



# Through the Bay Window

Volume IX, Issue 7

San Diego Chapter

February 2009

## Meeting Reminder

Wednesday, February 4, 2009

The Butcher Shop  
5255 Kearny Villa Road  
San Diego, CA 92123  
PH: 858-565-2272  
*Free Parking*

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

Presentation by

**Noah Tafolla, Host**  
**Wonderland – San Diego**

## Past President Recognition

### Dates to Remember

- March 4 – Dinner Meeting
- March 14 – Professional Development Seminar
- April 1 – Dinner Meeting

### Inside this Issue

Message from the Board.....	1
In Remembrance.....	2
New Members.....	3
Meeting Minutes, January.....	3-5
Perfect Attendance.....	5
Run to Riverside.....	5
SD Int'l Convention Scholarship.....	6
Prof. Development Seminar.....	6
Will You Consider.....	7
Dates to Remember.....	7
February Meeting Notice.....	8
February Reverse Bingo Flyer.....	9
Save the Date: AEF/CDM.....	10

## MESSAGE FROM THE BOARD

by Marge Suess CPS, Vice President & Membership Chairman

February may be the shortest month of the year, but it is still an important one with many significant happenings: Groundhog Day, Lincoln's and Washington's birthdays (Presidents' Day), Valentine's Day, Mardi Gras and Ash Wednesday. And it is an especially important month for the San Diego Chapter, which was chartered in February 1951. Traditionally, we honor past presidents at our February dinner meetings and will do so, again, on Wednesday, February 4, at The Butcher Shop restaurant. The evening's program will be presented by Noah Tafolla, well known for his San Diego documentaries shown on KPBS-TV's, "Wonderland - San Diego."

Unfortunately, 1988-89 Past President Mitzi Scott CPS will not be with us. Mitzi died on December 20. She had been a member of the chapter for 43 years as well as a long-time employee of the San Diego Unified Port District. Mitzi was a very kind and soft spoken person who will long be remembered by her many IAAP friends. Ten of the chapter's members and former members attended a memorial service for her on January 10 at East Clairemont Southern Baptist Church, where Mitzi and her husband, Jack, have been members for many years. At her service, Jack said how proud Mitzi was to be a member of IAAP and of having achieved her CPS designation. He humorously relayed the story that he had driven Mitzi to Los Angeles to take the two-day CPS exam which, in those days, included typing and shorthand tests, and it was necessary to bring your own typewriter to the exam site. That brought a smile to the faces of IAAP members at the memorial service. We think that Mitzi would have been smiling, too. Please see "In Remembrance." in this issue.

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*~ In Remembrance ~*

*Mitzi Rae Gardner Scott CPS  
September 2, 1937 - December 20, 2008*



*J.A.A.P., San Diego Chapter President, 1988/1989  
J.A.A.P., San Diego Chapter Member, 1966 - 2008*

*~ We will miss you, dear friend ~*

☞ ☞ ☞ ☞ ☞

**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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# WELCOME NEW MEMBERS

Letitia Olais - Scripps Hospital La Jolla

TOTAL MEMBERSHIP - 96  
Professional Members - 80  
Professional Merited Members - 9  
Student Members - 3  
Associate Members - 4



## CHAPTER MEETING MINUTES - WEDNESDAY, JANUARY 7, 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, January 7, 2009.

The following officers were present:

Gloria Rossiter CAP, President  
Valerie Costantini, Recording Secretary  
Nancy Talbert, Corresponding Secretary  
Angela Williams CPS, Treasurer

### Business Meeting

The meeting was called to order by President Rossiter at 6:07 p.m. President Rossiter welcomed guests Sally Langs and Elena Oliveri to the meeting. Member Kris Hilly presented the Inspirational Thought and led the Pledge of Allegiance.

### Recognition of New and Renewing members:

There were no new members to introduce or renewing members to recognize.

### Membership Appreciation and Gift Distribution

President Rossiter, with the assistance of Deborah Gunn CPS/CAP, gave each member a gift from the chapter of a clock/pen holder, for their continued membership. Each member stood and introduced themselves and stated how long they have been a member.

### Approval of Minutes

The minutes of the December 2008 business meeting were approved, as published in the January newsletter.

### Recertification Points

President Rossiter told the membership that she would like to see more recertification programs offered at dinner meetings. To do so would require that programs be one hour in length for one recertification point. This would also enable the chapter to gain valuable points in the Chapter of Excellence goals and also help members who are certified to gain recertification points.

### Acceptance of Treasurer's Report

The Treasurer's Report, dated December 31, 2008, electronically sent to the members for review, was accepted and will be filed.

**Suspend Meeting for Dinner**

President Rossiter suspended the meeting at 6:40 p.m.

**Program:**

President Rossiter introduced member Shelly Steward who presented the program, "Excel Tips and Tricks." If you would like copies of the handouts Shelly used, please email her at [shellys@barneyandbarney.com](mailto:shellys@barneyandbarney.com).

**The Business meeting reconvened at 7:33 p.m.****Committee Reports**

- President Rossiter told the membership where we are for the Chapter of Excellence. We are one (1) point away from the required 14 points needed.

**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 with 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.
- Congratulations to Marion Phelps CAP, Angela Williams CPS, and Janie Dillard CPS for passing the CPS/CAP exam.
- Corresponding Secretary Nancy Talbert informed the members that Mitzi Scott, a longtime member of the Chapter, passed away. Services for her will be on January 9, 2009 and the information regarding the services is in the January newsletter.
- President Rossiter reminded the members that the next Professional Development Seminar will be March 14, 2009 at Viejas.
- We will be playing Reverse Bingo at next month's meeting to support the Retirement Trust Foundation (RTF). The cards will be offered, at two for \$5 and cash was requested for purchases.

**Drawings**

- The Board door prize of, "The Perfect Blend: Smoothies and Juices" cookbook, donated by President Gloria Rossiter CAP, was won by Brenda Barron.
- Below are the door prizes, some of which were donated by member Joann Basaldua, and their winners: opening night tickets to "Annie" won by Leticia Brito; \$25 gift card to Viejas won by Dr. Mary Leslie; Pasta Cookbook, won by Janie Dillard CPS; Delicious Pastries Cookbook, won by Leticia Brito; Delicious Wraps, won by Deborah Gunn CPS/CAP (given to Erika Lowery).
- The next Board meeting will be at Gloria Rossiter's home, on Wednesday, January 14, 2009, at 5:30 p.m. Anyone desiring to attend is asked to contact President Rossiter at 619-233-0161 or [Gloria.rossiter@vanir.com](mailto:Gloria.rossiter@vanir.com), for directions.

- The next Chapter meeting will be held at The Butcher Shop, 5255 Kearny Villa Road, San Diego, CA 92123, 858-565-2272 on Wednesday, February 4, 2009. Past Presidents will be recognized and honored. Noah Tafolla, host of Wonderland-San Diego on KPBS TV, will be presenting the program.

There being no further business, the meeting was adjourned by President Rossiter at 7:48 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: Darla Wilson, 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"

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**  
**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

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 **SAVE THE DATE**

IAAP Professional Development Seminar  
Saturday, March 14, 2009  
Viejas - Dreamcatcher

Breakfast & Program  
Details to follow

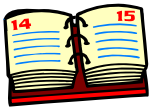
RSVP: Marion Phelps CPS/CAP  
619-400-2784  
mphelps@san.org

## 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.

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## DATES TO REMEMBER!

|                   |                                                                                                                   |
|-------------------|-------------------------------------------------------------------------------------------------------------------|
| February 4, 2009  | February Dinner Meeting—The Butcher Shop ♦ Speaker: Noah Tajolla of KPBS; Past Presidents' Appreciation Month     |
| February 11, 2009 | Board Meeting—Location: Gloria Rossiter's Home                                                                    |
| 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 11, 2009    | Board Meeting—Location: TBD                                                                                       |
| March 14, 2009    | Professional Development Seminar—Viejas DreamCatcher Room                                                         |
| April 1, 2009     | April Dinner Meeting—Handlery Hotel & Resort ♦ “Business Etiquette”                                               |
| April 8, 2009     | Board Meeting—Location: TBD                                                                                       |
| 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: TBD                                                                                       |
| June 3, 2009      | June Dinner Meeting—Location TBD ♦ Officer Installation                                                           |
| June 5-7 2009     | California Division Education Conference & Annual Meeting—Location Riverside Marriott Hotel ♦ Riverside, CA       |
| 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                                                   |



# Wonderland San Diego

Noah Tafolla, Host

## Past President Recognition



### Dinner Meeting Notice

**February 4, 2009**  
5:00 p.m. Networking  
6:00 p.m. Dinner  
7:00 p.m. Program  
The Butcher Shop  
5255 Kearny Villa Road  
San Diego CA 92123  
858/565-2272

*FREE parking*

### Dinner Menu

Mixed Garden Green Salad  
Entrée: Petite Cut Prime Rib with Au Jus and  
Horseradish  
Vegetarian: Mediterranean Vegetable Fettuccini –  
capers, fresh tomato and broccoli with garlic and  
herbs topped with Feta cheese  
Dessert: German Chocolate Cake

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

**Guest Dinner Reservations MUST Be Paid By Friday, January 30, 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\***





**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**