



"The Strait Facts"
Prince Edward Island Chapter Newsletter
January 2006
Email: IAAP@pei.eastlink.ca

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The **deadline** for the February issue of "The Strait Facts" is January 21st. Please submit your articles, photos, tidbits etc. to the Newsletter Committee.

President's Message.....

Happy New Year!

Resolutions – have you made yours? The New Year is a chance to start over, a chance to wipe the slate clean and begin again. Well for me that lasts about a month, if I am really lucky, and the old habits of procrastination, disorganization and “eating like a little pig” begin again. I always admire people who can make a commitment and stay with it. Loose the weight, get their act together, make a commitment, and keep it. I can't say I don't try but...temptation is always there. For me, temptation never just knocks, it knocks, kicks the door, and rings the door bell. I have zero willpower!

I thought, well, if I tell people they will make me accountable. I will have to be on the ball if everyone is expecting it. Nah, can't do that, I wouldn't be able to cheat, and “forget” my resolution.

My hope is that each of you has more willpower than I. Yesterday, I was looking at our Canada Division Conference in May, which is being held in Ottawa. Did you have a chance to look at the brochure? The Ottawa Chapter has done an amazing job of coordinating a fantastic conference. It is my hope that you will make it a priority on your “To Do” list, a New Year's Resolution, to be a part of this great opportunity to network with fellow Administrative Professionals, participate in the learning experience, and to grow in our chosen profession. You will also love the shopping in Ottawa!

As we begin this year, I hope each of you will strive to be the best you can be and work towards new goals in your careers. We need to be part of “Creating Excellence”!

Millie Howatt
President
PEI Chapter IAAP
2005-2006



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2005-2006 Executive

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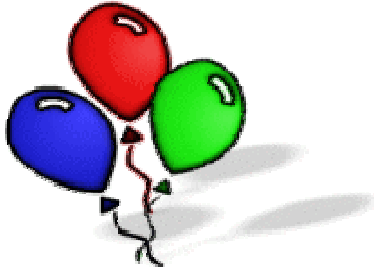
Joyful Simplicities for January

- ✓ Go through your personal papers at home and organize your desk to get a fresh start on the new year. Discard as much as you can. Hang your new calendars. Try to make your personal space at home where you do paperwork as inviting as possible.
- ✓ Visit a good stationary store or a very large bookstore and search for a beautiful blank book to use as your gratitude journal. At the stationary store, you may also want to look at different colored inks and pens.
- ✓ Prepare for a winter's idyll. Stock the pantry with real cocoa, tiny marshmallows and a bar of good chocolate (for a shaved-chocolate topping). Get some whipped cream and keep it in the refrigerator. When snow comes and school is cancelled, stay home with the kids. Lounge about in your pajamas. If you have a fireplace, have a fire all day. Build a snowman together, go sledding, then have tomato soup in mugs and toasted cheese sandwiches for lunch. Take a nap. Luxuriate in an unexpected day off.
- ✓ Browse through gardening catalogs this month. Cut out your favorite flowers and create your ideal garden on paper. Indulge your passion for a rose-covered gazebo in a gardening collage and keep it in your illustrated discovery journal. What does it look like? What gardening accessories and furniture appeal to you? Add them to your collage. Let your fantasies come to life on paper first. Have fun!



Surprise - Christmas Comes Early

Congratulations to Debbie McKie who won the "Bountiful Basket". Dianne MacLean presented Debbie with her prize. Thank you to Judy Gallant, Chair of Fundraising and her team for a job well done! This was their major fundraiser for the year. Thanks to all for your support.



Birthday wishes are being sent out to:

- Adele Gillis (Jan. 3rd)
- Gale Taylor (Jan. 16th)

BITS & PIECES

- The ten most powerful two-letter words: **IF IT IS TO BE, IT IS UP TO ME.**
- Those who can't laugh at themselves leave the job to others.
- Shoot for the moon.... Even if you miss you'll be among the stars.
- Lots of people want to ride with you in the limo, but what you want is someone who will take the bus with you when the limo breaks down.
(Oprah Winfrey)
- Ideas are a dime a dozen. People who put them into action are priceless.
- Nothing makes a person more productive than the last minute.

Education Meetings

(c =confirmed)
(meetings held at various locations)

- January 10:** Nutrition with Amanda Rodgerson. (MacLaughlan's Best Western Hotel) 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
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.



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The Comma

Important: Use a comma only if you really need one.

Always use a comma between two independent clauses that can stand on their own and are joined by and, but, or, and nor.

We will be at the play on Saturday, but we will be home on Sunday.

Do not use a comma if there is no subject for the "verb in the second part of the sentence. (Note below that the clause after the "but" cannot stand on its own.) We will be at the play on Saturday but will be home on Sunday.

Use a comma to separate items in a list or series where there are more than two items. Use the comma between the last item but not after it.

Don't forget to buy the cheese, milk, bread, and butter.

Use a comma before and after the abbreviation etc. in the middle of a sentence.

Do not use an "and" before etc. Our stock of nails, bolts, screws, etc., is the largest in the city.

Use a comma after any word; phrase, or clause coming at the beginning of a sentence before the main or independent clause. Therefore, we will begin the meeting at 1 p.m. Yes, we will need your help.

Use a comma after an "if" clause that begins a sentence. If you promise to be quiet, we will allow you to come.

Use a comma to set off a word, phrase, or clause which interrupts the flow of the sentence and is not essential to the main thought. You are aware, of course, that the College closes at 9:30 p.m. Mrs. Peters, who has been hired to replace Mr. Bell, will start work on Monday.

A comma separates the street, city, and province or state in an address. The postal code or zip code is considered part of the province or state and is not set off by commas.

Please send the book to me at 41 St. Peters Road, Charlottetown, PE C1A 489. Charlottetown, Prince Edward Island, has a new hospital.

A comma separates the day of the week from the month and the date from the year. Tuesday, January 21, 1997, was the date of my friend's birthday.

For dollar amounts, you may use a space or a comma when the amount is \$1,000 or more. \$1,000 or \$1 000.

Commas are used after or around words such as *he said* when the actual words spoken are written. "Commas and periods, the teacher stressed, "always go inside the closing quotation marks."

A comma is used to separate repeated words. There are many, many people who haven't learned how to spell properly.

If you are addressing someone, you will separate his/her name with commas. Thank you, Jane, for answering the phones this week.

If you have an introductory word such as *however* or *therefore* being used with the sentence, place commas around it. As I have to attend the meeting, I will, therefore, be late for my first appointment.

Submitted by June Harper
IAAP Member – PEI Chapter
Holland College