



Through the Bay Window

Volume IX, Issue 5

San Diego Chapter

December 2008

Meeting Reminder

Wednesday, December 3, 2008

Marriott Mission Valley
8757 Rio San Diego Drive
San Diego, CA 92108
PH: 619-209-6613
\$5 Parking

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

Presentation

Pacific Coast Harmony
Men's Barbershop Harmony Ensemble

Toy Drive & Silent Auction

**Please note location of
December meeting!**

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MESSAGE FROM THE BOARD

by Angela Williams, Treasurer

My message to the members this December is, "Remember the Reason for the Season."

THE TRUE MEANING OF CHRISTMAS

Jesus Christ was born this day
So many years before
He came a servant to the lost
Though he was Lord of Lords

We celebrate this joyous time
Reflecting on His birth
Not born in a mansion, but a stable
As if He had no worth

He came so He could identify
With the human heart of man
And gave His life as a sacrifice
Offering a better plan

A plan that reconciles us back
To our loving Father God
Bringing hope and redemption from
Sins ruling iron rod

For this is the only reason that we
Should celebrate this day
To become focused on anything else
Would take the meaning away

So let's arise with joy in our hearts
And share it with everyone
The meaning of Christmas will always be
The birth of Jesus – God's Son

© by M.S.Lowndes

To each of you MERRY CHRISTMAS and Happy New Year!

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Welcome New Members

Bridget Bunning - Booz Allen Hamilton
Ann Ellis - Centre City Development Corp.

TOTAL MEMBERSHIP - 101
Professional Members - 84
Professional Merited Members - 10
Student Members - 3

New Member Bio:

Kim Madigan – Although born in Tallahassee, Florida, my family moved to San Diego when I was four years old so I feel somewhat like a native San Diegan. As a family we did a great deal of traveling while my father accepted various transfers due to his love and desire for working in the Aerospace industry. During the days of moving about the country, my brother and I were very fortunate to have a stay-at-home mom. I am married have three grown daughters and a grown step-daughter and step-son all living close by. I joined the Office of the Sheriff at the San Diego County Sheriff's Department in 1995, and continue to enjoy working in the unique business of law enforcement. In my spare time, I enjoy spending time with my family and close friends, traveling, rollerblading, swimming and working out. I also love to teach and share with women of all ages how to keep their skin looking young, healthy and beautiful as a Mary Kay Beauty Consultant.

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## CHAPTER MEETING MINUTES - WEDNESDAY, NOVEMBER 5, 2008

The regular monthly business meeting of the San Diego Chapter was held at The Handlery Hotel & Resort, 950 Hotel Circle North in San Diego, California, 92108, the evening of Wednesday, November 5, 2008.

The following officers were present:

Gloria Rossiter CAP, President

Marge Suess CPS, Vice President-Membership

Valerie Costantini, Recording Secretary

Nancy Talbert, Corresponding Secretary

Angela Williams, Treasurer

### Business Meeting

The meeting was called to order by President Rossiter at 6:02 p.m. President Rossiter welcomed the following guests: Whitney Bice, Britney Branson, Jennifer Doolittle, Sara Forner, Jennifer Ross, Roxane Sandoval, Judy Dolan, Monica Demler, Cassandra McLaughlin, and Paul Manasjan, tonight's speaker. Member Ron Valles presented the Thought for the Day and led the Pledge of Allegiance.

### Recognition of New and Renewing members:

Membership Committee chair Marge Suess CPS thanked renewing members Jackie Lewis and Ron Valles for their continued membership and support.

### Approval of Minutes

The minutes of the October 2008 business meeting, as published in the November newsletter will have the date changed from September 10, 2008 to October 1, 2008. There were no other corrections and the minutes have been submitted and accepted by the members.

**Approval of Treasurer's Report**

The Treasurer's Report for September and October, dated September 30, 2008 and October 31, 2008 respectively, were sent to the members for review. These have been accepted and will be filed.

**Suspend Meeting for Dinner**

President Rossiter suspended the meeting at 6:08 p.m.

**Program:**

Member Marion Phelps CPS introduced Paul Manasjan from SDCRAA. Mr. Manasjan discussed "Sustainability and You."

**The Business meeting reconvened at 7:25 p.m.****Committee Reports**

- **Bosses Day Lunch Committee:** Recording Secretary Valerie Costantini informed the members that the Bosses Day event was well attended and well received. The location was good however the food wasn't up to expectations so it is unlikely that the Harbor House will be used for future events. All attendees stated they would attend again and some suggestions were given for future topics. This report was given on behalf of Marge Suess CPS and Deborah Gunn CAP/CPS as they were not in attendance.

**Announcements/Upcoming Events**

- We will be having a toy drive at the December meeting to support Toys for Tots. Please bring toys to the next meeting.
- President Rossiter asked that the guests fill out the survey that is in their welcome bags. Surveys for the members will be emailed out.
- The Audit Committee completed their audit of our financial records. There were no discrepancies. Many thanks to the Audit Committee: Sue Gannon CAP and Cindy Garafalo CPS.
- Member Judy Dolan CPS will be proctoring the CAP exam and wishes everyone taking the test good luck!
- Corresponding Secretary Nancy Talbert reminded the members that the display of Avon merchandise is a fundraiser for the chapter. Avon catalogs are available and you can email or call her with your order and she will have it for you at the December meeting.
- OPT is selling cookbooks to support the program. You can contact Cindy Day if you would like to purchase a cookbook. A notice will be put in the newsletter and emailed to the members as well. The OPT program will have to cut back on some of its benefits due to lack of funding, so any way we can help is greatly appreciated.

**Drawings**

- The Board door prize of a \$25 gift card to Target, donated by Corresponding Secretary Nancy Talbert, was won by Darla Wilson.
- The door prize of 2 VIP passes to the Head to Toe Women's Expo, donated by Monica Zech, the Mistress of Ceremonies at the APD Luncheon on April 22, 2009, was won by Erika Lowery; a \$50 gift certificate to the Sage Restaurant at Barona Casino, donated by Brenda Barron at Barona Casino, was won by Judy Dolan; a gift certificate for 2 complimentary Dinner Buffets, donated by Brenda Barron at Barona Casino, was won by Marion Phelps, CPS; the book "Quotable Women" was won by Cynthia Day; the book "Secrets of Serenity" was won by Pat Spudich; and finally, the book "Garden Proverbs" was won by guest Sara Forner. All the books were donated by Baker Taylor Publishers.
- The next Board meeting will be at Gloria Rossiter's home, on Wednesday, November 12, 2008, at 5:30 p.m. If anyone would like to attend, please contact Gloria Rossiter CAP ([gloria.rossiter@vanir.com](mailto:gloria.rossiter@vanir.com) or 619-233-0161). The address and directions will be given upon request.

- The next Chapter meeting will be held at the Mission Valley Marriott 8757 Rio San Diego Drive, San Diego, CA 92108, 619-209-6613 on Wednesday, December 3, 2008. Entertainment will be provided by Pacific Coast Harmony, a men's barbershop harmony ensemble. Please be aware that parking will be \$5 though street parking is available.

There being no further business, the meeting was adjourned by President Rossiter at 7:40 p.m.

Submitted by: Valerie Costantini, Recording Secretary

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## IAAP 2008 CERTIFICATION CONFERENCE OCTOBER 19-22, 2008 ✂ DENVER, COLORADO

The San Diego Chapter was well represented by Lori Poore CPS/CAP, Denise Buth CPS/CAP, Darla Wilson CAP, and Nancy Thomas CPS/CAP.

### **Report by Nancy Thomas CPS/CAP:**

First of all, Denver is a beautiful city. The view of the snow capped mountains from the freeway driving back and forth from the airport was gorgeous. The conference was held at the Hyatt Hotel in downtown Denver and there were plenty of shops, restaurants, interesting people, and things to do after the workshop sessions! The 16<sup>th</sup> Street Mall was the area that most of the conference attendees ventured out to in the evenings and the best part of that area was that there was a free bus that you could ride from one end of the street to the other. I think everyone attending the conference took advantage of that! It was a really fun place!

The IAAP organization of the conference was superior! There were over 200 attendees at the conference and a major highlight was the networking with other administrative professionals from all over the country (including attendees from Jamaica and Nigeria).

The theme of the conference, Cleaning Up Your Work Environment, addressed three main topics:

1. Creating a More Energized Workplace
2. Thinking Creatively
3. Dealing with Negativity

The two speakers, Jordan Davis and Jennifer Curtet, spent a lot of time on storytelling and challenged us to "move beyond the way things have always been done." We took a test called "what is your dominant hemisphere" which helped us identify if we were left or right brain dominant. There were several skill practices designed to help us learn to think "outside the box" and some of these exercises were quite difficult and others were just plain fun! For example, can you answer this question: [There is a man at home, another man is coming home. The man at home is wearing a mask, who is the man at home?](#)

Here are a few major "take aways" from, "Secrets to Creating an Energized and Effective Workplace"

- Goals are written down, wishes are not!
- Successful people make a habit of doing things; and act the way they want to be.
- One of the most important qualities to work on is assertiveness; you need to learn to be assertive.
- Choose your attitude; be happy; it is a simple choice

- Daily vitamins required for personal motivation: A (attitude), B (belief), C (confidence), D (diligence), E (empathy), and F (fun)
- People with little vision have little motivation

Here are a few major “take aways” from “Crash Course in Creative Thinking”

- Short term pain is necessary for long term payoff.
- Sometimes we are so committed to the right outcome that we eliminate a lot of possibilities.
- Be willing to challenge the status quo – turn thought barriers into possibilities by asking questions.
- Place parameters on brainstorming.

Here are a few major “take aways” from “Real World Solutions for Dealing with Negativity in the Workplace”

- Stress is not a person, place or a thing; stress is your reaction to the person, place or thing!
- When we allow behavior to negatively impact our lives on some level, we are rewarding that behavior.
- The only known combatant to stress is to release endorphins – so exercise, vent, and laugh!

Overall , the conference was beneficial and I certainly do encourage everyone to attend one of the IAAP educational conferences in the future.

**Report by Darla Wilson CAP:**

This was my first opportunity to attend a certification conference after passing the exam last year. The conference was held at the Denver Grand Hyatt. The location was ideal as it was within walking distance to the 16th Street Mall, a 16-block long pedestrian and transit mall that serves as the retail core of Downtown Denver.

The conference was titled "Cleaning Up Your Work Environment" and included sessions on 1) Creating a More Energized Workplace, 2) Thinking Creatively, and 3) Dealing with Negativity. There were a little over 200 attendees which I thought was a good sized group. The session content was very informative and useful.

I have not yet attended IAAP's International Convention, but definitely plan on attending future certification conferences.

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**PERFECT ATTENDANCE CONTEST**

Reminder to all members: Every time you attend a monthly Chapter meeting, you are one month closer to winning a Perfect Attendance Award. It is that easy!! Attend every Chapter meeting between August 2008 and April 2009 and you are all set to win an award!! Awards will be announced at the May 2009 Chapter meeting.

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*“I’m so pleased to see that you are supporting Mama’s Kitchen! I sit on a fundraising subcommittee and am a regular volunteer for Mama’s. It is a wonderful organization and I know they need all the help they can get.”*

Ellen Agey, Scheduling Director, Office of Council President Pro Tem Jim Madaffer

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## CONTEST: "RUN TO RIVERSIDE"



**Reminder:** Earn your way to the 57<sup>th</sup> California Division Meeting!! You can win the opportunity for the Chapter to pay your registration fee and travel expenses, up to a total of \$600\*, to the 57<sup>th</sup> California Division Meeting – "Excellence in Action" to be held in Riverside, California June 4 – 7, 2009. Registration includes the Exhibitor Expo, Welcome Reception, Keynote Speakers and most meals on Saturday and Sunday.

All YOU need to do to qualify:

- Attend as many Chapter dinner meetings as you can from now (starting in August 2008) through May 2009—**that's it!**
- Your name is put into a container each time you attend. The more meetings you attend, the better your chances of winning **registration fee and travel expenses** (up to \$600) to the June 2009 **California Division Meeting** in Riverside.
- At the Chapter's dinner meeting in **May 2009**, the name of **ONE member** will be drawn from the container and they will be awarded the registration fee and travel expenses (up to \$600). **Winner must be present at the drawing and be planning to attend the California Division meeting.** *Board members are not eligible for this contest.*

\*The winner will be reimbursed for up to \$600 of expenses including the registration fee, mileage, hotel room(one-half of double occupancy) and meals to attend the 2009 57<sup>th</sup> Annual California Division Meeting.

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## SAN DIEGO CHAPTER 2009 INTERNATIONAL CONVENTION SCHOLARSHIP

The 2009 International Convention Scholarship Application has been distributed via email. This application is due NO LATER than March 16, 2009. Applications received after this date will not be accepted. We will be having a group of professionals (outside of our chapter) reviewing these applications for selection of the winner. The winner will be announced at our April 2009 meeting. If member participation in this program is not well received this year, this "contest" may be replaced next year. Your Board has been considering other ways to "give back" that would benefit more than one member. Just remember, this contest was developed to promote leadership within our chapter and we would hope the recipient of this award would volunteer to be a committee chair or Board member within a year of award.

We have one major change this year from previous years: The Board members are no longer ineligible to apply for this scholarship.

In the past, if a Board Member wanted to attend a convention they would have to pay their own way; with the exception of our delegate and alternate. As active members of our Chapter, with the same financial issues as other members, we felt (along with our Division contact and other outside chapter contacts) that this constraint was not equitable to our Board members.

**If you need another copy sent to you, please let me know.** This application is available in both PDF and Word formats: PDF for those who want to hand write their application and fax it to me; and Word for those who want to complete and submit it electronically. All "boxes" are "check boxes" (double click and change to "checked" under default value); and the "essay" portion will get larger as you type in that part of the table.

We look forward to receiving a large number of applications for this scholarship.

Gloria B. Rossiter CAP, President

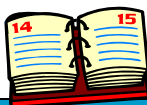


**OPT COOKBOOKS FOR SALE**

The OPT Cookbooks are now on sale for \$10 each. They can be ordered from Cynthia Day (619-938-3077) or email: [day\\_cynthia@yahoo.com](mailto:day_cynthia@yahoo.com). Please leave a message including your phone number.

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Answer to question in Certification Conference article, page 4: **THE CATCHER**



**DATES TO REMEMBER!**


|                  |                                                                                                                       |
|------------------|-----------------------------------------------------------------------------------------------------------------------|
| December 3, 2008 | December Dinner Meeting— <b>Marriott Mission Valley</b> ♦ “Holiday Entertainment;” Chapter Silent Auction & Toy Drive |
| January 7, 2009  | January Dinner Meeting—Handlery Hotel & Resort ♦ “Excel Tips & Tricks by Shelly Steward; ”Members’ Appreciation Month |
| February 4, 2009 | February Dinner Meeting—The Butcher Shop ♦ Wonderland San Diego; “Past Presidents’ Recognition Month”                 |
| March 4, 2009    | March Dinner Meeting—Handlery Hotel & Resort ♦ ““Business Etiquette”                                                  |
| March 14, 2008   | Professional Development Seminar—Viejas DreamCatcher Room                                                             |
| April 1, 2009    | April Dinner Meeting—Handlery Hotel & Resort ♦ “Avery Presentation”                                                   |
| April 22, 2009   | Administrative Professionals Day Luncheon—Location TBD                                                                |
| May 6, 2009      | May Dinner Meeting—Location TBD ♦ “Mini Expo;” Chapter Annual Meeting                                                 |
| June 3, 2009     | June Dinner Meeting—Location TBD ♦ Installation of Officers                                                           |

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**Mission Statement:** To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.

**Vision Statement:** To inspire and equip all administrative professionals to attain excellence.

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*Silent Auction*  *Donations Request*

At the December meeting, members are encouraged to bring unique auction items. Suggested items are: Holiday decorations, gift certificates, baskets, homemade goodies, hobby items, jewelry, bath products, skin products or fishing items (for the “token males” in the group). We will have blank sheets available for you to include a description of your auction item, its value and the suggested opening bid.

If you have any questions, please contact:  
**Ron Luis Valles, Chairman**  
Ways & Means Committee  
at [rvalles@cox.net](mailto:rvalles@cox.net) or (619) 857-9011.

There will be no business conducted at the December meeting. The chapter will provide after dinner entertainment by the Pacific Coast Harmony Ensemble. Please invite your friends, family, and co-workers to this special Holiday event. We look forward to seeing you there.

Thanks for your continuing support of our Chapter through participation in the Silent Auction.



# Pacific Coast Harmony Men's Barbershop Harmony Ensemble



## Toy Drive & Silent Auction

More information to follow

### Dinner Meeting Notice

**December 3, 2008**  
5:00 p.m. Networking  
6:00 p.m. Dinner  
7:00 p.m. Program  
Marriott Mission Valley  
8757 Rio San Diego Drive  
San Diego CA 92108  
619) 209-6613

*\$5 parking*

### Dinner Menu

Del Sol Salad  
Herb Roasted Turkey w/ giblet gravy, corn bread  
cranberry stuffing, Yukon mashed potatoes, pearl  
onions, mushrooms and green beans  
Vegetarian: Vegetarian Wellington  
Caramel Apple Cheesecake  
  
Starbuck's Coffee & Tazo Teas

FOR RESERVATIONS, PLEASE RSVP TO: **Darla Wilson CAP, Dinner Chair**

- Via E-mail:** | dwilson@jmiirealty.com. All reservations will be confirmed! If you do not receive a confirmed reservation via e-mail, please telephone **Darla at: 858-350-4826**.
- Via Phone:** | (858) 350-4826. Members may make reservations by phone. Please leave your name, and phone number.
- Via Mail:** | c/o JMI Realty, 12265 El Camino Real, Suite 300, San Diego CA 92130

### Guest Dinner Reservations MUST Be Paid By Friday, November 28, 2008

Make Checks Payable to: SAN DIEGO CHAPTER-IAAP & mail with information below to **Darla**

MEMBER DINNER RESERVATIONS ONLY may be paid at the door.

**ALL NO-SHOWS TO DINNER WILL BE BILLED!**



*(Please supply all information so that we may put your name on our mailing list.)*

My check is enclosed for: \_\_\_\_\_ reservations(s) at **\$35** each for a total of \$ \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Vegetarian

Visit our website: [www.iaap-sandiego.com](http://www.iaap-sandiego.com)

# SAVE THE DATE



Do you Like Bingo?  
Then you're going to enjoy  
Reverse Bingo at the  
**February 4<sup>th</sup>** meeting!  
Come and Join the Fun!

To benefit the IAAP Retirement Trust Foundation.  
Watch for further information!

