

Our Strategic Plan – How to Meet Our Goals for the Coming Year

Wednesday, August 5, 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 2 – Dinner Meeting: The Butcher Shop
- **September 19 – Professional Development Seminar: Radisson Suites Hotel Rancho Bernardo**
- October 3 – Multi-Chapter Symposium: Pacific Palms, Industry City
- **October 7 – Dinner Meeting: The Butcher Shop**

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Message from the Board

By: Deborah Gunn CPS/CAP, President

HAPPY IAAP NEW YEAR!

A new IAAP year has started and I’m looking forward to another great year! We have many activities planned. Starting off was the Chapter’s Open House (formerly known as the New Member/Mentor Night). This was a very fun and informative event for members and guests alike! We’re hoping this will result in new members for the chapter. Then in August we’ll have an interactive process to develop the Chapter’s Strategic Plan. This input will help guide the Board during this next year and beyond – your input is valuable so I hope you will plan to participate. We will have several Chapter meetings during the year with hour-long programs that will be eligible for recertification points. We want to continue our Chapter of Excellence status and that is one of the eligibility factors for doing so. Topics include Meeting Planning; the San Diego Job Market; Navigating Rough Economic Times; Traffic Safety Tips (just in time for the upcoming holiday season); and holiday entertainment and a fun Silent Auction in December to end the calendar year. Then to start things off in 2010, we have Everything You Wanted to Know About Certification, an Avery program (sample packets, yeah!), Succession Planning, Social Media (show us the ropes about websites that help us get and stay connected with others, both personally and professionally!), a Mini-Expo and Annual Meeting; and concluding with a wonderful time of recognition, a review of achievements, and the installation of our 2010-2011 Board officers.

On the event side, there are two Educational Seminars planned: one in September 2009 and another in March 2010. These two events will also provide training and you’ll earn recertification and/or Continuing Educational Units (CEUs). There is also a Multi-Chapter Symposium hosted by five Orange County Chapters on Saturday, October 3. This is always a worthwhile event to attend. Plus, you’ll receive recertification points! This year’s Bosses Day event in mid-October will consist of a lunch and a behind-the-scenes tour of Petco Park. Who doesn’t want to go to that! In April 2010 we’ll have our annual Administrative Professionals Day lunch. Cynthia Day is already feverishly planning to bring an outstanding event to celebrate that important day.

Our Community Service Group is putting on their thinking caps for suggestions on how we can help those in our community who are less fortunate than ourselves.

Message from the Board continued from page 1

As you can see, we have a jam-packed schedule of interesting, educational, and informative sessions. All we need from you is the Power of Commitment! The more you become involved in Chapter activities, the more you will gain valuable skills such as working on a team, public speaking, budgeting, meeting planning, and networking. The Chapter is a "safe" place in which to grow professionally. We want to

help each other meet our goals and achieve success.

Thank you for the honor of serving as your President this year. During these difficult economic times, it's even more important for you to show yourself apart from those without the Power of Commitment towards their career. I'm excited about the challenges ahead and hope you will avail yourselves of all of the ways to grow and stretch!

Welcome New Members

Beverley Esmailaraghi, Booz Allen Hamilton
Heather McGann, Booz Allen Hamilton
Donna Shannon, Flores Financial
Laura Stokes, Booz Allen Hamilton

Total Membership - 96

Professional Members - 82

Professional Merited Members - 9

Student Members - 3

Associate Members - 2

Sylvia Wong has been a resident of San Diego for more than twenty years; having previously lived in Chicago (where she was born) and Boulder, Colorado. She first came to San Diego to work for a telecommunication company in Customer Relations. Sylvia went on to a similar job with a publishing company and around 9 ½ years ago transitioned to Administrative Support working with both small and large companies. She has worked for Mitchell International, Peregrine Systems, and Texas Instruments. Sylvia has been with Booz Allen Hamilton for about one year.

In her spare time, Sylva enjoys costuming, sewing and being a re-enactor. She is a member of the San Diego Costumers Guild whose motto should be "We can dress for any occasion." She and her beau also enjoy dancing - Ballroom, Swing, Jitterbug and Balboa.

Kerry Bullard currently works as an Executive Assistant for Retirement Capital Group, Inc., which specializes in designing non-qualified deferred compensation plans for companies to offer their executives. The majority of her background has been in escrow and mortgage. Kerry has worked for other companies such as DHI Mortgage (part of DR Horton home builder) and Wells Fargo Home Mortgage.

Kerry is going to school part-time for career advancement purposes and is working toward taking the CAP exam.

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.

Chapter's New Community Service Group

Six volunteers from the San Diego Chapter have come together to form the Community Service Group for the Chapter. The group is composed of: Yolanda Sevilla, Group Leader; Dianne Berg, Kristine Hilly, Heather McGann, Maureen Olsen, and Michelle Posada.

The Group's mission is to select and then coordinate seven community events for our Chapter's participation this following year. The events have been selected and will soon be submitted for the Board's approval. Afterwards the Community Service calendar will be circulated to all members.

"We are very excited and enthusiastic," are some of the words that have been heard from the Group. We intend to increase our involvement in our community with charitable services that will enhance IAAP's image, especially during these hard times. The Group hopes all members will find time to join us and help make this year the most successful in community outreach efforts the Chapter has ever seen. It will be fun for all of us and very meaningful for many people.

Yolanda Sevilla, Group Leader

2010 IAAP International Education Forum & Annual Meeting 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

Wanted: Chair for Mentor Program

The Board has agreed that our focus for the Chapter this year will be on mentoring and succession planning. We have many interesting dinner programs planned to help us achieve our goal to get more members excited about being involved and volunteering in the Chapter.

One important volunteer position is the Mentor Program Chair. 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



DATES TO REMEMBER!

2009

September 2	Chapter Meeting: <i>How to Plan a Meeting</i> , The Butcher Shop, Kearny Mesa
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 San Diego Job Market</i> , The Butcher Shop, Kearny Mesa
October 13	Bosses Day Event: <i>Lunch & Petco Park Tour, Pizza Wings N' Things</i>
October 18-21	Certification Conference, Marriott Waterfront, Portland, OR
November 4	Chapter Meeting: <i>CHP Safety Tips</i> , The Butcher Shop, Kearny Mesa
November 6-7	CPS/CAP exam
December 2	Chapter Meeting: <i>Holiday Entertainment & Silent Auction</i> , Location TBD

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
Oct. 17-20	Certification Conference, Hilton Seelbach Hotel, Louisville, KY

Delegate's Report

2009 Annual Educational Forum & 57th California Division Meeting

San Diego Chapter had eight members in attendance at the 2009 Annual Educational Forum & 57th California Division Meeting in Riverside on June 5-7, 2009. Attendees included Gloria Rossiter CAP (Delegate), Deborah Gunn CPS/CAP (Alternate), and members Eve Bond CPS, Sue Gannon CAP, Cindy Garofalo CPS, Sandi Csik, Marge Suess CPS, and contest winner, Ron Luis Valles.

The first event on Friday was the Educational Forum. It began with a continental breakfast, followed by a keynote speaker, Burnette Klingman, presenting the "Spirit of Excellence." We then had two workshops: "Achieving Your Goals" by Joyce Harper; and "Fostering Teamwork in the Workplace" by Lisa Olsen. This was followed by a certification luncheon and keynote speaker, Tom Collins, talking about positive change through management of organizational values. Those who attained their CPS or CAP certifications were recognized along with those who had recertified this past year. The San Diego Chapter received three awards: the most members passing the CPS in our membership category (76-100); the most members passing the CAP in our membership category; and the most members recertifying in our membership category. Gloria Rossiter CAP and Deborah Gunn CPS/CAP were recognized for having recertified. Then it was back to the Forum for two more workshops. The day concluded with a reception, an exhibitor's expo, and a buffet dinner. There was a variety of vendors who had product samples and door prizes.

Saturday started early with a continental breakfast. Then it was on to the business session. The morning's keynote speaker was Dr. Lynn Joseph, award-winning author, speaker, and psychologist. Dr. Joseph spoke about how to achieve goals quickly and powerfully with visualization techniques. She even guided us through a visualization exercise.

Next we got down to the business of the day. The meeting was called to order by California Division President Barbara Murphy CPS/CAP. Gloria Rossiter CAP, Chairman of the Credentials Committee, reported the following number as registered attendees:

Division Officers: 5
 Chapter Delegates: 25
 Total eligible to vote: 30
 Registered Alternates: 16
 International Officers: 1

(we had two International officers in attendance, however, International Treasurer, Karlana Rannals CAP, was serving as her home chapter's delegate.)

Total registered attendees: 93

The Standing Rules of the Division Meeting, the 2008 Division meeting minutes, Division correspondence, and Division chronology, were accepted by the Delegates, as well as a profit and loss statement for the period, July 1, 2007-June 30, 2008.

Sue Burk, Chairman of the Nominating Committee, presented the candidates for the California Division 2009-2010 Board.

President-Elect: Bea Endaya

Vice President: Debra Burruss CPS/CAP and Ellen Schultz CAP

Recording Secretary: Murphy Jones CPS/CAP

Corresponding Secretary: Angie LaCarte, Sydney Alexander CAP, and Kathleen Smith

Treasurer: Gloria Rossiter CAP

There being no nominations from the floor, but with multiple positions and nominees, the delegates were given ballots for the vote. After a short period of time, the new Board was elected.

The morning concluded with a report by International Treasurer Karlana Rannals CAP, announcements, and a Town Hall session. It was our honor, and a wonderful surprise, to have Barb Horton CAP, International President, and Karlana Rannals CAP, in attendance at our Town Hall session. Having two International officers made for both an informative and a lively Town Hall discussion. They were able to answer questions and give insight into the International Board's direction with the proposed dues increase and other issues brought up by our Division's delegates.

Our luncheon was a networking one wherein we talked about how the Chapters can retain members and recruit new members. There were several top recruiting members who spoke about how they were able to bring in members. Las Positas Chapter President, Barbara Rambow CPS/CAP, spoke about how her chapter was able to grow 126% in two years! In her words, "It was a team effort."

Also at this luncheon, nine chapters, San Diego among them, were awarded the Community Service Award in recognition of outstanding and valuable contribution to California Division and to the communities we serve. We were commended for our

Delegate's Report from page 5

food and toy drives, and our scholarships to the Grossmont Community College's Office Professional Training (OPT) program.

The afternoon business session reconvened after lunch. Membership awards were presented for the greatest numerical increase and greatest percentage increase. Watches were awarded to the top recruiters including Gloria Rossiter CAP and Marge Suess CPS. Debbie Austin CPS/CAP, standing in for the absent California Division Bylaws and Standing Rules Committee Chair, presented the proposed amendments. All amendments passed with some discussion.

It was announced that the 2010 Annual Educational Forum and California Division Meeting will be held June 11-13, at the Hilton Pleasanton at the Club in Pleasanton with Las Positas Chapter hosting. The room rate will be \$99. The 2011 meeting will be held in Southern California; however, no location was announced.

The results of the election were announced and due to President Candace Medina CPS/CAP stepping down with less than four months left in her term, interim President Barbara Murphy CPS/CAP, per the California Division Bylaws, continues in the office of President.

President-Elect: Bea Endaya

Vice President: Debra Burruss CPS/CAP

Recording Secretary: Murphy Jones CPS/CAP

Corresponding Secretary: Angie LaCarte

Treasurer: Gloria Rossiter CAP

The Saturday afternoon session concluded with Good of the Order.

Saturday evening began with a pre-banquet reception and photo opportunity followed by the installation and awards banquet. Marge Suess CPS again won top recruiter of membership in California Division. The evening concluded with the installation of officers. AlVerta Harty CPS/CAP and Barb Horton CAP were co-installation officers, and President Murphy provided a short speech. The new board members networked with attendees after the banquet.

Sunday began with a breakfast and presentation by keynote speaker, Susan Leahy, who is very proud of the unique fact that she was raised by a mother who was a professional clown and a father who was a career Marine. Susan's topic was, "Stay Empowered—Communicate and Elevate." She was very energetic and dynamic and was considered one of the best speakers of the weekend.

This was followed by a workshop conducted by International President Barb Horton CAP based on the book *Encouraging the Heart*. Barb explored the *Seven Essentials of Encouragement* and provided tools to make us more effective.

I would like to thank the San Diego Chapter for allowing me to represent them during this very important meeting. I encourage all members to consider attending the 2010 Annual Educational Forum and California Division Meeting in Pleasanton next year.

Gloria Rossiter CAP, Delegate

2009 California Division Annual Meeting Photo Gallery



Sandi Csik and Sue Gannon CAP as well as Cindy Garofalo CPS and EvE Bond CPS enjoy networking before Saturday night's officer installation



International President Barb Horton CAP networking with attendees

Congratulations to our outgoing President, Gloria Rossiter CAP, on her new position as the 2009-2010 California Division Treasurer

Chapter Meeting Minutes – Wednesday, June 10, 2009

The regular monthly business meeting of the San Diego Chapter was held at The Courtyard by Marriott, 2592 Laning Road, San Diego, CA 92106, the evening of Wednesday, June 10, 2009.

The following officers were present:

Gloria Rossiter CAP, President
 Marge Suess CPS, Vice
 President/Membership
 Valerie Costantini, Recording Secretary
 Nancy Talbert, Corresponding Secretary
 Angela Williams CPS, Treasurer

Business Meeting

The meeting was called to order by President Rossiter at 6:04 p.m. President Rossiter welcomed the following guests: Vasty Castillo, Laura Stokes, Helen Anda, Donna Shannon, Heather Henselmeier, Dan Nagle, Beverley Araghi, and Heather McGann. Yolanda Sevilla read the Thought for the Day that Nancy Thomas prepared and led the Pledge of Allegiance.

Recognition of New and Renewing members: Vice President/Membership chair Marge Suess CPS introduced Kerry Bullard, Michelle Posada, and Sylvia Wong as new members. Marge also thanked the following members for renewing their memberships: Kris Hilly, Marie Mahon, Valerie Costantini, Gloria Rossiter CAP, and Tessa Wright. Each renewing member received a \$5 gift card to Starbucks.

Approval of Minutes

The minutes of the May 2009 business meeting, as published in the June newsletter, were accepted by the members.

Approval of Treasurer's Report

The Treasurer's Report for May, dated May 31, 2009, has been sent to the members for review. This report has been accepted and will be filed.

Suspend Meeting for Dinner

President Rossiter suspended the meeting at 6:14 p.m.

Program:

Member Anita Tindall CPS introduced our speaker, Dan Nagle from Barney and Barney. Mr. Nagle did a presentation on "Networking, Volunteering, Leadership: What it can do for your future."

The Business meeting reconvened at 7:13 p.m.

Installation of 2009 - 2010 Board:

President Rossiter introduced the 2009-2010 Board Installing Officer, Heather Henselmeier. The officers installed were: President - Deborah Gunn CPS/CAP; Vice President/Membership - Marge Suess CPS; Recording Secretary - Shelly Steward; Corresponding Secretary - Tessa Wright; and Treasurer - Lori Poore CAP.

Committee Reports/Announcements/ Upcoming Events

- 2009 San Diego Chapter Open House: The Open House will be held on Wednesday, July 22, 2009 from 5:30 pm - 7:30 pm at the San Diego County Regional Airport Authority, Commuter Terminal, 3rd Floor, 3225 North Harbor Drive, San Diego, CA 92101, 619-400-2400 (front desk until 5:30 pm). Please RSVP by July 15, 2009.
- California Division Meeting: The San Diego Chapter won a number of awards including the 75+ Member Category Award, the Community Service Award, the 75+ and fewer Member Category with 2.08% of its members passing the CAP exam Award, and the 75+ Member Category with 2 members passing the CPS exam Award. Also, Gloria Rossiter CAP and Marge Suess CPS won Recruiter awards, with Marge being the Top Recruiter for the Division.
- International Education Forum & Annual Meeting: The 2009 IAAP International EDAM will be held in Minneapolis, MN, on July 26-29, 2009. The Early Bird registration cost will be the cost for the entire registration period.
- President Rossiter announced that we are a Chapter of Excellence and we have six members who are Members of Excellence.
- Professional Development Seminar: We are in the midst of planning the next Professional Development Seminar. The seminar will be in September. Further details will be given at the July 22 Open House.
- Treasurer Angela Williams CPS has the badges for those who ordered them.

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Drawings

- The Board door prize of \$25 cash, donated by President Rossiter, was won by Lori Poore CAP.
- Door prize winners: 2009 Day Planners: Heather McGann, Marge Suess CPS, and Vasty Castillo; Certificate for two to the Cygnet Theater in Old Town: Heather Henselmeier; Mouse pad from Medieval Times: Luanne Stalmer; and Passes for two on a Harbor Excursion: Eileen Inneken.
- Winners of the Silent Auction: the Spa Basket: Luanne Stalmer; the Fair Tickets: Tessa Wright; the autographed book: EvE' Bond; and the Marriott stay: Marie Mahon.
- Treasurer Angela Williams CPS announced that this year we raised \$317 for RTF. Our goal was \$300.

- The centerpieces were donated to the Chapter by Flowers by Sean and were given to the newly installed officers.
- The next Board meeting will be at The Port Authority, 3165 Pacific Highway, San Diego, CA. This will be a joint Board meeting with the incoming and outgoing Boards, on Wednesday, June 17, 2009, at 5:30 p.m. If anyone would like to attend, please contact Gloria Rossiter CAP (gloria.rossiter@vanir.com or 619-233-0161).
- The next Chapter meeting will be held at the The Butcher Shop, 5255 Kearny Villa Road, San Diego, CA 92123, on Wednesday, August 5, 2009. The meeting program will be "Our Strategic Plan - How to Meet Our Goals."

There being no further business, the meeting was adjourned by President Rossiter at 7:42 p.m.

Submitted by: Valerie Costantini,
Recording Secretary



Retirement Trust Foundation FAQs

Q. What is the Trust?

A. The IAAP Retirement Trust Foundation (RTF) is a tax-exempt charitable organization. Contributions made to the Trust are deductible. Bequests, legacies, devises, transfers or gifts to or for the Trust's use are deductible for Federal estate and gift tax purposes.

The Trust was formed and operates exclusively for charitable purposes; i.e., for the primary purpose of acquiring, maintaining and operating homes for needy and elderly administrative professionals and otherwise assisting needy and elderly administrative professionals.

The demand for comfortable, affordable housing for retired administrative professionals is growing, and the Trust seeks to help fill that need with Vista Grande.

The benefits of the Trust begin from the time you become a member of IAAP. The Trust publishes RTF revisions quarterly for all members, sponsors sessions at International EFAMs, and is currently working on an online resource center of links and other information for retirees and future retirees.

Q. How are donations/donors recognized?

A. Upon receipt of a donation, headquarters sends

an acknowledgement letter to the person designated on the donation form. When the donation is a memorial or honorarium, a special certificate may be requested. Members who have joined the Family of Givers program receive recognition in accordance with that program. Chapters and Divisions are recognized at the International EFAMs based on total contributions made during the year. The deadline for these contributions is June 30, or the last working day of June if June 30 is on a weekend.



RON LUIS VALLES

1045 South Magnolia Avenue, El Cajon, CA 92020
(619) 857-9011 / Email: rvalles@cox.net

June 10, 2009

Gloria Rossiter, President
San Diego Chapter of International
Association of Administrative Professionals
Via Email

Dear Gloria:

I am delighted to extend my deepest appreciation to you and the Board for selecting me as the scholarship recipient to attend the California Division's Annual Educational Forum and Division Meeting held recently in Riverside.

This was a fabulous opportunity, and I received great motivational and educational tips from the excellent speakers and also through networking opportunities with other members from our Golden State. I highly encourage our San Diego members to try to attend next year's meeting in Pleasanton, California. It would definitely be worth the investment.

Gloria, thanks again for this opportunity. I look forward to continuing my involvement with our San Diego Chapter and to assist our association to prosper in the coming years.

Continued Blessings,

Ron Luis Valles

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

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.

Retirement Trust Foundation

Here I am, your Division Chair for the Retirement Trust Committee. This month I want to introduce you to Vista Grande, our premier retirement community in New Mexico. Next month some answers to more FAQs (*RTF FAQs are running around this newsletter somewhere!*).

Vista Grande is the Retirement Trust Foundation's most longstanding project. Our "place in the sun" was envisioned in 1947 by Della Herring, who contributed the first dollar to a new retirement fund. Over the next 20 years, the fund grew from members' contributions. In December 1970, groundbreaking ceremonies were held on what would become Vista Grande. Our community continued to expand until the final dedication ceremonies were held on October 7, 1983. Vista Grande now consists of a total of 168 units and continues to improve.

Retirement living at Vista Grande is by application from people who are 62 and up and:

- IAAP members and their families
- Former IAAP members and their families
- Administrative professionals who are not members of IAAP and their families
- People who have never been administrative professionals

When your application is received, you are placed on a waiting list for occupancy on your desired move-in date or as soon as possible thereafter. A financial statement is required for occupancy and financial need is a consideration for acceptance.



A Place in the Sun... **For You**

All Vista Grande apartments have color-coordinated draperies and carpeting, a 24-hour call system, and individual controls for air conditioning and heating. Each has a kitchenette with electric range, refrigerator, waste disposal and cabinets, as well as a private bathroom with tub/shower.

For additional information or a residency application, call or write today:

Manager, Vista Grande, Retirement Center
4101 Meadowlark Lane SE
Rio Rancho, NM 87124
(505) 892-9300

Remember: The Trust is funded solely by donations from IAAP Members, Families, and Friends.

You can download and print a PDF file with information about Vista Grande by going to <http://www.iaap-rtf.org/vistagrande3.html>. You'll need Adobe Acrobat to read it.

Dot Raulston CAP
CA Division RTF Committee Chair

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.



Our Strategic Plan—How to Meet Our Goals for the Coming Year?

San Diego Chapter Board



DINNER MEETING NOTICE
AUGUST 5, 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
 California Salad
 Prime Top Sirloin or Mahi Mahi
 White Chocolate Strawberry Mousse
 Coffee, Decaf, Tea, Iced Tea
 Vegetarian: Mediterranean Vegetable
 Fettuccini
Door Prize

FOR RESERVATIONS, PLEASE RSVP TO: **Janie Dillard, 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 Friday, July 31, 2009.

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

Guest Dinner Reservations MUST Be Received and Paid By Friday, July 31, 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: _____

Prime Rib of Beef Mahi Mahi Vegetarian Fettuccini

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)



Save the Date!



The San Diego Chapter of the
International Association of Administrative Professionals
invites you to attend a

Professional Development Seminar

Featuring Authors:

Lee Silber
"The Wild Idea Club"
and

Carolyn Gross
"Staying Calm in the Midst of Chaos"

Radisson Suites Hotel Rancho Bernardo
11520 West Bernardo Court
San Diego CA 92127

Saturday, September 19, 2009

7:30 a.m. to 12:30 p.m.

Breakfast will be provided

The cost for this event is \$30 per person.
Please reserve your space at this event as soon as possible.

For more information, please contact Gloria Rossiter CAP
by phone (619) 233-0161 or Email (gbrossiter@gmail.com)

Continuing Education Credits are pending

Save the Date!

Saturday, October 3, 2009

Watch for the flyer and
check out the website
<http://www.iaapmcs.com>
for details

33rd Annual Multi-Chapter Symposium Pacific Palms Resort Industry Hills, CA

Brought to you by:
Bahia Chapter, www.iaap-bahia.org
Citrus Valley Chapter, www.iaap-citrusvalley.org
Orange Empire Chapter, www.iaap-oec.org
Stellar Chapter, www.stellar-iaap-org
Valencia-Orange County Chapter, <http://iaap-voc.tripod.com>



International Association of
Administrative Professionals®
Multi-Chapter Symposium