



"The Strait Facts"
Prince Edward Island Chapter Newsletter
September 2005
 Email: IAAP@pei.eastlink.ca

PEI CHAPTER IAAP 2004-2005 YEAR IN REVIEW

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The **deadline** for the October issue of “The Strait Facts” is **September 30th**. Please submit your articles, photos, tidbits etc. to the Newsletter Committee.

The PEI Chapter of IAAP began its first year as a chapter in September 2004, with 22 members. We chartered on June 8th, 2004, and began preparations for the upcoming year. Our first objective was to fundraise, because without funds, we couldn’t recruit or acquire top-notch speakers. Our Fundraising Committee decided to sell tickets on a basket of goodies (which ended up being so large, we had to break it down into two baskets). We were able to raise a little over \$800 from this event with the strong support of our membership. This enabled us to bring in guest speakers to speak on various issues, such as volunteerism, personal safety, naturopathy, and personal banking.

We had a little setback in the fall when our President-Elect had to resign due to personal reasons. However, in January 2005, we were able to secure a replacement, Millie Howatt, who will take our chapter to great heights in the coming year.

The Membership Committee’s mandate was to concentrate on recruiting new members. A major mail-out to businesses in the Charlottetown and surrounding areas was completed by early October. The people who were curious about our new group also attended a couple of our meetings.

Our Bylaws and Standing Rules Committee worked hard all fall on creating bylaws for our chapter. These were completed by December and submitted to IAAP headquarters. Some revisions are required and will be finalized in the near future.

At Christmas time, our chapter collected items to donate to Anderson House - a home for battered women and children. We thought it was appropriate for our group of women to help another group of women. We were really proud of this accomplishment.

Our Executive Committee met a number of times to plan a special event for Administrative Professional Week. We decided to sponsor an educational seminar on April 12th and the response to our invitations was phenomenal. Obviously, there is a great desire for these educational opportunities with Administrative Support personnel on the Island.



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2005-2006 Executive

Millie Howatt, President
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Edith Cardy
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Nominations (TBA – Feb. '06)

We also contacted Premier Pat Binn's office to assist with kicking off Admin Professional Week. He agreed to allow a photo shoot of him pinning an Admin Professional Pin on his Admin Assistant with the President and President-Elect of the PEI Chapter also in the photo. This exposure gave us great publicity and hopefully encouraged business owners in Charlottetown to acknowledge their Administrative Support Staff. Another fundraising event was planned for early May in the form of a fashion show. However, we had to defer this event until next year.

In March and April, our Nominating Committee was able to secure people for the various Executive positions for next year. It is so wonderful to see our members take a real interest in making our chapter a success.

On March 15th the President and President-Elect gave a presentation to staff at Veterans Affairs on the benefits of IAAP. Judy Gallant, our Fundraising Chair who works at Veterans Affairs, set up this brown-bag lunch information session to recruit some new members. As President of the PEI Chapter, I was asked to be the guest speaker at a graduation ceremony for students in the Administrative Professional Development Program at UPEI. Every chance we get we try to put a "plug" in for our chapter.

Our June Retreat enabled us to get a head start on plans for next year. We did this last year and all members contributed greatly to its success. Every member volunteered to be on a committee. It was a great exercise and we accomplished a lot.

We currently have 26 members and are heading into next year with great vision and expectations. The first year went by faster than expected, but the rewards have been amazing. Not only have we recruited new members, we are becoming more and more recognizable in the community. I have grown personally as well.

As my year as President comes to a close, I would like to sincerely thank all the chapter members for their support. A special thanks to my dedicated Executive and the Chairs of our Committees who worked so diligently behind the scenes to make things happen. It was a real team effort, and although there were times when I thought "is this really going in the right direction", we forged ahead together and have come out on top in the end. Just Watch - The PEI Chapter is here to stay!!!!

Respectfully submitted,
Dianne MacLean
Past-President 2004-2005
PEI – IAAP Chapter



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Grammar Usage (Who vs. Whom)

Submitted by
Marlene Mulligan

Did you know that proper use of who and whom is the most frequently asked grammar question?

Luckily there happens to be a fairly simple way to determine when you should be using 'who' vs 'whom' and on the same token, 'whoever' vs 'whomever'.

Here's the rule of thumb:
You should use **who** or **whoever** in place of **he** or **she**
and you should use **whom** or **whomever** in place of **him** or **her**.

Examples:
(Who or Whom) are you inviting to the party?

This question could be rearranged to read:

Are you inviting (she or her) to the party?

In the second version, you would choose 'her' to complete the question correctly.

Are you inviting her to the party?

According to the rule of thumb, because we replaced who vs whom with 'her', 'whom' is the correct choice in the first version.

Whom are you inviting to the party?

A second example:
(Who or Whom) is coming for dinner?

Rearrange: Is (he or him) coming to dinner? In this case it would make sense to choose 'he'.

Is he coming to dinner?

Going back to the rule of thumb, because we replaced who vs whom with he, the correct question should be written as follows:

Who is coming to dinner?

Please forward any questions to marlene@pei.compucollege.ca

President's Message.....

As we begin another year of IAAP, I look forward to getting to know each of you better. I am sure each of you had a jam packed summer full of fun and family. It amazes me at how fast the time goes as I get "OLDER". I hate to say it too loud. Denial is a great coping tool!!

We have an exciting upcoming year planned and I hope you are as excited of the possibilities as I am. You know we are kicking off the September meeting with Michelle Rose from Moncton. Michelle is the past President of the Eastern Canada Division. She will be presenting a great program on *Efficient and Effective Minute Taking*. If you are anything like me, minute taking is not my favourite and any tips will be greatly appreciated.

We will also be concentrating on the certification program opportunity which is now available to the Administrative Professionals on PEI. We will be working very hard to bring the necessary visibility and recognition required to create an appreciative atmosphere and encourage all administrative professionals to consider certification as a professional goal.

I hope we will be able to not only have professional development programs, but also have a few fun gatherings.

If you have not yet considered joining one of the committees available in our Chapter, I strongly urge you to consider becoming involved. I understand that for some it may be impossible, but if you can spare a little time, or help with suggestions etc. that would be great.

I know the Chairpersons will be most appreciative and it will enhance



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the entire IAAP experience. I am looking forward to seeing each of you in September and hearing about your summer.

Best Wishes,

Millie Howatt, President
PEI- IAAP Chapter
2005-2006

"The thing always happens that you really believe in; and the belief in a thing makes it happen.

Frank Lloyd Wright



Birthday wishes were recently sent to our following members:

- Mary McAskill
- June Harper
- Sandra McDonald
- Marlene Mulligan
- Dianne MacLean
- Sharon Martin
- Edith Cardy
- Tracy Johnston
- Barb Curley

IAAP Education Meetings

(©=confirmed)

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

- September 13:** "Effective & Efficient Minute Taking" with Michelle Rose. c
- October 11:** "Technology Secrets; Technology available for Today's Office. Speaker -- TBA
- November 8:** "Today's Office" with Dianne Wright (Lyreco). c
- December 13:** Christmas Party / gift exchange - Location - TBA
- January 10:** Body Fuel (nutrition) – Speaker TBA.
- February 7:** "Utter Talk" (public speaking) - Speaker TBA.
- 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" (field trip to the Delta)?
- June 3:** Retreat - Beaumaaris?

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.



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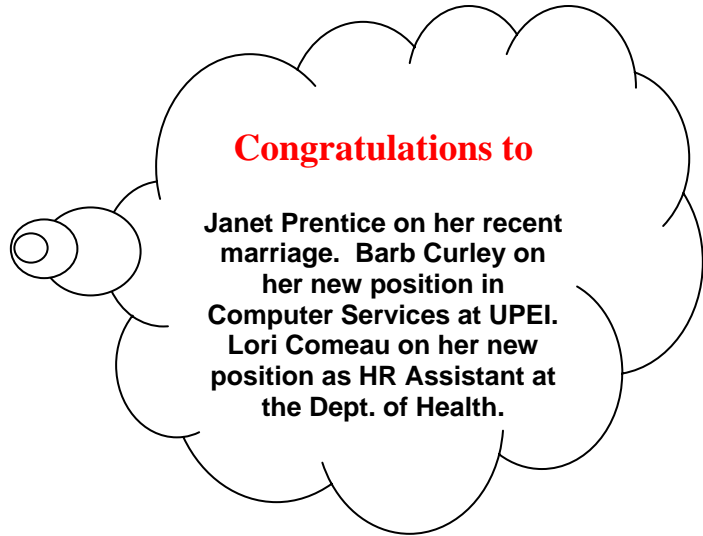
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IAAP Certification Update

The Certification Committee will be meeting soon to finalize details for organizing a study group to assist everyone interested in writing the CPS examination in Charlottetown, May 2006. We have obtained a copy of the Prentice Hall and the Metcalf study materials which will serve as our main study guide. Preliminary plans are to provide participants with a group study outline and organize group meetings on a regular basis for review and feedback.

One challenge for the committee is the lack of resources available to the group. However, through careful and creative planning, we can overcome this hurdle and ensure that all participants have access to the necessary study materials. Certification details including costs, application packages, review materials, etc. are available on the IAAP Website at <http://www.iaap-hq.org/index.htm> under the heading Professional Certification.

If you are interested in participating in our group study or have questions please contact Edith Cardy (ecardy@upeji.ca) or call her at 566-0412. She will be organizing a meeting in September for all who are interested.



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
September	13	28
October	11	26
November	8	30
December	13	No Meeting
January	11	26
February	7***	22
March	8	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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