



# Through the Bay Window

Volume IX, Issue 10

San Diego Chapter

May 2009

## Annual Business Meeting

and Mini Expo

Wednesday, May 6, 2009

Port of San Diego

3165 Pacific Hwy.

San Diego, CA 92101

*Free Parking*

5:00 – 7:00 pm Networking  
and Mini Expo

6:00 pm Dinner

7:00 pm Election of Officers and  
Business Meeting

### Dates to Remember

May 1 & 2 – CPS/CAP Exam

May 13 – Board Meeting

June 5-7 – Annual Education Forum &  
57<sup>th</sup> California Division Meeting

**June 10** – Dinner Meeting &  
Installation of Officers

July 26-29 – International Education  
Forum & Annual Meeting

## MESSAGE FROM THE BOARD

By Angela Williams CPS, Treasurer

Even with my past experience as Treasurer for other organizations, serving as Treasurer for the San Diego Chapter has been an experience I will always remember.

The things I've learned over the past year have definitely added to my professional development. Holding the office of Treasurer has given me more confidence; it was the push I needed to complete my CPS certification; I have a new-found respect for those members who choose to hold board positions and most importantly, I have gained professional relationships which are sure to last.

Being involved as a member of the Board has allowed me the chance to learn about IAAP from the inside. I have been given the opportunity to serve on the front lines in making decisions that affect the direction of the Chapter.

Other Benefits Include:

- Adding to my resume
- Uncovering hidden skills and talents
- Enriching my education
- A sense of achievement
- Working with a diverse range of my peers
- Creating/furthering my leadership skills
- Demonstrating a commitment to IAAP and to the San Diego Chapter

I could go on and on with the benefits of being a board member, but most of all I would like to express the deep sense of satisfaction and accomplishment that I am walking away with as a result of serving on the Board of Directors of the San Diego Chapter. I encourage all of you to do the same!

Thanks for allowing me to be of service.

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# Welcome New Members

Sylvia Wong - Booz Allen Hamilton

Total Membership - 97

Professional Members - 83

Professional Merited Members - 9

Student Members - 3

Associate Members - 2

**Maureen Olsen** - My husband and I moved to San Diego in November of 2007. I've worked in an administrative capacity for approximately 10 years. Most recently for Eastridge Infotech, a technology staffing company in San Diego. Prior to that I worked for Viacore, Inc. in New Jersey as a Sales Support and Administrative Assistant. I have also worked for a Property Management company as a receptionist and accounts receivable.

I graduated from Rutgers University with a degree in English. Some of my hobbies include reading and crocheting.

I learned of IAAP by searching for Administrative Assistant Associations on Google. I wish I had heard of the organization earlier, there seems to be a wealth of information and opportunity for career development.

**Michelle Posada** is currently employed with the City of Imperial Beach, working as the Administrative Secretary II for the Office of the City Manager and Council. Michelle has been with the City since September 2008. Prior to this position, Michelle was employed by Creditors Specialty Service, Inc., for six years, as the Director of Marketing and Assistant to the Vice President.

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## CHAPTER MEETING MINUTES - WEDNESDAY, APRIL 1, 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, April 1, 2009.

The following officers were present:

Gloria Rossiter CAP, President

Marge Sues 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 at 6:04 p.m. President Rossiter welcomed the following guests: Donna M. Banegas and Lacy Italiano. Member Tessa Wright presented the Inspirational Thought and led the Pledge of Allegiance.

**Recognition of New and Renewing members:**

Vice President/Membership chair Marge Suess CPS introduced Maureen Olsen as a new member. There were no renewing members to recognize.

**Approval of Minutes**

The minutes of the March 2009 business meeting, as published in the April newsletter have been submitted and accepted by the members.

**Approval of Treasurer's Report**

The Treasurer's Report for March, dated March 31, 2009, has been sent to the members for review. This report has been accepted and will be filed.

**Suspend Meeting for Dinner**

President Rossiter suspended the meeting at 6:13 p.m.

**Program:**

President Rossiter introduced our speaker, member Deborah Gunn CPS/CAP from SANDAG. Deborah did a presentation on Business Etiquette.

**The Business meeting reconvened at 7:51 p.m.****Presentation of the Board Nominees:**

Nominating Committee Member Tessa Wright presented the Board Nominees to the Chapter. The nominees are: President: Deborah Gunn CPS/CAP; President-Elect: OPEN; Vice President/Membership Chair: Marge Suess CPS; Recording Secretary: Shelly Steward; Corresponding Secretary: Joanne Owen CAP (This needs to be confirmed. Otherwise, Tessa Wright is nominated.); Treasurer: Lori Poore CAP.

**Committee Reports**

- APD Chair Ron Valles gave an update to the members on the status of the luncheon. The deadline for RSVPs is Friday, April 10, 2009. The invitation can be found on the website. Please send your RSVP to Dianne Berg. If you need a hard copy of the invitation, please contact Ron Valles or President Rossiter.
- President Rossiter gave a recap of the Professional Development Seminar that took place on March 14, 2009, at Viejas. The turnout was not as good as it has been in the past – we had 30+ attendees. The speakers were great with a lot of very useful information. Many thanks to Dr. Mary Leslie for helping with the speakers!

### Announcements/Upcoming Events

- Applications for the scholarship to attend the 2009 IAAP International Convention in Minneapolis, MN, July 26-29, were due by March 16. The winner of the scholarship is Tessa Wright.
- Leadership Training: There will be a Leadership Training session on Wednesday, April 15, 2009. This training is open to all members. In order to count this toward our Chapter of Excellence criteria, 4 Board members and the Chairs for the Education and the Bylaws and Standing Rules committees are required to attend.
- Dr. Leslie reminded the members of the OPT 5K that is coming up.
- President Rossiter reminded the members that we will need a quorum for the May meeting. We will be voting on the revisions to the Bylaws and Standing Rules and electing new officers. We will need at least 30% of our membership 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 Barnes & Noble, donated by Corresponding Secretary Nancy Talbert, was won by Jackie Lewis.
- Door prize winners: Digital Photo Frame: Marion Phelps CAP; Perfect Blend Cookbook: Shelly Steward; Spaghetti Cookbook: Yolanda Sevilla; Design Ideas: Kim Madigan.
- The next Board meeting will be at Gloria Rossiter's home, on Wednesday, April 8, 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 Port Authority, 3165 Pacific Highway, San Diego, CA 92101-1128, (619) 686-6200, on Wednesday, May 6, 2009. We will be having a Mini-Expo, along with the Election of Officers and will be voting on the proposed changes to the Bylaws and Standing Rules.

There being no further business, the meeting was adjourned by President Rossiter at 8:05 p.m.  
Submitted by: Valerie Costantini, Recording Secretary

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### CONTEST: "RUN TO RIVERSIDE"

**Reminder:** Earn your way to the 57<sup>th</sup> Annual 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> Annual California Division Meeting – "Excellence in Action" - to be held in Riverside, California, June 5 – 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 (double occupancy) and meals, to attend the 57<sup>th</sup> Annual California Division Meeting.

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### **IAAP INTERNATIONAL SCHOLARSHIP AWARD**

The San Diego Chapter Members' Scholarship Award to attend The International Education Forum and Annual Meeting, July 26-29, in Minneapolis, Minnesota., was won by Tessa Wright. Congratulations, Tessa!

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### **COUNCILMEMBER MARTI EMERALD SPEAKS AT ADMINISTRATIVE PROFESSIONALS DAY "GO GREEN" LUNCHEON**

San Diego City Councilmember Marti Emerald, 7<sup>th</sup> District, spoke to almost 200 guests at a successful Administrative Professionals Day luncheon on Wednesday, April 22, 2009, at the Admiral Kidd Club. The event, which honored Administrative Professionals, also had a "Go Green" theme in celebration of Earth Day. The luncheon was sponsored by the San Diego Chapter of the International Association of Administrative Professionals, which was established in 1951.

Gloria Rossiter CAP, President of the San Diego Chapter, told guests that the committee tried to "Go Green" wherever possible. "We provided the invitations electronically, selected environmentally-friendly centerpieces, decorated in green, and even our guest speaker, pardon the pun, is "Green" - Marti Emerald," she said.

"The event was a huge success and we raised over \$6,000, part of which will be used as scholarships for students in the Office Professional Training Program at Grossmont College," said Ron Luis Valles, Chairman of the APD 2009 Committee. "I am indebted to the professionalism and hard work of the committee members."

Additionally, some of the proceeds will support the San Diego Chapter's quality educational, networking, and professional development programs for its members.

Monica Zech, Public Information Officer for the City of El Cajon, served as the Mistress of Ceremonies at the luncheon, with Waste Management supporting the event as a Corporate sponsor. Governor Arnold Schwarzenegger commended the San Diego Chapter with a commemorative letter: "I applaud your exceptional work on behalf of San Diego's administrative professionals. My gratitude also goes to your organization for providing important opportunities for education and growth."

Additionally, Councilmember Emerald proclaimed April 22, 2009, as "Administrative Professionals Day" in the 7th Council District of the City of San Diego.

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## ADMINISTRATIVE PROFESSIONALS DAY LUNCHEON PHOTOS



*Angela Williams, Marge Seuss CPS  
and Bonnie Pearson*



*Ron Valles, Monica Zech,  
Marti Emerald, and Dianne Berg*



*Mistress of Ceremonies Monica Zech; Les Hart,  
Community and Municipal Relations Manager for  
Waste Management (Event Sponsor); and Guest  
Speaker Councilwoman Marti Emerald*



*San Diego Chapter President Gloria Rossiter CAP and Councilwoman Marti Emerald*

*Dr. Mary Leslie and Grossmont College OPT Program Attendees enjoyed a break from their studies.*



*Guests at corporate-sponsored tables enjoyed the luncheon and speakers*



*Airport Authority Attendees*



*Viejas Casino Attendees*

***Thank you to Mary Ann Prall, Multi-Media Technician with the City of El Cajon for the Luncheon photographs.***

*And Many Thanks To The People Who Put This Successful Event Together*

**Chairman**

**RON LUIS VALLES**

Administrative Secretary  
Community Development  
City of El Cajon

**Committee Members**

**ANGELA AGUIRRE**

Administrative Secretary  
City Clerk  
City of El Cajon

**TRACIE BARR**

Administrative Secretary  
Redevelopment & Housing  
City of El Cajon

**JO ANN BASALDUA-WARDEN**

Senior Executive Assistant  
Viejas Enterprises - Community  
Relations

**DIANNE BERG**

Executive Assistant  
Executive Office  
San Diego County Regional Airport  
Authority

**CYNTHIA DAY**

Administrative Specialist  
Jason Associates Corporation

**JANIE DILLARD**

Administrative Assistant  
Clinical Systems  
Scripps Health

**CINDY GAROFALO CPS**

Assistant Property Manager  
Irvine Company Office Properties

**AMELIA GARZA**

Administrative Secretary II  
Inter-governmental Relations  
San Diego County Regional Airport Authority

**PHYLLIS MINONG-PASCUAL**

Airside Operations  
San Diego County Regional Airport Authority

**SHELLY STEWARD**

Microsoft Office Specialist  
Lead Desktop Publisher  
Barney & Barney LLC

**DARLA WILSON, CAP**

Executive Assistant  
JMI Realty, LLC

**TESSA ANN WRIGHT**

Executive Assistant/Clerk of the Board  
SANDAG



*Cynthia Day*



*Valerie Love and Cindy Garofalo CPS*



*Tracie Barr, Amelia Garza and JoAnn Basaldua*

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## MEMBER OF EXCELLENCE

Are you a career-minded administrative professional? Have you committed to maximizing the value of your IAAP membership through the pursuit of continuous personal and professional development, access to information networks, and leadership opportunities in order to achieve measurable standards of excellence as a member of IAAP? If so, please review the criteria below. If you meet the minimum of eight criteria within the period July 1, 2008 through June 30, 2009, you are indeed a Member of Excellence!

### Award Criteria (Attain a minimum of 8 of the 11)

1. Be a current CPS and/or CAP holder.
2. Sign the online Member of Excellence Commitment agreement [I have this document if you need it].
3. Actively participate in the IAAP web community forum discussions or submit an article for an IAAP publication (chapter, division, or international level) [anyone in the Chapter can submit an article relative to the administrative professional].
4. Attend non-IAAP professional educational workshops, seminars and conferences.
5. Hold a degree, certificate or equivalent (a minimum one year in length) from an accredited college or earn a Microsoft certification.
6. Pay membership dues on or before anniversary date.
7. Serve as a chapter, division, or international officer, committee chair, or committee member; or serve as an RTF Trustee; or serve on a Student Chapter advisory board or the school's advisory board for the office administration program.
8. Conduct a public presentation, program or training at least 60 minutes in length per individual.
9. Attend a minimum of eight chapter, division or international sponsored meetings, programs or events (any combination).
10. Recruit at least one new member.
11. Integrate IAAP membership and involvement into annual performance plan or review.

### Awards Available

- Member of Excellence certificate (first four years) with Pathways to Excellence certificate cover

- Pathways to Excellence/Member of Excellence pin (fifth year)

If you have any questions about this program, please contact me. The deadline to submit your application for 2008-2009 is June 30, 2009.

Gloria B. Rossiter CAP, President

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## CHAPTER OF EXCELLENCE

We made it! After completing the chapter's Leadership Training in April, the San Diego Chapter has reached the minimum of 14 of the 19 criteria required for the Chapter of Excellence.

### Award Criteria (Attain a minimum of 14 of the 19)

1. Sixty percent of the chapter meetings offer recertification points.
2. At least one member of the chapter obtains their CPS and/or CAP certification during the current IAAP fiscal year.
3. Sign the online Chapter of Excellence Commitment agreement.
4. Publish at least six newsletters/e-newsletters.
5. Participate in the IAAP Web Community.
6. Publish annual meeting calendar with education and/or training topics by September 1<sup>st</sup> and establish marketing plan to encourage members to attend chapter, division, and international meetings and events.
7. Create and maintain an annual budget; provide a monthly financial statement to the membership and submit annual audit report to the division treasurer.
8. Maintain a full slate of officers (minimum four offices); maintain committee chairmen for the Bylaws, Certification, Education and Membership Committees; and submit new officers and committee chairmen listing to HQ by July 1st deadline.
9. A minimum of four officers and chairmen of the Bylaws, Certification, Education and Membership Committees; participate in at least one IAAP Leadership/Succession Planning training event of at least 60 minutes in length.
10. Send a delegate to the division annual meeting and a delegate or submit a proxy to the International Convention and Education Forum.
11. At least one member serves in a division office or committee; or serves on an international committee; or as an international officer or as an RTF trustee.
12. Sponsor or co-sponsor a professional development seminar or sponsor/co-sponsor an
  1. APW/APD and/or annual Executives' event.
13. Submit a completed application for the Avery Chapter/Division Achievement Awards Program and/or submit a nomination in the Award for Excellence program.
14. Maintain a minimum of 15 members and achieve an annual retention rate of at least 80 percent.
15. Conduct at least one IMPACT meeting.
16. Conduct new member orientation program.
17. Achieve a net membership increase of at least 12 percent (minimum required is a net 3 member increase).
18. Sponsor a new IAAP Professional Chapter or Student Chapter.

19. Create an annual Business (Strategic) Plan; review/update annually; submit a copy to the Division President by December 31st and conduct an annual member interest/satisfaction survey.

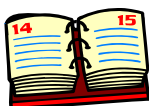
**Awards Available**

- Chapter of Excellence podium banner (first year only)
- Year-patch
- \$100 cash award or \$150 credit toward subscription to the IAAP Web Community

I will have the worksheet on display at , the May Annual Meeting, and the June Officer Installation for your review of the criteria we have attained. I will be submitting the Chapter’s application to International. Thank you to all the members who helped the Chapter to attain this prestigious award.

Gloria B. Rossiter CAP, President

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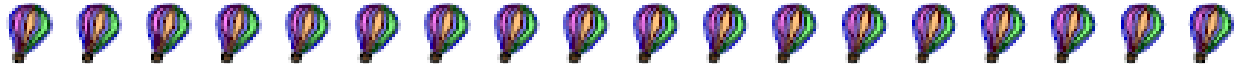
**DATES TO REMEMBER!**

May 1 & 2, 2009	CPS/CAP Exam – (for an application, <a href="#">click here</a> ).
May 6, 2009	Chapter’s Annual Meeting and Election of Officers – at Port of San Diego, 3165 Pacific Hwy. ♦ “Mini Expo;” <b>A QUORUM OF MEMBERS IS REQUIRED</b>
May 13, 2009	Board Meeting—Location: President Rossiter’s Home
June 5-7 2009	Annual Education Forum & 57 <sup>th</sup> Annual California Division Meeting - at Riverside Marriott Hotel ♦ Riverside, CA ( <a href="http://www.iaap-ca.org/aef-cdm-register.shtml">http://www.iaap-ca.org/aef-cdm-register.shtml</a> )
June 10, 2009 <i>PLEASE NOTE DATE</i>	June Dinner Meeting at Courtyard by Marriott, Liberty Station ♦ Installation of 2009-2010 Officers
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</a> & <a href="#">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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**IAAP’s New Mission Statement:** To enhance the success of career-minded administrative professionals by providing opportunities for growth through education, community building, and leadership development. IAAP sets standards of excellence recognized by the business community on a global perspective and provides professional guidance in education and training.

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# Chapter's Annual Business Meeting Mini Expo



Featuring:  
Cookie Lee Jewelry, ConferenceDirect, MeadWestvaco,  
Organics To Go, Residence Inn, Sean's Flowers

Catering by:  
Boston Market

## Dinner Meeting Notice

May 6, 2009  
5:00 p.m. Networking  
6:00 p.m. Dinner  
7:00 p.m. Program  
Port of San Diego  
Pacific Hwy  
San Diego CA 92102  
619/

FREE parking

## Dinner Menu

Market Chopped Salad & Seasonal Fresh Fruit  
Rotisserie Chicken & Roasted Sirloin  
w/Mashed Potatoes and Gravy, Steamed  
Vegetables, and Cornbread  
Vegetarian: Macaroni and Cheese

Dessert: Supplied by Organics to Go

Coke, Pepsi, Sprite, Lemonade, Iced Tea

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, May 1, 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: \_\_\_\_\_ reservation(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)

