



Through the Bay Window



Volume VII, Issue 10

San Diego Chapter

May 2007

Meeting Reminder

Wednesday, May 2, 2007
Handlery Hotel
9509 Hotel Circle No.
San Diego, CA 92108
Parking Included

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

Presentation

Dr. Mary Leslie
Grossmont College
“OPT Program”

Message from the Board



By: Gloria Rossiter CAP, Recording Secretary

The month of May is the month of good-bye and good luck. Your 2006-07 Board will step down to leave your new 2007-08 Board filling the role. My year as your Recording Secretary has been a wonderful year of learning, of fun and of rewards. I hope all of you will consider becoming involved next year as either a committee chair (Education is in need of one) or on one of the committees as an active member. If you don't want to be a committee member for the entire year, consider joining the committee for an Education Seminar or the APD Luncheon for April 2008. There are also other opportunities to serve your chapter by presenting the Thought for the Day and Pledge of Allegiance or by donating the monthly door prize.

One of the last duties I have this year is to present the Board's **“Earn Your Way to CA Division”** award to two lucky members.

- ❖ **Criteria to win:** You must be present at the drawing AND planning to attend the California Division meeting in June.
- ❖ **Award:** Registration fee and travel expenses, for up to a total of \$500, to the **Annual Education Forum & 55th California Division Meeting!** This year's event will be at the Radisson LAX, Los Angeles, California on June 8-10, 2007. Registration includes Exhibitor Expo, Welcome Reception, Keynote Speakers and most meals on Saturday and Sunday.
- ❖ **How you win:** Your name was put into a container each time you attended a Chapter meeting. The more meetings you attended, the more times your name was put in the container.

At the Chapter's dinner meeting on **May 2, 2007**, names of **TWO members** will be drawn from the container and they will be awarded the **free registration fee**. *Board members are not eligible for this contest.* Remember, you have to be present to win and plan to attend the Division meeting.

Another duty I get to perform is the presentation of the **“Perfect Attendance Award.”** Further information is available on page 7 of this newsletter.

See y'all at the May Chapter meeting and have a very Happy May Day!

Dates to Calendar

Apr 22-28 – APD Week
Apr 25 – San Diego Chapter -
***APD Luncheon**
May 2 – Dinner Meeting
May 4-5 – CPS/CAP Exam Dates

See Page 8 for Details*

Inside this Issue

Message from the Board.....	1
Birthdays & Anniversaries.....	2
Schedule of Dinner Mtg. Prices.....	2
Slate of Officers.....	2
TTBW Contest Answer.....	3
New Members.....	3
New Member Bios.....	3
Meeting Minutes, April.....	4-5
Education Corner.....	6
Through the Bay Window Contest....	6
Recruitment Reminder.....	6
Perfect Attendance Award.....	7
Chapter's CA Div. Contest.....	7
Dates to Remember.....	8
May Mtg. Notice.....	9
Photo: April meeting.....	4

May Birthday Wishes

EvE' Bond CPS
Helen Rose

Carole Mahn
Colleen Roum

May Anniversary Congratulations

EvE' Bond CPS
Traci Draime
Gloria Rossiter CAP
Nancy Thomas CPS/CAP

Joella Dillon CAP
Margaret Robertson
Maby Smith

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**Reminder: Schedule of Dinner Meeting Prices**

| Chapter Meeting Date | Location                                                                     | Dinner Price    | Parking                              |
|----------------------|------------------------------------------------------------------------------|-----------------|--------------------------------------|
| May 2                | Handlery Hotel                                                               | \$30 per person | Parking fee included in dinner price |
| June 6               | NTC Promenade, Meeting Room #1 in Command Center/Culinary Concepts (caterer) | \$30 per person | Free parking                         |

Note: Starting with the August 2007 Chapter meeting, dinner prices will be \$35 per person

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**SLATE OF NOMINEES
FOR THE 2007/2008 SAN DIEGO CHAPTER
BOARD OF DIRECTORS**



President - Deborah Gunn CAP
 President-Elect – No candidate
 Vice President – Lori Poore CAP
 Recording Secretary - Valerie Costantini
 Corresponding Secretary - Eve’ Bond CPS
 Treasurer – Jeff Koches CAP

REMINDER: Inasmuch as a quorum of 27 members is required at the Chapter’s Annual Meeting, you are urged to attend and vote on this and other issues to come before the membership.

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**Answer to April, " Through the Bay Window" Quiz**

Lori Poore CAP won three free raffle tickets for correctly identifying the location (city and hotel) of the 2006 Annual California Division Meeting & Education Forum. **ANSWER: Doubletree Hotel, San Jose.**

**Look for the May Quiz elsewhere in this newsletter!**

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Darla Wilson - JMI Realty  
Marion Phelps - San Diego Airport Authority

**Total Membership Count: 91**

Professional Members: 79

Professional Merited Members: 8

Student Members: 3 - Associate Members: 1

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**New Member Bios**

**Loretta Mc Neely**

Loretta is originally from San Diego. She has worked in New York and San Francisco receiving extensive experience in Fortune 100 companies such as Delotte & Touche, Morgan Stanley Dean Witter, and Random House Inc. She returned to San Diego in 2001, and is currently working at Volunteers of America as Executive Assistant to the President/CEO. Her interests include the Community Emergency Response Team, the Mission Hills Garden Club, the San Diego Horticultural Society, the Southwest Oral History Association, the University Heights Historical Society for Architectural Preservation, yoga and meditation.

**Linda K. Weaver, CPS**

Linda started in the clerical field in 1968 with the County of Imperial as a Clerk-Typist. She promoted upwards to Account Clerk; Secretary; Assistant to the Clerk of the Board of Supervisors; Health Administrator's Administrative Aide; and finally as the Clerk of the Board of Supervisors. Linda retired from the County of Imperial after 28-1/2 years. Linda moved to and started working for the City of El Cajon in February, 2001, as a Secretary; promoted to Administrative Secretary in the City Clerk's Office; and promoted to Human Resources Administrative Secretary in the HR Department.

Linda joined PSI Foothills Chapter/San Diego in October, 1986. She held the Chapter's office of Secretary in 1987 and 1988; and held the office of President in 1989 and 1990. She was the Foothills Chapter Delegate at the California Annual Division in 1988, 1989, and 1990. Linda was certified as a CPS in November 1987, and she has registered for the May 2007 CAP exam. Wish her luck!!

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Speaker at the April 4, 2007 Dinner Meeting, **Jerry Gracis from Avery-Dennison**. Each attendee received a sample packet of some of Avery's new office products that help to make our jobs easier.

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## CHAPTER MEETING MINUTES - WEDNESDAY, APRIL 4, 2007

The regular monthly business meeting of the San Diego Chapter was held at the Red Lion Hanalei in San Diego, California, the evening of Wednesday, April 4, 2007.

The following officers were present: Marge Suess CPS, President; Deborah Gunn CPS/CAP, President-Elect; Donna Royston CPS, Vice President; Gloria Rossiter CAP, Recording Secretary; EvE' Bond CPS, Corresponding Secretary; and Jeff Koches CAP, Treasurer

### **Business Meeting**

The meeting was called to order by President Suess at 6:03 p.m. Sharon Robertson presented the Thought for the Day and led the Pledge of Allegiance.

### **Introduction of Guests:**

President Suess asked for self-introductions of members and guests and asked them to tell something about themselves that the attendees may not know. The following people attended as guests: Pat Asero, Linda Earl, Carolyn Hoomes and Gloria Solstad (BAE Systems), Brenda Dickerson, Tracie Barr, Miller and Jackie Sangsanoy (City of El Cajon), Aida Bonifacio (Motorola), Barbara Latham (Port), Eileen Innecken, Marcella Dalton and Shelly Steward.

### **Approval of Minutes**

The minutes of the March 2007 business meeting, as published in the April newsletter, were approved.

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

President Suess indicated that the Treasurer's Report had been sent to members electronically for their review. The report dated March 31, 2007, was approved and will be filed.

### **Induction of New Members**

Vice President/Membership Chair, Donna Royston welcomed new members: Loretta McNeely and Linda Weaver CPS. Renewing members were: Val Costantini, Donna Royston CPS and Sue Gannon CAP.

### **Suspend Meeting for Dinner**

President Suess suspended the meeting at 6:25 p.m.

### Program

Our guest speaker, Jerry Gracis from Avery Products provided a self introduction and his “Get Organized” presentation of Avery products with a sample package distributed to all attendees.

### The Business meeting reconvened at 8:15 p.m.

#### Committee Reports

**APD:** Gloria Rossiter reminded members that all donations (150 pieces) for the APD luncheon welcome bags need to be delivered to Donna Royston on or before April 11. She then asked all committee members in attendance to stay for about 15-20 minutes after the Chapter meeting tonight for the final coordination meeting.

**Mentoring:** Kris Hilly informed members that we received a great response for mentoring the Grossmont College OPT students. Several members have volunteered to be mentors to the students and met with them at a recent Mentoring Night.

**Bylaws & Standing Rules:** In the absences of Bylaws & Standing Rules Chair, Cindy Garofalo CPS, EvE’ Bond announced that we would be voting on a proposed amendment to the Standing Rules next month at the Chapter’s Annual Meeting. A quorum is required to vote on Standing Rules and the slate of nominees for the Board of Directors for 2007-08.

**Nominating:** Dianne Berg informed us that all positions have someone interested except the President-Elect position. Anyone qualified and interested please contact Dianne. The following are the nominations: Vice President/Membership—Lori Poore, CAP; Recording Secretary—Val Costantini; Corresponding Secretary—EvE’ Bond CPS; and Treasurer—Jeff Koches CAP. Deborah Gunn CAP, current President-Elect will automatically assume the position of President.

**Education:** Gloria Rossiter reminded members that a study group has been formed for the November 2007 exam. Also, Donna Royston CPS and Denise Buth CPS are studying together for the CAP exam in May 2007. If anyone would like to join the study group for November, please contact her for more information.

**Newsletter:** Sue Gannon announced that the winner for the Newsletter Contest was Lori Poore CAP.

#### Announcements

- The next Board meeting will at President Suess’ home on Wednesday, April 11, 2007, at 5:30 p.m. If anyone would like to attend, please contact her.
- The next Chapter meeting will be held at the Handlery Hotel in Mission Valley on Wednesday, May 2, 2007. The speaker will be Dr. Mary Leslie from Grossmont College who will be speaking about the Office Professional Training (OPT) program.

#### Drawings

- The Ways & Means raffle prize, donated by Sharon Robertson was won by member Sue Gannon CAP.
- The Board door prize, donated by Vice President Donna Royston CPS, was won by member Sharon Robertson.

There being no further business, the meeting was adjourned by President Suess at 8:30 p.m.

Respectfully submitted by  
Gloria Rossiter CAP, Recording Secretary



### Education Corner

Gloria Rossiter CAP, Education Committee Chairperson

#### Reminder: Study Groups

If you are interested in joining a study group for the November testing, or just want to see what the exam is all about, please contact me at [gloria.butterfield@vanir.com](mailto:gloria.butterfield@vanir.com). I have groups currently studying for both certifications: the CAP exam in May and the three-part CPS exam in November. Jeff Koches CAP is the group’s mentor. Donna Royston CPS and Denise Buth CPS will be taking the Part 4 exam on May 4, 2007, for their CAP (you have to hold a CPS certification to register for just the Part 4 exam).

Again, if you are interested in joining the CPS study group, or would like more information on certification or the exam, please contact me at [gloria.butterfield@vanir.com](mailto:gloria.butterfield@vanir.com) or Jeff Koches at [jkoches@farmersagent.com](mailto:jkoches@farmersagent.com). We will be happy to provide you whatever information we have available.

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MENTORS WANTED: Kristine Hilly, Scholarship Chair, is looking for volunteers to join the **Grossmont OPT Mentoring Group**. **Please contact Kris** at, phone: (858 -587-7518) or E-mail: KristineH@barneyandbarney.com. Meet some of the OPT students at the next dinner meeting, May 2, 2007.

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### “Through the Bay Window Quiz” May Edition

*The first member who correctly identifies the name and title of the IAAP International Director – Southwest District Director will be awarded three (3) free raffle tickets at the next dinner meeting. (Board Members and Newsletter Chair are not eligible)*

Send your answer **via e-mail** to Newsletter Chair, Sue Gannon CAP at: [scgannon@sbcglobal.net](mailto:scgannon@sbcglobal.net).

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Recruiting Reminder

When you recruit a new member make sure the member puts down your name as the recruiter. Marge Suess CPS just won a \$25 gift card to Best Buy for recruiting five new members this year.

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## PERFECT ATTENDANCE AWARD

Board members are ineligible

May is our last month for the members below to attend the monthly Chapter meetings to receive the **PERFECT ATTENDANCE AWARD!** As you know – by reading the Chapter each month – your Board designates a cash award for the member(s) who have perfect attendance at dinner meetings, beginning in August 2006 through May 2007. We will be presenting this award at the May 2, 2007 dinner meeting. The following members (through April's meeting) are on their way. Good luck! I hope I get to award a cash prize to all of you!

Dianne Berg  
Sue Gannon CAP

Lori Poore CAP  
Nancy Talbert



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### Earn your way to California Division-2007

**Reminder:** Earn your way for the Chapter to pay your registration fee and travel expenses, for up to a total of \$500, to the **Annual Education Forum & 55<sup>th</sup> California Division Meeting!** This year's event will be at the Radisson LAX, Los Angeles (Hollywood), California on June 8-10, 2007. Registration includes Exhibitor Expo, Welcome Reception, Keynote Speakers and most meals on Saturday and Sunday.

All **YOU** need to do:

- Attend as many Chapter dinner meetings as you can from now (started in August 2006) through May 2007—**that's it!**

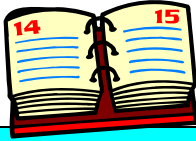
Your name is put into a container each time you attend. The more meetings you attend, the better your chances of winning **free registration fee and travel expenses** (up to \$500) to the June 2007 **California Division Meeting** in Hollywood.

At the Chapter's dinner meeting on **May 2, 2007**, names of **TWO members** will be drawn from the container and they will be awarded the free registration fee. **Winners must be present at the drawing and planning to attend the California Division meeting.** *Board members 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.



## Dates to Remember!

|                                  |                                                                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| April 22-28, 2007                | Administrative Professionals' Week                                                                                      |
| <b>Wednesday, April 25, 2007</b> | <b>San Diego Chapter's ADMINISTRATIVE PROFESSIONALS' DAY LUNCHEON at the Bay View Restaurant-MCRD. Please Note Date</b> |
| May 2, 2007                      | May Dinner Meeting at the Handlery Hotel ♦ Election of Officers ♦ Grossmont College OPT Program by Dr. Mary Leslie      |
| May 4-5, 2007                    | CPS/CAP Exam Dates                                                                                                      |
| June 6, 2007                     | June Dinner Meeting at NTC ♦ Installation of Board Officers 2007/2008                                                   |
| June 8-10, 2007                  | 2007 Annual Educational Forum and 55 <sup>th</sup> CA Division Meeting, Los Angeles, CA                                 |
| July 29-August 1, 2007           | IAAP International Convention, Tampa FL                                                                                 |
| August 15, 2007                  | CPS/CAP registration forms due for November exam                                                                        |
| October 14-17 2007               | Certification Conference, Hyatt Regency San Antonio, San Antonio, TX                                                    |
| November 2-3, 2007               | CPS/CAP Exam Dates                                                                                                      |

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Employer Support of IAAP

If your employer doesn't currently pay for your IAAP expenses, reach out and ask. Once you explain the benefits of IAAP to your executives, they are impressed by the level of professionalism ingrained in IAAP. The Port of San Diego currently supports the membership dues and dinner meeting costs for eight of our members. In March, they went a step further to encourage non-members at the Port to find out more about membership with IAAP.

Each quarter, the Executive Leadership Group (ELG) at the Port of San Diego donates their own money (yes, straight out of their pockets) toward door prizes at the Port's Quarterly Administrative Staff Meetings. In March, the ELG decided to give away one ticket to an IAAP Dinner Meeting and one ticket to the Administrative Professionals Day luncheon on April 25, 2007. Congratulations to Barbara Latham, Administrative Assistant II in Real Estate, on winning the Dinner Meeting prize! She attended the April meeting, and really enjoyed herself. Cathy Williams, Administrative Assistant II in Real Estate, was the happy winner of the Administrative Professionals Day Luncheon ticket. We look forward to seeing her there!

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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)

**NEXT MONTHLY DINNER MEETING**

**Wednesday, May 2, 2007**

**5:00 pm – Networking**

**6:00 pm – Dinner**

**7:00 pm – Program**

***Grossmont College OPT Program***

***presentation by***

**Dr. Mary Leslie**

**Cost - \$30 per person, members & guests**

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

***at***

**Handlery Hotel**

9509 Hotel Circle North

San Diego, CA 92108

PH: 619-298-0511

***Parking Fee Included***

***Please RSVP to Anita Tindall CPS  
by Friday, April 27, 2007***

Email: [AnitaT@aaaloans.com](mailto: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**

Salad

Entrée: Meat Lasagne

Or

Vegetable Lasagne

Dessert: Tiramisu

Coffee, Decaf, Tea, Iced-tea

***"No-shows" to dinner will be billed.***

***Door Prize***