



# Through the Bay Window

Volume IX, Issue 6

San Diego Chapter

January 2009

## Meeting Reminder

Wednesday, January 7, 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

**Shelly Steward  
Barney & Barney**

## Excel Tips & Tricks

### Dates to Remember

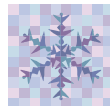
February 4 – Dinner Meeting  
March 4 – Dinner Meeting  
March 14 – Professional Development Seminar

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## MESSAGE FROM THE BOARD

By Gloria Rossiter CAP, President



As I start my planning for the New Year, I reflect on the past six months. We began our year with a feeling of change and I think we have grown through this change. We have also had some challenges with the changes in our leaders. We had two resignations from committee chairs with a member stepping up to fill the chair on the Dinner committee. However, we are still looking for an incoming newsletter editor to work with Sue so that we have someone to fill the chair starting in June.

The change in our monthly meeting programs has been both good (the location is better for more people) and challenging (the food hasn't been up to par). And, we had the first of two professional development seminars that was well received by the attendees, but we didn't have as many attendees as in previous seminars. I am looking forward to our March seminar at the Viejas DreamCatcher room.

Planning for the last half of our year of change has begun with more change! I am looking into another centrally located venue for four of our remaining programs; planning our second annual "mini expo" for our Annual Meeting date; planning our 2009-2010 Officer Installation meeting; and working with the other Board members and our APD committee chair for another great luncheon. I hope you all are looking forward to the remainder of our year of change as much as I am! I know our Chapter will continue changing to bring about new growth, new perspective, and new energy.

Happy New Year to all!

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# Welcome New Members

Florence Parks – Grossmont College Student  
Julie Woodruff - Bureau Veritas

TOTAL MEMBERSHIP - 97  
Professional Members - 79  
Professional Merited Members - 10  
Student Members - 4  
Associate Members - 4

## New Memo Bio:

**Patricia Johnson** – Patricia Johnson’s experience includes 17 years as a Administrative Professional for an Industrial Safety Engineering company in Lansing, Michigan until coming to San Diego and now 1 ½ years with San Diego County Regional Airport Authority as an Administrative Assistant II to Business Planning. Her degrees are in Industrial Sciences and Business, from Lansing Community College. Weekends include spending time in her husband’s bicycle shop and getting to know people in San Diego.

❦ ❦ ❦ ❦ ❦ ❦

## MEMBERS APPRECIATION NIGHT, Marge Suess CPS

As Vice President/Membership Director, I would like to thank and recognize all of the San Diego Chapter members of IAAP. Congratulations to each of you for having made a wise investment in yourself and your career by joining a professional association and for continuing your membership in the San Diego Chapter. Members attending the January 7, 2009, dinner meeting will be presented with a gift as a token of the chapter’s appreciation. Listed below are the names and years as members.



## JOINED IN 2008:

Liza Anderson  
Tina Claridge  
Robin Davis  
Ann Ellis  
Ryan Harris  
Wendy McCallum  
Josephine Rowe  
Shelley Steward

Brenda Barron  
Sherryl Crochet  
Cynthia Day  
Christopher Fox  
Patricia Johnson  
Florence Parks  
Amit Shah  
Catherine Vigil

Bridget Bunning  
Jan Cronin  
Jane Dillard  
Luisa Gendron  
Kim Madigan  
Antonina Pompilio  
Stefanie Sotelo  
Sharon Walker

## MEMBER 1-5 YEARS:

Karen Buckingham (4)  
Jennifer Powell (4)  
Luanne Stalmer (4)  
Amelia Garza (3)  
Sheila Mosley (3)  
Nancy Thomas CPS/CAP (3)  
Leticia Brito (2)  
Ellinore Giacinto (2)  
Terry Rodriguez (2)  
Nila Sparling (2)  
Heather Farr (1)  
Rachel Lynch (1)  
Harvest Pepper (1)  
Darla Wilson CAP (1)

Denise Buth CPS/CAP (4)  
Maby Smith (4)  
Dianne Berg (3)  
Alicia Hernandez (3)  
Gloria Rossiter CAP (3)  
Susan Van Veen (3)  
Luisa Dumlao-Atienza CPS (2)  
Joanne Owen CAP (2)  
Susanna Ross (2)  
Ron Valles (2)  
Linda Granata (1)  
Loretta McNeely (1)  
Marion Phelps CPS (1)  
Tessa Wright (1)

Fran Peterka (4)  
Pat Spudich (4)  
Valerie Costantini (3)  
Maudie Kavanaugh (3)  
Soiree-Leone Sinclair CAP (3)  
JoAnn Basaldua (2)  
Darlene Dunn (2)  
Phyllis Pascual (2)  
Jackie Shirley (2)  
Ivelisse De Jesus (1)  
Erika Lowery (1)  
Betty Migliaccio (1)  
Kimberly Spencer (1)

**MEMBER 5-10 YEARS:**

Mary Leslie (9)  
Helen Rose (6)  
Donna Morales CPS/CAP (5)

Sue Gannon CAP (7)  
Priscilla Snow CAP (6)

Angela Williams (7)  
Jeff Koches CAP (5)

**MEMBER 10-20 YEARS:**

Shirley King CPS (18)  
Jackie Lewis CPS (13)  
Kris Hilly (11)  
Eunice Oliver (10)

Cindy Garofalo CPS (14)  
Deborah Gunn CPS/CAP (12)  
Marie Mahon (10)  
Lori Poore CAP (10)



**MEMBER 20-30 YEARS:**

Nancy Talbert (29)  
Eve' Bond CPS (25)

Sandi Csik (27)  
Bea Endaya (23)

Sharon Robertson (27)  
Linda Weaver CPS/CAP (22)

**MEMBER OVER 30 YEARS:**

Lee Hodge CPS (55)  
Lorraine Visser CPS (49)  
Suzanne Workman (33)

Juanita Palash (51)  
Mitzi Scott CPS (43)  
Anita Tindall CPS (32)

Marge Suess CPS (31)



*Congratulations and Happy Birthday to Lee Hodge CPS who turned 90 years young, in October.*



## CHAPTER MEETING MINUTES - WEDNESDAY, DECEMBER 3, 2008

The regular monthly business meeting of the San Diego Chapter was held at The Marriott Mission Valley, 8757 Rio San Diego Drive, in San Diego, California, 92108, the evening of Wednesday, December 3, 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 6:17 p.m. President Rossiter welcomed the following guests: Terrie Pedroza and Roxie Smith. Member Cynthia Day presented the Thought for the Day and led the Pledge of Allegiance.

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

Membership Committee chair Marge Suess CPS introduced new members Kim Madigan and Patricia Johnson. She also thanked renewing members Lori Poore CAP and Eunice Oliver for their continued membership and support.

### **Approval of Minutes**

The minutes of the November 2008 business meeting, as published in the November newsletter have been submitted and accepted by the members.

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

The Treasurer's Report for November, dated November 30, 2008, was sent to the members for review. Deborah Gunn CAP/CPS asked why there is an entry for the Professional Development Seminar on the report when that event happened in previous month. Treasurer Williams said she would remove it from the Treasurer's report. This report has been accepted and will be filed.

### **Suspend Meeting for Dinner**

President Rossiter suspended the meeting at 6:28 p.m.

### **Program:**

No program was scheduled for this meeting. Instead, entertainment was provided by Pacific Coast Harmony, a Men's Barbershop Ensemble.

### **The Business meeting reconvened at 7:31 p.m.**

### **Committee Reports**

- Ron Valles needs volunteers for the APD committee. Please email him or give him your card and he will contact you if you are interested in helping this committee.

### **Announcements/Upcoming Events**

- OPT is selling cookbooks to support the program. The cookbooks are located on one of the auction tables if you are interested in purchasing one.

### **Drawings**

- The Board door prize of a \$25 gift card to Pier One, donated by Treasurer Angela Williams, was won by Sue Gannon.

- 32 items were donated for the Silent Auction. We raised \$371 through bids. Thank you to everyone who donated an item or bid on an item.
- The December Board meeting has been cancelled.
- The next Chapter meeting will be held at The Handlery Hotel & Resort, 950 Hotel Circle North in San Diego, CA 92108, (619-398-8333) on Wednesday, January 7, 2008. This will be our Member Appreciation Month and we have a surprise for all attending.

There being no further business, the meeting was adjourned by President Rossiter at 7:43 p.m.

Submitted by: Valerie Costantini, Recording Secretary

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### OPT Graduation Announcement

The Grossmont Community College Office Professional Training (OPT) program will have its graduation on Thursday, January 22, 2009 at 6:30 PM. Please put this on your calendar! If you are a mentor or are interested in hearing more about this program, please plan to attend. IAAP San Diego Chapter will be presenting scholarships. Watch for more information on this event.

Ms. Kathy Hansen started the OPT program in 1985. IAAP member Dr. Mary Leslie started with the OPT program as an instructor in 1986. Dr. Leslie soon became the program’s Lead Instructor and has been doing a wonderful job of teaching and fundraising ever since. Please join the Chapter’s Board of Directors in congratulating this new group of graduates and Dr. Leslie in her outstanding leadership role, at the graduation ceremony.

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### IN MEMORIAM

### Mitzi Rae Scott CPS

Mitzi Rae Scott left this life, last week, after many years of fighting health issues. She was a retired, long time employee of the San Diego Unified Port District. Mitzi joined the San Diego Chapter of IAAP, formerly NSA and PSI, in March of 1965, more than 43 years ago. She worked on many committees over the years and was president of the chapter in 1989/1990. Mitzi will be remembered as a soft-spoken, loving, caring, and gentle Christian woman, an inspiration to many, who will surely be missed by all who knew her. Our heartfelt sympathies to her husband, Jack Scott. Services for Mitzi are as follow: Viewing will be at 12:30 pm with graveside services (open to the public) held at 3:00 pm on Friday, January 9, 2009 at Greenwood Mortuary and Memorial Park, 4300 Imperial Avenue, San Diego, CA 92113. A memorial service will be held on Saturday, January 10<sup>th</sup> at 11:00 am at East Clairemont Southern Baptist Church, 4633 Doliva Drive, San Diego.

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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

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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.



### SAN DIEGO CHAPTER 2009 INTERNATIONAL CONVENTION SCHOLARSHIP DEADLINE: MARCH 16, 2009

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 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.

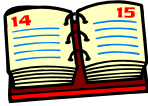
**We look forward to receiving a large number of applications for this scholarship.**

Gloria B. Rossiter CAP  
Chapter President



**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!

|                   |                                                                                                                   |
|-------------------|-------------------------------------------------------------------------------------------------------------------|
| January 7, 2009   | January Dinner Meeting—Handlery Hotel & Resort ♦ “Excel Tips & Tricks;” Member Appreciation Month                 |
| February 4, 2009  | February Dinner Meeting—The Butcher Shop ♦ Speaker: Noah Tajolla of KPBS; Past Presidents’ Appreciation Month     |
| March 4, 2009     | March Dinner Meeting—Handlery Hotel & Resort ♦ “Avery Presentation”                                               |
| March 9-11, 2009  | <a href="#">Spring Professional Education Conference</a> <a href="#">PEC Fast Facts</a>                           |
| March 14, 2009    | Professional Development Seminar—Viejas DreamCatcher Room                                                         |
| April 1, 2009     | April Dinner Meeting—Handlery Hotel & Resort ♦ “Business Etiquette”                                               |
| April 19-25, 2009 | Administrative Professionals Week                                                                                 |
| April 22, 2009    | Administrative Professionals Day Luncheon—Location TBD                                                            |
| 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                                  |
| June 3, 2009      | June Dinner Meeting—Location TBD ♦ Officer Installation                                                           |
| 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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### DECEMBER 3, 2008 DINNER MEETING



*Marge Suess CPS welcomed new members Kim Madigan and Patricia Johnson.*

*The Pacific Coast Harmony entertained the members during dinner.*



**IAAP 2008 CERTIFICATION CONFERENCE  
OCTOBER 19-22, 2008 ↻ DENVER, CO**

*Attendees at the 2008 Certification Conference included (L-R) Denise Buth CPS/CAP, Nancy Thomas CAP, Lori Poore CAP, and Darla Wilson CAP*



*Nancy Thomas CAP, Lori Poore CAP and Denise Buth CPS/CAP take in the sights of Denver*





# Excel Tips & Tricks

## Shelly Steward, Barney & Barney Member Appreciation Month

(members—join us and receive a special gift)



### Dinner Meeting Notice

**January 7, 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

Caprice Salad

London Broil with Cabernet Mushroom Sauce

Garlic Mashed Potatoes

**Vegetarian:**

Cheese Stuffed Tortellini with

Gorgonzola Cream Sauce

**Dessert:**

Black Forest Cake

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:** IAAP San Diego Chapter, P.O. Box 882521, San Diego CA 92168-2521

**Guest Dinner Reservations MUST Be Paid By Friday, January 2, 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)

# COME AND PLAY REVERSE-BINGO



**for IAAP's RTF\***

**Wednesday, February 4, 2009  
at The Butcher Shop**

**Cards will be offered,  
two for \$5.00**

**Two games will be played  
The more tickets sold...  
the bigger the cash prizes!**

**Remember to include \$5 with your check for the meeting**



**Proceeds Benefit the Retirement Trust Foundation\***