



Through the Bay Window



San Diego Convention & Visitor's Bureau— Your Partner in Meeting Planning

Wednesday, September 2, 2009
The Butcher Shop
5255 Kearny Villa Road
San Diego, CA 92123
Self or Valet Parking
5:00 - 6:00 pm Networking
6:00 pm Dinner
7:00 pm Program

Put These on Your Calendar!

- September 19 - Professional Development Seminar: Radisson Suites Hotel Rancho Bernardo
- October 3 - Multi-Chapter Symposium Pacific Palms Hotel & CC, City of Industry
- October 7 - Dinner Meeting: The Butcher Shop
- October 13 - Bosses Day: Pizza Wings N' Things & Petco Park Tour

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Message from the Board

By: Marge Suess CPS, Vice President

Membership is my business. As Vice President of the Chapter, my primary responsibility is to chair the Membership Committee. I would like all of you to be members of my committee by inviting your co-workers, friends, and acquaintances to come to one of our dinner meetings or special events. IAAP is one of the world's best kept secrets and we need to spread the word about the advantages of joining our professional organization. We currently have 99 members which makes the San Diego Chapter the second largest chapter in California. My goal is to attain 100 members and to maintain that number throughout the year.

January 1, 2010, International dues will increase by \$25. If you know of anyone who is considering membership, I suggest you encourage them to join by December 31, in order to secure the current rate of \$124.

I would like to thank all the members who attended our Open House in July. Four of the twelve guests who attended that evening have already joined – and there's a good chance more will join in the coming months.

Because of the absence of a president-elect, I am in charge of selecting the dinner meeting sites this year. We will be at the Butcher Shop in Kearny Mesa through November. Other venues will be selected for the special meetings in December and February. If you have any suggestions for meeting sites, please contact me at margevt@san.rr.com or 858-272-1028.

The next dinner meeting program, Wednesday, September 2, will be of special interest to many of you who are in charge of planning meetings. Also, September 19, the Chapter is holding a professional development seminar and breakfast. It will be held at the Radisson Hotel in Rancho Bernardo. Tuesday, October 13 is the date of a very special event – San Diego Chapter's Bosses Day Lunch and behind-the-scenes tour of Petco. I hope to see all of you at these events.

Terri Estaban | Nicki Jensen

Lisette Camp-Luciano | Simmie Zacker

Jan Wallden | Gretchen Holder

Total Membership - 99

Professional Members - 83

Professional Merited Members - 9

Student Members - 5

Associate Members - 2

Welcome New Members

Beverley Araghi has worked in the Administrative field for over 27 years, most recently as an Executive Assistant to a Principal at Booz Allen Hamilton, a Defense Contractor based in the Washington DC Metro area.

Over the course of Beverley's career she has worked tirelessly for the improvement of support and morale in the Administrative community, most recently as the lead for the Western Region TAP, a Booz Allen centric forum for Administrative Professionals which began in San Diego and now has expanded to include Hawaii, Colorado, Los Angeles and San Antonio. This Forum has made a major impact on numerous initiatives and significantly increased the capability of its members.

Beverley is a native of Washington DC and enjoys cooking, entertaining and spending time with her husband and two grown sons.

Terri Estaban has over 27 years in administrative experience in the bio pharmaceutical and electronics industry. She graduated from San Diego High School and began working for an electronics company as a temporary administrative assistant during the summer.

Several years later, Terri left the electronics field and began working for Attenuon LLC, a private bio pharmaceutical company located in Sorrento Valley which specialized in cancer research. Terri is currently working at the San Diego County Regional Airport Authority as an Executive Administrative Assistant to the Vice President of Finance/Treasurer.

Terri is a rare native San Diegan with her family roots in Lake Charles Louisiana! During the summer Terri and her family love vacationing in Mexico where they enjoy the beach, weather, food, and Margarita's!

During the winter you can find Terri and her family skiing and snowboarding off the slopes in Mammoth!

Heather McGann has over 9 years experience as an Administrative Professional. She has worked as a marketing specialist for Kashi, a property management associate for Baldwin Pacific Group and as a project manager for Enviro-Matrix Analytical. Two years ago, Heather left the commercial world and began working in her current role as the Executive Assistant to the Vice President of Defense at Booz Allen Hamilton, a global government consulting firm located in Fashion Valley. In addition to providing support to her Executive, Heather chairs Booz Allen's Western Region Community Outreach Team, and has recently joined the IAAP Community Service Group as well.

Heather enjoys spending time with her husband Devon and her 22 month old son, Tyler. A born and raised San Diegan, she also enjoys water sports, camping, reading, and giving back to her community.

Donna Lou Shannon, originally from Michigan, moved to San Diego (Santee) 1968. She does not drive, and has used public transportation, family and friends to get her to her destinations.

Her job experience includes over 20 years of experience in the collection field. She began working for Duffy's Collections for seven years and for the Credit Research Bureau for 15 years. For the past year, Donna has worked for Flores Financial Services as a bookkeeper.

Donna has an Associate's degree from Grossmont College and is also a graduate from the Office Professional Training program (OPT) with an emphasis in

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Member's Corner from page 2

Accounting. Donna was the 2,000th graduate from the OPT program in the Spring of 2008. Her hobbies include reading and counted cross-stitching.

Laura Stokes has 15 years experience as an Administrative Professional. She currently works at Booz Allen

Hamilton and prior to that worked at San Diego State University for 10 years. A native San Diegan, she currently lives in Santee. She holds a BA and MA from SDSU in Literature. Outside of work, Laura enjoys reading, theater, and hiking.

Congratulations *Brigit Bianco-McKay CAP*,
our newest Certified Administrative Professional!

Birthdays | IAAP Anniversaries

July

Birthdays

Dianne Berg
Anna Nilsson
Juanita Palash
Nancy Talbert
Susan Van Veen
Darla Wilson CAP
Sylvia Wong
Tessa Wright

Anniversaries

Evelia Castellanos
Ivy DeJesus
Amelia Garza
Erika Lowery
Juanita Palash
Frances Peterka
Angela Williams CPS

August

Birthdays

Karen Buckingham
Valerie Costantini
Jan Cronin
Bea Endaya (DMAL)
Leticia Olais
Donna Shannon
Marge Suess CPS
Angela Williams CPS

Anniversaries

Liza Anderson
Jeanie Crowell
Bea Endaya (DMAL)
Sandi Prescott Csik
Pat Spudich
Susan Van Veen

September

Birthdays

Dr. Mary Leslie
Joanne Owen CAP
Sandi Prescott Csik

Anniversaries

Ellinore Giacinto
Susanna Ross

*Best wishes
to everyone
celebrating a
birthday or an
anniversary!*

Chapter Attendance Contests

How can you win cash and/or a chance to go to an IAAP conference? There are two ways to win:

Perfect Attendance

Cash awards of \$25 each will be given to up to six Chapter members with perfect attendance at the Chapter meetings from August 2009 through April 2010. These awards will be presented at the May Chapter meeting.

2010 Annual Educational Forum & California Division Meeting

Each time you attend a Chapter meeting from August 2009 through April 2010, your name gets put into a hat for a chance to win a trip to this event to be held in Pleasanton, CA, June 11-13, 2010 (up to a \$1,000 value!). A name will be drawn at the May Chapter meeting. To be eligible to win this trip, the person whose name is picked must be in attendance at the May Chapter meeting and be willing to attend this conference.



Save Lids to Save Lives with Our Community Service Group

On August 31, 2009, Yoplait will kick off its 2009 Breast Cancer, "Save Lids to Save Lives" campaign. As part of our community service program, the San Diego IAAP Chapter will be joining this campaign by encouraging members to collect the pink Yoplait yogurt lids until December 20, 2009. Yoplait will donate 10¢ for each lid, up to \$1.5 million dollars and we can do a great deed by collecting every lid possible. Please bring them to each meeting and we will let you know how many have been gathered after each meeting.

The Community Service Group will be printing posters and collection container labels to pass out to those interested in gathering lids from their work colleagues and family.

Spread the word! All of us should be interested in funding the life-saving breast cancer research that Yoplait sponsors through the Susan G. Komen Foundation; and this is such an easy way to do it!

The Community Service Committee

2010 International EFAM Scholarship Application

The San Diego Chapter of IAAP is offering a scholarship to attend the 2010 IAAP International Convention in Boston, Massachusetts, July 18-21, Hynes Convention Center. The Chapter's Board of Directors feels that attendance at this event would be an outstanding educational and motivational opportunity for a member to progress into and enhance their leadership roles of the chapter.

To qualify for this scholarship you must meet the established criteria and complete the application (available on the website). A panel of judges will

consider all applications and recommend a winner to the Chapter's Board of Directors, who will make the final decision. The Chapter will award the winner up to \$2,000 to attend the conference.

Criteria:

- Applicant must be a San Diego member in good standing
- Applicant must regularly attend chapter functions
- Applicant must have a desire to progress into leadership roles in the Chapter

Chair for Mentor Program Needed

As discussed at our August meeting one important volunteer position is the Mentor Program Chair – and we need someone to fill it! The position actually takes less time than being a mentor. As new members join our Chapter, the Mentor Program Chair would identify a current member and ask her/him to be a Mentor for the new member and facilitate the exchange of contact information. That's it! Really. Why not volunteer right?

Marge Suess CPS will work closely to assist you with any new member welcome information and whatever other resources you might need. This is a great opportunity to get involved, to Chair a committee which is one step toward being on the Board, and to network not only with new members but with current members as well.

So what's stopping you? **Call Marge today!**
(858) 272-1028

Recruitment Incentive

If you sponsor a new member, you will get \$10 off the cost of your next dinner meeting (up to 15 new members Chapter-wide).

COE Coordinator Needed

If you are available to help our Board track the Chapter of Excellence (COE) criteria, please contact any board member.

G

Get your CPS/CAP certification. Exam dates are November 6-7, 2009 and May 7-8, 2010. Call Marion Phelps CPS/CAP, Education Chair, for more information (619) 400-2784 or mphelps@san.org.

R

Recruit new members: both CA Division and International have recruiting awards. Check it out on our website – www.iaap-sandiego.com.

O

Opportunity for members to win a scholarship to the 2010 International EFAM in Boston, MA. The deadline is March 15, 2010. Application available on our website.

W

Win a trip to 2010 CA Division Annual Meeting just by attending Chapter meetings.

T

Track your Member of Excellence information – worksheet available on our website.

H

How to keep track of recertification points – worksheet available on our website.

Tips To Make Networking A Bit Easier

Get There Early – Of course, the cool crowd likes to arrive fashionably late, but when you get there early fewer people are there and it's easier to start a conversation. When you get there late, attendees may already be in groups, which can make it tougher to jump in.

Have Your 30 Second Commercial Ready – The number one question at any networking event is, "What do you do?" You'd be surprised at how many people don't have a simple, natural (well prepared) response for this question. An internet search for "30 second elevator pitch" or "30 second commercial" will provide numerous resources on "how to" create a quality 30 Second Commercial. Arriving prepared will give you new found comfort.

Keep It Short And Sweet – Resist the urge to chat with the same person or group for the entire event. Networking events are not a race to collect the most cards, however you should try to make five or more quality connections worthy of a more formal follow up meeting.

Continued on page 9



The San Diego Chapter of
the International Association of Administrative
Professionals®



Invites you to attend a
**Professional Development
Seminar and Breakfast**
Saturday, September 19, 2009
Radisson Suites - Hotel Rancho Bernardo
11520 West Bernardo Court
San Diego CA 92127

Welcome
Bag

Three (3) CEU/Recertification points will be awarded

Door Prizes

Full Breakfast
Buffet and Beverages
Served 7:45 to 8:30

Cost:
\$30.00 Per Person

Registration Deadline:

Friday, September 11, 2009

Registration form on reverse page

Registration
7:30 a.m.
Workshops
8:30 am

For further information or to RSVP, contact:
Gloria Rossiter CAP
Ph: 619-233-0161
Email: gbrossiter@gmail.com

Donations Needed

If your company or organization has an item to donate for the Professional Development Seminar Welcome Bags, please contact Gloria Rossiter CAP at gbrossiter@gmail.com or (619) 233-0161. (75 of each item is needed)

IAAP's Core Values...

Integrity

We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

Respect

We create respect within our profession and association through listening, understanding and acknowledging member feedback.

Adaptability

We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

Communication

We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

Commitment

We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

IAAP's Mission...

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.



DATES TO REMEMBER!

2009

| | |
|---------------|--|
| September 19 | Professional Development Seminar: <i>Featuring Author Lee Silber and Author Carolyn Gross</i> , Radisson Suites Hotel, Rancho Bernardo |
| October 3 | Multi-Chapter Symposium (see information on last page) |
| October 7 | Chapter Meeting: <i>The Tao of Everest</i> , The Butcher Shop, Kearny Mesa – NOTE TOPIC CHANGE |
| October 13 | Bosses Day Event: <i>Lunch & Petco Park Tour</i> , Pizza Wings N' Things |
| October 18-21 | Certification Conference, Marriott Waterfront, Portland, OR |
| November 4 | Chapter Meeting: <i>The San Diego Job Market</i> , The Butcher Shop, Kearny Mesa – NOTE TOPIC-CHANGE |
| November 6-7 | CPS/CAP exam |
| December 2 | Chapter Meeting: <i>Holiday Entertainment & Silent Auction</i> , Mission Valley Marriott |

2010

| | |
|-------------|--|
| January 6 | Chapter Meeting: <i>Certification Information</i> , The Butcher Shop, Kearny Mesa |
| February 3 | Chapter Meeting: <i>Avery Presentation</i> , Location to be Determined |
| March 3 | Chapter Meeting: <i>Leadership & Succession</i> , The Butcher Shop, Kearny Mesa |
| March 8-10 | Spring Professional Education Conference, Grand Sierra Resort, Reno, Nevada |
| Mid-March | Professional Development Seminar, Location TBD |
| April 7 | Chapter Meeting: <i>Social Media</i> , The Butcher Shop, Kearny Mesa |
| April 21 | APD Luncheon, Location TBD |
| May 5 | Chapter Meeting: <i>Mini Expo</i> , Port of San Diego – Annual Meeting |
| June 2 | Chapter Meeting, Location TBD – Installation of 2010-2011 Officers & 2009-10 Chapter Awards |
| June 11-13 | Annual Educational Forum & 58th California Division Meeting, Hilton Pleasanton at the Club, Pleasanton, CA |
| July | 2010 Open House |
| August 4 | Chapter Meeting, Location TBD |
| September 1 | Chapter Meeting, Location TBD |
| October 6 | Chapter Meeting, Location TBD |
| Oct. 17-20 | Certification Conference, Hilton Seelbach Hotel, Louisville, KY |

2009 International EFAM Delegate's Report

Attendees to the 2009 Convention & Education Forum in Minneapolis, MN, from our Chapter included delegate Deborah Gunn CPS/CAP, alternate Gloria Rossiter CAP, and our IAAP Convention scholarship winner, Tessa Wright. There was a total count of 1,284 attendees this year – quite a reduction over last year's count of 1,865.

Delegate duties included participation in all elections and voting events. This year there was only one ballot for the election of International officers, with the exception of the Southeast District Director position. Below is the outcome of the voting for both the new International Board, and the proposed amendments to the Bylaws & Standing Rules that were discussed at the Chapter's May 2009 Annual Meeting.

New International Board of Directors

The 2009/2010 International Board of Directors was elected and they include:

- President Susan Shamali CPS/CAP
- President Elect Mary Ramsay-Drow CPS/CAP
- Vice President Tamra Goodall CPS/CAP
- Secretary Janine Riemersma CPS/CAP
- Treasurer Karlana Rannals CPS/CAP
- Canada District Director Sharron Buttler CPS/CAP
- Great Lakes District Director Wendy Melby CPS/CAP
- Southeast District Director Virginia Boyd CPS/CAP
- Affiliate Representative Jennifer Hinkson CMP
- Northeast District Director Judith Yannarelli CPS/CAP
- Northwest District Director Valerie King CPS/CAP
- Southwest District Director Antoinette Smith CPS/CAP

Bylaws & Standing Rules Results

- Proposed Bylaws Amendment 1 on new membership dues was amended and **passed as amended**. The amended amounts for members residing in the United States and Canada are: professional \$83, professional-merited \$47, student \$50, associate \$180. This is a \$25 annual dues increase for all categories except for professional-merited, which was a \$21 annual dues increase. This dues increase goes into effect January 1, 2010.

NOTE: Submit your 2010 membership dues before January 1, 2010, and pay the 2009 rate – saving you or your employer from paying the higher membership fee for 2010.

- Proposed Bylaws Amendment 2 on a \$15 processing fee for all new members **passed**.
- Proposed Bylaws Amendment 3 on raising annual affiliate fees from \$130 to \$155 **passed**.
- Proposed Bylaws Amendment 4 on payment of renewal of membership dues within 30 days after renewal date **was amended and passed**.
- Proposed Bylaws Amendment 5 on election of district directors and eliminating some no longer needed wording **passed**.
- Proposed Bylaws Amendment 6 on association members-at-large representation at EFAM and election of delegate and alternate **passed**.
- Proposed Bylaws Amendment 7 on changing the words "annual convention" to "annual meeting" **passed**. This amendment ties in with the name change to "International Education Forum and Annual Meeting."
- Proposed Bylaws Amendment 8 on adding a new membership classification of institutional group **failed**.
- Standing Rules Amendment 1 on changing the words "annual convention" to "annual meeting" **passed**.

Education Forum

I elected to attend workshops that I thought would be beneficial to my position as Chapter President. They included: Does Age Matter? By Kathy Lynch, Director of Employer Engagement at the Sloan Center on Aging and work at Boston College; Pathways to Power by John Zulli; and The Non-Verbal Advantage: Reading Body Language at Work, and The Silent Language of Leadership both by Carol Kinsey Goman Ph.D.

Other Events

Attendees were given a great Evening of Welcome similar to that of a state fair with a fun-filled evening of authentic midway games, music and entertainment, food, sideshows, and dancing, as well as a chance to get to know our candidates for International office.

The Office Expo was held on both Sunday afternoon and Monday morning. The Expo was filled with a variety of vendors providing sample products and the opportunity

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Delegate's Report from page 8

to discuss various services beneficial to Administrative Professionals. There was a Southwest District caucus to review the successes achieved during the year. Delegates and convention members were provided several opportunities to meet the candidates for International Office.

The Evening of Entertainment, "Cirque Voila." was wonderful. This was a fantastic combination of skills, dexterity, and dramatic visual artistry intertwined with hilarious comedy and engaging audience interaction. Clowns, contortionists, magnificent gymnasts, and high-flying acrobats mesmerized and delighted the senses!

The keynote speakers were Steven Iwersen with "Let's Make A Deal: A Different Kind Of Motivation," which explored the core principles of attitude, innovation, and influence; and Futurist Warren Evans who spoke on "The Future: Take It or Make It," providing a look at trends in the world of business and what they mean.

The Avery Great Results Chapter and Division Achievement Awards program recognized IAAP chapters and divisions that displayed excellence in providing educational programs, achieving membership growth through successful recruitment and retention efforts, promoting professional certification and volunteering for community service programs.

The California Division members got together for dinner on Monday evening, which was a nice chance to get to know others in our Division.

Wednesday evening was the Banquet where we met the winners of the IAAP Awards for Excellence, created in 1992 to recognize employer organizations that have established policies and programs to encourage and support the advancement and effectiveness of

administrative professionals. We also heard speeches from outgoing International President Barb Horton CPS/CAP, Executive Director Don Bretthauer, and incoming 2009-2010 International President Susan Shamali CPS/CAP. The text of these speeches is posted on the International Website.

I also attended a leadership session on Thursday morning by Wilny Audain with The Living Circle entitled, "The Art of Being Unstoppable."

There were plenty of opportunities for networking during the various events and workshops.

Additional Information

You can read the Connections Newsletters from the EFAM by going to the IAAP HQ website (www.iaap-hq.org).

Future Dates & Sites

Next year's International Convention and Education Forum will be held in July 18-21, 2010, at the Hynes Convention Center, **Boston MA**. Future conference dates and sites include:

- July 24-27, 2011, at the Palais des congrès de Montréal Convention Centre, **Montreal, PQ**
- July 22-25, 2012, at the Gaylord Texan Resort, **Grapevine, TX**
- July 28-31, 2013, at the Anaheim Convention Center, **Anaheim, CA**
- July 27-30, 2014, at the Milwaukee Convention Center, **Milwaukee, WI**
- July 26-29, 2015, at the Louisville Convention Center, **Louisville, KY**

Deborah Gunn CPS/CAP
Chapter President & 2009 Delegate

Editor's Place

Do you have an article you would like to have published? Send it in by the 15th of any month and I will publish it in the next available newsletter.

Do you have any comments, edits, complaints? Is there something you would like to see (or maybe not see) in your, yes this is YOUR, newsletter? Email it to me at gbrossiter@gmail.com.

Networking Tips from page 5

Follow Up – The benefit comes from your follow up, so don't let time get away before you do. By the next day you should have sorted out the connections you'd like to explore further - potential clients, referrals, suppliers, lunch partners, and strategic alliances. Simply follow with a friendly email or phone call (or voice mail) conveying that you enjoyed meeting them. Based on their response, schedule a lunch or other follow up to explore ways to help each other. *From the San Diego Chamber of Commerce*

Chapter Meeting Minutes – Wednesday, August 5, 2009

The regular monthly business meeting of the San Diego Chapter was held at The Butcher Shop in San Diego, California, the evening of Wednesday, August 5, 2009.

The following officers were present:

Deborah Gunn CPS/CAP, President
 Marge Suess CPS, Vice President/Membership Chair
 Tessa Wright, Corresponding Secretary
 Lori Poore CAP/Treasurer
 EvE' Bond CPS, Acting Recording Secretary

Business Meeting

The meeting was called to order by President Deborah Gunn at 6:04 p.m. President Gunn led the Pledge of Allegiance.

Introduction of Guests

President Gunn recognized and introduced the following three guests and thanked them for attending: Gwen Leivano, Bonnie Russell, and Lisa Wolfson

Induction of New Members

Vice President/Membership Chair, Marge Suess, welcomed and read brief bios of five new members: Beverley Esmailaraghi, Heather McGann and Laura Stokes, with Booz Allen & Hamilton; Terri Esteban, with the San Diego Airport Authority; and Donna Shannon, with Flores Financial. Dianne Berg assisted Marge Suess by distributing new member binders. Cynthia Day was recognized for having recruited and sponsored new member, Donna Shannon, and received an IAAP recruitment pin.

Renewal of Membership

Marge Suess, distributed a renewal membership card to LuAnne (Anne) Stalmer, along with a gift card from the chapter, and thanked her for her continued membership.

Networking

Corresponding Secretary, Tessa Wright, led the attendees in a networking exercise to get better acquainted with each other.

The Meeting was Adjourned for Dinner and reconvened at 7:27 p.m.

Presentation to Past President

President Gunn indicated that an IAAP past-president's pin from the San Diego Chapter is being awarded to Gloria Rossiter CAP (currently, IAAP California Division Treasurer) for her service to the chapter in 2008/09.

Approval of Minutes

Having been previously printed and distributed, President Gunn asked if there were any corrections to the June 2009 business meeting minutes. Hearing none, the minutes were approved.

Approval of Treasurer's Report

The Treasurer's reports for the months ending June 30 and July 31, 2009, previously printed and distributed, were accepted and will be filed.

Approval of Budget

The 2009/10 Annual San Diego Chapter Budget was presented and discussed. Upon a motion made and seconded, the budget was approved.

Program

President Gunn explained that the evening's program, *Strategic Plan – How to Meet our Goals for the Coming Year* - would be a table topics discussion, led by a discussion facilitator at each table. The following six subjects were discussed: *Leadership, Education, Networking, Community Service, Work/Life Balance and Power of Commitment*. A discussion of all subjects ensued and President Gunn recorded the suggestions for each subject on a tablet, after which she advised that the results of the table topics discussion would be sent via her monthly e-mail, titled, "What You Missed at Last Night's Meeting."

Committee Reports

President Gunn announced that for the sake of time, the scheduled oral reports from the Delegates to the recent Annual Education Forum & California Division Meeting and the International Education Forum & Annual Meeting would not be given, but could be found in the August and September newsletters on the chapter website.

Announcements

Newsletter Editor, Gloria Rossiter, announced that the chapter newsletter is being redesigned and asked that all articles be sent to her attention by the 15th of each month. Gloria further announced that the Educational Development Seminar committee is collecting donations for the welcome bags. Seventy-five of each are required, prior to the seminar on September 19, 2009.

President Gunn thanked Sue Gannon CAP for her many years of outstanding service to the chapter both as Editor of the newsletter, *Through the Bay Window*, and the

Continued on page 12



2009-2010 RECOGNITION AWARDS PROGRAM

Chapter size categories (as of June 30, 2009 Int'l HQ Report)

- 25 or fewer members
- 26 – 50 members
- 51 – 75 members
- 76+ members

Certification Award: Based on chapter size categories, this award is for the greatest number of members passing the certification exams, the greatest percentage passing the certification exams, the greatest number of members recertifying, and the greatest percentage recertifying in May and November 2009. **Award:** During the Certification Recognition Luncheon at the Annual Educational Forum (AEF) on Friday, awardees, in attendance, will receive a \$5 Starbucks gift card and certificate. The chapters will receive a certificate.

Membership Award: Based on chapter size categories and will be for both the greatest numeric increase in membership and the greatest percentage increase in membership (June 30, 2009 vs. April 30, 2010 membership reports). **Award:** Certificates to the chapters presented during the Business Session at the CA Division Meeting (CDM) on Saturday.

Community Service Award: Based on chapter community service, scholarship activity and volunteerism as reported in the Chapter Annual Report, received by deadline in request email. **Award:** Certificates presented to chapters during the Networking Luncheon, during CA Division Meeting (CDM) on Saturday.

Top 10 Recruiter Award: This award is given to the top 10 members who recruit the most new members into any CA Division chapter. They must recruit a minimum of three (3) new members during the period from July 1, 2009 through April 30, 2010. **Award:** Certificates and a token of appreciation are presented during the Business Session at the CA Division Meeting (CDM) on Saturday.

#1 Recruiter Award: This award is given to the one (1) member who recruits the most new IAAP members into any chapter during the period of July 1, 2009 through April 30, 2010. **Award:** Reimbursement of the winner's paid in full registration fee to the 2010 California Division Meeting is presented at the Saturday Evening Banquet. If not in attendance, the winner can designate reimbursement to another member of their chapter with a paid in full registration at CDM.

Member of Excellence / Chapter of Excellence: CA Division will recognize all those members and chapters who received Member of Excellence and Chapter of Excellence during the July 1, 2008 thru June 30, 2009.

All awards are based on information received from International Headquarters.

Meeting Minutes from page 10

website. She further thanked new Website Editor, Angela Williams CPS, for taking on the responsibility for the chapter's website, and Gloria Rossiter for taking over as Editor of the newsletter.

Heather McGann announced that the Dress for Success collections will continue until September 21 and suggested that those attending the Professional Development Seminar, on September 19, bring their used business clothing to that event.

President Gunn advised that announcements of future IAAP events can be found on the reverse side of the evening's Meeting Agenda, on the Chapter Website, or in the Chapter Newsletter.

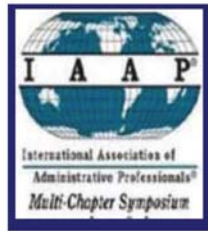
Drawings

The Ways & Means raffle prizes were won by Eileen Innecken and Kim Madigan.

The Board Door Prize, donated by President Gunn, was won by Shirley King CPS.

There being no further business, the meeting was adjourned by President Gunn at 8:25 p.m.

Submitted by: EvE' Bond CPS,
Acting Recording Secretary



2009 Multi-Chapter Symposium
International Association of Administrative Professionals®

Transforming Opportunities into Success
October 3, 2009
8 a.m. — 4 p.m.



Pacific Palms Hotel and Conference Center
One Industry Hills Parkway
City of Industry

| | | |
|---|--------------|-----------------|
| | \$75 Member* | \$85 Non-Member |
| After 9/12/2009 and at the door: | \$85 Member* | \$95 Non-Member |
| Register Today at www.iaapmcs.com | | |
| *Member denotes a California Chapter Member or a Division Member at Large | | |

Silent Auction Donations Needed

We will be having a silent auction fundraiser at our December 2009 meeting. Start planning your donations now – it will be here sooner than we would like!



San Diego Convention & Visitor's Bureau - Your Partner in Planning*

By

Gillian Ware, National Sales Manager



*Recertification points pending.

DINNER MEETING NOTICE

SEPTEMBER 2, 2009

5:00 p.m. - Networking

6:00 p.m. - Dinner

7:00 p.m. - Program

The Butcher Shop

5255 Kearny Villa Road San Diego, CA

92123

Phone (858) 565-2272

Self or Valet Parking

DINNER MENU

Caesar Salad

Chicken Marsala or Swordfish Macadamia

Amaretto Biscotti Torte

Coffee, Decaf, Tea, Iced Tea

Vegetarian: Steamed Vegetable Medley with Rice

Door Prize

FOR RESERVATIONS, PLEASE RSVP TO: **Janie Dillard CPS, Dinner Chair**

Via E-mail: dillard.janiemelina@scrippshealth.org. All reservations will be confirmed! If you do not receive a confirmed reservation via email, please telephone **Janie at 858/626-7899**.

Via Phone: (858) 626-7899. **Members** may make reservations by phone. Please leave your name and phone number. Reservations must be received by Friday, August 28, 2009.

Via Mail: 8815 Keremeos Way, San Diego, CA 92126

Guest Dinner Reservations MUST Be Received and Paid By Friday, August 28, 2009.

Please Make Checks Payable to: **SAN DIEGO CHAPTER-IAAP & mail with information below.**

MEMBER DINNER RESERVATIONS ONLY may be paid at the door.

ALL CANCELLATIONS RECEIVED AFTER THE RSVP DEADLINE AND NO-SHOWS TO DINNER WILL BE BILLED!

(Please supply all information so that we may put your name on our mailing list.)

My check is enclosed for: _____ reservations(s) at **\$35** each for a total of \$ _____

Name: _____

Home Address: _____

Phone: _____ E-mail Address: _____

Chicken Marsala Swordfish Macadamia Vegetarian