



Through the Bay Window

Volume X, Issue 4

San Diego Chapter

November 2009

The San Diego Job Market

Wednesday, November 4, 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!

- November 4 - Dinner Meeting: The Butcher Shop
- November 6-7 - Certification Exam
- November 14 - Leadership Professional Development Training
- December 2 - Dinner Meeting: The Marriott Mission Valley
- January 6 - Dinner Meeting: The Butcher Shop

Inside this Issue

AEF/CDM 2010 Stimulus Plan.....	9
Birthdays & Anniversaries	3
Challenge: North vs. South.....	5
Chapter Contests	4
Chapter Scholarship	4
Dates to Remember	8
Editor's Place	5
Goodbye to One of Our Greatest.....	8
IAAP Core Values and Mission	7
Lids for Lives Information	10
Meeting Minutes, October	6
Meeting Notice, November	11
Membership Dues Savings.....	3
Mentor Program Chair	4
New Members	2
RTF Fundraiser, November	7
Silent Auction, December	5



Message from the Board

By: Lori Poore, Treasurer

Do you secretly long to be an accountant? Are you the kind of person who likes to balance their check-book to the penny? Do you make sure every "t" is crossed and every "i" dotted? If so, you would make a great Treasurer for our Chapter next year.

My job as Treasurer (among other duties) is to make sure that our Chapter's funds are spent in accordance with the budget that the members have approved. I reconcile our bank statement every month and prepare the Treasurer's Report that you receive prior to the monthly meetings. I also file the Chapter's tax returns; yes, even we need to file tax returns! The good news is there is only one page to fill out. It's easy!

Another one of my duties is chairing the Retirement Trust Foundation Committee. EvÉ Bond and Eunice Oliver are members of the Committee. We have a couple of fun activities coming up as fundraisers for the Foundation. In November, we'll be playing reverse bingo, with the winner receiving half of the money collected, and in May, we'll have a scavenger hunt!

The position of Treasurer is vital to the operation of our Chapter. Without prudent management of our funds, we would not be a successful Chapter. If you are interested in learning more about the position of Treasurer, please contact me at lpoores@portofsandiego.org. I would be happy to be a mentor to anyone who would like to be a "trainee" for this position.

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, EvÉ 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!



New Members:

**Judy Dolan, Ann Gonzalez &
Jessica Coleman**

Total Membership - 104

Professional Members - 88

Professional Merited Members - 9

Student Members - 5

Associate Members - 2

Welcome New Members

Roxane Sandoval is originally from Denver, Colorado. She relocated to San Diego in August 1990. Roxane spent eight years supporting the Vice President of Human Resources at a local seafood company, Chick of the Sea; four years supporting the President at Gateway Computers; and, since 2005, she has supported the General Manager of the San Diego Regional Headquarters for Intuit. Roxane describes her job as fabulous! She loves the fact that she has daily opportunities to interact with a myriad group of folks from Workplace Solutions up through the Board of Directors - never a dull moment in the GM's office. Roxane resides in Carmel Valley with her husband, Shawn, and furry friend (a shih-tzu), Rocky.

Jan Walden works as an Administrative Assistant for the San Diego County Regional Airport Authority Facilities Development department. She has been with the SDCRAA for the past two years, originally as a temporary working and now as an employee. Jan's past work life has been in both Denver, Colorado, and San Diego. Previous experience has included a long stint providing executive support in an educational software development company, and a fun stint thriving as a temporary employee working in a wide variety of businesses. Jan has a Bachelor of Science degree in Information Systems from San Diego State University.

JoAnne Rasmussen currently works at Intuit, on a contract position, reporting to the Vice President of Operations Engineering Infrastructure. Prior to Intuit, she enjoyed a 29 year career at the Union-Tribune Publishing Company. JoAnne spent the first 15 years in the Finance department working in AP, AR, Circulation Accounting and Records management. She transitioned to a Confidential Secretary position, in Operations, where she could apply her accounting skills to the daily to yearly production reports needed by the Director. Over the next 14 years, the job description, bosses, and the title evolved to Executive Secretary to the VP of Operations and Business Development. In September 2008, JoAnne took advantage of a Voluntary Separation Package from the Union-Tribune. In December 2008, she signed on with Intuit.

JoAnne lives in Lakeside with husband Dennis and two adorable Golden Retrievers, Reba and Paris. She loves early morning walks with Reba and Paris, maintains a cactus and succulent garden, and collects jewelry for resale.

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 Headquarters 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 Sueess CPS, Vice President/Membership Chair at margevt@san.rr.com or 858-272-1028.

Birthdays | IAAP Anniversaries

Birthdays

Deborah Gunn CPS/CAP
 Nicki Jensen
 Maudie Kavanaugh
 Jackie Lewis CPS
 Michelle Sisti
 Kimberly Spencer
 Laura Stokes
 Nancy Thomas CPS/CAP
 Ron Valles
 Suzanne Workman

November

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

Anniversaries

Ann Ellis
 Shirley King CPS
 Dr. Mary Leslie
 Jackie Lewis CPS
 Rachel Lynch
 Florence Parks
 LuAnne Stalmer
 Suzanne Workman

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.

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 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 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.

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.

Chapter Meeting Minutes – Wednesday, October 7, 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, October 7, 2009.

The following officers were present:

Deborah Gunn CPS/CAP, President
 Marge Suess CPS, Vice President/Membership Chair
 Tessa Wright, Corresponding Secretary
 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.

Introduction of Guests:

President Gunn recognized and introduced the following three guests and thanked them for attending:
 Monica Demler, Judy Dolan and Lesley Rodriguez.

Introduction of New Members:

Vice President/Membership Chair, Marge Suess, welcomed and read brief bios of two new members:

Jan Walden and Joanne Rasmussen. Marge was assisted by Dianne Berg in giving the new members welcome packages.

Renewal of Membership:

Marge Suess presented renewal membership cards to Tina Claridge, Robin Davis and Rachel Lynch, along with a gift card to each from the chapter, and thanked them for their continued membership.

Networking:

Tessa Wright led a networking event. Attendees were asked to choose a color on a slip of paper when they arrived and at an appropriate time, they were asked to discuss at their tables why they chose that color or what that color meant to them.

Approval of Minutes:

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

Approval of Treasurer's Report:

The Treasurer's report for the month ending September 30, 2009, previously printed and distributed, was accepted and will be filed.

Audit Committee Report:

The 2008/2009 Audit report was given by Anita Tindall CPS, Audit Committee Chair. She indicated that the Committee had found no major discrepancies in the chapter's

Books or treasurer's reports. Gloria Rossiter CAP, Treasurer, California Division, announced that the San Diego Chapter was the first to submit their Audit Report to the California Division. President Gunn thanked Anita Tindall CPS and Shirley King CPS, for their work on the Audit Committee.

Board Succession Planning:

Information on the office of Vice President/Membership Chair was given by Marge Suess; she also presented written information to attendees.

The Meeting was Adjourned for Dinner.

Program:

President Gunn introduced the guest speaker for the evening, Ian Woodall, speaking on, The Tao of Everest, using the power of emotional storytelling to introduce and reinforce the principles of personal inspiration and practical leadership.

Committee Reports:

Community Service Committee – Michelle Posada announced that there will be volunteer opportunities at the San Diego Food Bank, in December. She will provide further information and a sign up sheet for volunteers at the November meeting.

Professional Development Committee – Coordinator Gloria Rossiter CAP announced that a Professional Development Leadership Forum will be held on November 14, 2009, from 9 am to 1 pm, at the Beckman Coulter Center, in Brea, California. Further information will be e-mailed to members.

Bosses Day Luncheon & Tour of PetCo Park – President Gunn announced that the location of the Bosses Day luncheon had been changed. The new location is the Tilted Kilt on 10th Avenue at K Street.

Grossmont OPT Events – Anne Stalmer, Chair, showed the attendees a piggy bank in which spare change had been collected for the benefit of the OPT program. She reminded the attendees of a Campus Mentor Evening, on October 27, 2009, from 5 pm to 9 pm, on the Grossmont campus.

Announcements:

President Gunn announced that the next Board Meeting will be held at 5:30 p.m. on Wednesday, October 14, 2009, at the Port of San Diego. She asked any members who are planning to attend to contact her.

President Gunn announced that the next dinner meeting will be held on Wednesday, November 4, 2009, at the Butcher Shop. The guest-speaker will be Elizabeth Dain of

Continued on page 7

Meeting Minutes from page 6

OfficeTeam, speaking on, The San Diego Job Market: Navigating Rough Economic Times.

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

Drawings:

The Ways & Means raffle prize was won by Simmie Zacker. The Board Door Prize, two tickets to the Wild Animal Park, donated by Corresponding Secretary Tessa Wright, was won by Carol Smyth.

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

**COME AND PLAY
REVERSE BINGO**



for IAAP's RTF*

**Wednesday, November 4, 2009
at The Butcher Shop**

**Bingo Cards will be offered,
two for \$5.00.**

**Two games will be played.
The more cards sold...
the bigger the cash prizes!**

**If you want to play, please include an additional \$5 (for each two cards)
with your dinner meeting check.**



**One-half of all proceeds benefit the
*Retirement Trust Foundation**

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

November 4	Chapter Meeting: <i>The San Diego Job Market</i> , The Butcher Shop, Kearny Mesa
November 6-7	CPS/CAP exam (Application deadline was August 15, 2009)
November 14	Leadership Professional Development: <i>Hosted by CA Division</i> , Beckman Coulter offices, Brea
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
January 21	OPT Winter Graduation, Grossmont College, Room 220
February 3	Chapter Meeting: <i>Avery Presentation</i> , The Butcher Shop, Kearny Mesa
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, <i>California Spirit</i> , San Diego Harbor Excursion ship
May 5	Chapter Meeting: <i>Mini Expo</i> , Port of San Diego – Annual Meeting
May 7-8	CPS/CAP exam (Application deadline is February 15, 2010)
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

Goodbye to One of Our Greatest

Harry F. Klemfuss, a publicist who played a pivotal role in creating National Secretaries Week, died at the age of 88, in Pompton Plains, NJ, on July 27, 2009. National Secretaries Week, now known as Administrative Professional Week, was first observed in 1952.

Mr. Klemfuss, who handled the Dictaphone Corporation account for the Young & Rubicam advertising agency,

thought secretaries deserved recognition and wanted to encourage more people to enter the field. He teamed with the NSA, now the IAAP, and office product manufacturers to persuade Charles Sawyer, then the Secretary of Commerce, to proclaim the first National Secretaries Week.

AEF/CDM Stimulus Plan

A \$50 down payment is due on October 15, and **MUST** be received by October 31 in order for the plan to be in effect. A payment of \$50 will be due on the 15th of November, December, January, February, March and April. The final payment will be less than or equal to \$50, and will be due on May 15.

Payments are to be sent to California Division Treasurer Gloria Rossiter at the address below. Gloria will keep a spreadsheet with each attendee's name and the check number they paid with.

In order to take advantage of this offer, the first monthly installment must be received by October 31. If the first monthly installment is received by October 31, we will honor the lowest fee. Each monthly payment must be paid for by check and mailed as shown above. If monthly payments are not made, the fee structure will be based on the postmark date of the final payment as indicated in the brochure. All checks will be processed upon receipt.

Cancellations/Refunds

To cancel a reservation and request a refund prior to May 1, 2010, please send a written request to Gloria Rossiter at treasurer@iaap-ca.org. A cancellation fee of \$50 will apply. Refund will be sent via check. No refund requests will be honored after May 1, 2010 - no exception

Mail all payments to:

Gloria Rossiter CAP
CA Division Treasurer
3573 Mt. Acomita Avenue
San Diego, CA 92111-4057



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





**THE SAN DIEGO JOB MARKET:
NAVIGATING ROUGH ECONOMIC TIMES***

By

Elizabeth Dain
OfficeTeam Downtown San Diego
Robert Half International



Highlights: the Economy, Networking, Be Prepared

*One recertification point will be issued for this program.

DINNER MEETING NOTICE

NOVEMBER 4, 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
Chicken Mozzarella or Shrimp Scampi
Carrot Cake
Coffee, Decaf, Tea, Iced Tea
Vegetarian: Steamed vegetable medley
w/potatoes
*Reverse Bingo to benefit the Retirement Trust
Foundation*

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 Friday, October 30, 2009.

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

Guest Dinner Reservations MUST Be Received and Paid By Friday, October 30, 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 Mozzarella Shrimp Scampi Vegetarian