006

General meetings will be held on the 2nd Tuesday of each month (unless otherwise specified). Executive Committee and Chairs will meet on the last Wednesday of each month.

Please reserve the following dates in your calendars.

Month	General Meeting Dates	Executive Meeting Dates
December	13	No Meeting
January	10	25
February	7***	22
March	14	29
April	11	26
May	9	31
June	3***	TBD

Notes:

- February meeting is moved to 1st Tuesday to allow everyone to celebrate Valentine’s Day.
- June – no general meeting – morning planning retreat scheduled for first Saturday in June.

Did you know.....

- ✓ Frayed nerves are a frequent cause of "tension" headaches and may also trigger migraines. Ideas: take 30 minutes a day just to daydream, meditate or otherwise relax.
- ✓ Countries with high-fat diets have the highest rates of breast cancer, although exactly why isn't certain. Choose foods high in fiber, such as beans, bran, whole grains, fruits, and vegetables such as cabbage, Brussels sprouts and broccoli.
- ✓ That you should never shop on an empty stomach... choose fruit "juices" instead of "drinks"... buy skinless poultry... remember that a standard serving of meat or fish should fit on a pack of playing cards.
- ✓ Walking conditions your heart and lungs and raises your body's ability to use oxygen more efficiently. Fact: In one study, women who walked briskly (3-4 miles per hour) at least three hours a week cut their risk of heart attack and stroke by more than half.

CONGRATULATIONS

⇒ to Jean Ramsay, one of our active Chapter members, who recently took a new position with Northern Transportation Company Ltd. in the North West Territories. Best wishes Jean, we'll miss you!

IAAP Greeters 2005-06

September	Edith Cardy Barb Curley
October	Lori Comeau Adele Gillis
November	Janet Prentice Sandra McDonald
December	Millie Howatt Millie MacKenzie
January	Heather Russell Rita Saunders
February	Holly Smith Audra Bulger
March	Gale Taylor Mary McAskill
April	Michelle McKearney Dianne MacLean
May	Sharon Martin Judy Gallant

If your name is not listed, you are down as an alternate. If your name appears and you are unable or would rather not act as a greeter, please contact Millie and she will move an alternate to that position. Please make visitors/new members feel welcome by asking them to sit with you for dinner. Your help is greatly appreciated.



Get well wishes go out to Barb Curley, one of our members, who had a recent mishap.

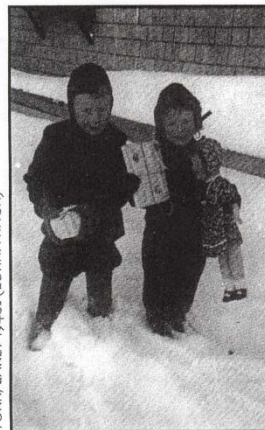
Who wrote 'Rudolph the Red-Nosed Reindeer'?

Everybody knows that 'Rudolph the Red-Nosed Reindeer' was created in the song of the same name by Gene Autry in 1949. **The fact is** that the idea for Rudolph was created by Robert May, an advertising copywriter with the Montgomery Ward department store of Chicago in 1939. The store was looking for something novel for its Santa to distribute to children and parents. May suggested an illustrated poem in a booklet which could be kept year after year and re-read each Christmas. It was also May's idea to have a shiny nosed reindeer as Santa's helper, and he and his artist friend spent many hours at a zoo sketching caribou (reindeer) in many playful positions. The store approved the poem and the sketches and several names for the deer were suggested, including Reginald and Rollo. May's four-year-old daughter liked the name Rudolph and that is the one May went with. Santas in Montgomery Ward stores across the US handed out 2.4 million Rudolph booklets that Christmas (1939). In 1947, Johnny Marks, another friend of Mays, decided to put the words of the poem to music. A number of singers were asked to record the song but all declined. In 1949 Gene Autry agreed to record the song. The song has since become the second biggest selling song of all time selling over 80 million records. The biggest selling song of all time is another Christmas song, "White Christmas", originally recorded by Bing Crosby.



The mother was discouraged. Christmas was coming and there was no money for presents, or even treats, for any of the children. A box had arrived from relatives in Boston, but, disappointingly, all it contained was a random assortment of rumpled clothing, purchased from some second-hand store in the city – and nothing that fit any of the kids. She decided about a week before Christmas that the best she could do was to tear apart some of the garments and cut them down to fit the children. She realized they wouldn't be very excited by these reconstituted hand-me-downs, but it seemed her only option. It was that or nothing.

The first she chose was a man's jacket. The cuffs were frayed, and the elbows worn, but the material seemed good, and she imagined that if it were taken in and the sleeves shortened it might look alright on John, her thirteen year old. But first she had to tear out the lining, and when she took it in her left hand, with the scissors in her right, she felt something. There was something sewn in there.



YORK, EARLY 1940s (LORNA KNOX)

She pulled the lamp over close, and cut carefully along the seam. Reaching underneath she pulled out a brown plain envelope. She held her breath as she carefully slit open the glued flap, and looked inside. Then she blinked, and looked again. The envelope was filled with money – more than three hundred dollars in tens and twenties. In an utterly unanticipated instant that cast-off jacket had become the best Christmas gift her family had ever received.

(Based on a true story)

Seasons Greetings