



International Association of
Administrative Professionals®

The Strait Facts

PEI IAAP

November 2006

Special points of interest:

MEMBER PROFILE
EDMONTON—TICKETS
CPS/CAP PREPARATIONS

Quote of the Month:

Each generation imagines itself to be more intelligent than the one that went before it and wiser than the one that comes after it.

George Orwell

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President's Message

Millie MacKenzie, President

I would like to pass along a message that I received from Kathy Hampton, Canada District Director, IAAP.

Good day members of the Canada District of IAAP.

Opportunity abounds in Calgary! This is to notify you that I am leaving my position at Paramount Resources at 4:30 pm MDT on Friday, October 13th. Paramount has been awesome, but once again, because of my membership in IAAP great things have happened.

I was contacted by OfficeTeam in Calgary because they had a client who was looking for a Facilities Supervisor. Because of the relationship between IAAP and OfficeTeam both internationally and at the chapter level, and my level of involvement with IAAP, Nancy Tegtmeyer from OfficeTeam here in Calgary knew that facilities administration was 'my thing'. So, when a client had sent her a job description for a Facilities Supervisor, she said I was the only thing on her mind—that it would be a perfect fit. She called to ask if I would consider letting OfficeTeam present me to their client. Of course, I was tickled. I thought 'gosh, I've only been at Paramount 10 months—what an inconvenience to the International Board, Headquarters staff, and the Canadian members'. After hearing further explanation from Nancy on the position, I had to say yes to her offer to present me - what would it hurt anyway?

Bottom line is, both interviews went extremely well and Nancy's intuition of a good fit seems to be right on. I will begin my tenure at Kinder Morgan on Monday, October 16th. While I don't have my direct telephone number yet, following is what we do know right now:

Kathy Hampton CPS/CAP

Facilities Supervisor

Kinder Morgan Canada Inc.

2700, 300 - 5th Avenue SW

Calgary AB T2P 5J2

Switchboard: (403) 514-6400

Facsimile: (403) 514-6401

Toll Free: (800) 535-7219

kathy_hampton@kindermorgan.com

And, there's always my home email (that I only check every 3 days or so) kathy_hampton@shaw.ca, or my cell phone which is 403-880-0687.

For advancement in administration, membership and involvement in IAAP is where it's at! Have a wonderful day! ~ Kathy

2006-07 Meeting Dates and Topics

Our meetings will be held in the New Residence at UPEI.

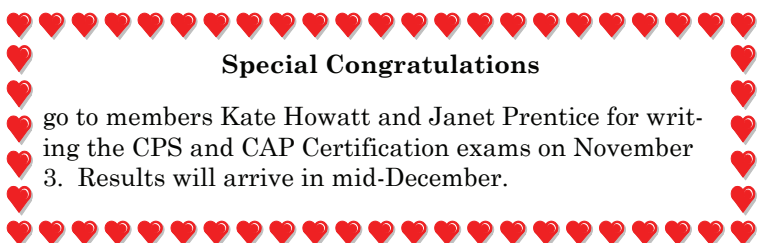
- September 12, 2006** Michelle McAulay & Shauna Cheverie, PEI Convention Partnership, **Topic:** PEI Premier Meeting & Convention Destination
- October 10, 2006** Carrie Rigney-Weatherby, The Pilates Center, **Topic:** Living Healthy: Career-Family
- November 14, 2006** Cst. Don Crosier, Charlottetown Detachment RCMP, **Topic:** Internet Safety
- December 12, 2006** Christmas Party!
- January 9, 2007** Carol Cook & Wanda Weiner, Impressions Professional Image Consulting, **Topic:** Business Etiquette
- February 13, 2007** Holly Smith, Canadian Cancer Society, **Topic:** Sun Sense & Volunteering
- March 13, 2007** Bernadette Praught, Bernadette's Flowers, **Topic:** Design's with Bernadette
- April 2007** Administrative Professional Event— date and location to follow next month
- May 8, 2007** Nominating Meeting
- June 2, 2007** Annual Retreat



Birthdays

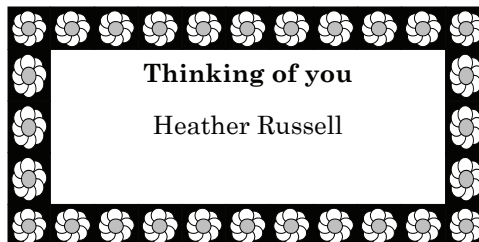
| | |
|-------------|------------|
| Holly Smith | October 18 |
| Kate Howatt | October 26 |

Remember.....
41 days until Christmas!



Special Congratulations

go to members Kate Howatt and Janet Prentice for writing the CPS and CAP Certification exams on November 3. Results will arrive in mid-December.



Thinking of you

Heather Russell

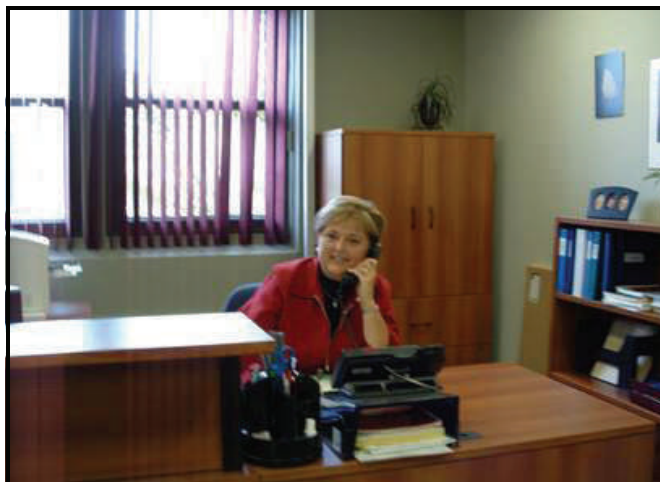
Executive Meetings

Are held on the last Wednesday of the month:

- November 29th** **March 28**
- January 31** **April 26**
- February 28** **May 29**



Member Profile: Dianne MacLean



Dianne was one of the founding members of PEI IAAP and served as our first President in 2004-2005. Following her graduation from Holland College in April, 1979, Dianne became employed as a Medical Secretary at the Polyclinic, and remained there for 7 years. In March, 1987, she began working in the Pathology/Microbiology Department of the Atlantic Veterinary College at UPEI. She worked in this department for six months, and then over a 12 year period worked at various positions within the Veterinary Teaching Hospital. In 1993, she acquired certification in the Health Records Technician program.

Looking for a change in her career, she transferred across campus and became the Administrative Assistant to the Vice-President, Finance and Facilities, a position she's held for the past seven years.

Dianne lives in Winsloe with her husband, Irwin and three sons, Mark (21), Mitchell(15) and Morgan(14).

2006/07 Executive

| | |
|-------------------------|------------------|
| President: | Millie MacKenzie |
| President Elect: | Edith Cardy CPS |
| Past President: | Kathleen Howatt |
| Secretary: | Sandra McDonald |
| Treasurer: | Doreen Foster |

2006/07 Committee Chairs

| | |
|--------------------------------|--------------------|
| Programs: | Carol MacDonald |
| Fundraising: | Dianne MacLean |
| Education: | Edith Cardy CPS |
| Membership: | Coleen Hatcher |
| Student Chapter: | June Harper |
| Newsletter & Cards: | Janet Prentice CPS |

Grammar Corner

Dash

A single dash is used to indicate a pause, whether a hesitation in speech or to introduce an explanation or expansion of what comes before it:

I think you should have — told me, ' he replied.

We then saw the reptiles — snakes, crocodiles, that sort of thing.

A pair of dashes is used to indicate asides and parentheses, like the use of commas, but forming a more distinct break:

People in the north are more friendly — and helpful — than those in the south.

There is nothing to be gained — unless you want a more active social life — in moving to the city.

It is sometimes used to indicate an omitted word, for example a coarse

Website Insight!

If you know of a website that you think would be of interest to our members, please send it along to me.
jprentice@upei.ca

www.careerkey.com

www.psychometrics.com



INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS—IAAP PRINCE EDWARD ISLAND CHAPTER

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TEL: 566-0731 — SANDRA MCDONALD, SECRETARY

EMAIL: NOTICES@PEIAAP.ORG

WEBSITE: WWW.PEIAAP.ORG

NEWSLETTER: JANET PRENTICE, JPRENTICE@UPEI.CA,
628-4395

CPS/CAP

I am a “lexicon of encrypted common nomenclature.” What am I? (question from the CAP study materials)

At the November meeting there will be a display set up of all the study materials used for the CPS and CAP exams. Materials available from IAAP and a full set of texts from the bibliography given for the CAP exam. February 15th is the deadline to write the CPS and CAP exams in May. Give this professional development opportunity serious consideration.

Five of our members wrote the CPS exam in May and one wrote the CAP on November 3rd. There is a lot of material to cover, however, it is a wonderful opportunity to learn new material and refresh knowledge that you've used before. It is a great moral boost to see just how much you DO know! It can also be a great networking tool as you can become part of a study group. If you have any questions regarding the exam process, Edith Cardy CPS, will be happy to address them.



November 1, 2006

Greetings from your International President:

This is certainly an exciting time to be actively involved in the premiere association for administrative professionals! Enjoy it to the fullest!

COMMITMENT:

Nominations and Bylaw Amendment Procedures were mailed to all members through Division Officers and Chapter Presidents recently from Executive Director Bretthauer CAE. Information and forms may also be downloaded from the "Members' Place" section of our website and submitted via-e-mail. What an excellent opportunity it is to serve the association in a leadership role.

CONTINUING EDUCATION:

The 2006 Certification Conference, "*Advanced Administrative Management*", held at the Rancho Las Palmas Resort and Spa, located in the heart of Rancho Mirage in Palm Springs, CA, is now history! But, what an outstanding opportunity it was for all the attendees. It was definitely a huge success!

Numerous divisions/chapters are hosting fall professional development workshops, and this is outstanding news!

COMMUNICATION:

First Beta Chapters for Web Based Community Software Project:

Next week, IAAP headquarters will begin working with five chapters that have volunteered to participate in the "Beta Testing" of the new Web Based Community Software Project. IAAP anticipates opening up the project to other chapters in the next few weeks.

CONNECTIVITY:

Administration Professionals Week® 2007:

Each year, the Host Committee for the annual IAAP International Convention and Education Forum sells a special Administrative Professionals Week commemorative lapel pin as a fundraiser to offset expenses involved in hosting the international convention of our non-profit association.

Check out the information on the IAAP web site, and place your order(s) today!

THANK YOU VERY MUCH for being that committed and dedicated IAAP member in "*Shaping the Future*" of our association! Here's extended a wonderful and blessed Thanksgiving to you and yours.

2006-2007 International President

Canada Divisions' Conference 2007



**Purchase raffle
tickets and you
could win your
registration and
accommodation for
CDC 2007 Edmonton!
a value of
\$750.00!**

Ticket Prices:

1 - \$2.00

3 - \$5.00

Make cheques payable to:

"CDC 2007"

Mail to:

**Gina Fowler, "IAAP Finance Chair"
c/o Office of the Auditor General
8th Floor, 9925 - 109 St
Edmonton AB T5K 2J8**

Draw Date: December 12, 2006