



# Through the Bay Window

Volume IX, Issue 4

San Diego Chapter

November 2008

### Meeting Reminder

Wednesday, November 5, 2008  
Handlery Hotel & Resort  
950 Hotel Circle North  
San Diego, CA 92108  
PH: 619-398-8333  
*Free Parking*

5:00 pm Networking  
6:00 pm Dinner  
7:00 pm Program

Presentation

### Sustainability & You Paul Manasjan

Environmental Director, SDCRAA

### Dates to Remember

November 5, 2008 – Chapter Food Drive

### Inside this Issue

Message from the Board.....	1
New Members .....	2
Membership Info.....	2
Meeting Minutes, October .....	2-3
CD International Report.....	4-6
Bosses Day Lunch Report.....	6-7
Perfect Attendance.....	7
Run to Riverside.....	8
SD Int'l Convention Scholarship.....	8
Ways & Means – November.....	9
Dates to Remember .....	9
November Meeting Notice.....	10
Mama's Pantry Request.....	11

## MESSAGE FROM THE BOARD

By Nancy Talbert, Corresponding Secretary

This November is special because of lots of changes coming our way.

Daylight savings time ends November 2.

We elect a new President/Vice-President for our country on November 4. Betty Schulman of the League of Women Voters did an excellent job of covering the many California State Propositions we have to vote on. Her organization was formed in 1920 and until that time, women were not allowed to vote. I recently received an article describing the situation. Women were jailed for picketing the white house in 1917 asking for the right to vote. HBO released a movie on video and DVD entitled "Iron Jawed Angels" which gives the story in detail. It is jarring to watch Woodrow Wilson try to persuade a psychiatrist to declare one lady insane and inspiring to watch the doctor refuse. The lady was strong and brave. At that time, courage in women was often mistaken for insanity.

I have to admit, I have made excuses in the past for not voting. Voting often felt more like an obligation rather than a privilege. Sometimes it was inconvenient. Please make your voice heard and never forget your vote does count!

November brings us cooler weather and leaves changing to beautiful colors (in some areas of San Diego County). I am planning a trip to Pennsylvania soon to really get the effect and take in the beauty!

Last, but not least, Thanksgiving! One of my favorite holidays of the year and hopefully, a reminder of all we have to be thankful for. I feel blessed to live in the USA, for good health and for a great family. It is wonderful to get together with everyone this time of year, and with Christmas coming quickly, time to start planning for more fun with baking, shopping, etc. I will be making fudge for our Silent Auction in December.

Look forward to seeing you at the November meeting.

Nancy Talbert



# Welcome New Members

Tina Claridge - San Diego Unified Port District  
 Robin Davis - San Diego Unified Port District  
 Heather Farr - Vertex Pharmaceuticals  
 Ryan Harris - San Diego Unified Port District  
 Patricia Johnson - San Diego Airport Authority  
 Kim Madigan - San Diego County Sheriff's Department

## TOTAL MEMBERSHIP - 99

Professional Members - 82

Professional Merited Members - 10

Student Members - 3

Associate Members - 4

## New Memo Bio:

**LIZA ANDERSON** was born in Texas and raised in Puerto Rico. She graduated from the Inter American University of Puerto Rico, earning a Bachelor of Arts in Executive Secretary with a minor in Information Processing. She moved to San Diego from Hawaii in 2006, and is employed by the Port of San Diego as an Administrative Assistant II for the Office of the District Clerk, Records Department. She is currently also a member of the Association of Records Managers and Administrators (ARMA). She has been married for seven years to her husband, Chris, who is on active duty in the Navy. She has a six-year-old son named Owen Michael. In her spare time she enjoys running, kickboxing, bowling, working out, and spending time with family and friends.

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## CHAPTER MEETING MINUTES - WEDNESDAY, OCTOBER 1, 2008

The regular monthly business meeting of the San Diego Chapter was held at The Handlery Hotel & Resort, 950 Hotel Circle North in San Diego, California, 92108, the evening of Wednesday, October 1, 2008.

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, Treasurer

### Business Meeting

The meeting was called to order by President Rossiter at 6:04 p.m. President Rossiter welcomed the following guests: Susana Calvillo, Jane Bachman, Marion Hunter, Naty Santos, and Betty Schulman, tonight's speaker. Member Shelly Steward presented the Thought for the Day and led the Pledge of Allegiance.

### Recognition of New and Renewing members:

Membership Committee chair Marge Suess CPS introduced Liza Anderson as a new member. Marge also thanked renewing members Ivelisse DeJesus, Susie Ross, and Pat Spudich for their continued membership and support.

### Approval of Minutes

The minutes of the August 2008 business meeting, as published in the September newsletter, as well as the minutes of the September 2008 business meeting, as published in the October newsletter, have been submitted and approved by the members.

### Approval of Treasurer's Report

The Treasurer's Report for October will be submitted and accepted at November's meeting because the October meeting falls on the first day of the month.

### Suspend Meeting for Dinner

President Rossiter suspended the meeting at 6:15 p.m.

#### Program: Prop Talk:

Vice President Marge Suess CPS introduced Betty Schulman from the League of Women Voters. Ms. Schulman reviewed the propositions that will be on the November ballot and then opened the session up to questions.

### The Business meeting reconvened at 7:59 p.m.

### Committee Reports

- **Education Committee:** Education Committee chair Marion Phelps CPS gave her report on the Professional Development Seminar that was held in September. The next seminar will be in March at Viejas. The exact date is still to be determined.
- Boss's Day Lunch will be on Tuesday, October 14, 2008, at the Harbor House in Seaport Village. International Treasurer Karlana Rannals CAP will talk about certification and the benefits to our bosses.

### Announcements/Upcoming Events

- The Multi-Chapter Symposium will be held October 4, 2008. Flyers were distributed to members and copies are included in the guest bags.
- We will be having a food drive at our November meeting in support of Mama's Kitchen. Please bring food items per the flyers on the registration table.
- Donna Morales CPS/CAP updated the members that she has finally decided to change her name from Royston to Morales. This is in part to her and her husband expecting their first child. Congratulations, Donna!
- Nancy Talbert announced that she will be doing her annual Avon fundraiser at the November Chapter meeting. As usual, she will be donating part of the sales earnings to the Chapter.
- President Rossiter announced that the OPT Mentor Night will be held on October 23, 2008 at 5 p.m. It will be in the Grossmont College cafeteria.

### Drawings

- The Board door prize of a \$25 gift card to Borders, donated by Recording Secretary Valerie Costantini, was won by Kris Hilly.
- The 50/50 Drawing of \$57 was won by Pat Spudich. The remaining \$57 will be contributed to the Retirement Center Trust Foundation.
- The next Board meeting will be at Gloria Rossiter's home, on Wednesday, October 8, 2008, at 5:30 p.m. If anyone would like to attend, please contact Gloria Rossiter CAP ([gloria.rossiter@vanir.com](mailto:gloria.rossiter@vanir.com) or 619-233-0161). The address and directions will be given upon request.
- The next Chapter meeting will be held at the Handlery Hotel, 950 Hotel Circle North, San Diego, CA 92108, 619-398-8333 on Wednesday, November 5, 2008. The program topic will be "Sustainability & You" by Paul Manasjan, SDCRAA.

There being no further business, the meeting was adjourned by President Rossiter at 8:07 p.m.

Submitted by: Valerie Costantini, Recording Secretary

## CALIFORNIA DIVISION INTERNATIONAL REPORT

July 27-30 2008, Hilton New Orleans LA  
President Candace Medina CPS/CAP

First, let me offer heartfelt and well deserved *congratulations* to our own Karlena Rannals CAP who was elected International Treasurer in New Orleans!! California Division and the Board of Directors wish you the best in your new role and look forward to your contributions to IAAP!

Below are the results of International elections and bylaws & standing rules for the 2008-2009 IAAP year. Links have been provided for your reference below to the speeches presented. \*Once clicked you will be required to sign into HQ site to access and view.

### Speeches from the 2008 International Convention and Education Forum

- [2007-2008 International President Judy McCoy CPS/CAP](#)  
[2008-2009 International President Barb Horton CAP](#)  
[IAAP Executive Director Don Brethauer CAE](#)
- Photos of [International Convention and Education Forum](#)

### The 2008-2009 International Board of Directors, IAAP



**President:** Barbara Horton CAP, Vancouver Cpt./W. Canada Div./Canada Dist.

**President Elect:** Susan K. Shamali CPS/CAP, Grand Rapids Cpt./MI Div./GL Dist.

**Vice President:** Mary A. Ramsay-Drow CPS/CAP, Milwaukee Cpt./WI Div./GL Dist.

**Secretary:** Janine Joy Riemersma CPS/CAP, Sandy Shores Cpt./MI Div./GL Dist.

**Treasurer:** Karlena Rannals CPS/CAP, Palomar Cpt./ California Div./ SW Dist.

**Affiliate Representative:** Jennifer Sandra Hinkson CMP, Barbados Association of Office Professionals, Barbados

**Canada District Director:** Katherine A. Fogal CPS/CAP, Calgary Cpt./W. Canada Div.

**Great Lakes District Director:** Sam W. Gill III CPS, Tri-County Cpt./MI Div.

**Northeast District Director:** Judith A. Yannarelli CPS/CAP, New Jersey Div.

**Northwest District Director:** Valerie S. King CPS/CAP, Rochester Cpt./MN-No. Dakota-So. Dakota Div.

**Southwest District Director:** Antoinette Smith CPS/CAP, St. Louis Cpt./MO Div.

**Southeast District Director:** Tamara L. Goodall CPS/CAP, Charleston Cpt./W. Virginia Div.

### 2008-2009 Retirement Trust Foundation Board of Trustees



C. Joyce Hawkins CPS/CAP, St. Louis Cpt./Missouri Div./Southwest Dist.  
 Kathyne Hampton CPS/CAP Calgary Cpt./W. Canada Div./Canada Dist.  
 Kelly A. Reggio CAP, Kalamazoo Cpt./Michigan Div./Great Lakes Dist.  
 Patricia D. Row CPS/CAP, Oak Ridge Cpt./Tennessee Div./Southeast Dist.  
 (The International President and International Treasurer also are Trustees by virtue of their office)

### The 2008-2009 Bylaws & Standing Rules Amendment Results

Results of the delegate voting at Convention for the 2008 proposed amendments to the international bylaws and standing rules were:

- Proposed Amendment No. 1: Allows e-mail as an additional method for which the International Board of Directors may conduct its business. — **Passed**
- Proposed Amendment No. 2: Gives the International Board of Directors the authority to establish rules for IAAP candidates seeking International Office. — **Failed**
- Proposed Amendment No. 3: Gives the Committee on Nominations the authority to sanction candidates who violate established rules for candidates, including disqualification from an individual election. — **Passed (as amended)**
- Proposed Amendment No. 4: Authority given to the Committee on Nominations to enforce rules for candidates. — **Passed**
- Standing Rules Proposed Amendment No. 1: Eliminate standing rule No. 2 on campaigning for international office— **Failed**
- Standing Rules Proposed Amendment No. 2: Amended Standing Rule No. 3 — **Passed**

### Motions from the floor

- A motion to define misconduct as applied to any IAAP officer at any level of the association — **Passed.**
- A motion that all chapters of IAAP be given online membership registration capability with implementation no later than Jan. 1, 2009 — **Passed.**

**Please note:** All votes were counted standing votes with the exception of the last motion from the floor which was a voice vote.

I had a wonderful time in New Orleans and look forward to returning again in the future. There was simply wasn't enough time to see everything! Between the garden districts, historic above ground cemeteries, Bourbon Street, and wonderful wooden trolley it was a trip to remember. And who couldn't go to New

Orleans without the outstanding food and live jazz music! As you can see below I also walked a bit on the wild side at the Evening of Entertainment.



I genuinely hope you have a chance to attend an International meeting in the future. Not only do you attend professional development workshops but you meet new friends and visit with members from the US, Canada, and our Affiliates. Below are the latest dates and future sites so mark your calendars and plan to attend.

#### **IAAP Annual Convention & Education Forum Future Dates/Sites**

2009: Minneapolis, MN, July 26-19, Minneapolis Convention Center

[Preliminary Information and Hotel Reservation](#)

2010: Boston, MA, July 18-21, Hynes Convention Center

2011: Montreal, Quebec, July 24-27 Montreal Convention Center

2012: Grapevine, TX, July 22-25, Gaylord Texan Resort

2013: Anaheim, CA, July 28-31, Anaheim Convention Center

2014: Milwaukee, WI, July 27-30, Milwaukee Convention Center

Thank you for allowing me the opportunity to represent you and vote on your behalf as President of California Division. I am honored and humbled by the support and encouragement I have received from membership this Excellence In Action year!

☺ ☺ ☺ ☺ ☺

### **2008 BOSSES DAY LUNCH**

October 16 is the 50<sup>th</sup> anniversary of National Boss Day. Patricia Haroski, a secretary from Deerfield, IL, originated National Boss Day in 1958 to “pay tribute to our bosses.” The October 16 date was chosen because that was her father’s birthday. National Boss Day has become an international celebration in recent years and now is observed in countries such as England, Australia, and South Africa.

This year is the first time in a long time that the San Diego Chapter has sponsored an event for “Bosses Day.” Even though National Boss Day is October 16, we held our Bosses Day lunch on Tuesday, October 14, so as not to conflict with whatever activities Admins might have planned for their bosses. Our lunch



was at the Harbor House Restaurant in Seaport Village, and we had 34 people attend: 13 bosses and 21 Admins.



Our speaker, Karlana Rannals CAP, IAAP International Treasurer, provided a brief overview of IAAP and then reviewed the information about the Certified Professional Secretary/Certified Administrative Professional (CPS/CAP) programs. She distributed a mock exam for all attendees to take. I'm so glad I've already passed the CPS/CAP exams because those questions were hard! However, this was a fun, interactive exercise and showed our bosses the kinds of information we need to have in order to achieve the CPS/CAP designations.

I would like to thank Marge Suess CPS and Gloria Rossiter CAP for assisting me with this event.



Deborah Gunn CPS/CAP  
2008 Bosses Day Lunch Committee Chair

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### PERFECT ATTENDANCE CONTEST

Just a reminder to everyone, every time you attend a monthly Chapter meeting, you are one month closer to winning a Perfect Attendance Award. It is that easy!! Attend every Chapter meeting between August 2008 and April 2009 and you are all set to win an award!! Awards will be announced at the May 2009 Chapter meeting.

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**Mission Statement:** To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.

**Vision Statement:** To inspire and equip all administrative professionals to attain excellence.

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## CONTEST: "RUN TO RIVERSIDE"

**Reminder:** Earn your way to the 57<sup>th</sup> California Division Meeting!! You can win the opportunity for the Chapter to pay your registration fee and travel expenses, up to a total of \$600\*, to the 57<sup>th</sup> California Division Meeting – "Excellence in Action" to be held in Riverside, California June 4 – 7, 2009. Registration includes the Exhibitor Expo, Welcome Reception, Keynote Speakers and most meals on Saturday and Sunday.

All YOU need to do to qualify:

- Attend as many Chapter dinner meetings as you can from now (starting in August 2008) through May 2009—**that's it!**
- Your name is put into a container each time you attend. The more meetings you attend, the better your chances of winning **registration fee and travel expenses** (up to \$600) to the June 2009 **California Division Meeting** in Riverside.
- At the Chapter's dinner meeting in **May 2009**, the name of **ONE member** will be drawn from the container and they will be awarded the registration fee and travel expenses (up to \$600). **Winner must be present at the drawing and be planning to attend the California Division meeting.** *Board members are not eligible for this contest.*

\*The winner will be reimbursed for up to \$600 for expenses including the registration fee, mileage, hotel (double occupancy) and meals to attend the 2009 57<sup>th</sup> California Division Meeting.

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## SAN DIEGO CHAPTER 2009 INTERNATIONAL CONVENTION SCHOLARSHIP

The 2009 International Convention Scholarship Application has been distributed via email. This application is due **NO LATER** than March 16, 2009. Applications received after this date will not be accepted. We will be having a group of professionals (outside of our chapter) reviewing these applications for selection of the winner. The winner will be announced at our April 2009 meeting. If member participation in this program is not well received this year, this "contest" may be replaced next year. Your Board has been considering other ways to "give back" that would benefit more than one member. Just remember, this contest was developed to promote leadership within our chapter and we would hope the recipient of this award would volunteer to be a committee chair or Board member within a year of award.

We have one major change this year from previous years: The Board members are no longer ineligible to apply for this scholarship.

In the past, if a Board Member wanted to attend a convention they would have to pay their own way; with the exception of our delegate and alternate. As active members of our Chapter, with the same financial issues as other members, we felt (along with our Division contact and other outside chapter contacts) that this constraint was not equitable to our Board members.

**If you need another copy sent to you, please let me know.** This application is available in both PDF and Word formats: PDF for those who want to hand write their application and fax it to me; and Word for those who want to complete and submit it electronically. All "boxes" are "check boxes" (double click and change to "checked" under default value); and the "essay" portion will get larger as you type in that part of the table.

**We look forward to receiving a large number of applications for this scholarship.**

Gloria B. Rossiter CAP  
Chapter President

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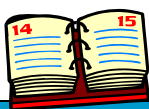


**WAYS AND MEANS – NOVEMBER \*\* AVON SALE \*\***

I am planning a presentation of my Avon products available for Christmas at our meeting Wednesday, November 5, 2008. As in the past, I will be donating 20% of my profits back to the San Diego Chapter. This is a great opportunity to get a head start on that Christmas shopping and planning.

Orders will be delivered at our December meeting. I will also have books and order forms available for delivery at our December meeting, if you prefer.

Thanks for your support of our Chapter through purchasing Avon products.  
Nancy Talbert



**DATES TO REMEMBER!**

|                    |                                                                                                               |
|--------------------|---------------------------------------------------------------------------------------------------------------|
| November 5, 2008   | November Dinner Meeting—Handlery Hotel & Resort ♦ “Sustainability & You;” Chapter Food Drive                  |
| November 7-8, 2008 | CPS/CAP Exam Dates                                                                                            |
| December 3, 2008   | December Dinner Meeting—Marriott Mission Valley ♦ “Holiday Entertainment;” Chapter Silent Auction & Toy Drive |
| January 7, 2009    | January Dinner Meeting—Handlery Hotel & Resort ♦ “Excel Tips & Tricks;” Member Appreciation Month             |
| February 4, 2009   | February Dinner Meeting—The Butcher Shop ♦ “Topic TBD;” Past Presidents’ Appreciation Month                   |
| March 4, 2009      | March Dinner Meeting—Handlery Hotel & Resort ♦ “Avery Presentation”                                           |
| March 14, 2008     | Professional Development Seminar—Viejas DreamCatcher Room                                                     |
| April 1, 2009      | April Dinner Meeting—Handlery Hotel & Resort ♦ “Business Etiquette”                                           |
| April 22, 2009     | Administrative Professional Day Luncheon—Location TBD                                                         |
| May 6, 2009        | May Dinner Meeting—Handlery Hotel & Resort ♦ “Mini Expo;” Chapter Annual Meeting                              |
| June 3, 2009       | June Dinner Meeting—Location TBD ♦ Officer Installation                                                       |



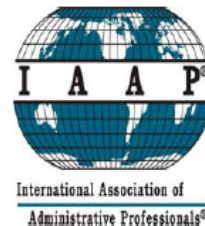


# Sustainability & You

Paul Manasjan  
Environmental Director, SDCRAA

## Chapter Food Drive

More information to follow



### DINNER MEETING NOTICE

**November 5, 2008**

5:00 p.m. - Networking

6:00 p.m. - Dinner

6:45 p.m. - Program

**Handlery Hotel & Resort**

950 Hotel Circle North

San Diego, CA 92108

619/398-8333

*Free parking*

### DINNER MENU

Mexican-style Caesar Salad

Beef Fajita

**Vegetarian:** Cheese Enchiladas

Margarita Pie

*Door Prizes*

FOR RESERVATIONS, PLEASE RSVP TO: **Darla Wilson CAP, Dinner Chair**

**Via E-mail:** [dwilson@jmirealty.com](mailto:dwilson@jmirealty.com). All reservations will be confirmed! **If you do not receive a confirmed reservation via e-mail, please telephone Darla at: 858-350-4826.**

**Via Phone:** (858) 350-4826. **Members** may make reservations by phone. Please leave your name, and phone number.

**Via Mail:** c/o JMI Realty, 12265 El Camino Real, Suite 300, San Diego CA 92130

**Guest Dinner Reservations MUST Be Paid By Friday, September 26, 2008.**

Make Checks Payable to: **SAN DIEGO CHAPTER-IAAP** & mail with information below to [Darla](#)

**MEMBER DINNER RESERVATIONS ONLY** may be paid at the door.

**ALL 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: \_\_\_\_\_

Vegetarian

Visit our website: [www.iaap-sandiego.com](http://www.iaap-sandiego.com)



Mama's Pantry, a program of Mama's Kitchen, provides a nutritional shopping opportunity for men, women and children of San Diego County affected by AIDS. 100% of your Pie purchase will go to support the programs of Mama's Kitchen.

You can help by purchasing one or more items from our wish list and dropping it in our barrel today. **Remember due to the compromised immune systems of our clients, all items should be sealed and not past their expiration date.**

box of cereal  
small package of pancake mix  
instant oatmeal packets  
24 oz bottle cooking oil  
16 oz jar of peanut butter  
16 oz jar of jelly  
spaghetti sauce  
packets of pasta dinners  
canned diced tomato  
canned goods – fruits, soups, vegetables & pasta  
tuna fish

**THANK YOU!**

1875 Second Ave., San Diego, CA 92101/phone 619.233.6262