



# Through the Bay Window

Volume X, Issue 6

San Diego Chapter

January 2010

## Professional Certification: The Career Advantage

Wednesday, January 6, 2010  
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!

- 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
- April 7 - Dinner Meeting:  
The Butcher Shop

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## Message from the Board

By: Eve' Bond CPS, Recording Secretary

*Happy New Year!*

*Happy New Decade!*

Here we are, ten years after the "turn of the century." Every New Year brings new opportunities; sometimes, to "get it right" and sometimes, to "take a chance on something new." Every year you read E-mail or articles from your Board of Directors, giving you opportunities to gain knowledge in new areas (volunteer for a committee; chair a committee; mentor a new member, are just a few).

I admit, as Thomas Edison said, "*Opportunity is missed by a great many people because it comes dressed in overalls looking like work.*" But isn't an opportunity to work what you are looking for when you apply for a job? And you are so excited and hopeful after a good interview because you may be given an opportunity - to work! Then, you begin your new job of - working - and you find satisfaction in the doing of it. Of course, you don't know everything on the first day, but there are others to teach and guide you - and your satisfaction with working grows with each new thing you learn.

And, so it is with opportunities to work for your chapter. Watch for those opportunities and reach out to take advantage of them. They come with lots of experienced members to teach and guide you. And they come with many, great, personal rewards.

## 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, Marion Phelps CPS/CAP, Marge Sues CPS, Nancy Thomas CPS/CAP and Janie Dillard CPS 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 Member:****Gwen Lievano, Scripps Hospital La Jolla****Total Membership - 105**

Professional Members - 90

Professional Merited Members - 9

Student Members - 4 &amp; Associate Members - 2

**Welcome New Members**

**Nancy Clarke** was born and raised in the Canal Zone, Panama, finished high school in Alexandria, Virginia, attended Albion College in Michigan, and graduated with a Psychology degree major and Technology Management minor from the University of Maryland. Nancy moved to San Diego from New York in 1998 when she chose to leave her 15-year banking career where she was a bank Vice President and Sales Manager for Cash Management Services and then a Vice President for the bank's Private Client Services department as the group's budget manager and Compliance Officer.

As part of her move to San Diego, Nancy decided to return to the administrative professional role she held at the American Bankers Association for almost seven years prior to her banking career. Over the 18 years of her administrative experience, Nancy has supported a variety of senior level executives, including biotech/pharma CEOs, Presidents, CFOs, and a bank Vice Chairman of the Board/Chief Credit Officer. Nancy has enjoyed working for Amylin Pharmaceuticals in San Diego as a Senior Administrative Specialist since April 2007, where she supports a Senior Director who currently heads Regulatory Affairs, also providing administrative support for several Directors and the Regulatory Affairs department staff. Nancy lives in her condo in Mission Valley near Fashion Valley Mall with her 4-year old "bird/dog/cat" named Abigail, who is a great companion. She enjoys gardening, movies, and hiking, finding her daily 30-minute "health walk"

indispensable. Her grown daughter, Kelly Marie, is a fashion designer and lives in San Francisco, which is Nancy's ultimate destination!

**Melissa Rivera** is a transplant from Buffalo, New York. Her family moved here in the early 90's. She currently works as an Administrative Assistant with the Torrey Pines Institute for Molecular Studies. Prior experience includes a temporary assignment with SGX Pharmaceuticals, two years at an IT company, and three and a half years at a local labor union. She has already started her studies for the CAP in May and is also working on a bachelor's degree in psychology.

**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 e-mail address) is correct.

If you have any questions on this process, please contact:

Marge Suess CPS at (858) 272-1028.

## February Birthdays | IAAP Anniversaries

### Birthdays

Liza Anderson  
Maria Mahon  
Jan Wallden

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

### Anniversaries

Dianne Berg  
Brigit Bianco-McKay CAP  
Leticia Brito  
Amy Caldera  
Jan Cronin  
Luisa Gendron  
Linda Granata  
Deborah Gunn CPS/CAP  
May Mootry  
Yolanda Sevilla  
Stefanie Sotelo

## 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**

## 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

One important volunteer position is the Mentor Program Chair – and we still 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.

## Check Our Website for More!

Remember, that when you “read” *Through the Bay Window* from our website ([www.iaap-sandiego.com](http://www.iaap-sandiego.com)) you should also check for new Leadership Tips, RTF Information, special event notifications, plus much more.

Also, if you have any ideas on other information you would like to see on our website, give your idea to someone on the Board. Remember, this is your “site” as well as your newsletter.

### Members of Excellence

Do you want to join our 2009 Members of Excellence (MOE) in 2010? Go to *Member of Excellence* on our website for the criteria.

If you have questions, ask our 2009 MOEs: Janie Dillard CPS, Cindy Garofalo CPS, Deborah Gunn CPS/CAP, Gloria Rossiter CAP, Marge Suess CPS or Angela Williams CPS.

## RTF International Leadership

At the International level, the Trust’s leadership is the Retirement Trust Foundation Board of Trustees. This Board is responsible for making the decisions that guide the direction of the Trust as well as the operations of Vista Grande. The Board consists of the Chairman, Vice Chairman, Treasurer, and Retirement Trust Foundation Committee Liaison. By virtue of their offices, the IAAP’s International President and Treasurer also sit on the Board of Trustees. To be elected to the Board of Trustees, you must have served at least one year as one of the following:

- A member of the IAAP International or Division Retirement Centers Committee
- An IAAP Division or International Officer
- A member of an IAAP International Department or International Standing Committee.

You must also be a registered attendant of the IAAP International Education Forum and Annual Meeting at which you will be running for election.

In addition, you may *not*:

- Reside in any retirement center under the control of the Trust (i.e., Vista Grande)
- Have received any assistance from the Trust in the five years preceding service on the Board or be eligible for assistance for the two years after service on the Board
- Serve as an officer in any IAAP regular Chapter or Division.

Meetings of the Board of Trustees are held four times a year. Two are at the IAAP International Education Forum and Annual. The other two are held in Kansas City, MO. Another way to participate at the International level of the Trust’s leadership is to serve on the Retirement Trust Foundation Committee (RTFC).

The Committee is composed of six members, one from each District of IAAP. The members of the RTFC are expected to “promote, develop and implement the programs and projects of the Trust.” They work closely with Divisions and Chapters of IAAP and encourage them to use the Trust’s materials in orientation and other programs. They build awareness and encourage participation in the Trust’s activities at the Chapter and Division level.

## GROW WITH

**Get** your CPS/CAP certification. Exam dates are May 7-8, 2010 and November 5-6, 2010. Call Marion Phelps CPS/CAP, Education Chair, for more information (619) 400-2784 or [mphelps@san.org](mailto:mphelps@san.org).

**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).

**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.

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

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

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

## Chapter Meeting Minutes – Wednesday, December 2, 2009

The regular monthly business meeting and Annual Silent Auction of the San Diego Chapter was held at The Marriott Mission Valley Hotel in San Diego, California, the evening of Wednesday, December 2, 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 6:05 p.m., followed by the Pledge of Allegiance.

### Networking

Corresponding Secretary Tessa Wright led the members and guests in a networking game of trying to match the lines of Christmas Carols with each other.

### Introduction of Guests

President Gunn acknowledged the attendance of long-time member, Velva (Lee) Hodge CPS. President Gunn welcomed and introduced the following guests and thanked them for attending: Roxie Smith and Letitia Magana.

### Membership Renewals

Vice President/Membership Chair Marge Suess CPS distributed renewal membership cards to: Lori Poore CAP, Anita Tindall CPS and EvE' Bond CPS. Vice President Suess noted that members can save \$25 by renewing their membership before the International dues increase on January 1, 2010. She advised that this can be accomplished by calling IAAP Headquarters Membership Department prior to December 15, 2009.

### Member Recognition

President Gunn recognized and thanked Nancy Talbert for her 30 years of membership in IAAP and presented Nancy with a gift card from the San Diego Chapter. She noted that the association's name had changed over the years from National Secretaries Association, when Nancy joined, to Professional Secretaries International, and, most recently, to IAAP.

### Approval of Minutes

President Gunn advised that there had been some difficulty getting the newsletter containing the November business meeting minutes to the website for members to

review. She indicated that it had been e-mailed to all members. President Gunn then asked if there were any corrections to the November 2009 business meeting minutes. Hearing none, the minutes were approved.

### Acceptance of Treasurer's Report

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

### Silent Auction

President Gunn announced that items were on display for the Silent Auction and attendees could bid on these items. It was noted that proceeds of the annual Silent Auction are a fundraiser for the San Diego Chapter.

### The Meeting was adjourned for Dinner.

### Program

President Gunn introduced the entertainers for the evening, *The Fabulous Earrings*. The singing trio entertained the audience with a variety of Holiday songs.

### Results of Silent Auction

Winners of the annual Silent Auction items were read by Nancy Talbert and Treasurer Lori Poore CAP. Financial results will be announced at a later time.

### Announcements

President Gunn announced that the next dinner meeting will be held on Wednesday, January 6, 2010 at the Butcher Shop Restaurant. 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. President Gunn asked that members complete and return a survey she will be distributing via e-mail. She further indicated that the results of these surveys assist the Board in evaluating the meetings, venue, food, etc.

President Gunn announced that the Poinsettia table centerpieces were being given to the attending members whose membership anniversary is in December – Lee Hodge CPS, Eunice Oliver, Lori Poore CAP, Nancy Talbert, Anita Tindall CPS and Marge Suess CPS.

### Drawing

The Board Door Prize, a \$25 gift card to a selection of several San Diego area restaurants, donated by President Deborah Gunn, was won by Lee Hodge.

There being no further business, the meeting was adjourned by President Gunn at 8:20 p.m.

Submitted by: EvE' Bond CPS, Acting Recording Secretary



## DATES TO REMEMBER!

### 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
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
July 26-30	International Education Forum & Annual Meeting, Boston, MA
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

## 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.

## 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).



**Professional Certification:  
The Career Advantage \***

**Facilitated by  
Marion Phelps CAP, Education Chair**  
**Highlights: topics covered in the CPS/CAP exams**



\*One recertification point will be issued for this program.

**DINNER MEETING NOTICE**  
**JANUARY 6, 2010**  
 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**  
 Soup d'jour  
 Top Sirloin or Chicken Oscar  
 White Chocolate Raspberry Cheesecake  
 Vegetarian: Mediterranean Vegetable  
 Fettuccini  
*Door Prize*

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 Thursday, December 31, 2009.

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

Guest Dinner Reservations MUST Be Received and Paid By Thursday, December 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: \_\_\_\_\_ reservation(s) at **\$35** each for a total of \$ \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Top Sirloin     Chicken Oscar     Vegetarian