



Through the Bay Window



Volume VIII, Issue 2

San Diego Chapter

September 2007

Meeting Reminder

Wednesday, September 12, 2007
 The Bay Club Hotel
 2131 Shelter Island Drive
 San Diego, CA 92106
 PH: 619-222-5866
Complimentary Parking

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

Presentation

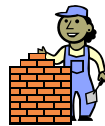
**Retirement Planning –
 You're Never Too Young or Too
 Old!**

Dates to Remember

October 3, 2007 – Dinner Meeting,
 Handlery Hotel & Resort
 October 14-17, 2007 – Certification
 Conference, San Antonio, TX
 November 2-3, 2007 – CPS/CAP
 Exam Dates
 November 7, 2007 – Dinner Meeting,
 Hacienda Hotel, Old Town

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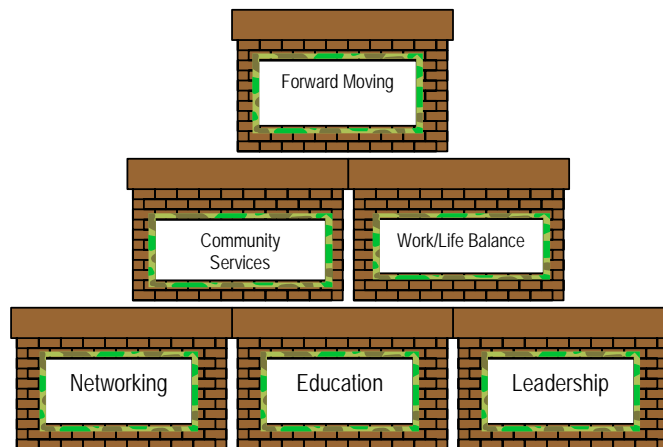
MESSAGE FROM THE BOARD

By: Gloria Rossiter CAP, President-Elect

Building a Strong Foundation

We had a very successful New Member Mentor Night in July and put a start in building a strong foundation for our Chapter in August. As those in attendance know, we started with the five “building blocks” (networking, education, leadership, community service and forward moving) given to us by Headquarters and added another (work/life balance) to start the foundations of what the Board will use to build a strategic plan for a strong future. I look forward to working with President Gunn in drafting our strategic plan for a strong Chapter in the coming year.

The following graphic is the foundation built by consensus at our August meeting. For the complete document including all five of the foundations built during this meeting, please check out our website.



I hope I get to work with all of you in developing and building our foundation for a strong Chapter in the coming year. We have made a very good start with our “Let’s Make a Deal” sign-ups in August and I hope more of our members get involved in the chapter at whatever level works best for them. I look forward to helping all interested members in strengthening their skills and building new skills.



September
Birthday Wishes

Traci Draime
Malinda Laule
Dr. Mary Leslie
Sandi Prescott
Mitzi Scott CPS
Billie Simmons

September
Anniversary Wishes

Pat Spudich
Susan Van Veen

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Welcome New Members

Jacquelyn Cappelletti
Janna Fitton
Amy Gosslin
Susie Ross
Michele Sisti

Evelia Castellanos
Ivelisse (Ivy) DeJesus
Erika Lowery
Betty Migliaccio



Kristine Giafaglione
The Chapter's 100th Member

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CORRECTION

CONGRATULATIONS to Linda Weaver CPS/CAP for earning the CAP designation.

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CHAPTER MEETING MINUTES - WEDNESDAY, AUGUST 8, 2007

The regular monthly business meeting of the San Diego Chapter was held at the Four Points Hotel in San Diego, the evening of Wednesday, August 8, 2007.

The following officers were present: Deborah Gunn CPS/CAP, President, Gloria Rossiter CAP, President-Elect, Lori Poore CAP, Vice President, EvE' Bond CPS, Corresponding Secretary, and Jeff Koches CAP, Treasurer.

Business Meeting

The meeting was called to order by President Gunn at 6:01 p.m.

EvE' Bond CPS presented the Thought for the Day and led the Pledge of Allegiance.

Approval of Minutes

The minutes of the June 2007 business meeting, as published in the August newsletter, 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 July 31, 2007, was approved and will be filed.

President Gunn then indicated the Chapter needed to approve the 2007-08 budget and that copies had been sent to all members and were also located at each table. Sue Gannon CAP moved that the budget be approved as written. Tessa Wright seconded the motion. The budget was unanimously approved.

Suspend Meeting for Dinner

President Gunn suspended the meeting at 6:05 p.m.

Program

President Gunn introduced President-Elect and facilitator for this evening's program, Gloria Rossiter CAP. Each table held a lively discussion on building blocks for a successful chapter. Each table was asked to rank in order of importance six building blocks: leadership, networking, education, community service, forward moving, and a blank block with a title/subject of their choosing. Each table then presented their results. President-elect Rossiter facilitated further discussion to reach a consensus for the chapter. The final result was a foundation built on leadership, networking, and education, with a second level of community service and balance, leading to the top level of forward moving. President Gunn commented that the three foundation blocks are all participatory in nature.

President-elect Rossiter also asked members to e-mail or call her if they had any potential topics for future dinner meetings that they would like to see scheduled.

The Business meeting reconvened at 7:02 p.m.

Introduction of New Members

Vice President/Membership, Lori Poore CAP, introduced new members: Kim Spencer, Janna Fitton, Erika Lowry, Susie Ross, Michele Sisti and Kristy Giafaglione.

She also thanked renewing members: EvE' Bond CPS, Bea Endaya, Amelia Garza, Jeff Koches CPS/CAP, Nancy Talbert, Anita Tindall CPS, and Linda Weaver CPS/CAP.

Committee Reports:

Newsletter: Editor Sue Gannon CAP reminded everyone that articles are due by August 15, 2007, for the September edition of the Chapter’s newsletter.

EvE’ Bond CPS, Corresponding Secretary, asked members to provide her with any updates to their contact information. EvE’ explained the evening’s “Let’s Make A Deal” program. Each member was asked to sign up as a volunteer for a committee as they left the dinner that evening. Volunteers will be given a lady bug ring and EvE’ said she would not “bug” them anymore. EvE’ also explained the evening’s raffle gift program and asked members to volunteer to provide raffle gifts for future meetings (not to exceed \$25 in value). She also mentioned members could volunteer to provide the “Inspirational Thought” and lead the Pledge of Allegiance at dinner meetings. EvE’ asked members to e-mail her any employment opportunities at their places of employment and she would cascade them to the members.

Announcements

- President Gunn announced that members should receive information soon on the Multi-Chapter Symposium to be held on Saturday, October 6. She also announced our chapter would be participating in a food drive at the November meeting, a Silent Auction and Toys for Tots at the December meeting, and asked members to donate for the Silent Auction.
- The Administrative Professionals Day luncheon is scheduled for Wednesday, April 23, 2008.
- Kris Hilly announced that she was planning an educational seminar for early in 2008 and was looking for volunteers to help. She asked members to please sign up for the Education Committee as they were leaving the meeting.
- Bea Endaya announced that her company, Hospitality Inc., was hosting an event on Saturday, August 18, 2007, and they were hiring several hundred one-day employees and asked members to e-mail or call her if they were interested.
- The next Board meeting will be held at the Port District, on Wednesday, August 15, 2007, at 5:30 p.m. If anyone would like to attend, please contact President Gunn.
- The next Chapter meeting will be held at the Bay Club Hotel on Wednesday, September 12, 2007. The speaker will be Mike Woitkowski, General Manager for New England Financial, with “Retirement Planning—You’re Never Too Young or Too Old!”

Drawings

- The Ways & Means raffle prize, a 50/50 drawing, was won by member Kris Hilly.
- The Board door prize donated by President Gunn CAP, was won by member Leticia Brito.

There being no further business, the meeting was adjourned by President Deborah Gunn at 8:18 p.m.

Respectfully submitted by:
Tessa Wright, Member



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.



AUGUST 6-10, 2006 INTERNATIONAL CONVENTION & EDUCATION FORUM DELEGATE'S REPORT

Several of your Board members as well as other Chapter members attended the recent Convention & Education Forum and we want to share the following with you.

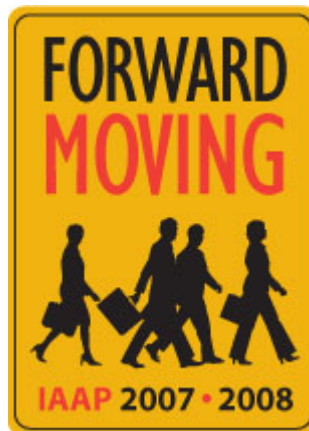
The 2007/2008 International Board of Directors was elected and they are: President Judy McCoy CPS/CAP; President-Elect Tia Theriaque CAP; Vice President Barb Horton CAP; Secretary Susan K. Shamali CPS/CAP; Treasurer Mary Ramsay-Drow CPS/CAP; Canada District Director Katherine Fogal CPS/CAP; Great Lakes District Director Sam W. Gill III CPS; Northeast District Director Marie "Gerry" Burnell CPS/CAP; Northwest District Director Teresa Bennett CPS; Southeast District Director Tamra L. Goodall CPS/CAP and Southwest District Director Karlana Rannals CPS/CAP (from Palomar Chapter).

All of the four proposed Bylaws amendments were approved. One proposed Standing Rule amendment related to candidates for International Office soliciting for votes was defeated. A new motion was proposed and approved. Motion: That the International Board provide the chapters with guidelines on what will be required to allow optional chapter level registration online for new members before the end of the 2007-2008 fiscal year.

The IAAP 2006-2007 Annual Report is now available to download in the Members Place of the IAAP website (www.IAAP-hq.org) under Latest Association News at a Glance.

Texts of speeches by 2006-2007 International President Sandy Chandler CPS/CAP, Executive Director Don Bretthauer, and incoming 2007-2008 International President Judy McCoy CPS/CAP are available to download from the Members Place on the IAAP website (www.IAAP-hq.org).

The Theme and Logo for the IAAP 2006-2007 year, chosen by President McCoy, is: **“Forward Moving.”**



Headquarters is working on a new program for the different organization levels (chapter, division, district), which will recognize aspects other than just “numbers.” The Office Expo was great as usual and we got tons of office product samples. This year UPS as a new sponsor provided each convention attendee one free box of materials to be sent to their office/home. I sent the majority of my Office Expo materials to my work. That was a great benefit not to have to carry that stuff on the plane—it was heavy!

We had a great time getting to know each other better as well as networking with other administrative professionals. The workshops were also interesting and informative.

Next year’s International Convention and Education Forum will be held in New Orleans, Louisiana, at the Hilton Riverside Hotel, July 27-30, 2008. We hope that you will plan to attend this convention!

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**ATTENDEE REPORT – INTERNATIONAL CONVENTION**

It was great to see that we are part of such a huge, professional and organized association. The most awesome part of the convention for me was the Parade of Nations. I had no idea how many countries belong to IAAP! The formality of the board elections is also quite interesting to see. The business meetings were conducted strictly by Robert’s Rules of Order and extremely informative. The educational sessions offered choices for everyone, including technology, speaking in public, critical thinking, and much, much more! The instructors all seemed to know a lot about IAAP and so the programs were very much geared to the administrative professional and were very beneficial. I now know what it means, and the importance of, being selected as a delegate or alternate delegate from a local chapter to the IAAP International Convention. The International convention is entirely different from any of the CPS Educational Conferences I have attended, but I do recommend that everyone attend at least one IAAP International Convention to see first hand what a fabulous organization IAAP is!

Submitted by  
Nancy Thomas CPS/CAP

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**“Through the Bay Window Quiz”
August Edition**

CONGRATULATIONS to Anita Tindall for correctly answering the question: Which current member had held the office of Chapter President more than once, and the years held. Answer: Marge Suess CPS (1984/85/86; 1997/98/99; 2006) Anita will be awarded three (3) free raffle tickets at the next dinner meeting.

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**OPT COOKBOOKS ARE READY!**

The Alumni Association of the Office Professional Training (OPT) program has just completed a wonderful cookbook, which includes all types of fabulous recipes from graduates, staff, family, and friends. The cookbook is on sale for the bargain price of \$10. It will be an excellent addition to your bookshelf—and it will also make a great gift for the holidays.

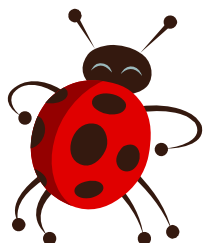
To purchase your copy of the OPT Cookbook, please contact Mary Leslie at (619) 644-7533 or [Mary.Leslie@gcccd.edu](mailto:Mary.Leslie@gcccd.edu). All of the funds will be used to pay the costs of training unemployed students to enter or re-enter the workforce in accounting, insurance, and office/administrative support positions. We appreciate your support.

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Thank You

A BIG THANK YOU to all of you who have volunteered to be a part of the committee for the upcoming Education Seminar in January. Our first "groundbreaking" meeting will be immediately following the Chapter Meeting on Wednesday, September 12th. We can always use more help so please contact Kristine Hilly at (858) 587-7518 or kristineh@barneyandbarney.com if you are interested in being a part of this exciting event.

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FINAL RESULTS of Let's Make a Deal with the Chapter - 2007/2008

INSPIRATIONAL THOUGHT & PLEDGE OF ALLEGIANCE	MONTH	BRING A \$25 RAFFLE PRIZE
Tessa Wright	September	Karen Buckingham
Anita Tindall CPS	October	Nancy Thomas CPS/CAP
Kris Hilly	November	Darla Wilson
Bea Endaya	December	NONE – Holiday Silent Auction
Cindy Garafalo CPS	January	Susie Ross
Karen Buckingham	February	Kristy Giafaglione
Lori Poore CAP	March	Valerie Costantini
Nancy Thomas CPS/CAP	April	Anita Tindall CPS
Donna Royston CPS/CAP	May	Marge Suess CPS
Darla Wilson	June	Dianne Berg



FINAL RESULTS of "Let's Make a Deal" 2007/08 (Pg. 2)

COMMITTEES	CHAIR	MEMBERS	RESPONSIBILITIES*
Bylaws and Standing Rules	Marge Suess	EvE' Bond	Review Chapter BL/S R and proposed amendments to CA Div & Int'l. Bylaws
Parliamentarian	Marge Suess	N/A	Advise Board of Parliamentarian Rules
Dinner	Anita Tindall	Janna Fitton	Take dinner reservations. Lend onsite support; greet members and guests.
Education/Certification		Kristy Giafaglione, Susie Ross, Donna Royston, Nancy Thomas	Plan CPS/CAP study sessions and promote interest w/ the membership.
Educational Seminar	Kristine Hilly	EvE' Bond, Leticia Brito, Loretta McNeely, Gloria Rossiter, Michelle Sisti, Nancy Talbert	Plan and execute an educational seminar for the membership.
Employment		All Members advise EvE' of their company's employment opportunities, for cascading	Make membership aware of open administrative positions.
Membership	Lori Poore	Lou Atienza, Denise Buth, Erica Lowery, Kimberly Spencer	Follow up w/ membership inquiries; process applications; assist w/ induction of new members.
Dinner Meeting Programs	Gloria Rossiter	Dianne Berg	Arrange for dinner-sites, speakers/ presentations. Sends monthly meeting notices to the membership.
Newsletter Publication, "Thru the Bay Window" Photographer:	Sue Gannon, Editor Denise Buth	EvE' Bond Deborah Gunn Michelle Sisti	Prepare, edit and publish, monthly newsletter.
Publicity	EvE' Bond	N/A	Publicize Chapter activities thru various news releases and media.
Retirement Trust Fdtn.	Jeff Koches	EvE' Bond	Promote and develop fund raising projects to benefit RTF.
Membership Roster	EvE' Bond	All members keep info current w/ Int'l. & Chapter	Compile/publish/update Chapter Roster information for the membership.
Scholarship	Dr. Mary Leslie	OPT Mentors: Lou Atienza, Dianne Berg, Val Costantini, Kristy Giafaglione, Kris Hilly, Jeff Koches, Gloria Rossiter, Kimberly Spencer, Michelle Sisti	Administer the Program.
Special Events: Administrative Professionals Day April 2008	Co-Chairs: Dianne Berg Amelia Garza	All Board Members and Lou Atienza, Leticia Brito, Karen Buckingham, Nancy Talbert	Plan and execute the Chapter's annual APD event.
Ways & Means	Nancy Talbert	Will advise, as needed.	Devise & promote fund raising projects, including Annual Silent Auction
Website	Sue Gannon	Lori Poore - Lead Lou Atienza, Erica Lowery	Develop and maintain the website on a monthly basis; retain all codes.

***For more details, refer to San Diego Chapter Bylaws**

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BRAIN TEASER QUIZ:

This is an unusual paragraph. I'm curious how quickly you can find out what is so unusual about it. It looks so plain you would think nothing was wrong with it. In fact, nothing is wrong with it! It is unusual though. Study it, and think about it, but you still may not find anything odd. But if you work at it a bit, you might find out. Try to do so without any coaching!

The first person to e-mail Sue Gannon (sue.gannon@mitchell.com) with the correct answer will win three free raffle tickets at the next meeting. The Board and Sue are not eligible.

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## HOTEL RESERVATIONS FOR 2008 IAAP INTERNATIONAL CONVENTION

The 2008 IAAP International Convention and Education Forum will be held in New Orleans, Louisiana, July 27-30, 2008 (Sunday-Wednesday), at the Hilton Riverside Hotel. Reservations will open on 9/6/07 for these hotel rooms. If you think you might attend this conference, I encourage you to put a reminder on your calendar to reserve a hotel room as soon as possible on or after 9/6/07, as these rooms book up fast.

Reservations should be made directly with the hotel (<http://www.hiltonfamilyneworleans.com/riverside.html>). Since the conference starts early on Sunday morning (July 27), be sure to start your hotel stay on **Saturday night (July 26)**. Reservations are held (but not charged) with a credit card. If you don't wind up attending the conference (I know a lot can change in a year's time), you can transfer the reservation to someone else as the date for this conference nears. We usually receive requests for conference hotel rooms from other IAAP members in California Division and across the nation from those who were not able to reserve early on.

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AUGUST DINNER MEETING PHOTOS



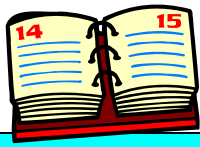
Lori Poore CAP (Vice President/Membership Chair) introduced six new members to the San Diego Chapter. (L to R: Kimberly Spencer, Janna Fitton, Erika Lowery, Susie Ross, Michelle Sisti, and Kristy Giafaglione)



Lori Poore CAP introduced Kristy Giafaglione as the Chapter's 100th member.



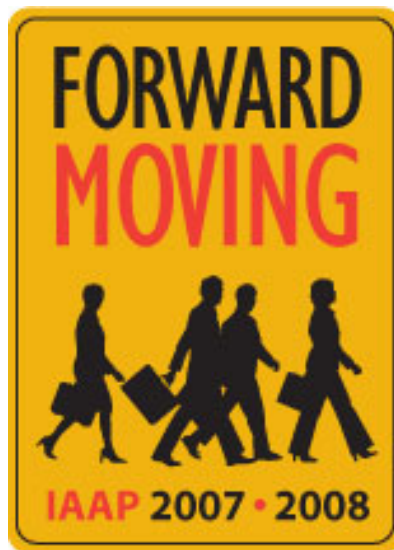
Gloria Rossiter CAP (President-Elect) and Deborah Gunn CPS/CAP (President) display the San Diego Chapter's foundation building blocks



DATES TO REMEMBER!

September 12, 2007	September Dinner Meeting – Bay Club Hotel ♦ Retirement Planning
October 3, 2007	October Dinner Meeting – Handlery Hotel & Resort – Women in the Workplace
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 – Hacienda Hotel, Old Town ♦ Food Drive
December 5, 2007	December Dinner Meeting – The Butcher Shop ♦ 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
June 20-22, 2008	California Division Education Conference & Annual Meeting ♦ Sacramento, CA
July 27-30, 2008	IAAP International Convention, New Orleans, LA

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The new 2007/2008 IAAP International Logo

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NEXT MONTHLY DINNER MEETING

Wednesday, September 12, 2007

5:00 pm – Networking

6:00 pm – Dinner

7:00 pm – Program

***Retirement Planning:
You're Never Too Young or Too Old!***

Cost - \$35 per person

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

at

The Bay Club Hotel

2131 Shelter Island Drive

San Diego, CA 92106

PH: 619-222-5866

Complimentary Parking

***Please RSVP to Anita Tindall CPS, Dinner Chair
by Friday, September 7, 2007***

Email: AnitaT@aaaloans.com

PH: 619-299-7800, ext. 315

Mail: 10728 Cariuto Court

San Diego, CA 92124

Please make checks payable to:

San Diego Chapter – IAAP

Menu

Caesar Salad

Chicken Oscar topped with Snow Crab

And Asparagus Spears

Carrot Cake

Vegetarian: Pasta Primavera

Coffee, Decaf, Tea, Iced-tea

Door Prize

"No-shows" to dinner will be billed.



Please submit newsletter articles to Sue Gannon CAP by the 15th of each month – no exceptions.

Email: sue.gannon@mitchell.com