



# Through the Bay Window



Volume VIII, Issue 11

San Diego Chapter

June 2008

### Meeting Reminder

Wednesday, June 4, 2008  
The Butcher Shop  
5255 Kearny Villa Road  
San Diego, CA 92123  
PH: 858-565-2272  
*Free Valet Parking*

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

Presentation

**Introduction to Supreme  
Influence  
Niurka, Motivational Speaker**

### Dates to Remember

June 6 – Grossmont OPT Graduation  
June 20-22 – Calif. Division Annual  
Education Conference & Annual Mtg.  
Sacramento  
July – Chapter is Dark  
July 9 – New Member/Mentor Night  
August 13 – Dinner Meeting

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### FROM THE BOARD

Valerie Costantini  
Recording Secretary

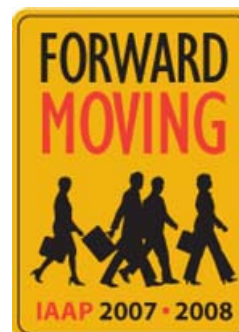
When I wrote the Board article back in December, I said the biggest thing I had learned was that this Chapter is all about the members. Now, five months later, I still believe that whole-heartedly.

As I look forward to the 2008-2009 term, I have high hopes for some wonderful things to happen in this Chapter. I have hopes that we will provide programs that are of interest to and benefit all of us. I also hope that we can get more members involved in the chapter through committees and possibly moving into a Board position.

As I said in December, this Chapter is your Chapter. It can only be as useful to you as you want it to be and make it. This is a Chapter that offers all of us an opportunity to network with our peers, learn from each other, and grow as Administrative Professionals. This is a dynamic group and I feel the 2008-2009 year will be one in which this Chapter moves forward and provides even more educational opportunities. I truly feel this next year will be one of growth for each of us and the Chapter as a whole.

So, talk to the Board members about what you want from the Chapter, participate on a committee or two. Let's make the 2008-2009 year the best this Chapter has ever had!

FOR FOR FOR FOR FOR



June/July Anniversary Congratulations

- |                      |                  |
|----------------------|------------------|
| Luisa Atienza        | Erika Lowery     |
| Evelia Castellanos   | Betty Migliaccio |
| Ivelisse De Jesus    | Frances Peterka  |
| Bea Endaya           | Luanne Stalmer   |
| Cindy Garofalo CPS   | Susan Van Veen   |
| Amelia Garza         | Angela Williams  |
| Kristine Giafaglione |                  |

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To

**DEBORAH GUNN CPS/CAP**  
ON HER **CAP** RECERTIFICATION

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**CHAPTER MEETING MINUTES - WEDNESDAY, MAY 7, 2008**

The regular monthly business meeting of the San Diego Chapter was held at the Port of San Diego offices in San Diego, California, the evening of Wednesday, May 7, 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
- EvE' Bond CPS, Corresponding Secretary
- Jeff Koches CAP, Treasurer

**Business Meeting**

The meeting was called to order by President Gunn at 6:02 p.m. Member Donna Royston CAP presented the Thought for the Day and led the Pledge of Allegiance.

**Approval of Minutes**

Marge Suess CPS suggested the following changes to the minutes for the April meeting Page 1 - Marge Suess CPS reviewed the proposed chapter Bylaws & Standing Rules amendments. All proposed amendments were approved; on Page 2, under "Skip to Sacramento" - last sentence - the only conditions to winning are that the member must be present and able to attend the conference; and on Page 3, first sentence - add CPS after Anita Tindall's name.

The minutes of the April 2008 business meeting, as published in the May newsletter were approved as amended.

### **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 April 30, 2008, was approved and will be filed.

### **Suspend Meeting for Dinner**

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

### **The Business meeting reconvened at 6:30 p.m.**

### **Election of officers for the 2008-2009 Board**

The following members have been elected as the new 2008-2009 Board officers: President: Gloria Rossiter CAP; President-Elect: OPEN; Vice President/Membership: Marge Suess CPS; Corresponding Secretary: Nancy Talbert; Recording Secretary: Valerie Costantini; Treasurer: Angela Williams.

### **Amendments to the California Division Bylaws and Standing Rules and the International Bylaws and Standing Rules**

Marge Suess CPS, Chair of the Bylaws and Standing Rules Committee informed the Chapter that she had not been notified of any proposed amendments to the California Division Bylaws and Standing Rules at this time. She also informed the Chapter that the proposed amendments to the International Bylaws and Standing Rules are related to the candidates for International office and conducting International Board business by email and these do not directly affect the Chapter. Concerns were raised by the members regarding the campaign restrictions for candidates for International office. It was felt the policies regarding getting to know candidates and their platforms are very restrictive. The opportunities to talk with candidates are limited to primarily the International Convention, and a very limited number of members attend the Convention. The Chapter decided to send the delegate to the International Convention informed but uninstructed.

### **Drawing for "Skip to Sacramento" Contest**

President Deborah Gunn CPS/CAP drew a winner for the "Skip to Sacramento" contest. The winner is Tessa Wright and she will receive up to \$1,000 (for registration, air travel, hotel, and meals) toward the cost of attending this conference.

### **Committee Reports**

#### **Recognition of New and Renewing members:**

Vice President, Membership Committee chair Lori Poore CAP introduced the following new members: Associate Member Tyler Birkey from Aerotek and Chris Fox, who unfortunately was not in attendance.

**APD Committee:** We had approximately 200 attendees to the APD luncheon and have netted about \$4,200.

**Education Committee:** Gloria Rossiter CAP mentioned that OfficeTeam has some online courses that work towards recertification points for anyone that needs points. If you would like more information on the courses, please contact Jennifer Powell at OfficeTeam. Her number is listed on the Chapter directory.

Gloria also mentioned that we will have a New Member Night tentatively on July 16, 2008 (this date has subsequently been changed to July 9, 2008). More information will be given as this is firmed up.

The Education Committee will be having two Educational Seminars in the 2008-2009 year, one in September and one in March.

Please be aware the August meeting will be longer than usual as we will be having special speakers that will provide an hour long educational presentation. This meeting will provide recertification points for those who need them.

### **Announcements**

- 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 was in the April Office Pro magazine.

### **New Business:**

- Please note the meeting survey will be emailed to you.
- Donna Royston CPS/CAP mentioned that she received an email from someone looking for a study partner for the Certification exams. Anyone interested can contact Donna.

### **Drawings**

- The Board door prize of a \$25 gift card, donated by EvE' Bond CPS, was won by Jackie Lewis CPS.
- The Raffle Prize of \$25 cash, donated by Susie Ross, was won by Karen Buckingham.
- Additional prizes were donated by the vendors participating in the Mini-Expo. Those winners are: Eunice Oliver won a one night stay at the Residence Inn; Joann Dillard won a bag; Leticia Brito won a bouquet of flowers; JoAnn Basaldua also won a bouquet of flowers; Deborah Gunn CPS/CAP won an automatic label peeler; Marge Suess CPS won chocolate covered strawberries; and EvE' Bond won a necklace from Cookie Lee.
- The next Board meeting will be at the Port District, on Wednesday, May 14, 2008, at 5:30 p.m. If anyone would like to attend, please contact Deborah Gunn ([dgu@sandag.org](mailto:dgu@sandag.org) or 619-699-1912).
- The next Chapter meeting will be held at the Butcher Shop, 5255 Kearny Villa Road, San Diego, CA 92123, 858-565-2272 on Wednesday, June 4, 2008. Niurka, a nationally known motivational speaker, will be providing a presentation. We will also be installing the Board officers for next year (July 2008 – June 2009).

There being no further business, the meeting was adjourned by President Gunn at 7:00 p.m.

Submitted by: Valerie Costantini, Recording Secretary

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## ANNUAL REPORTS

### 2008 CHAPTER PRESIDENT'S ANNUAL REPORT

We started off the IAAP year by holding a "New Member/Mentor Night" in July 2007 as an orientation session (impact meeting) for new members and nonmembers. We are "dark" in July, so it was a good time to hold this kind of an event. Chapter President Deborah Gunn CPS/CAP and President-Elect/Program Chair Gloria Rossiter CAP developed a PowerPoint presentation to help explain the structure of the association, reviewed the Chapter committees and board positions, and then held a question-and-answer period. The feedback from attendees was positive, and we obtained several new members as a result.

Because we had such a profitable 2007 Administrative Professionals Day (and because the Chapter president's company paid for her trip to the 2007 International Convention), we were able to offer two scholarships (up to \$1,500 in travel expenses for each person) for Chapter members to attend the 2007 International Convention in Tampa, Florida, July 29-August 1, 2007. The scholarships were awarded through an essay application process. The two scholarship winners were Kristine Hilly and Luista Atienza. A total of five Chapter members attended the 2007 International Convention. We held a contest to send a Chapter member to the June 2008 California Division Annual Meeting (with the Chapter covering up to \$1,000 in travel expenses). Tessa Wright was selected as that contest winner. We also will present \$25 in cash to each member who has perfect attendance for the year (August 2007 through June 2008). The winners of this contest are: Tessa Wright, Nancy Talbert, and Sue Gannon CAP.

Vice President and Membership Chair, Lori Poore CAP, developed a packet of materials about the San Diego Chapter to hand out to new members at their introduction to the Chapter throughout the year. This covers two purposes: if we don't get the IAAP HQ new member packet in time, we have something to give the new member at his/her welcome; and it provides Chapter-specific information to the new member. Lori also sent email reminders to members notifying them that they will receive their membership renewal cards at the next Chapter meeting. This encouraged members to attend Chapter meetings. Renewing members also received a \$5 gift card as a "thank you." In August 2007, our Chapter reached a milestone of 100 members! Unfortunately, that number slipped to 93 as of April 2008. A large number of the nonrenewing members were from the same company that decided not to pay to renew their association memberships.

In August 2007, we had an interactive session to develop the building blocks for the Chapter's foundation. Gloria Rossiter CAP, Jeff Koches CAP (Treasurer), and Valerie Costantini (Recording Secretary) developed this program, and did a wonderful job! A three-year strategic plan was developed based on the foundation blocks agreed to at that meeting: networking, education, and leadership; moving up to the next level of community services and work/life balance; resulting in a "forward moving" Chapter. EvE' Bond CPS (Corresponding Secretary) lead our "Make A Deal" effort to encourage chapter members to sign up for various committees and other chapter activities.

Six chapter members attended a Southern California Multi-Chapter Symposium in October 2007.

Four of our members passed their CPS/CAP exams in November 2007. Currently, we have 24 certified members in our chapter (that's about 25 percent of our membership), and we are constantly encouraging members to become certified by loaning them study materials and helping to set up study groups. Gloria Rossiter CAP and Deborah Gunn CPS/CAP both gained recertification this spring.

We provided \$750 for two scholarships (\$375 for each person) to students in the Grossmont College Office Professional Training (OPT) program; one scholarship was awarded in fall 2007 and another in spring 2008. Recently, the Chapter approved an amendment to its Standing Rules increasing that amount to \$1,000. Several chapter members served as mentors for OPT students.

We held a food drive for Mama's Kitchen in November 2007, and provided donations for the Marines' Toys for Tots program in December 2007. We held a Silent Auction in December 2007 and raised over \$500 for the Chapter.

We held an Educational Seminar in January 2008 and had the most attendees ever! A number of IAAP members from other Southern California chapters attended this event. We provided three recertification points for attendance at this Seminar. At our January 2008 Chapter meeting, we held a "reverse bingo" game and raised \$75 for the Retirement Trust Foundation. We recognized our Chapter's past presidents at our February meeting. We had nearly 200 attendees at our 2008 Administrative Professionals Day event in April.

We have worked hard to bring great programs, obtain/retain members, encourage membership participation, present educational opportunities, provide community benefits, raise funds for chapter activities, and plan for the future.

Thanks for the opportunity to serve the Chapter this year.

Respectfully submitted,

Deborah Gunn CPS/CAP  
President, 2007-2008

#### **2008 VICE PRESIDENT/MEMBERSHIP CHAIR'S REPORT**

As Vice President and Membership Chair, I (along with help from Gloria Rossiter and Dianne Berg) developed a packet of materials about the San Diego Chapter to hand out to new members at their introduction to the Chapter. This covers two purposes: if we don't get the IAAP HQ new member packet in time, we have something to give the new member at his/her welcome; and it provides Chapter-specific information to the new member. I also sent email reminders to members notifying them that they will receive their membership renewal cards at the next Chapter meeting. This encouraged them to attend the Chapter meetings. Renewing members also receive a \$5 gift card as a "thank you." In August 2007, our Chapter reached a milestone of 100 members! Unfortunately, that number has slipped to 93 members as of April 2008. We gained 20 new members during the year, but lost 19. One reason for the loss in membership was due to a large area employer who is no longer paying for their employees' memberships due to budget cuts. Our biggest challenge is not in obtaining new members, but in retaining members. Thank you for allowing me to serve as your Vice President-Membership this year.

Respectfully submitted,  
Lori Poore CAP

#### **2008 CORRESPONDING SECRETARY/EMPLOYMENT CHAIR ANNUAL REPORT**

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

- Attended all but one monthly dinner meetings
- Attended all Board meetings
- Attended and participated in the New Member Mentoring Night, July 2007
- Contributed \$25 Board Drawing prizes (twice annually)
- 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, and giving Lady Bug Rings to participants
- Planned and executed the Reverse Bingo night, to benefit the Retirement Trust Foundation
- Composed and sent invitations to Chapter past presidents to attend February meeting

- 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 Annual Chapter Membership Roster
- Prepared a chapter membership directory and updated it quarterly
- Attended several meetings with the Scholarship Committee Chair/OPT Program instructor, regarding the Grossmont OPT students, program and scholarship awards
- Assisted the Scholarship Committee Chair with the Scholarship Award(s) to the OPT graduates
- Invited last semester's graduate, scholarship awardee to a chapter dinner meeting
- Submitted the monthly quiz to the newsletter
- Assisted the Newsletter Chair by proofing each month's newsletter and other publications/notices/announcements
- Wrote two, "From the Board" articles for the Newsletter
- Cascaded dinner meeting and other meeting notices/invitations to the membership
- Composed and sent news releases of dinner meetings and other chapter events, i.e., Educational Seminar and APD Luncheon, for publication by newspapers
- Sent news releases/announcements to the San Diego TV media community calendars via the internet
- Attended all Educational Seminar meetings and event; solicited and hired one of the speakers and wrote letter of recommendation for him, after the event
- Attended the Administrative Professionals' Day Committee meetings and Luncheon
- E-mail cascaded chapter, division and international information and announcements to the membership
- E-mail cascaded employment opportunities to the membership
- Worked on the Bylaws & Standing Rules Committee to propose Amendments
- Typed and distributed proposed chapter bylaws & standing rules amendments to the membership

**As Employment Committee Chair**, I cascaded employment opportunities to the membership

Finally, in June 2007, I attended the 55th California Division Meeting held in Los Angeles, California. In June 2008, I will be attending the 56th California Division Meeting being held in Sacramento.

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

Respectfully submitted, EvE' Bond CPS

### **2008 TREASURER'S ANNUAL REPORT:**

As I close out my tenure as Chapter Treasurer, I am pleased to report that we have grown in both funds available and funds spent on the chapter. Our increased outlays for the Administrative Professional's Day and Educational Seminars have resulted in more members and increased revenue streams. We have consistently budgeted a \$2000.00 drawn down from our reserve funds, but have yet to have to access those funds to accommodate the chapters needs.

I can look back on my tour as Chapter Treasurer and am pleased to report that I have accomplished most of the goals I set out to do when I started in July 2006. Our chapter is financially stronger and able to accommodate multiple tasks from you, the members.

Respectfully submitted,  
J. R. Koches CAP

**2008 ADMINISTRATIVE PROFESSIONALS DAY (APD) COMMITTEE ANNUAL REPORT**

The San Diego Chapter held its APD luncheon event on Wednesday, April 23, 2008, at the Admiral Kidd Club at the Naval Base Point Loma. The guest speaker was Larry Himmel from Channel 8 News. Larry spoke about his career and the various positions he has held, and emphasized that you should try to be the best at whatever position you hold.

Two hundred reservations were received for the event, including 36 Chapter members. Attendees also included a well-represented group of supervisors. A total of 50 items were donated for the Opportunity Drawings. The Chapter netted over \$2,300 from ticket sales with the total net for the event coming in over \$4,700.

Office Team once again came through as a Gold sponsor and several tables of eight were purchased by various organizations, including the San Diego County Regional Airport Authority, the Port of San Diego, the Viejas Band of Kumeyaay Indians, Sempra, the City of La Mesa, and Mitchell International.

We would like to thank the members of the APD Committee for the time and effort they dedicated to the event: Luisa Atienza CPS, Leticia Brito, EvE' Bond CPS, Karen Buckingham, Valerie Costantini, Cindy Garofalo CPS, Deborah Gunn CAP, Jeff Koches CAP, Lori Poore CAP, Gloria Rossiter CAP CPS, and Nancy Talbert, as well as several other volunteers that assisted wherever needed.

We appreciate the support received by the committee, volunteers and attendees to ensure a successful Administrative Professionals Day® Luncheon!

Thank you.  
Dianne Berg and Amelia Garza, Co-Chairs

**2008 BYLAWS & STANDING RULES ANNUAL REPORT**

The Bylaws & Standing Rules Committee reviewed and presented to the membership three proposed chapter bylaw amendments and one proposed standing rule amendment, all of which were approved. The revised bylaws and standing rules were distributed to the membership on April 16, 2008. I also reviewed and presented to the membership proposed International and California Division amendments with the recommendation that the delegates be sent to the conferences informed but uninstructed. I would like to thank committee members Eve Bond CPS and Deborah Gunn CPS/CAP for also serving on this committee.

In addition, I served the chapter as the Parliamentary Advisor. I attended chapter dinner meetings and most board meetings. I would like to thank Lorraine Visser CPS for her counsel on several matters.

Marge Sues CPS  
Chairman

**2008 DINNER COMMITTEE ANNUAL REPORT**

| <u>Date</u> | <u>Program</u>                         | <u>Speaker</u>                         | <u>Location</u>                                            | <u>Total Attendance</u> | <u>Members</u> | <u>Guests</u> |
|-------------|----------------------------------------|----------------------------------------|------------------------------------------------------------|-------------------------|----------------|---------------|
| 08/08/07    | Benefits of Membership                 | Gloria Rossiter / Deborah Gunn         | Four Points by Sheraton                                    | 35                      | 29             | 6             |
| 09/12/07    | Retirement Planning                    | Mike Woitkowski, New England Financial | The Bay Club Hotel                                         | 43                      | 32             | 11            |
| 10/03/07    | Women in the Workplace                 | Rita Geldert, City of Vista            | The Handlery Hotel                                         | 49                      | 39             | 10            |
| 11/07/07    | Yikes! What Do I Say Now?              | Cathy Zaitzow, Port of San Diego       | Hacienda Hotel                                             | 40                      | 29             | 11            |
| 12/05/07    | Silent Auction                         | Harmony Galore                         | The Butcher Shop                                           | 36                      | 28             | 8             |
| 01/09/08    | Way Beyond the Job Description         | Rod Gould, City of Poway               | Sheraton Mission Valley                                    | 43                      | 29             | 14            |
| 02/06/08    | Communicating Up!                      | Jean Whitney, Port of San Diego        | The Westin San Diego                                       | 52                      | 30             | 22            |
| 03/05/08    | Coalition Bldg. & Pri/Pub Partnerships | Catherine Hill, League of CA Cities    | Crowne Plaza/Hanalei                                       | 43                      | 33             | 10            |
| 04/02/08    | When the Impossible is due NOW!        | Vivian Lazarony, Avery Rep             | The Handlery Hotel                                         | 38                      | 33             | 5             |
| 05/07/08    | Chapter 'Mini' Expo & Annual Meeting   | Various                                | Port District Training Room<br>Caterer: S.D. Party Express | 43                      | 35             | 8             |

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

## 2008 EDUCATION COMMITTEE ANNUAL REPORT

The 2007-08 IAAP San Diego Chapter Education Committee had the same goals for this year as we have had the last two years. Following is a recap of our year:

### I. Study Groups & Reference Material

We had two study groups this year for the November 2007 exam date; one for the CPS exam and one for the CAP exam. From these groups, we had several members sit for the November 2007 CPS and CAP exams. Two passed their CPS, Lou Atienza and Marion Phelps, and three passed the CAP exam, Denise Buth, Joanne Owens, and Darla Wilson. We have one member, Susie Ross, who will be re-taking parts for her CAP in May 2008.

We had several new books donated by Darla Wilson for those individuals either studying as a group or doing individual study.

### II. Education Seminar, January 19, 2008

We organized an Education Seminar this year that was another rousing success. We had 62 attendees-- 54 paying guests and 8 invited guests from Viejas. We provided both CEU and Recertification (as needed) certificates for all attendees. This year we had 37 IAAP members and 25 non-members. We had several attendees from other chapters, some from as far as Victor Valley, with others from the Los Angeles area.

Our training topics covered public speaking, dealing with difficult bosses, and networking with confidence. Our speakers included:

- **Milo Shapiro, Speaking Coach with IMPROVentures, on *Public Speaking: Get A's, Not Zzzzz's!***
- **Donna Hickey, on *Bullies, Bosses & Bums***
- **Susan DeLazaro, Barona Casino *Networking with Confidence***

The responses from attendees were again very favorable. We are planning two education seminars next year, one in September 2008 and one in March 2009. With the success of our past two seminars, we have reached our goal of two education seminars!

### III. New Education Committee Chairman

The coming year sees our chapter with a new committee chair for the first time in three years. I have been working with Marion Phelps CPS to help her transition into this position. I will also be on her committees for both upcoming education seminars. We are currently doing some preliminary planning for the September 2008 seminar. We will be having the March 2009 seminar at Viejas again, thanks to their much appreciated sponsorship.

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

## 2008-NOMINATING COMMITTEE ANNUAL REPORT

The Nominating Committee members were Tessa Wright, Kristine Hilly, Shirley King CPS, and Gloria Rossiter CAP. The member roster was divided among the four committee members and each contacted those respective members regarding their interest in running for a position on the Board of Directors.

The following slate of officers was submitted for the 2008/2009 Board of Directors:

President: Gloria Rossiter CAP

Vice President: Marge Suess CPS

Recording Secretary: Valerie Costantini

Corresponding Secretary: Nancy Talbert

Treasurer: Angela Williams

Thank you to those members who expressed an interest in a Board position. I would also like to express my sincere appreciation to the Nominating Committee members for their assistance in contacting members. Thanks to their hard work, we have an excellent slate of members for the Board of Directors.

Respectfully submitted:

Tessa Wright, Chair

### **2008 PUBLICATIONS/WEBSITE COMMITTEE ANNUAL REPORT**

The primary goal of the Publications Committee (newsletter/website) during this past year has been to publish the monthly newsletter for the San Diego Chapter of IAAP and maintain the chapter website. Regular features included in the newsletter are:

- Message from the Board
- Anniversaries
- Minutes of previous month's meeting
- Education Corner
- Dates to Remember

A new feature added this year was the inclusion of photos taken at the dinner meetings and special events. Denise Buth CAP/CPS joined the Publications team as the newsletter photographer.

During the past year a quiz or brain teaser was also added as a regular feature. The winner of the quiz/teaser was awarded three Ways and Means raffle tickets at the next month's meeting. Other articles that have been featured during the past year focused on APD, recruitment contests, benefits of membership and Division and International updates. Contributions to the newsletter are welcomed and encouraged.

The newsletter continues to be posted to the website with only 5 copies mailed to members. The only expense for this Committee is the website charge. Printing and mailing costs are donated by the members' companies.

The members of the Committee are EvE' Bond CPS, Denise Booth CPS/CAP and Erika Lowery. I would like to thank the members of the Committee for their contributions and editing expertise. I would also like to give a special thank you for EvE' Bond CPS for all the help and advice she has given me during the past three years as the newsletter editor.

During the past year, the website was updated monthly with current information. Due to time constraints, however, enhancements and additions to the content had to be put on hold.

Respectfully submitted,

Susan Gannon CAP, Chair

### **2008 WAYS AND MEANS COMMITTEE ANNUAL REPORT**

I am happy to report we had another successful year with our fund raisers.

The monthly drawings brought in a total of \$566.00. I want to especially thank all those members who donated prizes for the drawings this year. It was really appreciated.

In addition, we had fundraisers from the following:

Avon Products - \$104.06  
 Style Showcase - \$453.90  
 Cookie Lee Jewelry - \$44.00

The December silent auction raised \$576.50.

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

Nancy Talbert  
 Chairman  
 Ways and Means

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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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## CONTEST: "SKIP TO SACRAMENTO IN 2008"



*Congratulations to Tessa Wright whose name was picked as the winner. Tessa will receive \$1,000 to cover her costs for attending the California Division Annual Education Conference and Annual Meeting.*

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## "THROUGH THE BAY WINDOW" QUIZ

Due to the number of annual reports included in this month's newsletter, the Quiz has been suspended until the August newsletter.

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**Jeanine M. Yin**  
7518 Margerum Ave.  
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jeanine\_yin@yahoo.com

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February 29, 2008

Ms. Gloria B. Rossiter CAP  
President-Elect  
San Diego Chapter of IAAP  
P.O. Box 882521  
San Diego, CA 92168-2521

Dear Ms. Rossiter, Board of Directors, & Members:

Thank you for selecting me for your San Diego Chapter's IAAP Annual Scholarship Award. Ms. Rossiter, thank you for attending our OPT Graduation and presenting me with the scholarship. I was both surprised and honored to be chosen. I appreciate your invitation to join your Chapter as a Student Member, the OfficePRO magazine, and your Chapter newsletter.

I enrolled in Grossmont College's OPT program because I realized that I needed to update my office/administrative skills. Although it was a challenge to return to school after so many years, I persevered and improved my skills. In addition to the education and training that I acquired, I feel ready to re-enter the workforce with confidence. I also plan to continue my education and training to enhance my administrative skills.

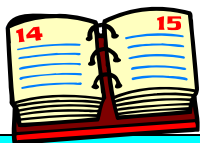
Again, I'd like to express my sincere gratitude for the generous scholarship award and your continued support of the OPT program.

Sincerely,



Jeanine M. Yin

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## DATES TO REMEMBER!

|                     |                                                                                                                                         |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
|                     |                                                                                                                                         |
| June 4, 2008        | June Dinner Meeting – The Butcher Shop ♦ 2008-09 Installation of Officers                                                               |
| June 6, 2008        | Grossmont College OPT Graduation                                                                                                        |
| June 20-22, 2008    | California Division Education Conference & Annual Meeting ♦ Sacramento, CA                                                              |
| July 9, 2008        | New Member/Mentor Night, Airport Authority offices, Commuter Terminal, San Diego, CA                                                    |
| July 27-30, 2008    | IAAP International Convention, New Orleans, LA                                                                                          |
| August 13, 2008     | August Dinner Meeting – Handlery Hotel & Resort ♦ 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                                                                                    |
| November 7-8, 2008  | CAP/CPS Exam                                                                                                                            |
| March 9-11, 2009    | Spring Professional Education Conference – Nashville, TN                                                                                |
| May 1-2, 2009       | CAP/CPS Exam                                                                                                                            |
| July 26-29, 2009    | IAAP Annual Education Convention & Education Forum – Minneapolis, MN                                                                    |
| November 6-7, 2009  | CAP/CPS Exam                                                                                                                            |

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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](http://www.proflowers.com/vip) and enter the code listed below or proceed to our website [www.proflowers.com](http://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](mailto:palcock@proflowers.com) – 858-909-4113 – [www.proflowers.com](http://www.proflowers.com)

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**NEXT MONTHLY DINNER MEETING**

**Wednesday, June 4, 2008**  
**5:00 pm – Networking**  
**6:00 pm – Dinner**  
**7:00 pm – Program**

***”Introduction to Supreme Influence”***  
***Niurka, Motivational Speaker***

**Cost - \$35 per person**

*at*

**The Butcher Shop**  
5255 Kearny Villa Road  
San Diego, CA 92123  
PH: 858-565-2272

*Free Valet Parking*

***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.*

**Menu**

Caesar Salad

Fresh Vegetables

Choice of:

Prime Rib of Beef w/Garlic Mashed Potatoes

Or

Filet of Salmon w/New Potatoes

Vegetarian: Grilled Vegetables Fettuccini

Dessert: Amaretto Biscotti Torte

Coffee, Decaf, Tea, Iced-tea

*Door Prizes*



**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.



**“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™**



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[www.PublicDynamics.com](http://www.PublicDynamics.com)  
 Coaching, Classes, and Keynotes on **PUBLIC SPEAKING**  
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 Teambuilding & Interactive Motivation Speeches using the fun of **IMPROVISATION** games

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**FOR THE GARDEN OF YOUR DAILY LIVING**

**PLANT THREE ROWS OF PEAS:**

1. Peace of mind
2. Peace of heart
3. Peace of soul

**PLANT FOUR ROWS OF LETTUCE:**

1. Lettuce be faithful
2. Lettuce be kind
3. Lettuce be patient
4. Lettuce really love one another

**PLANT FOUR ROWS OF SQUASH:**

1. Squash gossip
2. Squash indifference
3. Squash grumbling
4. Squash selfishness

**NO GARDEN IS WITHOUT TURNIPS:**

1. Turnip for meetings
2. Turnip for service
3. Turnip to help one another

**TO CONCLUDE OUR GARDEN WE MUST HAVE THYME:**

1. Thyme for each other
2. Thyme for family
3. Thyme for friends

**WATER FREELY WITH PATIENCE AND CULTIVATE WITH LOVE.**

# Announcing our Coming Attraction!

## New Member Mentor Night:

### Learn the Benefits of IAAP Membership

(no charge – **reservations required**)

July 9, 2008  
 5:30 p.m. – 7:30 p.m.  
**Refreshments provided by Rubios**

San Diego County Regional Airport Authority  
 Commuter Terminal, 3<sup>rd</sup> Floor

3225 North Harbor Drive  
 San Diego, CA 92101  
 619/400-2400 (front desk) until 5:30  
 619/654-0806 after 5:30  
*Validated Parking in Commuter Lot*

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*INNERGIZED! Coming to San Diego*

**Marci Moore and Pam Williams, the INNERGIZED!<sup>sm</sup> TEAM,** are experts who speak, train and coach, inspiring individuals, teams and organizations to create and sustain **high energy** for **high impact results**. Their diverse business backgrounds and executive leadership experience mean this knowledgeable, dedicated team offers practical ideas, strategies and personalized support for:

- **Leaders who want to INNERGIZE their team or organization** by improving communication, gaining more clarity, developing greater focus and strengthening leadership skills.
- **Individuals who want to manage their energy** – so they can do the work they love without giving up the LIFE they love.
- **Executives who are facing burnout** because they are taking care of the world without taking the time to care for themselves.
- **Meeting planners** looking for dynamic speakers who add just the right amount of humor to make the learning fun.
- **Individuals new to executive roles** who want to hit the ground running and dramatically shorten their learning curve.

And we have them coming to the IAAP San Diego Chapter! Put August 13, 2008 on your calendar. Marci and Pam will be presenting “**Using Coaching Skills to Improve Relationships**” during our regular chapter meeting at the Handlery Hotel and Resort. The program will be one hour and we will be awarding one recertification point to certified attendees.

*Niurka*  
INC.

Presents:

## **Laws of Supreme Influence: Peak Performance & NLP Workshop**

Niurka teaches tools and principles of communication that you can *immediately* apply to maximize your results and productivity.

During your regularly scheduled meeting you will learn how to:

- Produce higher performance and greater abundance.
- Transform old habits and limitations into successful practices.
- Naturally inspire others to take immediate action.

### **Laws of Supreme Influence**

Discovered over a decade of experience and exploration, Niurka will show you how to invoke the power of personal and professional influence that will produce positive transformations while attracting your desired results now!

### **About Niurka**

Niurka is a highly sought after Corporate Consultant, Peak Performance Coach, Hypnotherapist, and NLP Trainer. Her message reaches thousands through total immersion events and life changing seminars. Her work reveals the limitless possibilities that are made available when an individual or company commits to Mastery.

*Niurka Rocks! This is all around the most inspiring, dynamic and insightful presentation I've ever had in my office. My agents walked away with specific tools that they could use right away. I would recommend Niurka to everyone who wants to experience success in their life!*

- Beth Stein, Coldwell Banker Beverly Hills



During the workshop at your regularly scheduled meeting, you could

**WIN**

**WALKING WITH THE WISE**

A Book Featuring:

Niurka, Brian Tracy, Zig Ziglar  
Tom Hopkins and many more.

**[www.NiurkaInc.com](http://www.NiurkaInc.com)**

**APD LUNCHEON – APRIL 23, 2008**



*Another successful luncheon!*



*Guest speaker Larry Himmel addresses the crowd.*



*Deborah Gunn CPS/CAP and Larry Himmel*

### IAAP MINI EXPO & ANNUAL MEETING – MAY 7, 2008



*Lori Poore welcomes new member Tyler Birkey.*



*Vendor Displays*



*Catering was provided by Party Express*

