



Through the Bay Window



Volume VII, Issue 11

San Diego Chapter

June 2007

Meeting Reminder

Wednesday, June 6, 2007
NTC Promenade
NTC Command Center
Meeting Room 1 – 2801 Rosecrans
San Diego, CA 92106
Free Parking

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

Presentation

Karlana Rannals CAP
IAAP International Director-
Southwest District
“Leadership in IAAP”

Dates to Remember

June 6 – June Dinner Meeting
June 8-10 – 2007 Annual Education
Forum and 55th CA Division Meeting

See Page 8 for Details*

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Message from the Board

By Jeff Koches CAP, Treasurer

Another Year Draws to a Close...

As we finish another year of our IAAP Membership and the board begins its final month (except of course for the treasurer who has to stick around for a bit); I wanted to take a moment to ask you a question. What did you get out of your membership this year? For some, it was the camaraderie of the dinner meetings; others the experience gained by serving on a committee. The educational seminar at Viejas provided a fresh sampling of the training we can offer.

I will admit that I didn’t get everything I wanted out of IAAP this year. I was unable to attend the Division or International conferences; but I hope to attend both of those in the future. IAAP has a variety of other benefits that I was not able to tap into this year, and our Chapter has a fair amount of funds at its disposal that we were unable to spend.

It is an unusual position for a Treasurer to find themselves in...too much money on hand. The board tried to spend it, but every time we came up with a way to do it: from subsidizing the educational seminar at Viejas to increasing the budget for the Administrative Professionals Day Luncheon, we saw a rise in interest and a resulting increase in revenue.

If you find you have not gotten everything you want out of your chapter membership, perhaps you can help us spend the excess funds we have sitting about. Join a committee; help us expand the benefits we can offer to the Chapter, and in the process ensure you get the most from your membership.”

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***I am only one. But still, I am one. I cannot do everything, but still I can do something. And because I cannot do everything, I will not refuse to do the something that I can do.***

**Everett Hale**

**2007-2008 CHAPTER BOARD OFFICERS ELECTED**

At the May 2 Chapter meeting, the membership elected the following for the 2007-2008 Chapter Board:

- Deborah Gunn CAP, President
- Gloria Butterfield Rossiter CAP, President-Elect
- Lori Poore CAP, Vice President-Membership Chair
- Eve' Bond CPS, Corresponding Secretary
- Valerie Costantini, Recording Secretary
- Jeff Koches CAP, Treasurer

These Board members will take over their positions after being installed at the June Chapter meeting.

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Birthday Wishes

June

- Amelia Garza
- Alicia Hernandez CPS
- Lori Poore CAP
- Maby Smith

July

- Dianne Berg
- Deborah Lozon CPS
- Juanita Palash
- Mary Ruiz CPS
- Nancy Talbert
- Susan Van Veen

June Anniversary Congratulations

June

- Stefanie Battaglia
- Karen Buckingham
- Denise Buth CPS
- Cindy Garofalo CPS
- Mary Ruiz CPS

July

- Juanita Palash
- Sally Smith
- Angela Williams

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**Reminder: Schedule of Dinner Meeting Prices**

| Chapter Meeting Date | Location                                                                     | Dinner Price    | Parking      |
|----------------------|------------------------------------------------------------------------------|-----------------|--------------|
| June 6               | NTC Promenade, Meeting Room #1 in Command Center/Culinary Concepts (caterer) | \$30 per person | Free parking |

*Note: Starting with the August 2007 Chapter meeting, dinner prices will be \$35 per person*

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[Answer to May, "Through the Bay Window" Quiz](#)

Amelia Garza won three free raffle tickets for correctly identifying the IAAP International Director - Southwest District **ANSWER: Karlena Rannals CAP**

Look for the June Quiz elsewhere in this newsletter!

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Welcome New Members

Tessa Wright - SANDAG
Sofia Bayardo - Port of San Diego

Total Membership Count: 88

Professional Members: 76

Professional Merited Members: 8

Student Members: 3 - Associate Members: 1

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CHAPTER MEETING MINUTES - WEDNESDAY, MAY 2, 2007

The regular monthly business meeting of the San Diego Chapter was held at the Handlery Hotel in San Diego, California, the evening of Wednesday, May 2, 2007.

The following officers were present: Marge Suess CPS, President; Deborah Gunn CPS/CAP, President-Elect; Donna Royston CPS, Vice President; Gloria Rossiter CAP, Recording Secretary; Eve' Bond CPS, Corresponding Secretary; and Jeff Koches CAP, Treasurer

Business Meeting

The meeting was called to order by President Suess at 6:05 p.m. She announced that tonight is our annual meeting and we have two important pieces of business. First, we have the election of the 2007-08 Board of Directors and second, the approval of a proposed amendment to the Standing Rules. Recording Secretary, Gloria Rossiter, confirmed, with Anita Tindall CPS' input, that we met the required voting quorum. Eve' Bond CPS presented the Thought for the Day and led the Pledge of Allegiance.

Introduction of Guests:

President Suess introduced the following guests:

Eileen Innecken, Past Chapter President and Terri Pedroza, Viejas; and the following students of Dr. Mary Leslie,

Grossmont College: Arnice Drexler, Robin Ellis, Janna Fitton, Armando Gilbert, Esther Johnson, Carole Ribley and member Dorian Wicks.

Approval of Minutes

The minutes of the April 2007 business meeting, as published in the May newsletter, were approved.

Approval of Treasurer's Report

President Suess indicated that the Treasurer's Report had been sent to members electronically for their review. The report dated April 30, 2007, was approved and will be filed.

Induction of New Members

Donna Royston CPS thanked the following members for renewing their membership this month: Dorian Wicks, Marie Mahon and Julie Farino.

Suspend Meeting for Dinner

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

Program

President-Elect, Deborah Gunn CAP introduced our guest speaker, Dr. Mary Leslie from Grossmont College, presenting the Office Professional Training program.

The Business meeting reconvened at 7:42 p.m.

Election of Officers

Dianne Berg, Nominating Committee Chair presented the slate of Officers: President-Elect, no candidate at this time;

Vice President, Lori Poore CAP; Recording Secretary, Valerie Costantini; Corresponding Secretary, EvE' Bond CPS; and Treasurer, Jeff Koches CAP.

Donna Royston CPS nominated Gloria Rossiter CAP for President-Elect with a second from Valerie Costantini. Per our Bylaws, there being only one individual for each position on the Board, all positions were voted in as presented by voice vote. 2006-07 President-Elect, Deborah Gunn CAP, automatically assumes the position of President. New officers will assume their role at the end of the June meeting, except for the Treasurer, who assumes his new term on July 1.

Proposed Amendment to the San Diego Chapter Rules & Bylaws

Cindy Garofalo CPS read the proposed Standing Rules amendment and moved for the adoption of the amendment. No second is required since this is a committee motion. There was no discussion. The motion to adopt the amendment was carried.

Cindy then summarized the proposed California Division amendments and moved that the delegate to the California Division meeting in June be sent informed but uninstructed. Again, no second is required since this is a committee motion. There was some discussion about whether the CA Division Recording Secretary was bonded. Upon further review of the document, it was discovered that the CA Division Recording Secretary is bonded. The motion to send the delegate to California Division informed but uninstructed was carried.

Cindy summarized the proposed International amendments and moved that the delegate be sent informed but uninstructed. This motion does not require a second. There was some discussion about why the International

President is required to be a full time working administrative professional. The motion to send the delegate informed but uninstructed was carried.

Committee Reports

APD: Gloria Rossiter informed attendees that we had a record number of attendees to the APD luncheon at 198 reservations (40 of whom were members), 184 attendees and a profit of over \$6,000 for the event. She then thanked her committee and asked that those present stay after the meeting for a few minutes.

Education: Gloria Rossiter reminded members that a study group has been formed for the November 2007 exam.

Jeff Koches CAP is helping out as the group's mentor. She also wished Donna Royston CPS and Denise Buth CPS good luck on their CAP exam on Friday, May 4, 2007. If anyone would like to join the study group for November or has any questions about certification, please contact her or Jeff for more information.

Newsletter: Sue Gannon announced that the winner for the Newsletter Quiz was Amelia Garza. The prize for this quiz is three (3) Ways & Means tickets at the next meeting.

Perfect Attendance Award

Gloria Rossiter presented the Perfect Attendance award to: Dianne Berg, Sue Gannon CAP, Lori Poore CAP and

Nancy Talbert.

Earn Your Way to California Division 2007 Award

Eligibility to win this award is to be present this evening and be available to attend the Division meeting in June.

Gloria Rossiter presented the Earn Your Way to California Division 2007 award (registration and travel expenses not to exceed \$500 for each person) to: Amelia Garza and Nancy Talbert.

Special Announcement

The Board has voted to offer two scholarships in the amount of \$1,500 each to attend the International Convention in Tampa at the end of July. All members in good standing will be eligible to submit an application except the President and the President-Elect. Details will be emailed to members tomorrow. Also, President Sues has the scholarship applications at the meeting if anyone wants to get started.

Announcements

- The next Board meeting will be a joint meeting at the Port District, on Wednesday, May 9, 2007, at 5:30 p.m. If anyone would like to attend, please contact President Sues.
- The next Chapter meeting will be held at the former Naval Training Center on Rosecrans (now known as Liberty Station) on Wednesday, June 6, 2007. The speaker will be Karlana Rannals CAP, Southwest District Director. We will also be installing our new Board of Directors.
- Bea Endaya sent an appeal for members to attend the Division meeting in June.

Drawings

- The Ways & Means raffle prize, a Bed Bath & Beyond gift card, donated by Valerie Costantini, was won by guest Arnice Drexler. A second prize, donated by Sandi Prescott Csik, was won by guest Eileen Innecken.

- The Board door prize, \$25 cash, donated by Recording Secretary Gloria Rossiter CAP, was won by member Cindy Garofalo CPS.

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

Respectfully submitted by
Gloria Rossiter CAP, Recording Secretary

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BOARD ANNUAL REPORTS

President's Annual Report Marge Suess CPS

The San Diego Chapter had such a successful year we are able to award scholarships to send two members to the California Division Meeting in Los Angeles and two to the International Convention in Tampa. The Board of Directors felt it was very necessary to reward its members for their support throughout the year. These scholarships are in addition to the delegates and alternates we always send. Additionally, we are able to award a scholarship to a student enrolled in an Office Training program at a local junior college.

In October we sponsored a half-day educational seminar and offered recertification and continuing education points. It was held on a Saturday morning at a facility adjacent to a shopping mall. Needless to say, it was very well attended. The format was a buffet breakfast, followed by three one-hour speakers whose topics were: PowerPoint tips & tricks; increasing learning potential with Mnemonics; and work/life balance made easy through communication and conflict management.

Our Administrative Professionals Day luncheon event was the most successful APD lunch in the history of our chapter. Our guest speaker was a Retired Rear Admiral and current Chief Operating Officer for the City of San Diego—and being a woman, someone to whom we could relate as she spoke about career advancement in what was considered a man's world at that time. We were almost sold out at 197 reservations and made a profit of more than \$6,100.

Monthly dinner meetings were held at various hotels and restaurants in San Diego. Attendance ran from a low of 34 members and guests to a high of 53. Topics ranged from happenings of interest in the city, to Excel tips, to Avery Office Products. We utilized speakers from five government/school entities who brought us information about what their institutions are currently doing. Our most popular meeting was the one at which International President Sandy Chandler CPS appeared along with Southwest District Director Karlana Rannals CAP and three members of the California Division Board. Office Team sponsored a reception in honor of President Chandler prior to the dinner meeting. Our biggest challenge was finding inviting dinner locations which could provide a dinner for an all-inclusive price of \$30, plus a reasonable charge for parking. The Board recently voted to increase dinner meeting prices to maintain the quality of food and location that members have come to expect, while being mindful of ever-increasing costs of food, taxes, gratuities and A/V equipment.

We welcomed 24 new members from July 2006 to May 2007. Of those, four were members-at-large who transferred into the San Diego Chapter. Unfortunately, we lost 27 members, for a variety of reasons. This gives us a net membership of 88—still the second largest chapter in California.

We cascaded chapter, division and international information and announcements to the membership, as well as employment opportunities, almost on a daily basis, via email. We not only produced a monthly newsletter but kept the chapter's website up-to-date with the latest news.

It has been a privilege to serve as this year's San Diego Chapter president.

Annual Report from the President-Elect

I conducted a survey early in the 2006-2007 IAAP year to determine topics for this year's dinner meetings. We've had a successful year with a wide range of interesting topics including learning about transportation projects in the region, how volunteering in the community can provide recertification points, receiving Excel tricks and tips, time management suggestions, information on organizational development, hearing about plans for the future of Lindbergh Field, getting samples of new Avery Dennison office products, being educated about the Office Professionals Training Program (our scholarship focus), and a talk on leadership from our Southwest District Director, Karlana Rannals CAP. In addition, we had a wonderful December holiday presentation by the Bell Ringers from the First Baptist Church of Pacific Beach. Further, for the first time in the Chapter's history, we had a program presented by an IAAP International President--the 2006-2007 President Sandra Chandler CPS. Following each Chapter dinner meeting, I transmitted a survey to the Chapter members regarding their input. This information provided valuable feedback on the dinner meeting programs and locations/menus.

I want to give special thanks to Anita Tindall CPS, who handled the meeting registration process this year. I couldn't have done it without all of her efforts—and patience! Thanks again, Anita!

Following each Chapter meeting, I developed and transmitted to Chapter members and other interested parties a “Here's What You Missed” email summarizing the meeting program. This helped to keep our Chapter members, who were not able to attend a meeting, informed about what occurred and to show interested parties what they were missing by not being a part of the Chapter. This effort has also received positive feedback.

Other events sponsored by the Chapter this year were the Fashion Show, the Educational Seminar, and the annual Administrative Professionals Day event. Having this variety helps to ensure that everyone can find something of interest in the San Diego Chapter!

I will be attending the 2007 California Division Annual Meeting as the Chapter's Alternate representative.

Respectfully submitted,
Deborah Gunn, CAP, President-Elect

Vice President/Membership Chair's Report

The San Diego Chapter has had a wonderful year with regard to new members! We gained 24 new members from July 1, 2006, to date. Here are our new members: Luisa Atienza, JoAnn Basaldua, Karen Fells, Misty Forest, Dianna Frett, Mary Fromson, Patty Gaillard, Ellinore Giacinto, Linda Granata, Angela Laurita, Loretta McNeely, Harvest Pepper, Marion Phelps, Kayla Rodgers, Misty Salmi Pennington, Nila Sparling, Anne Stalmer, Shureen Stockton, Ron Valles, Linda Weaver, Patricia Williamson, Darla Wilson, Tessa Wright, and Marcella Zech. We were thrilled to welcome new members who transferred from other chapters due to relocation and those who transferred from Members-at-Large. Unfortunately, we lost 27 members this year for a variety of reasons. This is an important reminder for the chapter that retention of current members is as important as recruiting new members. I've appreciated the honor of serving as the Chapter's Membership Chair during the 2006-2007 year.

Respectfully submitted,
Donna Royston CPS

Corresponding Secretary Annual Report

Madam President, Marge Suess CPS:

As Corresponding Secretary, some of the responsibilities performed during the past year were:

- Attended all monthly Board meetings and all monthly dinner meetings
- Contributed Board Drawing prizes for dinner meetings
- Prepared Inspirational thoughts and led the Pledge of Allegiance at dinner meetings
- Planned and executed the, "Let's Make a Deal" meeting, signing up members to participate on chapter committees and in events
- Sent monthly reminders to members who signed up for, "Let's Make a Deal," to give the inspirational thought, lead the Pledge of Allegiance or bring a raffle gift
- Prepared an abbreviated chapter membership roster and updated it monthly
- Hosted a luncheon for the Scholarship Committee and assisted the Chair and the OPT Program instructor in the development of a Mentor Program between Grossmont OPT students and members
- Assisted the Newsletter Chair by proofing each month's newsletter and other publications/notices/announcements
- Wrote articles for the Newsletter, "From the Board"
- Sent news releases of dinner meetings and other chapter events for publication by newspapers
- Sent news releases/announcements to the San Diego TV media, via community calendars on the internet
- Attended and assisted in the Educational Seminar and the Administrative Professionals' Day Luncheon
- Cascaded chapter, division and international information and announcements to the membership, as well as employment opportunities from members' companies

In June 2006, I attended the 54th California Division Meeting held in San Jose, California. In July, I attended the International Convention & Education Forum in Reno, Nevada. In March of 2007, I attended the Multi-Chapter Symposium, as well as the Leadership Conference in Orange County. In June 2007, I will be attending The California Division Meeting in Los Angeles.

It has been a privilege to serve with other members on the Board for the benefit of the chapter membership and gratifying to see so many new members learning and growing in IAAP and this Chapter.

I am looking forward to another challenging year as Corresponding Secretary for the 2007/2008 year.

Respectfully submitted,
 EvE' Bond CPS
 Corresponding Secretary

Recording Secretary Annual Report

As Recording Secretary, some of the responsibilities performed during the past year were to:

- take the minutes of the business meetings and publish them for the membership in the monthly newsletter.
- Take the minutes of the Board meetings and distribute them to Board members.
- retain monthly business meeting attendance records.
- plan for the Perfect Attendance award in May.

- retain the records of attendance for a special Board contest (Earn Your Way to CA Division), and present the award to the winner, in May.

Further, in August, I attended the International Convention & Education Forum, held in Reno, Nevada. This year, I plan to attend the International Convention in Tampa, Florida, July 2007.

It has been a special privilege to serve the Chapter President, members of the Board and the San Diego Chapter Membership. I truly look forward to another challenging year as President-Elect for the 2007-08 year.

Respectfully submitted,
Gloria B. Rossiter CAP

Treasurer's Annual Report

“As we come to a close for this year, we have ended up in a better financial situation. We have \$3860.35 more in our checking account than we did at this time last year. This is despite our attempt to draw down the funds and spend more on the chapter. We subsidized the educational seminar at Viejas and paid for several high cost chapter items for the next couple of years. These included re-ordering of our Chapter Brochures and the creation of our Chapter Bags.

My goal as your treasurer was to put our funds to work by putting them back into the chapter. This has had the unanticipated benefit of raising our income. Next year, our goal will be to spend more on the chapter members and make the funds work for you, the membership.”

Respectfully submitted,
J. R. Koches CAP

COMMITTEE ANNUAL REPORTS

Administrative Professionals Day (APD) Committee

The San Diego Chapter held its APD luncheon event on Wednesday, April 25, 2007, at the Bay View Restaurant at MCRD. The guest speaker was Ronne Froman, City of San Diego Chief Operating Officer. Ronne spoke on being a woman Admiral and the skills she gained through the process.

There was a record 197 reservations, 40 of which were members. We had 184 attendees, making it a full room on a very beautiful spring day. We sold numerous opportunity drawing tickets for the many door prizes. The reservations, opportunity drawings and sponsorships from OfficeTeam and Sempra Energy, netted the chapter over \$6,200 for this year's APD event.

I would like to thank the members of the APD Committee for their hard work resulting in this outstandingly successful event: Luisa Atienza, Dianne Berg, Eve' Bond CPS, Denise Buth CPS, Valerie Costantini, Bea Endaya, Cindy Garofalo CPS, Amelia Garza, Deborah Gunn CAP, Jeff Koches CAP, Eunice Oliver, Donna Royston CPS, Marge Suess CPS, Nancy Talbert, Ron Valles and Angela Williams as well as numerous volunteers helping out at the last minute. This event would not have happened without the significant efforts of these Committee members!

Respectfully submitted by:
Gloria B. Rossiter CAP, Committee Chair

Annual Report of the By Laws & Standing Rules Committee

As Chairperson for the Bylaws and Standing Rules Committee I had the responsibility to be familiar with International, Division, and Chapter Bylaws and Standing Rules. Also, I had to review the Chapter Bylaws and Standing Rules to be sure they fit the particular needs of the entire Chapter and that they conform to International and Division Bylaws and Standing Rules. I received suggestions for amendments from the Board and Eve' Bond submitted to the membership on my behalf. This year, only one amendment was proposed to the San Diego Chapter Standing Rules. It was proposed to modify the wording in Section 4, under Miscellaneous, to clarify the "award" as the Scholarship Award. Also, wording was added to state that the awardees may be presented with a current issue of *Officepro* magazine and may receive an electronic copy of the Chapter's newsletter, "Through the Bay Window".

I also presented the proposed amendments to the Standing Rules for the Chapter, and the Standing Rules and Bylaws for California Division and International to the members at the May dinner meeting. California Division amendments will be voted upon at the 2007 California Division Meeting in Los Angeles on June 9, 2007. The International amendments will be voted upon at the International Convention in Tampa, FL July 29-August 1, 2007.

I would like to thank Eve' Bond for her assistance and Lorraine Visser for her expertise and knowledge of the Bylaws and Standing Rules.

Respectfully submitted by:
Cindy Garofalo CPS

Education Committee Annual Report

The 2006-07 IAAP San Diego Chapter Education Committee had the same goals for this year as we did last year. Following is a recap of our year:

I. Study Groups & Reference Material

We started a reference library last year, but had no new reference materials donated for those individuals either studying as a group or doing individual study. We had one person, Terri Rodriguez, sit for the November 2006 CAP exam (all four parts) and she passed the CAP exam.

We have two individuals studying for the CAP exam in May 2006 (only part 4), Donna Royston CPS and Denise Buth CPS. We also have a group of three confirmed individuals and one new member hoping to join the group studying for the exam in November 2007. Jeff Koches CAP has volunteered to mentor this group.

II. Education Seminar, October 21, 2006

We organized an Education Seminar this year that was a rousing success. We had 49 attendees, 44 were paying guests with four invited guests from Viejas and our CEU monitor/proctor Jeff Koches. We provided both CEU and Recertification (as needed) certificates for all attendees.

After surveying our members and hashing out the returned information at several committee meetings, our training topics covered the technical area, our learning capacity/capability and how to have work/life balance. Our speakers included:

- **Gregg Wall, Senior Applications Instructor for the New Horizons Computer Learning Center of San Diego on *PowerPoint Tips and Tricks***
- **Tracy Chrisman, Director of Operations for The Irvine Company on *How to Increase Your Learning Potential with Mnemonics***

• **Deena Marco, Manager of Operational Development & Training for Viejas Enterprises on *Work/Life Balance Made Easy: Through Effective Communication and Conflict Management***

The responses from attendees were very favorable. We are expecting to have another education seminar next year. Our future goal is to have two seminars each year. If we have successful seminars like this last one, we should be able to reach our goal!

Respectfully submitted by:
Gloria B. Rossiter CAP, Committee Chair

Dinner Committee Annual Report

Date	Program	Speaker	Location	Total Attendance	Members	Guests
08/02/06	Status of Transportation Projects	Jose Nuncio, SANDAG	Bali Hai	39	29	10
09/13/06	Volunteerism Gets You Points	Valerie Costantini, Chapter Member	Red Lion Hanalei	34	29	5
10/04/06	Excel Tips and Tricks	Beth Jarosz, SANDAG	94th Aero Squadron	34	29	5
11/01/06	Time Management	Christine Aseron, Office Team	The Handlery Hotel	36	24	12
12/06/06	Silent Auction	Bell Ringers; 1st Baptist Church of P.B.	S. D. Marriott Mission Valley	48	30	18
01/10/07	Ways to Keep New Year's Resolutions	Jan Whitney; S.D. Port District	S.D. Unified Port District	43	29	14
02/07/07	Airport Master Plan	Ted Anasis; S.D. Reg. Airport Authority	The Butcher Shop	43	30	13
03/07/07	Turning Jobs into Careers	Sandy Chandler CPS; Int'l. President	Mission Valley Sheraton	53	35	18
04/04/07	Avery Dennison Office Products	Jerry Gracis; Avery Dennison	Red Lion Hanalei	42	28	14
05/02/07	Office Professional Training Program	Dr. Mary Leslie, Grossmont College	The Handlery Hotel	41	33	8
06/06/07	Leadership in IAAP	Karlana Rannals CAP; Int'l. Director, SW District	NTC Promenade			

The committee continues to look for ways to expedite the check in process. It is sincerely appreciated when members are "prepared in advance" and have their check completed before checking in. Receipts are available to all members and guests. Any suggestions from members to improve the check in process are most welcome.

Respectfully submitted,
Anita Tindall

Employment Committee Annual Report

The Employment Committee had no members other than me.

During the 2006–07 term, the San Diego Chapter of IAAP received and sent to the members approximately 55 job opportunities. Most of the job opportunities that were sent to us for dissemination to the Chapter's members actually went directly to EvE' Bond to send out to the Chapter members. I received approximately three (3) of the job leads that I had to follow up on. Of the 55 job opportunities sent out to the Chapter, ten applications were sent, one job offer was extended for temporary work, one rejection letter was received, one interview was set up, and one applicant was asked to do interview pre-work. Six applications have received no response.

Also, during the 2006-07 term, I only had one inquiry from a member regarding employment opportunities.

Respectfully submitted,
Valerie Costantini
Employment Committee Chair

Nominating Committee Annual Report

The Committee members are:

Dianne Berg
Cindy Garofalo CPS
Amelia Garza
Deborah Gunn CAP

The member roster was divided alphabetically between the Committee and members were contacted re their interest in becoming a nominee for the Board positions.

The following is the slate of officers submitted for the 2007/2008 Board of Officers:

President - Deborah Gunn CAP
President-Elect – No candidate
Vice President – Lori Poore CAP
Recording Secretary - **Valerie Costantini**
Corresponding Secretary - **Eve' Bond CPS**
Treasurer – Jeff Koches CAP

Although there is no candidate for the President-Elect position, nominations can be made from the floor.

Thank you to those members that expressed an interest in a Board position and thank you to the Nominating Committee for their participation in the process!

Respectfully submitted,
Dianne Berg, Chair

Publications/Website Committees Annual Reports

Newsletter

The primary goal of the Publications Committee during this past year has been to publish the monthly newsletter for the San Diego Chapter of IAAP. After gathering input from the chapter members, the format of the newsletter has been updated to reflect the wishes of the members. Denise Buth CPS joined the Publications team this year as the Chapter Photographer. The photos taken at chapter meetings and special events are included in the newsletter. Contributions to the newsletter are welcomed and encouraged.

The newsletter continues to be posted to the website instead of being emailed individually to all members. The members of this year's Committee are EvE' Bond CPS and Denise Buth CPS, I would like to thank the members of the Committee for their contributions and editing expertise.

Website

I took over the duties as webmaster with the departure of Susan Butler CAP from the Chapter in December. During the past six months, the website has been maintained as set up by Susan with only minor changes made. During the coming year, as familiarity with the website and how it works grows, the website will be updated and changed as needed to keep it current as well as interesting for the chapter members and other visitors to the site.

I thank the members of the Board and all chapter members for their patience while I learn the ins and outs of the website and how to keep it current and interesting for visitors to the site. I also thank Susan Butler for passing on her website knowledge and her patience in answering my many questions.

Respectfully submitted,
Susan Gannon CAP, Chair

Retirement Fund Annual Report

Having dedicated one of our monthly fund raising efforts to this cause, we have contributed \$70 this year. Once again raising the bar from where we set it last year.

Respectfully submitted,
J. R. Koches CAP

Ways and Means Committee Annual Report

I am happy to report we had another successful year with our fund raising. The recent APD event was the most successful with a profit of \$1,255.00 received from the opportunity drawings.

The monthly drawings brought in a total of \$771.00. I want to especially thank all those Members who brought prizes for the drawings this year. It was really appreciated.

In addition, we had fundraisers from the following:
Avon Products - \$62.16
Talbot Fashion Show - \$374.14
Cookie Lee - \$46.60

The December silent auction raised \$558.00.

This was a record year for fund raising, thanks to Chapter members and guests. We appreciate your support of our Chapter.

Respectfully submitted,
Nancy Talbert, Chair



Education Corner

Gloria Rossiter CAP, Education Committee Chairperson

Reminder: Study Groups

If you are interested in joining a study group for the November testing, or just want to see what the exam is all about, please contact me at gloria.butterfield@vanir.com. I have groups currently studying for both certifications: the CAP exam in May and the three-part CPS exam in November. Jeff Koches CAP is the group’s mentor. Donna Royston CPS and Denise Buth CPS will be taking the Part 4 exam on May 4, 2007, for their CAP (you have to hold a CPS certification to register for just the Part 4 exam).

Again, if you are interested in joining the CPS study group, or would like more information on certification or the exam, please contact me at gloria.butterfield@vanir.com or Jeff Koches at jkoches@farmersagent.com. We will be happy to provide you whatever information we have available.

“Through the Bay Window Quiz” June Edition

The first member who correctly identifies a current member who has held the office of Chapter President more than once, and the years held will be awarded three (3) free raffle tickets at the next dinner meeting. (Board Members and Newsletter Chair are not eligible)

Send your answer **via e-mail** to Newsletter Chair, Sue Gannon CAP at: scgannon@sbcglobal.net.



PERFECT ATTENDANCE AWARD



Lori Poore CAP, Dianne Berg, Sue Gannon CAP and Nancy Talbert each had perfect attendance at dinner meetings, beginning in August 2006 through May 2007. They were each presented with a cash award at the May dinner meeting.



Earn your way to California Division-2007

Congratulations to Amelia Garza and Nancy Talbert who won the "Earn Your Way to California Division-2007"contest and will have their registration fee and travel expenses, up to a total of \$500, paid for by the Chapter. The California Division Meeting will be held in Hollywood on June 8-10, 2007.

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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.

### APD Luncheon Photos



Ronne Fromman, Retired Rear Admiral, currently Chief Operating Officer for the City of San Diego addresses the luncheon attendees.

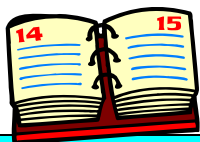


Attendees enjoy both the lunch and the speaker.



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Please submit newsletter articles to Sue Gannon CAP by the 15th of each month – no exceptions.
Email: sue.gannon@mitchell.com



Dates to Remember!

June 6, 2007	June Dinner Meeting at NTC ♦ Installation of Board Officers 2007/2008
June 8-10, 2007	2007 Annual Educational Forum and 55 th CA Division Meeting, Los Angeles, CA
July 18, 2007	New Member Mentoring Night – Details forthcoming
July 29-August 1, 2007	IAAP International Convention, Tampa FL
August 8, 2007	August Dinner Meeting – Location TBD
August 15, 2007	CPS/CAP registration forms due for November exam
September 12, 2007	September Dinner Meeting – Location TBD
October 3, 2007	October Dinner Meeting – Location TBD
October 14-17 2007	Certification Conference, Hyatt Regency San Antonio, San Antonio, TX
November 2-3, 2007	CPS/CAP Exam Dates
November 7, 2007	November Dinner Meeting – Location TBD ♦ Food Drive
December 5, 2007	December Dinner Meeting – Location TBD ♦ Toys for Tots Drive
January 9, 2008	January Dinner Meeting – Location TBD
February 6, 2008	February Dinner Meeting – Location TBD ♦ Past President’s Dinner
March 5, 2008	March Dinner Meeting – Location TBD
April 2, 2008	April Dinner Meeting – Location TBD
May 7, 2008	May Dinner Meeting – Location TBD ♦ Annual Meeting
June 4, 2008	June Dinner Meeting – Location TBD ♦ 2008-09 Officer Installation

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Dr. Mary Leslie speaks to the attendees at the May Dinner meeting about the Office Professional Training Program at Grossmont College.



Students of the OPT Program were guests of Dr. Leslie at the May dinner meeting.

NEXT MONTHLY DINNER MEETING

Wednesday, June 6, 2007

5:00 pm – Networking

6:00 pm – Dinner

7:00 pm – Program

“Leadership in IAAP”

presentation by

Karlana Rannals CAP

Cost - \$30 per person, members & guests

(if you wish to participate in the monthly raffle, add \$5 per three tickets)

at

NTC Promenade

NTC Command Center, Meeting Room 1

2801 Rosecrans

San Diego, CA 92106

PH: 619-573-9300

Free Parking

Please RSVP to Deborah Gunn CPS/CAP

by Friday, May 25, 2007

Email: dgu@sandag.org

PH: 619-699-1912

Mail: 401 B Street, Suite 800

San Diego, CA 92101-4231

Please make checks payable to:

San Diego Chapter – IAAP

Menu

Fresh Garden Greens

Marinated Chicken Breast,

Mashed Potatoes

Roasted Fresh Vegetables

Vegetarian: Wild Rice Streudel

Dessert Tray

Coffee, Decaf, Tea, Iced-tea

“No-shows” to dinner will be billed.

Door Prize