



# Through the Bay Window



## Entertainment by the *Fabulous Earrings*

Wednesday, December 2, 2009  
Mission Valley Marriott  
8757 Rio San Diego Drive  
San Diego, CA 92108  
Parking @ \$5  
5:00 - 6:00 pm Networking  
6:00 pm Dinner  
7:00 pm Program

## Put These on Your Calendar!

- January 6 - Dinner Meeting:  
The Butcher Shop
- January 21 - OPT Winter Graduation:  
Grossmont College
- February 3 - Dinner Meeting:  
The Butcher Shop
- March 3 - Dinner Meeting:  
The Butcher Shop
- March 20 - Education Seminar:  
Viejas DreamCatcher Room

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## Message from the Board

By: Deborah Gunn CPS/CAP, President

In reviewing our accomplishments so far this IAAP year, I see that we are well on our way towards accomplishing our goals. And, we continue to increase our numbers, we're now up to 106! Thanks to all of you for spreading the word about IAAP and the San Diego Chapter.

We continue to work on the criteria for the Chapter of Excellence – we are just short of reaching that goal, which I'm sure we will meet by the end of the IAAP year (June 2010). We have more educational programs planned for 2010 as well as another Educational Seminar on March 20 at Viejas. Our Administrative Professionals Day lunch is scheduled for Wednesday, April 21, 2010. We are fortunate to have obtained a favorable rate to hold our event on the "California Spirit" a San Diego Harbor Excursion vessel. Our Ways & Means chair, Cynthia Day, is also working on some other fun events, so stay tuned!

Our Community Services Group has sponsored several ways for us to give back to others less fortunate. I encourage you to lend your support to these worthwhile projects. The two projects currently scheduled are the Yoplait "Lids for Lives" campaign and two opportunities in December to assist at the San Diego Food Bank.

After the first of the year, our Nominating Committee will begin contacting eligible Chapter members to ascertain member interest in serving on the Chapter's Board for next year. I ask you to consider how taking on a leadership role in the Chapter fits in with your professional growth.

As you know, the basic membership rate at the International level will increase by \$25 as of January 1, 2010. However, you can save yourself (or your employer) \$25 by renewing before December 15, 2009. Just give IAAP Headquarters a call at (816) 891-6600 and let them know that you want to take advantage of renewing your membership early.

Our December Chapter meeting will be fun with the Fabulous Earrings vocal group and the Silent Auction. What a great time for networking, shopping, and entertainment all in the same night!

Since all of my family is in town, we're fortunate to be able to spend time with them during the holidays. Blessings to you and yours!

### New Members:

**Michelle McGowan (Airport Authority),  
Sachiko Kohno & Nancy Clarke (Amylin),  
Melissa Rivera and  
Ellinore Giacinto (reinstated)**

**Total Membership - 106**

Professional Members - 90

Professional Merited Members - 9

Student Members - 5 & Associate Members - 2

**Jessica Coleman** joined Amylin Pharmaceuticals in 2008 and is currently Executive Assistant to the Vice President of Research and Development Operations. While at Amylin, Jessica has served in a variety of executive support roles having supported the Vice President of Corporate Development, Vice President of Research and Chief Scientific Officer, and the head of Drug Safety Research. Prior to joining Amylin, Jessica oversaw administrative support for Amgen Ventures (Amgen's corporate venture fund) and specifically provided direct support to both the Executive Director and Director of the fund. Jessica also provided back-up support to the Executive Assistant of Strategy and Corporate Development.

While having worked at Amgen, Jessica obtained a variety of skills working both in Quality and then later on in the Corporate Development umbrella. While in Quality, she lead the evaluation and sourcing for the animal derived materials project when TSE (Mad Cow) came to fruition and brought proposals forth to senior management to eliminate or minimize obtaining any materials which may be of potential risk. She also oversaw the auditing schedule and served as head administrator for the supplier management database. While in Corporate Development, Jessica was responsible for all incoming deal flow through the due diligence process and tracked all activity within the Licensing Tracker database. While in this function, her team financed 12 new start-up biotechs with other top venture capital firms. She also gained invaluable insight into

what the financing process is (including handling of all major wire transfers) as well as supporting the Executive Director as acting CEO or COO for all portfolio companies. Aside from Jessica's experience within the biotech industry, she likes to spend her free time cooking gourmet food, reading various cooking publications, sport fishing and taking her Maltese/Yorkie, Milo, to the dog beach every week.

**Ann Gonzales** is also currently employed with Amylin Pharmaceuticals, as an Executive Assistant to the Vice President of Pharmaceutical Research and Development. Her professional administrative experience spans 15 years within the Pharmaceutical Industry with prior service at Biogen IDEC in Clinical Trials Management.

Ann has had a varied professional career not only in administration but also in the finance and mortgage industries as an accountant and loan analyst with Security Pacific and the Resolution Trust Corporation in the '80s. After completing her Bachelors Degree in Business Administration from National University, Ann continues to expand her knowledge through Certificate Programs at UCSD Extension in Clinical Trials Management and Project Management. Ann resides in Point Loma and she has a son living away from home attending college in San Diego. Her passions in life are sailing and traveling. As a conversation starter... Ask Ann where she last travelled?

Continued on page 3

*New Members from page 2*

**Sachiko Kohno** was born in Japan and grew up in Southern California. After graduating from UCSD with a Bachelors of Arts in Sociology, she has accumulated over 17 years of experience working in fields ranging from manufacturing, financial, and biotech industries here and abroad. She has worked as Executive Assistant to the President of Merrill Lynch Japan, as well as Executive Assistant to the Vice President of Sony Electronics where her fluency in English and Japanese brought about exciting opportunities to work in multiple areas of the organization, and in diverse and cross-cultural settings. After few years of technical training in translation, she entered the biotech and pharmaceutical industry in 2004 working for start-up Specialty Pharma companies in San Diego. Sachiko has received certification in Clinical Trials Administration and is currently serving as Executive Assistant to the Vice President of Business Development at Amylin Pharmaceuticals.

**Judy Dolan CPS** has a Bachelor's in Business Education from the Wisconsin State University, Whitewater and a Master's in Education from Pepperdine University here in California. She has taught secretarial training courses at the high school level in Illinois and at Escondido High School. Judy is currently a professor of Business Administration at Palomar College San Marcos teaching in Office Information Systems. After teaching for 43 years, she plans to retire in Spring 2011!

Judy was introduced to the National Secretaries Association as a high school Senior and was a Charter member of the IAAP Palomar Chapter in 1982. She has held various officer and chair positions within the Palomar Chapter including CPS/CAP Coordinator. Judy has been the proctor for the CPS/CAP exam every November and May at Palomar College since 1990.

## December Birthdays | IAAP Anniversaries

### Birthdays

Cindy Garofalo CPS  
Eunice Oliver  
Fran Peterka  
Lorraine Visser CPS  
Simmie Zacker

### December

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

### Anniversaries

Velva "Lee" Hodge CPS  
Eunice Oliver  
Lori Poore CAP  
Marge Suess CPS  
Nancy Talbert  
Anita Tindall CPS  
Julie Woodruff

## 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 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 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.

## 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

**Deadline** for scholarship application is **Monday, March 15, 2010.**

## Chair for Mentor Program Needed

As discussed at several of our previous meetings, 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 members join our Chapter, the Mentor Program Chair would identify a current member and ask them 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 with you in providing 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, another criteria for Member of Excellence to check off, 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.

## North vs. South — It's All Out War!

On November 19, 1863, Abraham Lincoln stated, "Now we are engaged in a great civil war..." In that war, the North defeated the South and our country united as one. On August 15, 2009, the North again challenged the South and the South has accepted the challenge. We want you to be part of our glorious victory!

Last year, only six chapters and 50 members of California Division achieved the status of "Excellence." This number is very low, considering the size and quality of California Division.

### Here's the first challenge:

How many members in the South are Members of Excellence vs. how many members in the North and the prize for this is **bragging rights** for a whole year! I can't emphasize enough how easy it is for every member to achieve the status of "Member of Excellence." Take a

moment right now and check out the "Member of Excellence" worksheet. It lists 11 criteria and you only have to attain eight to become a "Member of Excellence." If you are an active chapter member, you almost can't avoid it!

### The second challenge is:

How many chapters in the South are "Chapters of Excellence" vs. how many chapters in the North, and again, the prize is **bragging rights**. Our Division's chapter liaison/contact, Angie LaCarte, will be working with the chapter board on making our chapter one of the Few, the Proud, the Excellent!

If everyone works toward this, the South can be victorious in this war! Please contact your chapter board or your Division board if you have any questions. Good luck!

Deborah Gunn CPS/CAP, Chapter President

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](http://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.

## Silent Auction Donations Needed

At the December meeting, members are encouraged to bring unique auction items. Suggested items are: holiday decorations, gift certificates, baskets, homemade goodies, hobby items, jewelry, bath products, skin products, fishing items, or sport memorabilia. We will have blank sheets available for you to include a description of your auction item, its value, and the suggested opening bid.

## Editor's Place

**Do you have an article you would like to have published?** Send it to Tessa Wright by the 15th of any month and it will be published 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 Tessa Wright at [twr@sandag.org](mailto:twr@sandag.org).

## Chapter Meeting Minutes – Wednesday, November 4, 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, November 4, 2009.

The following officers were present:

Deborah Gunn CPS/CAP, President  
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 6:00 p.m., followed by the Pledge of Allegiance. President Gunn introduced the San Diego Chapter Board of Directors to the attendees.

### Board Succession Planning:

President Gunn noted that Treasurer Lori Poore had distributed written responsibilities of her office for the members and guests and encouraged any members who are interested in attaining more information regarding that office to contact Lori.

### Introduction of Guests:

President Gunn welcomed and introduced the following guests and thanked them for attending: Karen Richwine, Kathy Striebel, Carol Ann Cabana, Elizabeth Dain and speaker, Nicole Logan.

### Introduction of New Members:

President Gunn welcomed and read brief bios of the following three new members, all employees of Amylin Pharmaceuticals: Jessica Coleman, Ann Gonzales and Sachiko Kohno. President Gunn was assisted by Dianne Berg in distributing welcome packages to the new members.

### Approval of Minutes:

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

### Acceptance of Treasurer's Report:

The Treasurer's report for the month ending October 31, 2009, previously printed and distributed, was accepted and will be filed.

**The Meeting was adjourned for Dinner.**

### Program:

President Gunn introduced the guest speaker for the evening, Nicole Logan of OfficeTeam, speaking on, The San Diego Job Market: Navigating Rough Economic Times. A brief question-and-answer period followed.

### Retirement Trust Foundation Benefit Program:

In lieu of a Ways & Means raffle this evening, the members were offered an opportunity by RTF Chair, Lori Poore CPS/CAP, to purchase Bingo cards (2/\$5) and to play two games of Reverse Bingo. Lori announced that a total of \$155 in purchases had been received and that half (\$77.50) would be sent to the RTF. The remaining \$77.50 was split (\$38.75) between the winners of the two games, Gloria Rossiter and Yolanda Sevilla. Members of the RTF Committee, EvE' Bond and Eunice Oliver, assisted with the game.

### Committee Reports:

Community Service Committee – Yolanda Sevilla announced that there will be volunteer opportunities at the San Diego Food Bank, December 10, 2009, from 6:00 – 8:00 p.m. and December 12, 2009, from 9:00 a.m. to 12:00 p.m. Volunteers may contact Maureen Olsen for further information at: [Maureen@olsen.net](mailto:Maureen@olsen.net). The committee continues with the Yoplait Lids for Lives campaign, until December 20, 2009.

Newsletter/Website Committee – Chair Gloria Rossiter CPS/CAP requested that all newsletter articles for the December issue be sent to her by November 15, 2009.

Gloria further announced that she had pad-folios from the California Division available for purchase.

### Announcements:

Proctor Judy Dolan CPS/CAP announced that Yolanda Sevilla would be taking the CPS exam, and Janie Dillard would be taking the CAP exam at Palomar College, this weekend. The attendees wished Yolanda and Janie success.

Continued on page 7

*Meeting Minutes from page 6*

President Gunn announced that the next Board Meeting will be held at 5:30 p.m. on Wednesday, November 11, 2009, at the Port of San Diego. She asked that any members planning to attend contact her.

President Gunn announced that the next dinner meeting will be held on Wednesday, December 2, 2009, at the Marriott-Mission Valley. The entertainment for the evening will be a singing trio, *Fabulous Earrings*, and the chapter will be holding its annual Silent Auction.

President Gunn further advised that other announcements may be found on the reverse side of the meeting agenda, on the chapter website, or in the chapter newsletter.

### Drawing:

The Board Door Prize, a \$25 gift card from Target, donated by Treasurer Lori Poore, was won by Jan Wallden.

There being no further business, the meeting was adjourned by President Gunn at 8:18 p.m.

Submitted by: EvE' Bond CPS, Acting Recording Secretary

## Want to Save \$\$\$ on Next Year's Membership Dues?

Effective January 1, 2010, IAAP International membership annual dues will increase by \$25 (\$22 for Merited members). Members can renew early and even pay for **multiple years** at the current rate; these payments must be received at IAAP Head-quarters by December 15, 2009 to guarantee the current dues rate.

Because accepting prepayments is not a normal business practice, IAAP is not set up to accept these prepayments via the online process. A credit card payment can be faxed (816-891-9118) or called in (816-891-6600).

A member who prepays will need to include his or her name and ID number with a note telling International that the payment is for membership dues. This will ensure that the payment is applied correctly.

Also, if you know of anyone who is contemplating joining IAAP, please urge them to do so prior to December 15, 2009, to secure the old rate.

If you have any questions, please contact Marge Suess CPS, Vice President/Membership Chair at [margevt@san.rr.com](mailto:margevt@san.rr.com) or 858-272-1028.

## 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

December 2	Chapter Meeting: <i>Holiday Entertainment &amp; Silent Auction</i> , Mission Valley Marriott
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### 2010

January 6	Chapter Meeting: <i>Certification: The Career Advantage</i> , The Butcher Shop, Kearny Mesa
January 21	OPT Winter Graduation, Grossmont College, Room 220
February 3	Chapter Meeting: <i>Avery Presentation: Getting Organized</i> , The Butcher Shop, Kearny Mesa
March 3	Chapter Meeting: <i>Leadership &amp; Succession</i> , The Butcher Shop, Kearny Mesa
March 8-10	Spring Professional Education Conference, Grand Sierra Resort, Reno, Nevada
March 20	Professional Development Seminar, Viejas DreamCatcher Room
April 7	Chapter Meeting: <i>Social Media</i> , The Butcher Shop, Kearny Mesa
April 21	APD Luncheon, <i>California Spirit</i> , San Diego Harbor Excursion
May 5	Chapter Meeting: <i>Mini Expo</i> , Port of San Diego – Annual Meeting
May 7-8	CPS/CAP exam (Application deadline is <b>February 15, 2010</b> )
June 2	Chapter Meeting, Location TBD – Installation of 2010-2011 Officers & 2009-10 Chapter Accomplishments
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

## 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). To date, EvE' Bond CPS, Deborah Gunn CPS/CAP and Nancy Thomas CPS/CAP have all received their \$10 off a dinner meeting for recruiting new members. In fact, Nancy recruited two members for a total of \$20!

## Update Your Profile!

Please make sure your contact information is correct at [www.iaap-hq.com](http://www.iaap-hq.com). Check in your profile that your contact information (address, phone number(s) and email address) is correct.

If you have any questions on this process, please contact Marge Sues CPS at (858) 272-1028.



## IAAP 2009 Certification Conference – October 2009

The San Diego Chapter was well represented by Sue Gannon CAP, Deborah Gunn CPS/CAP, and Nancy Thomas CPS/CAP.

Portland is a beautiful and wet city in the fall! Sunshine in Portland is as unusual as rain is to San Diego! But, that is the price they pay for beautiful green landscapes! The conference was held at the Portland Marriott Downtown Waterfront Hotel with a view of the Willamette River. It was easy to get around on the Portland Streetcar system and the local residents were all very friendly and helpful! There were also a variety of tours for those who wanted to venture outside the city. I took a tour of the Columbia River Waterfalls and it was breathtaking!

The organization of this IAAP conference was excellent. Last year in Denver, there were over 200 attendees at the conference and this year there were about 140 attendees – definitely a sign of the tough economy. A major highlight of the conference is the networking with other administrative professionals from all over the country. We met two members of the Pasadena IAAP Chapter and it was fun exchanging information about the activities of their chapter and ours! We may see them again at one of the Multi-Chapter Symposium in the future.

The theme of the conference, Sharp Skills in Tough Times, was very appropriate for the office environment today. Economic conditions are challenging, but they also provide opportunities for leadership. Here are some of my major take a ways:

### Success Skills for Highly Demanding Times – Max Latham

- Living in tough, chaotic times demands resilience; demands doing things differently; requires flexibility.
- Take an objective, quantitative, non-personal look at everything (collect data, develop and evaluate conclusions, develop an action plan, implement the plan).
- Show the boss that you are indispensable – pay attention to time, quality and budget.

- Find something that inspires you! What is the next thing you can look forward to?

### Effective, Efficient, and Bottom Line Oriented – Max Latham

- The single most important tool for budget stretching is to focus through planning and management.
- Build trust; keep your boss aware; no surprises!

### Build Your Skills to Accomplish More with Office 2007 – Gini Courter

- New features of Outlook, Excel, Word, and PowerPoint were discussed in detail with some tips and tricks.
- There are many free and/or low-cost on-line training opportunities available – demos, web casts, pod casts - [Lynda.com](http://Lynda.com); [Crabby Office Lady](http://Crabby Office Lady); [Microsoft Office Online Courses](http://Microsoft Office Online Courses); [officepower-hour.com](http://officepower-hour.com).
- Think of training as a practice; not an event.
- It is better to train 15 minutes each week than one hour a month – in the course of a year, you will have 26 hours of training.

### Chasing Porcupines: How to Work with Prickly People – Steven Iwersen

- The most common things that create our prickly feelings are: jealousy, anger, and pride.
- Any question with a one word answer is the wrong question – ask questions that open up dialogue – ask for clarity.
- People need well defined boundaries – a true understanding of expectations and what they are allowed to do.
- Praise is a huge tool – when there is no praise, there is no passion.
- Focus on the good around you – it all comes down to personal choice.
- Smile! – Kill them with kindness!

There was a lot of information to absorb in 2½ days, but the conference was very beneficial to me personally, plus I earned 15 Recertification points. I certainly do encourage everyone to attend one of the IAAP educational conferences in the future.

Nancy Thomas CPS/CAP, member



# Lids for Lives

IAAP is joining the  
"Save Lids to Save Lives" Campaign.



For every pink Yoplait yogurt lid we send in by December 20, 2009, Yoplait will donate 10 cents to Susan G. Komen for the Cure, up to \$1.5 million, and they guarantee a donation of at least \$500,000.

Pink Lid Yoplait yogurt will hit store shelves August 31, 2009

For more information on this campaign, please contact: Yolanda Sevilla  
(619) 515-5105

## So here's what you do...

- Save your pink yogurt lids
- Rinse and bag them
- Turn them in at the next IAAP Chapter meeting or event





**Fabulous Earrings  
(singing trio)  
and  
Silent Auction**



**(Remember to bring your items  
for the Silent Auction!)**

**DINNER MEETING NOTICE**  
**DECEMBER 2, 2009**  
 5:00 p.m. - Networking  
 6:00 p.m. - Dinner  
 7:00 p.m. - Program  
**Mission Valley Marriott**  
 8757 Rio San Diego Drive  
 San Diego, CA 92108  
*Parking: \$5 per car for self-parking*  
  
*Door Prize*

**DINNER MENU**  
  
 Spinach Salad  
 Grilled Balsamic Chicken  
 Irish Cream Cake  
 Coffee, Decaf, Tea, Iced Tea  
  
 Vegetarian: Oven roasted peppers stuffed  
 w/raisin risotto stuffing

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

**Via E-mail:** dillard.janiemelia@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 Wednesday, November 25, 2009.

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

**Guest Dinner Reservations MUST Be Received and Paid By Wednesday, November 25, 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: \_\_\_\_\_

Grilled Balsamic Chicken       Vegetarian