



**International Association of
Administrative Professionals®**

The Strait Facts

PEI IAAP

September 2006

Special points of interest:

MEMBER PROFILE

CONGRATULATIONS— CPS

Quote of the Month:

*Live as if you were to die tomorrow,
Learn as if you were to live forever!*

Mahatma Ghandi

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2005/06 in Review

As I reflect over the IAAP events of 2005-06, I know that our members experienced a very successful and fun-filled year. Some of the highlights were:

- Our regular monthly meetings, with wonderful speakers, such as — Amanda Rogerson, nutrition; and Dianne Wright, from Lyreco Office Supplies, today's office, and no one will forget Stephanie Knickle-Currie's Pilates demo!
- Once again, our Administrative Professionals Day was a huge success, with keynote speaker **Lloyd Mallard**, keeping us in stitches while touching our hearts with his stories and insights on how our workplaces should and could be.
- Fun events were shared by members at the movie night, card stamping evening, wreath making evening and Christmas at the Delta event.
- Members built stronger friendships and working relationships as they served on committees and enjoyed time shared together over luncheon meetings, planning meetings, and executive meetings.
- Our Fundraising Committee had great success with our second Christmas Gift Basket
- Our community support was demonstrated in our Christmas donation to PEI Addiction Services
- Some of our members took on the challenge of writing the CPS exams.



My hope is that this year we continue to move forward with new and exciting challenges, educational opportunities, team building, networking, and enjoying the friendships built from our membership in IAAP. **Millie MacKenzie, President**

2006/07 Executive

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

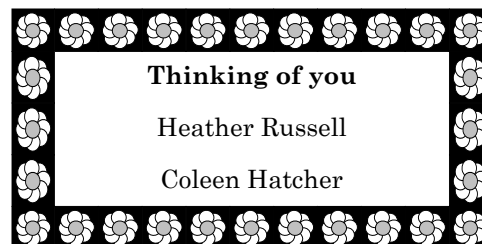
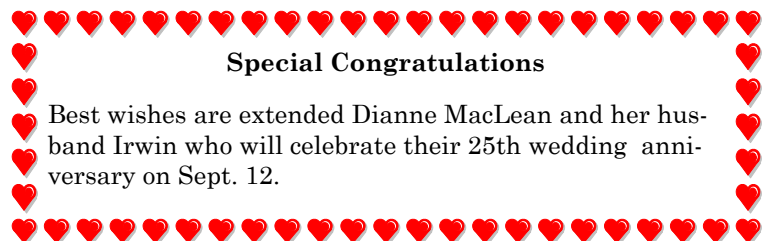
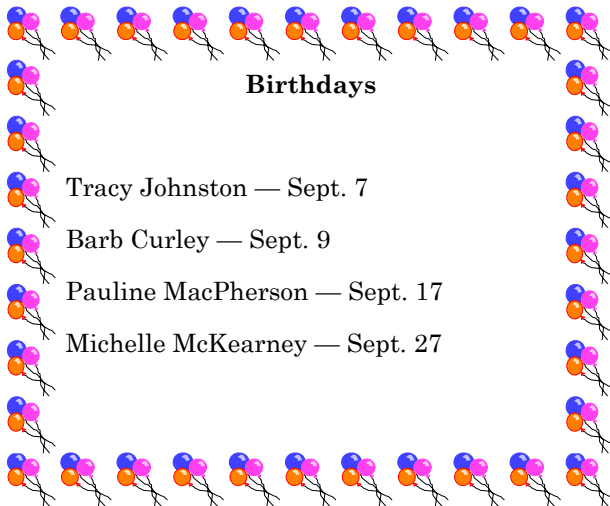
2006/07 Committee Chairs

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

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



In The News

Congratulations go to our members who wrote the CPS exams in May and received their CPS rating:

Edith Cardy, CPS

Pauline MacPherson, CPS

Janet Prentice, CPS

On the Move

June Harper — moved from Holland College as a Learning Manager to a new position with the Tourism Cullinary Center as a Student Counsellor.

Millie MacKenzie — has moved from Sandwave to Holland College as a Learning Manager for Administrative Assistant Program

Michelle MacKearney — has moved from UPEI Physics to a new position with UPEI Computer Science and Information Technology

Congratulations and best wishes for great success in your new positions!

Member Profile: Millie MacKenzie



Millie MacKenzie, President 2006-07

Millie first joined IAAP in 2004/2005 after attending one of the monthly workshops held at UPEI. At that time Millie was working with SandWave – The Practice. Her co-worker Mike Gillis received information on IAAP in the mail one day and brought it to her attention that the association would likely be of interested to her.

So the next day, she had contacted Dianne MacLean to make an inquiry to attend one of the monthly meetings. Millie said that evening was most enjoyable. From the time she walked through the doors at the faculty lounge until the time she left everyone made her feel welcome.

She couldn't wait for the next monthly and began spreading the word about the association to her friends and business contacts to explain just how great the association was to network with and from that night, she has continued her involvement with IAAP and plan to continue her commitment.

What Millie currently does for employment is she holds the position of Project Manager at SandWave-The Practice Firm. This program is under the business unit of Holland College. The program's mandate is to give individuals who have been out of the work force the opportunity to enhance existing skills. We all know that being out of work for a while it doesn't take long to loose you self-esteem, self-confidence, and soft ware skills.

This program runs for 12 weeks, there is no charge for the program and participants must do a 35-hour workweek. You treat the program like a real job.

There are 4000 Practice Firms throughout the world and all firms are sponsored by a real business. The firms all have the departments of: Accounting, Purchasing, Sales and Marketing, Graphics, Communications, Human Resources and Office Administration.

Individuals apply to the program like a real job submitting a cover letter and resume. Then the individuals are called in for an interview and providing they have past working or educational experiences in the department they choose to work in then they are accepted into the program, This allows individuals to put something current on their resume for work experience.

What does the future hold for Millie, well this year will be a busy one.

As most of you know I will be President for IAAP for the year 2006/2007. Also, I will be leaving my current job at Holland College to take on a new role as the Learning Manager for the Administrative Assistant Program at the college. This is something that she was always interested in and she is delighted that she is having the opportunity to take on this challenge.

Some of the other projects and associations Millie belong to are:

Career Development Association, Committee Member, Charlottetown Chamber, member, The Rotary Club of Charlottetown, Chair of the Rotary Auction, Chair of Public Relations, Rotary Youth Exchange, member, PEI Business Women's Association, member, and of course IAAP.

She looks forward to working with everyone this year. There is a strong executive committee with IAAP for the up coming year and she knows that everyone will be working hard making this a fantastic year.

So she hopes to see all at the monthly meetings and she strongly encourages guest to attend to find out what the association is all about.



Grammar Corner

The main role of the colon is to separate main clauses when there is a step forward from the first to the second, especially from introduction to main point, from general statement to example, from cause to effect, and from premises to conclusion:

There is something I want to say: I should like you all to know how grateful I am to you.

It also introduces a list of items. In this use a dash should not be added:

The following will be needed: a pen, pencil, eraser, piece of paper, and ruler.

It is used to introduce, more formally and emphatically than a comma would, speech or quoted material.

I told them last week: 'Do not in any circumstances open this door.'

Website Insight!

Each month there will be a new website to explore and have some fun with. This month's website was discovered while doing a school project with my son. On this particular page of the website, I found a neat little test. You will find the link on the right-hand side of the page called "a little test" Now, don't cheat and look at the answers first! The test tells us how our behaviour is interpreted by others and how they form opinions of us. The results are interesting. Give it a try and see what you discover. Remember to answer the questions as truthfully as you can.

www.compassion-in-business.co.uk/after/effcom1.php

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

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More Photos from our Administration Day in April!



Above: **Marnie MacRae**, Guest Speaker

Below: Member, **Sandra McDonald**



Above: group discussion session

Below: Member, **Kate Howatt**



Above: Member, **June Harper**

Below: response to speaker

