



Through the Bay Window



Volume VIII, Issue 10

San Diego Chapter

May 2008

Meeting Reminder

Wednesday, May 7, 2008
Port District Training Room
3165 Pacific Highway
San Diego, CA 92101
PH: 619-654-0806
Free Parking

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

Presentation

Chapter “Mini” Expo & Annual Meeting

Dates to Remember

May 7, 2008 – Annual Meeting
June 4, 2008 – Dinner Meeting
June 20-22 – Calif. Division Annual Education Conference & Annual Mtg. Sacramento
July – Chapter is Dark

Inside this Issue

Message from the Board	1
Anniversaries	2
CAP Congratulations	2
Slate of Candidates for 2008-2009 ...	2
Meeting Minutes, April	3-4
Multi-Chapter Symposium	5
April Quiz Answer/Winner	4
Marge Sues CPS Thank You	6
Contest: CA Division/Sacramento ..	6-7
Public Speaking	7
May TTBW Quiz	7
Dates to Remember	8
Discount – ProFlowers	8
May Meeting Notice	9
Milo Shapiro -Speaker	10

FROM THE BOARD



EvE’ Bond CPS
Corresponding Secretary

THREE LITTLE WORDS = New Beginnings/New Opportunities

Even as we near the END of the chapter year 2007/2008, we are reminded that the BEGINNING of chapter year 2008/2009 is just a month away. Elections at the May meeting and installations of new officers at the June meeting usher in new beginnings for the Board and for the chapter. And that means new opportunities for each of its members.

Once elected and installed, the new officers will need your time, talents and support to carry out the responsibilities of their office and the wishes of the membership. I hope you will take advantage of the many opportunities that will be presented during the new chapter year. Chairing or working on a committee; reading an Inspirational Thought and leading the Pledge of Allegiance; attending meetings and speaking to new members, or even something as simple as completing and returning an e-mail survey. As members, these opportunities, and many more, will be yours.

Please join me in thanking the Board and the many committee chairs and members who have served the chapter, in both large and small ways, during this past year. Each of them knows the personal satisfaction and valued experience they gained, the fun they had, and the new friends they made.

There are three little words that can also bring you personal satisfaction and valued experience, along with fun and new friends; three little words that will keep the chapter strong and Forward Moving; three little words that are sure to make you glad you are a member of the San Diego Chapter. Those three little words? ... “Yes, I Can.”

Three Little Words = New Beginnings/New Opportunities.
How you will use those three little words is up to you.



May Anniversary Congratulations

Sofia Bayardo
Karen Buckingham
Denise Buth CPS/CAP
Maria Fernandez
Joanne Owen
Phyllis Pascual
Maby Smith

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Congratulations

To
GLORIA ROSSITER CAP
ON HER **CAP** RECERTIFICATION

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SLATE OF CANDIDATES FOR 2008-2009 BOARD OF DIRECTORS

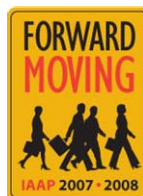
In an e-mail message to San Diego Chapter Members, dated April 21, 2008, Tessa Wright, Chairman, and Nominating Committee members, Kristine Hilly, Shirley King CPS and Gloria Rossiter CAP, presented the following slate of candidates for the 2008-2009 San Diego Chapter Board of Directors:

President: Gloria Butterfield Rossiter CAP
President Elect: Open
VP/Membership Chair: Marge Suess CPS
Recording Secretary: Valerie Costantini
Corresponding Secretary: Nancy Talbert
Treasurer: Angela Williams

Nominations also may be made from the floor prior to the election and such nominees shall be entered on the slate, provided such nominees are in attendance and have consented to the nomination.

Elections will be held at the May 7, 2008 meeting and require a majority vote of the members present. Members are, therefore, encouraged to attend this important meeting. If you have any questions, please contact Tessa Wright at 619-699-1991.

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CHAPTER MEETING MINUTES - WEDNESDAY, APRIL 2, 2008

The regular monthly business meeting of the San Diego Chapter was held at the Handlery Hotel & Resort in San Diego, California, the evening of Wednesday, April 2, 2008.

The following officers were present:

Deborah Gunn CPS/CAP, President

Gloria Rossiter CAP, President-Elect

Lori Poore CAP, Vice President-Membership

Valerie Costantini, Recording Secretary

Jeff Koches CAP, Treasurer

EvE' Bond CPS, Corresponding Secretary

Business Meeting

The meeting was called to order by President Gunn at 6:07 p.m. Vice President-Membership Lori Poore CAP presented the Thought for the Day and led the Pledge of Allegiance.

Approval of Minutes

The minutes of the March 2008 business meeting, as published in the February newsletter, had one correction; Shirley King's designation was missing and will be added. No other changes were needed and the minutes were approved.

Approval of Treasurer's Report

President Gunn indicated that the Treasurer's Report had been sent to members electronically for their review. The report dated March 31, 2008, was approved and will be filed.

Suspend Meeting for Dinner

President Gunn suspended the meeting at 6:10 p.m.

Program

President Elect, Gloria Rossiter CAP introduced Vivian Lazarony from Avery. Ms. Lazarony presented, "When the Impossible is Due NOW!"

The Business meeting reconvened at 7:28 p.m.

Presentation of Proposed Bylaws/Standing Rules Amendments – Marge Suess CPS

Marge Suess CPS went over the proposed Bylaws/Standing Rules Amendments. All amendment motions were carried.

Discussion of Board positions and question/answer period – Board members

Board members told the Chapter what their duties are and the approximate time it takes per month to perform those duties.

Committee Reports

Recognition of New and Renewing members:

Vice President/Membership Committee chair Lori Poore CAP introduced the following new members: Stefanie Sotelo, Jan Cronin, and Janie Dillard. Lori also recognized the following renewing members: Dianne Berg, Gloria Rossiter CAP, Marion Phelps CPS, and Sue Gannon CAP. Renewing members not in attendance were Sheila Mosley, Linda Granata, and Kris Hilly. Each received a \$5 gift card to thank them for renewing their membership with the Chapter.

Newsletter: Sue Gannon announced that the winner for the Newsletter Quiz was Shirley King CPS. The prize for this quiz was 3 tickets for next month's Ways & Means raffle.

APD Committee:

The committee is waiting for RSVPs.

Announcements

- Administrative Professionals Day lunch will be on Wednesday, April 23, 2008, at the Admiral Kidd Club.
- **Skip to Sacramento in June 2008** – this is a contest to award a scholarship of up to \$1,000 (for registration, air travel, hotel, and meals) for a Chapter member to attend the California Division meeting, June 21-22, 2008. Each time you attend a Chapter meeting your name is placed into the “hat” for the opportunity to “win” this trip. The name will be drawn at the May Chapter meeting. The only condition to winning is that you have to be able to attend this conference.
- Annual Education Forum (Friday, June 20) and California Division Annual Meeting (Saturday – Sunday, June 21-22, 2008) in Sacramento, CA.
- International Convention, July 27 – 30, 2008, in New Orleans, Louisiana. Information will be in the April Office Pro magazine.
- Elections of the Board officers for next year (July 2008 through June 2009) will be held at our Annual Meeting on May 7. If you are interested in serving on next year's Board, please contact one of the Nominating Committee members (Tessa Wright, Kristine Hilly, Shirley King CPS, and Gloria Rossiter CAP).

New Business:

- President-Elect Gloria Rossiter CAP told the members about the OPT Mentor Night and encouraged the members to be a mentor to an OPT student.
- Please note the meeting survey that is on your table. Your opinion is important to us, so please take the time to fill out this form before leaving tonight. This survey will replace the email survey that has been sent following each Chapter meeting in an effort to reduce the amount of emails sent to members.

Drawings

- The Board door prize of a \$25 gift card to Macy's, donated by Vice President-Membership Lori Poore CAP, was won by Angela Williams.

- The Raffle Prize of a \$25 gift card to Borders, donated by Anita Tindall, was won by Bea Endaya.
- The next Board meeting will be at the Port District, on Wednesday, April 9, 2008, at 5:30 p.m. If anyone would like to attend, please contact Deborah Gunn (dgu@sandag.org or 619-699-1912).
- The next Chapter meeting will be held at the Port District Training Room, 3165 Pacific Highway, San Diego, CA, 92101 on Wednesday, May 7, 2008. We will have a “Mini-Expo” and the election of Board officers for next year (July 2008-June 2009).

There being no further business, the meeting was adjourned by President Gunn at 8:06 p.m.

Submitted by: Valerie Costantini, Recording Secretary

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SAVE THE DATE — FOR THE 2008 MULTI-CHAPTER SYMPOSIUM - OCTOBER 4, 2008

If you have never attended a Multi-Chapter Symposium, mark your calendar now to attend the 32nd Annual Multi-Chapter Symposium, in Fullerton. Enjoy great speakers, exhibitor fair, lunch, networking, AND MORE...

LOCATION:
 Wyndham Anaheim Park Hotel
 222 W. Houston Ave.
 Fullerton, CA 92832
 91 Freeway at Harbor Blvd.

The website will be up and running soon. More details will follow.

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ANSWER to the April “TTBW” Quiz

What do these words have in common?

Banana	Dresser
Grammar	Potato
Revive	Uneven

CONGRATULATIONS to Shirley King for correctly answering the question above: If you put the First letter of each word at the END of each word it spells the word either way.

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FROM THE DESK OF:

Marge Suess

March 17, 2008

Dear Deborah & San Diego Chapter Members:

Thank you so much for recognizing my 30th anniversary with NSA/PSI/IAAP and for the gift card.

Never did I think when I joined this organization in 1977 that I would reap so much from my membership. The San Diego Chapter has been especially kind to me, and I have learned so much and made so many lifelong friends who I will always treasure.

I hope to continue my membership with IAAP for many years to come.

Thanks again.



Marge Suess CPS



CONTEST: "SKIP TO SACRAMENTO IN 2008"



Reminder: Earn your way to the 2008 Annual Educational Forum & 56th California Division Meeting, being held at the Embassy Suites-Riverfront Promenade in Sacramento, California, June 20-22, 2008.

The winner of this contest will be reimbursed, **up to \$1,000**, for Registration, airfare, and hotel expenses, upon completion of the trip and submittal of receipts. The Registration fee includes: Exhibitor Expo, Welcome Reception, Keynote Speakers and most meals on Saturday and Sunday.

Each time you have attended a dinner meeting, since last August, your name was put into a container. At the Chapter’s dinner meeting on **May 7, 2008, the name of one member will be drawn** from that container as the “Skip to Sacramento” Contest Winner. The **Winner must be present at the drawing and agree to attend the California Division meeting.** *Board members are not eligible for this contest.*



PUBLIC SPEAKING

One of our Educational Seminar speakers, Milo Shapiro, has a column on public speaking that you will find interesting and informative.

Milo writes to tell us:

The Society of Human Resource Managers just picked up my column on public speaking and it occurred to me that there are a lot of professional organizations where people sometimes have to do public speaking - or give advice to someone else who needs to.

If you’d like to see these articles, visit www.improventures.com/articles and see the series called “Public Dynamics” (easy to find in green bold).

You might like some of the other articles you find there as well.

Milo Shapiro, professional speaker and speaking coach



“THROUGH THE BAY WINDOW” – MAY BRAIN TEASER

Each symbol in the following chart represents a digit, and always the same digit. Double symbols represent two-digit numbers. The asterisk represents an arithmetical sign, but not necessarily the same sign in each equation. Try to figure out the values for the symbols. Yes, the answers are all the same number.

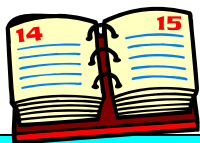
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Hint: The exclamation point is a one and the question mark is a three.

Email your answers to Sue Gannon CAP at: Susan.gannon@mitchell.com. If you are the first one to reply with the correct answers, you will win three free tickets to next month’s raffle drawing.

(Board members and Sue Gannon are ineligible for this quiz.)





DATES TO REMEMBER!

May 7, 2008	May Dinner Meeting – Port District Training Room ♦ Annual Meeting
June 4, 2008	June Dinner Meeting – The Butcher Shop ♦ 2008-09 Installation of Officers
June 20-22, 2008	California Division Education Conference & Annual Meeting ♦ Sacramento, CA
July 27-30, 2008	IAAP International Convention, New Orleans, LA
August 13, 2008	August Dinner Meeting – Location TBD ♦ Innergized! Presenting a fun-filled education hour (recertification points available)
October 4, 2008	Multi-Chapter Symposium – Fullerton, CA – Details Forthcoming
October 19-22, 2008	2008 Certification Conference – Location: Denver, CO

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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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NEW SAN DIEGO CHAPTER ASSOCIATE MEMBER OFFERS DISCOUNT on FLOWERS, PLANTS, GIFTS!



A ProFlowers VIP Discount Code for IAAP’s San Diego Chapter has been set up for the members. When anyone associated with IAAP San Diego wishes to order flowers, candy, fruit etc., they will automatically receive 15% off at check out. To receive your

discount, go to www.proflowers.com/vip and enter the code listed below or proceed to our website www.proflowers.com, scroll down to the bottom of the page and click [CORPORATE SERVICES](#) and then enter the code listed below. Simply select your merchandise and proceed to check out. Your discount will appear just prior to the charge authorization. This discount can be used on any of our over 400 featured items. If you have a large order to place (10 or more) for partners, clients, vendors or associates for any upcoming event or holiday, always feel free to call me in our Business Services Department at 1-800-210-2279. I would be happy to help you make the event just right and get everything arranged for you. Discount Code: **iaapsd**

Patrick Alcock, Business Services Sales Specialist, ProFlowers
palcock@proflowers.com – 858-909-4113 – www.proflowers.com

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**NEXT MONTHLY DINNER MEETING**

**Wednesday, May 7, 2008**  
**5:00 pm – Networking**  
**6:00 pm – Dinner**  
**7:00 pm – Program**

***“Chapter Mini Expo & Annual Meeting”***

***Representatives from:***  
***Balboa Transportation***  
***Mead Westvaco***  
***Residence Inn Marriott***  
***SAZ Landscaping***  
***ProFlowers***  
***Cookie Lee Jewelry***

***Catering by: San Diego Party Express***

**Cost - \$35 per person**

*at*

**Port District Training Room**  
3165 Pacific Highway  
San Diego, CA 92101  
PH: 619-654-0806

*Free Parking*

**Menu**

**Hawaiian Buffet**

Polynesian Chicken

Pit-Roasted Pork

Maui Fried Rice (Vegetarian)

Hawaiian Cole Slaw

Tropical Fruit Salad

Hawaiian Rolls

Vegetarian: Additional Green Salad

Coffee, Decaf, Tea, Iced-tea

**Please RSVP to Anita Tindall CPS, Dinner Chair**  
**by Friday, March 28, 2008**

Email: [atindall@san.rr.com](mailto:atindall@san.rr.com)

**PH: 858-279-2727**

Mail: 10728 Cariuto Court  
San Diego, CA 92124

Please make checks payable to:

**San Diego Chapter – IAAP**

*“No-shows” to dinner will be billed.*

*Door Prizes*



*“Speak in public? I’d rather eat a Brillo pad!”*

Thanks for the praise after my IAAP Seminar!

Now let’s make *your* team’s presentations more FUN & DYNAMIC! Or let’s work on the whole team’s energy with TEAMprovising™



**Milo Shapiro**

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