



# Through the Bay Window



Volume VIII, Issue 3

San Diego Chapter

October 2007

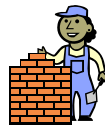
## Meeting Reminder

Wednesday, October 3, 2007  
Handlery Hotel & Resort  
950 Hotel Circle North  
San Diego, CA 92108  
PH: 619-398-8333  
*Complimentary Parking*

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

Presentation

**“Women in the Workplace”**  
**Rita Geldert,**  
**City Manager, City of Vista**



## MESSAGE FROM THE BOARD

By: Lori Poore CAP, Vice President/Membership Chair

It was recently performance review time at my company. I sat down with my boss to go over my review and he pointed out something that I hadn't realized. He said, "you have lots of goals for next year related to technology, but what about leadership goals?"

Have you thought about what you can and are doing to get leadership experience? How about volunteering to be on committees at your workplace? Do you organize meetings of your administrative staff to discuss best practices? Have you thought about providing training to your administrative staff in subjects where you excel (organization, software, meeting planning)?

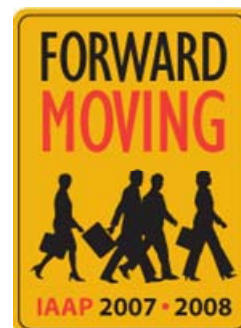
Of course, the San Diego Chapter is always eager and ready to provide leadership experience for you in many different areas. The members of the Chapter Board were delighted that there were so many who volunteered on our "Let's Make a Deal" board. If you didn't volunteer for one of the spots, it's never too late. Also, think about challenging yourself and volunteering to do something that's a little out of your comfort zone. You'll be amazed at how you will grow personally and professionally through the experience.

## Dates to Remember

- 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
- December 5, 2007 – Dinner Meeting, The Butcher Shop
- January 19, 2008 – Educational Seminar at Viejas

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October  
Birthday Wishes

Denise Buth CPS/CAP  
Michelle Castro  
Velva "Lee" Hodge CPS  
Kristine Hilly  
Anita Tindall CPS

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Stephanie Schoen  
Office Team Representative

☺ ☺ ☺ ☺ ☺

**CHAPTER MEETING MINUTES - WEDNESDAY, SEPTEMBER 12, 2007**

The regular monthly business meeting of the San Diego Chapter was held at the Bay Club Hotel & Marina in San Diego, California, the evening of Wednesday, September 12, 2007.

The following officers were present:

- Deborah Gunn CPS/CAP, President
- Gloria Rossiter CAP, President-Elect
- Lori Poore CAP, Vice President
- 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 6:00 p.m. She started the meeting with an Ice Breaker: "What I did on my summer vacation." Member Tessa Wright presented the Inspirational Thought and led the Pledge of Allegiance.

**Approval of Minutes**

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

**Suspend Meeting for Dinner**

President Gunn suspended the meeting at 6:17 p.m.

**Program**

President-Elect, Gloria Rossiter CAP introduced our guest speaker, Mike Woitkoski. He presented "Retirement Planning – You Are Never Too Old or Too Young". Mike went over steps for your Road to Retirement Freedom. Those steps were: Planning for your Retirement; the 5 Hazards to Retirement Security; Social Security; and Creating a Retirement Income Plan.

**The Business meeting reconvened at 7:56 p.m.****Induction of New Members**

Lori Poore CAP inducted Joanne Owen as a new member transferring from the Palomar Chapter. She also thanked the following members for renewing their membership this month: Cindy Garafalo CPS and Lou Atienza. Other members that renewed their memberships but were not at the meeting were: Susan Van Veen, Juanita Palash, Maria Laura Fernandez, Angela Williams, Luanne Stalmer, and Helen Rose. Each of the renewing members received a \$5 gift card.

**Committee Reports**

**International Convention Report:** Kris Hilly and Lou Atienza thanked the chapter for the scholarships to attend the International Convention. Both expressed how much fun they had and how much they learned about IAAP as a whole. They both attended a number of the educational seminars and found them to be tremendously helpful. Kris has already started implementing some of the things she learned! Nancy Thomas, another first-time convention attendee, added her comments about her positive experience.

**2008 APD Committee:** Chairs Dianne Berg and Amelia Garza are still working on the details of the event. They are considering three possible speakers and almost have the venue nailed down.

**Educational Seminar:** Chair Kris Hilly held a meeting immediately following the Chapter meeting to discuss plans for an educational seminar in early 2008.

**Education Committee:** Chair President-Elect Gloria Rossiter asked that anyone interested in Chairing the Education Committee please contact her. She also mentioned there are several study groups actively working towards taking the CPS/CAP exams in November. Anyone interested in joining a group should contact her.

**Newsletter:** Sue Gannon announced that the winner for the Newsletter Quiz was Marion Phelps. The answer is - there was no "e" in the paragraph. The prize for this quiz is three Ways & Means tickets for next month's raffle.

**Announcements**

- Upcoming Events: Multi-Chapter Symposium on Saturday, October 6; let Deborah Gunn know if you plan to attend this event.
- Food drive at the November Chapter meeting
- Silent Auction and charity drive at the December Chapter meeting
- An educational seminar is planned for early in 2008
- Administrative Professionals Day lunch will be on Wednesday, April 23, 2008.
- The next Board meeting will be at the Port District, on Wednesday, September 19, 2007, at 5:30 p.m. If anyone would like to attend, please contact President Gunn ([dgu@sandag.org](mailto:dgu@sandag.org) or 619-699-1912).
- The next Chapter meeting will be held at the Handlery Hotel & Resort, Terrace Room, 950 Hotel Circle North, San Diego, CA 92108 on Wednesday, October 3, 2007. The speaker will be Rita Geldert, Vista City Manager, presenting "Women in the Workplace."

**Good of the Order**

EvE' Bond thanked everyone who signed up for Let's Make a Deal and if you didn't get your lady bug ring, to let her know.

**Drawings**

- The Ways & Means raffle prize, a \$25 gift card to Bed Bath & Beyond donated by Karen Buckingham, was won by Linda Weaver.
- The Board door prize, Handmade Greeting Cards donated by President-Elect Gloria Rossiter CAP, was won by Karen Buckingham.

There being no further business, the meeting was adjourned by President Gunn at 8:25 p.m.

Submitted by: Valerie Costantini, Recording Secretary

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**ANSWER TO SEPTEMBER'S BRAIN TEASER**

**CONGRATULATIONS** to **Marian Phelps** for correctly answering the quiz – there is no “e” in the paragraph. Marian won three free raffle tickets at the next meeting. If you missed it, here is the paragraph: *“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!”*

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**OPT MENTOR NIGHT AND SILENT AUCTION**

All Mentors and Other Interested Chapter Members:

The Office Professional Training Program, Grossmont College, is holding a Mentor Night and Silent Auction on Tuesday, October 16, 2007, in the Campus Cafeteria. Silent Auction begins at 5:00 pm; Dinner 5:30 pm; Program 6:00 pm.

RSVP by October 12, 2007 to Dr. Mary Leslie (619-644-7533). If you would like to be matched to a student, please advise Dr. Leslie. Call her if you need a parking permit or directions.

**ATTEND AND ENCOURAGE A STUDENT!**

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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.

# Save the Date!

**Saturday, January 19, 2008**

The San Diego Chapter presents an  
**“Educational Seminar”**  
 The DreamCatcher at Viejas  
 5000 Willows Road, Alpine

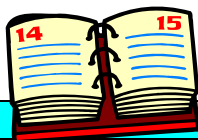
**Three professional speakers:**  
**Sue DeLazaro, Training & Development Specialist at Barona Resort**  
**Donna L. Hickey, National & International Speaker & Educator**  
**Milo Shapiro, CEO, IMPROventures**

Three (3) Continuing Education/Recertification Credits are pending.

*Mark your calendar – and Watch for more details!*

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## DATES TO REMEMBER!



|                    |                                                                               |
|--------------------|-------------------------------------------------------------------------------|
| 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                                         |
| January 19, 2008   | Educational Seminar and Breakfast – Viejas Casino (Save the Date)             |
| 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                                           |
| April 20-26, 2008  | Administrative Professionals’ Week                                            |
| April 23, 2008     | Administrative Professionals Day Luncheon – Admiral Kidd Club (Save the Date) |
| 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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## THROUGH THE BAY WINDOW QUIZ – OCTOBER 2007

The first member who correctly answers the following question will win three (3) free raffle tickets:

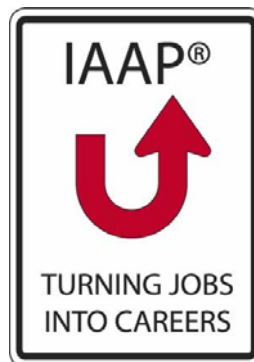
Which country follows the United States and China in total number of internet users?

E-mail your answer to Newsletter Editor, Sue Gannon CAP ([Sue.gannon@mitchell.com](mailto:Sue.gannon@mitchell.com))

Answer will be provided at the next chapter meeting and in the November newsletter issue.

(Board members and Sue Gannon are not eligible for this contest.)

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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.

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

Email: [sue.gannon@mitchell.com](mailto:sue.gannon@mitchell.com)

# ENHANCE AN ADMINISTRATIVE CAREER WITH ORGANIZATIONAL MEMBERSHIP

BY MARY E. LESLIE



Administrative professionals are essential to the functioning of almost all organizations including those in accounting, finance, insurance, hospitality, government, and education. They keep their companies running smoothly by performing a variety of office duties. According to the U.S. Department of Labor, more than 5.5 million administrative assistants, secretaries, and administrative support supervisors are currently employed in the United States (*OfficePRO*, April 2007).

Administrative support personnel can enhance their careers by joining a professional organization, such as the International Association of Administrative Professionals (IAAP). IAAP is the world's largest organization for administrative support staff. The San Diego IAAP chapter meets the first Wednesday of each month for networking, dinner, and to hear a guest speaker.

IAAP offers its members networking, information on current trends, seminars, and conferences, as well as oppor-

tunities for leadership and community service. All members receive a subscription to *OfficePRO* magazine, which is published eight times a year. IAAP also offers educational certification programs known as *Certified Professional Secretary* and *Certified Administrative Professional*.

Deborah Gunn, executive assistant/clerk of the board of the San Diego Association of Governments (SANDAG), is the 2007-2008 San Diego IAAP Chapter President. "Participation in an organization such as the International Association of Administrative Professionals provides the opportunity for administrative professionals to grow both personally and professionally in a wide range of areas," says Gunn.

The San Diego IAAP chapter recently developed a partnership with the Grossmont College *Office Professional Training* (OPT) program. The OPT program offers one community college semester of career training at no cost to California residents. Students attend classes from 8 am to

STUDENTS ALSO LEARN THE SOFT SKILLS THAT EMPLOYERS REQUIRE: PUNCTUALITY, REGULAR ATTENDANCE, TIME MANAGEMENT, ATTENTION TO DETAIL, CUSTOMER SERVICE, AND TEAMWORK.

4:30 pm Monday through Friday for 20 weeks. They learn computer software such as Microsoft Word and Excel, as well as business English, office procedures, keyboarding, and effective job search strategies. They also learn the soft skills that employers require: punctuality, regular attendance, time management, attention to detail, customer service, and teamwork. Students may choose to specialize in insurance, accounting, and office/administrative support. Job placement assistance is provided at the conclusion of the 20 weeks.

Several San Diego IAAP members serve as mentors for OPT students who are studying to enter the workforce as administrative professionals. Mentors provide information and give advice about the realities of the job market and the career path of administrative support personnel. They encourage students to take advantage of ongoing educational opportunities to enhance their success.

IAAP is one of many organizations that partner with the Grossmont College OPT program. Other groups offer financial assistance, donations of

professional clothing, and networking opportunities. Volunteers are always needed to serve on the Business Advisory Council, to conduct mock interviews, and to speak to classes on employer expectations, career opportunities, and related topics.

Administrative support personnel who join an organization like IAAP benefit from many valuable opportunities to network with colleagues and enhance their careers. IAAP members can also make a positive difference as they mentor, encourage, and support new administrative professionals who are entering this essential occupation.

Mary Leslie is lead instructor for the Office Professional Training Program at Grossmont College. To learn more about the program, call (619) 644-7247 or send an e-mail to: [Mary.Leslie@gcccd.edu](mailto:Mary.Leslie@gcccd.edu). For more information about the IAAP, visit the chapter's website at [www.iaap-sandiego.com](http://www.iaap-sandiego.com).

## JOB GIANT

### Administrative

#### IMMEDIATE TEMP-TO-HIRE OPENINGS FOR:

- Bilingual Senior Order Clerk to \$12.50/hr. (Kearny Mesa)
- Desktop Publisher to \$17/hr. (UTC)
- Marketing Specialist to \$17/hr. (Carlsbad, UTC, Downtown)
- Part-time Receptionist to \$11/hr. (Carlsbad)



Apply: [www.atworkstaffing.com](http://www.atworkstaffing.com)  
(619) 234-WORK (9675)

Job Giant July 26 - August 8, 2007

**NEXT MONTHLY DINNER MEETING**

**Wednesday, October 3, 2007**

**5:00 pm – Networking**

**6:00 pm – Dinner**

**7:00 pm – Program**

***Women in the Workplace***  
***(for women and those working with women)***

**Presented by**

**Rita Geldert**

**City Manager, City of Vista**

**Cost - \$35 per person**

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

*at*

**Handlery Hotel & Resort**

950 Hotel Circle North

San Diego, CA 92108

PH: 619-398-8333

*Complimentary Parking*

***Please RSVP to Anita Tindall CPS, Dinner Chair  
by Friday, September 28, 2007***

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**

**Menu**

Garden Salad

Chicken Chasseur topped with  
Caramelized Onions, Garlic, Shitake

Mushrooms & Tomatoes

Seasonal Fruit Tart

Vegetarian: Stuffed Manicotti

Coffee, Decaf, Tea, Iced-tea

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

***Door Prize***

