



# Through the Bay Window

Volume IX, Issue 9

San Diego Chapter

April 2009

## Meeting Reminder

Wednesday, April 1, 2009  
Handlery Hotel & Resort  
950 Hotel Circle North  
San Diego, CA 92108  
PH: 619-398-8333  
*Free Parking*

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

Presentation by

**Deborah Gunn CPS/CAP  
SANDAG**

## Business Etiquette

### Dates to Remember

April 1 – Dinner Meeting  
April 8 – Board Meeting  
April 19-25 – Administrative Professionals Week  
April 22 – Administrative Professionals' Day Luncheon

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## MESSAGE FROM THE BOARD

by Nancy Talbert, Corresponding Secretary

Springtime is just around the corner. April is one of my favorite times of the year which means more sunshine, warmer weather and Easter on April 12. Also, in certain parts of the County you can find spring blossoms on trees.

By now, you have probably been contacted by the Nominating Committee. Please consider a position on the Board of Directors for next year or a Committee position. We encourage all members to consider filling these positions. If we have more than one person interested in the same Board position, we will do an election process. It does not take a lot of time and we welcome your fresh ideas. You will also find it rewarding to be more involved with our Chapter. Your employer will view you as a serious, career-minded individual who is interested in developing your leadership skills.

You should have received by e-mail a listing of each position and the requirements for same. If not, please contact me and I will send you another copy. If you have questions, please contact Eunice Oliver at (619) 725-6068 or by e-mail at [eoliver@portofsandiego.org](mailto:eoliver@portofsandiego.org).

We are looking forward to our Administrative Professionals Day Luncheon on April 22, 2009. There is an excellent program being planned with Guest Speaker, San Diego Councilmember Marti Emerald and Mistress of Ceremonies, Monica Zech. Get your reservations in early. Details are available in this newsletter and also through e-mail notifications.

Look forward to seeing you at the next meeting.



# Welcome New Members

Maureen Olson  
 Anna Nilsson – Sempra Generation  
 Rachel Merfalen – Airport Authority  
 Michelle Posada, City of Imperial Beach

TOTAL MEMBERSHIP - 100  
 Professional Members - 85  
 Professional Merited Members - 9  
 Student Members - 3  
 Associate Members - 3

### NEW MEMBER BIOS:

**Yolanda Sevilla** has over 25 years of administrative experience including financial management; internal controls; operations; facility management and many other facets of administration. She has been employed with Parsons, a civil engineering firm for over 15 years, and is currently the Senior Executive Administrative Assistant to the West Division Senior Vice Presidents and provides support to the President when he is in San Diego, which will become permanent soon. She is certified in Financial Management from Mellon Bank. She is an avid reader and enjoys physical fitness, bicycling with her grandkids; walking with her husband; indoor gardening and the theater.

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## *Welcome Olivia Rose Morales* *New daughter of Donna Royston CPS*



*Born on Saturday, March 21, 2009 at 11:16PM. She weighed 7 lbs. 14 ozs. and was 21 inches long.*

*Mommy, Daddy, and Baby are all doing well and enjoying their new family*

*Congratulations Donna and Leon!*

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## CHAPTER MEETING MINUTES - WEDNESDAY, MARCH 4, 2009

The regular monthly business meeting of the San Diego Chapter was held at The Handlery Hotel, 950 Hotel Circle North, in San Diego, California, 92108, the evening of Wednesday, March 4, 2009.

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 CPS, Treasurer

### **Business Meeting**

The meeting was called to order by President Rossiter 6:03 p.m. President Rossiter welcomed the following guests: Marie Thomas, Maria Fernandez, and Terry Pedroza. Member Donna Morales CPS/CAP presented the Thought for the Day and led the Pledge of Allegiance.

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

Vice President/Membership Chair Marge Suess CPS introduced Ann Ellis and Yolanda Sevilla as new members. Vice President Suess also recognized and thanked Joanne Basaldua, Dianne Berg, and Deborah Gunn CPS/CAP for renewing their memberships.

### **Approval of Minutes**

The minutes of the February 2009 business meeting, as published in the March newsletter, were approved.

### **Approval of Treasurer's Report**

The February Treasurer's Report as sent to the members for review was accepted and will be filed.

### **Suspend Meeting for Dinner**

President Rossiter suspended the meeting at 6:11 p.m.

### **Program:**

President Rossiter introduced our speaker, Jerry Gracis from Avery. Mr. Gracis spoke about the new Avery products. Mr. Gracis also held a drawing for a box of Avery products. Lori Poore CAP won the box.

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

### **Committee Reports**

- APD Chair Ron Valles gave an update to the members on the status of the luncheon. Invitations have been sent out electronically to members and paper invitations will be sent to those without email. The invitation will also be posted on the website. There is however, a slight error on the invitation so it will be corrected and reposted.
- Professional Development Seminar Chair Marion Phelps CPS updated the members on the seminar taking place on March 14, 2009, at Viejas. There are still 20 seats available so reservations will be accepted through next Wednesday, March 11, 2009.

- Eunice Oliver introduced the members of the Nominating Committee: Dr. Mary Leslie, Deborah Gunn CPS/CAP, and Tessa Wright.

### **Announcements/Upcoming Events**

- Applications for the scholarship to attend the 2009 IAAP International Convention in Minneapolis, MN, July 26-29, are due by March 16. The winner will be named in April.
- Recording Secretary Valerie Costantini reminded the members that by attending each meeting, members are automatically entered into the Run to Riverside contest where they can win the opportunity for the Chapter to pay the registration fee and travel expenses, up to a total of \$600, to the 57<sup>th</sup> California Division meeting. The meeting will be in Riverside June 4-7, 2009.
- Valerie also reminded the members that each meeting they attend puts them in the running to win a Perfect Attendance Award.
- Dr. Leslie informed the members that there were flyers on the tables for some upcoming OPT events; a fundraiser, Mentor Night & Auction, and a 5K walk.
- President Rossiter reminded the members that we will need a quorum for the May meeting because we will be voting on the revisions to the Bylaws and Standing Rules and electing new officers. We will need at least 34 members in attendance to vote. The meeting will be at the Port with a mini-expo. Please plan to attend.

### **Drawings**

- The Board door prize of a \$25 gift card to Target, donated by Recording Secretary Valerie Costantini, was won by Maby Smith.
- Door prize winners: Eunice Oliver won a \$50 gift certificate to Roppongi in La Jolla. Maria Fernandez won Grandma's Best Recipes cookbook. Shirley King CPS won two (2) tickets to the San Diego Natural History Museum.
- The next Board meeting will be at Gloria Rossiter's home, on Wednesday, March 11, 2009, at 5:30 p.m. If anyone would like to attend, please contact Gloria Rossiter CAP (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 Handlery Hotel, 950 Hotel Circle North, in San Diego, California, 92108, on Wednesday, April 1, 2009. Our speaker will be member Deborah Gunn CPS/CAP. She will be presenting "Business Etiquette."

There being no further business, the meeting was adjourned by President Rossiter at 8:03 p.m.  
Submitted by: Valerie Costantini, Recording Secretary

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## **PERFECT ATTENDANCE CONTEST**

Just a reminder to everyone, 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. In the running as of January's Chapter meeting are: Shelly Steward, Marion Phelps CAP, Lori Poore CAP, Eunice Oliver, Cindy Garafalo CPS, Dianne Berg, and EvE' Bond CPS.

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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 for expenses including the registration fee, mileage, hotel (double occupancy) and meals to attend the 2009 57<sup>th</sup> California Division Meeting.

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## SAN DIEGO CHAPTER 2009 INTERNATIONAL CONVENTION SCHOLARSHIP

We received seven scholarship applications this year. This total is better than the last few years, but I would have liked to have seen more interest. I hope that if the new 2009-2010 Board continues this contest, that everyone would be more interested in attending this event and submit an application. Personally, I found the Conventions I have attended both educational overall and educational about the Association as well as a great networking opportunity.

Remember, this contest was developed to promote leadership within our chapter and I hope the recipient of this award will volunteer to be a committee chair or Board member within a year of attending our 2009 International Convention.

Gloria B. Rossiter CAP  
2008-2009 Chapter President

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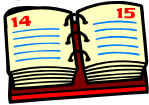
**Mission Statement:** To be the acknowledged, recognized leader of administrative professionals and to enhance their individual and collective value, image, competence and influence.

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

## WILL YOU CONSIDER A LEADERSHIP ROLE FOR NEXT TERM?

It will soon be time for nominations for the 2009-10 officers. Check out the Chapter Bylaws for the duties related to the Board positions. The Nominations Committee will begin working on obtaining a full slate of officers and may be calling on you. Consider this your invitation to say “yes” to the committee member who calls you!

If you don't think you are ready for a Board position, you may want to consider a committee chairperson position. Please keep in mind that you can develop a variety of skills as an officer, or as a committee chairperson, with the San Diego Chapter of IAAP. It's a great training ground with many rewards.



## DATES TO REMEMBER!

April 1, 2009	April Dinner Meeting—Handlery Hotel & Resort ♦ “Business Etiquette”
April 8, 2009	Board Meeting—Location: President Rossiter's Home
April 19-25, 2009	Administrative Professionals Week
April 22, 2009	Administrative Professionals Day Luncheon—Location Admiral Kidd Club
May 1 & 2, 2009	CPS/CAP Exam – (for an application, <a href="#">click here</a> ).
May 6, 2009	May Dinner Meeting—Handlery Hotel & Resort ♦ “Mini Expo;” Chapter Annual Meeting
May 13, 2009	Board Meeting—Location: President Rossiter's Home
June 10, 2009	June Dinner Meeting—Courtyard by Marriott Liberty Station ♦ Officer Installation
June 5-7 2009	California Division Education Conference & Annual Meeting—Location Riverside Marriott Hotel ♦ Riverside, CA
June 17, 2009	Board Meeting—Location: President Rossiter's Home
July, 2009	Chapter is dark.
July 26-29, 2009	<a href="#">International Convention &amp; Education Forum &amp; Office Expo</a> ♦ Minneapolis, Minn.
Oct. 18-21, 2009	<a href="#">Certification Conference, Marriott Waterfront, Portland, Ore.</a>
Nov. 6 & 7, 2009	CPS/CAP exam
<b>2010</b>	
March 8-10, 2010	Spring Professional Education Conference, Grand Sierra Resort, Reno, Nevada
Oct. 17-20, 2010	Certification Conference, Hilton Seelbach Hotel, Louisville, KY

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# Business Etiquette

## Deborah Gunn, SANDAG



### Dinner Meeting Notice

**April 1, 2009**

5:00 p.m. Networking

6:00 p.m. Dinner

7:00 p.m. Program

**Handlery Hotel & Resort**

950 Hotel Circle North

San Diego CA 92108

619/398-8333

*FREE parking*

### Dinner Menu

Turkey Medallions with Apple Chutney & Whipped Chive Potatoes

Vegetarian: Cheese Stuffed Manicotti with Marinara and Cream Sauce

Fruit Sorbet with Wafer Cookie

Starbuck's Coffee & Tazo Teas

FOR RESERVATIONS, PLEASE RSVP TO: **Janie Dillard, Dinner Chair**

**Via E-mail:** [dillard.janiemelia@scrippshealth.org](mailto:dillard.janiemelia@scrippshealth.org). All reservations will be confirmed! If you do not receive a confirmed reservation via e-mail, please telephone Janie at: 858-626-7899.

**Via Phone:** (858) 626-7899. **Members** may make reservations by phone. Please leave your name and phone number.

**Via Mail:** 8815 Keremeos Way, San Diego CA 92126

**Guest Dinner Reservations MUST Be Paid By Friday, March 27, 2009**

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

**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!



## *Administrative Professionals Day<sup>®</sup> Luncheon*

*Sponsored by  
The San Diego Chapter of the  
International Association  
of Administrative Professionals*

**Wednesday, April 22, 2009**

**11:30 a.m. – 1:30 p.m.**

**Admiral Kidd Club**

*In addition to honoring  
Administrative Professionals,  
we will “Go Green”  
in celebration of Earth Day.*

**Cost: \$48.00 per person  
\$384.00 per table of eight**



Guest Speaker  
Councilmember  
**MARTI EMERALD**  
7<sup>th</sup> District, City of San Diego  
Former “Troubleshooter”  
San Diego’s ABC Affiliate



Mistress of Ceremonies  
**MONICA ZECH**  
Public Information Officer  
City of El Cajon



**For information, contact: Ron Luis Valles at 619.857.9011  
Or via email at [rlvalles@cox.net](mailto:rlvalles@cox.net)**



**You won't want to miss  
the opportunity to attend  
the  
Annual Educational Forum &  
57th California Division Meeting**

**June 5-7, 2009**

**Riverside Marriott Hotel  
3400 Market Street  
Riverside, CA 92501**

**So Mark Your Calendar Now!**

**Host Chapter: Lado del Rio Chapter  
Coordinator: Alice Bowman**