



Through the Bay Window



Volume VIII, Issue 12

San Diego Chapter

October 2008

Meeting Reminder

Wednesday, October 1, 2008
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

“Prop Talk”

Betty Schulman
League of Women Voters

Dates to Remember

October 4, 2008 - Multi-Chapter
Symposium – Wyndham Anaheim
Park Hotel, Fullerton, CA

October 14, 2008 - Bosses' Day
Luncheon, Harbor House at
Seaport Village

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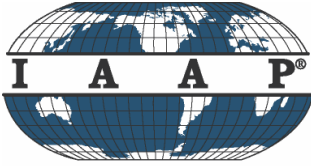
MESSAGE FROM THE BOARD

By: Valerie Costantini, Recording Secretary

As I sit here in the last waning hours before the deadline for me to get this article submitted, I am racking my brain trying to find a topic for my Board member article. I am thinking back over the last few months, I am thinking forward to the months ahead . . . still nothing. I have spent my free time over the last few days trying to think of something to write that would have an impact or help someone or encourage someone and here I am, hours before this is due, still trying to think of something.

What have I done over the last few months that I can talk about? What do I have coming up in the next few months that would benefit the members? The answer to both those questions is “not much”. You see, I was laid off. I am unemployed. I have sent at least one resume out to a job posting every working day since April. I did some interviews in June; got no phone calls but some rejection emails in July, and then things started to pick up in August. I was getting calls, I was getting interviews, I was getting second interviews, but I wasn't getting offers. Now it is September and I am still “on vacation.” Why? I don't know if you have been in the position to be looking for a job recently, but if you haven't, let me enlighten you. There are literally hundreds of people out of work in San Diego. There are literally 200 or 300 or 400 or even 500+ people sending resumes to one job posting. And every one of those 500+ people is qualified -- some more than others, but all qualified.

Why am I telling you this? I am telling you this because I want to encourage you to take advantage of every opportunity to advance your skills and knowledge. I am telling you this so that if you are looking for a job right now or think you may be in the near future (which I do not recommend!), that you have some insights into how you can be one step up from your competition. Nowadays everyone (or nearly everyone) has computer skills. You need to have expert computer skills. Obtain Microsoft Certification. Sign up for computer classes through Continuing Education at one of the local colleges, especially if you haven't used an application in awhile. Attend training seminars for computer applications, leadership skills, and management skills. Obtain your CPS/CAP certification. Take a resume writing seminar. This is your first step to getting in the door. Most hiring managers or HR people only look at the top third of a resume before deciding if the person is a good candidate. Make sure your resume grabs them immediately. Also, some companies use computer programs that go through resumes searching for particular words or phrases. Tailor your resume to each position you are applying for and use some of the words or phrases used in the job posting. Have a good cover letter. **STAY POSITIVE.** Even if you are discouraged by the sheer number of resumes you have sent out; even if you haven't gotten a single call in two weeks; even if you have been passed up for every job you have interviewed for; **STAY POSITIVE.**



International Association of
Administrative Professionals®

The San Diego Chapter of IAAP
is sponsoring a



BOSSSES' Day Lunch

Tuesday, October 14, 2008

11:30 a.m. – 1:00 p.m.

Harbor House Restaurant, Seaport Village
831 W. Harbor Drive, San Diego, CA
(619) 232-1141

“Certification....Excellence in Action and other IAAP Facts”

Presented by Karlana Rannals CAP
IAAP International Treasurer

Cost: \$25.00 per person
2 hours validated parking

Please RSVP by Tuesday, October 7, 2008



Yes, I/we would like to attend the Bosses' Day lunch. Entrée choices: Mahi Mahi grilled and served with macadamia nut sauce, Penne Pasta with shrimp, or Vegetarian Penne Pasta. Please designate entrée with name(s):

Circle One

Name: _____ (Boss/Member) Entrée: _____

Name: _____ (Boss/Member) Entrée: _____

Name: _____ (Boss/Member) Entrée: _____

Number of attendees _____ at \$25.00 each = \$_____.

Please make checks payable to **San Diego Chapter IAAP**. Mail this RSVP form and your check to Deborah Gunn CPS/CAP, c/o SANDAG, 401 B Street, Suite 800, San Diego, CA 92101-4231, by **Tuesday, October 7, 2008**. If you have any questions, please contact Deborah at 619/699-1912 or dgu@sandag.org.

WELCOME OUR NEW MEMBERS!



Liza Anderson – Port of San Diego
Josephine Rowe – Senomax
Sherryl Crochet – San Diego County Regional
Airport Authority
Shelly Steward – Barney & Barney



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MEMBERSHIP COUNT – TOTAL MEMBERSHIP: 94

Professional Members: 77
Professional Merited Members: 10
Student Members – 3
Associate Members – 4

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NEW MEMBER BIOS:

SHERRYL CROCHET has 15 years of high-level administrative experience, including 4-1/2 years with the San Diego County Regional Airport Authority. She was recently promoted to Management Analyst in the Information Technology Department. Sherryl currently attends National University and is working towards a degree in Business Administration with a minor in Information Technology. She has only three more classes to get her degree. Sherryl was born in New Iberia, Louisiana, and moved to San Diego in 1986. Her hobbies are hanging out with her two dogs, Coco and Jojo, and trying to start bike riding.

SHELLY STEWARD has been an administrative professional for 22 years and possesses a mastery of skills that has been an asset to Barney & Barney and various other organizations. Her valuable skills and professionalism have enabled her to excel in her administrative professional career. Shelly has a broad spectrum of administrative experience, with an expertise in Desktop Publishing. At Barney & Barney, Shelly is the Publications Department leader, where she successfully exercises her creativity and leadership abilities. She is the Microsoft Office instructor for Barney & Barney University, an internal training program for employees. She is working towards her Microsoft Office Master Instructor certification which will be completed in October. As a member of the Wellness Committee, Shelly is part of a team committed to lowering medical expenses and enhancing Associates’ health through the Be365 “*Formula for a Healthy Life*” program, developed by Barney & Barney.

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CHAPTER MEETING MINUTES

Wednesday, September 10, 2008

The regular monthly business meeting of the San Diego Chapter was held at The Handlery Hotel & Resort, 950 Hotel Circle North in San Diego, California, 92108, the evening of Wednesday, September 10, 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 at 6:05 p.m. President Rossiter welcomed the following guests: Jackie Hannah and Angie LaCarte, California Division Treasurer and Chapter Contact. Member Tessa Wright 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 Josephine Rowe from Senomax as a new member. Marge also thanked renewing members Cindy Garafalo CPS and Erika Lowery for their continued membership and support.

Approval of Minutes

The minutes of the August 2008 business meeting, as published in the September newsletter will be submitted and accepted by the members at October's meeting. This is due to the lateness of the publication of the newsletter.

Approval of Treasurer's Report

President Rossiter indicated that the Treasurer's Report had been sent to members electronically for their review. The report dated August 31, 2008, was accepted and will be submitted. Treasurer Williams noted that the copy of the Treasurer's Report that was sent electronically included the revenue from the Ways & Means committee in the total revenue for the August meeting. The hardcopy version of the report that is on the tables has the Ways & Means revenue listed separately. As a note, the Treasurer's Report for October will be submitted and accepted at November's meeting because the October meeting falls on the first day of the month.

Suspend Meeting for Dinner

President Rossiter suspended the meeting at 6:14 p.m.

Program: Chapter and Member of Excellence Program Panel: Facilitated by President Rossiter. The panelists are: Angie LaCarte, Division Chapter Contact; Deborah Gunn CPS/CAP, Past President; Nancy Talbert, Corresponding Secretary; and Angela Williams, Treasurer.

The Business meeting reconvened at 7:33 p.m.

Committee Reports

- International Scholarship winner Marion Phelps CPS gave her report on her experience at the International Convention held in New Orleans. She gave a quick synopsis of the speakers she saw and shared some of her gifts with members of the Chapter.
- Educational Seminar, September 20, 2008 at Courtyard by Marriott Liberty Station. Topics and speakers include Healthy Conflict by Cheri Pierre, Pierre Associates (Palomar Chapter member) and Essential Business Etiquette by Cynthia Lewis, SDCRAA.

- Boss's Day Lunch will be on Tuesday, October 14, 2008, at the Harbor House in Seaport Village. International Treasurer Karlana Rannals CAP will talk about certification and the benefits to our bosses.

Announcements/Upcoming Events

- The Multi-Chapter Symposium will be held October 4, 2008. Information on this event has been sent to members.
- Next month we will be having a 50/50 raffle to raise funds for the Retirement Trust Foundation, so everyone remember to bring cash if you will be purchasing tickets.

Drawings

- The Board door prize of two tickets to either the Zoo or the Wild Animal Park, donated by Vice President, Membership Chair Marge Suess CPS, was won by Susie Ross.
- The Opportunity Drawing of a Creole & Cajun cookbook, donated by Baker & Taylor Inc, was won by Marion Phelps CPS; a Bon Appetit cookbook and a subscription to the magazine, also donated by Baker & Taylor Inc., was won by Josephine Rowe; a \$50 gift certificate to the Sage Restaurant at Barona Valley Ranch Resort; EvE Bond CPS claimed the prize for Marge Suess CPS; a gift certificate for See's Candies, donated by Adelina Valles, was won by Erika Lowery; and finally, a gift certificate for any buffet at Barona Valley Ranch Resort, donated by Barona, was won by Tessa Wright.
- The next Board meeting will be at Gloria Rossiter's home, on Wednesday, September 17, 2008, 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, San Diego, CA 92108, 619-398-8333 on Wednesday, October 1, 2008. The program topic will be "Prop Talk" by Betty Schulman, League of Women Voters.

There being no further business, the meeting was adjourned by President Rossiter at 7:51 p.m.

Submitted by: Valerie Costantini, Recording Secretary

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.

San Diego Chapter Strategic Plan

Your Board of Directors along with the committee chairmen met in July to develop our goals for this year. The updated Strategic Plan was distributed via email in September. This strategic plan was first developed last August (2007) after the Chapter "built" our foundation. I look forward to working with all of you as members to meet the goals set by our Chapter leaders.

Gloria B. Rossiter CAP
Chapter President

2008 Certification Conference

Don't miss this!

Mark your calendars now for the 2008 Certification Conference, and watch the main IAAP website after late June for further details.

2008 Certification Conference will be held October 19-22, in Denver CO. Hotel reservations can be made now at the Denver Grand Hyatt; phone 800-233-1234. Identify yourself as an attendee of the IAAP Certification Conference to receive room rates of \$179 single/double or \$189 triple/quad (plus taxes). For a look at the hotel, [click here](#).



Complete Conference details are available on the main IAAP website [here](#). Registration opened June 1 for those who have an active CPS or CAP rating; early bird fees will be \$495 for active CPS and CAP holders who are members of IAAP, and \$575 for nonmembers. Starting August 1, space permitting, registration will open for those who are not certified; fees will be \$575 for IAAP members and \$680 for nonmembers.

The 2008 Certification Conference will provide top-notch educational sessions, valuable networking opportunities, and a time to relax and have some fun. Make plans now to attend and learn as we look at the environment in the workplace.

Active CPS and CAP holders who attend the entire Conference will receive 15 recertification points.

Don't miss the chance to take advantage of this excellent educational opportunity and great chance to network with other administrative professionals who face the same challenges. The annual Certification Conference is also a great way for active CPS and CAP holders to earn some of those much needed recertification points.

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MARK YOUR CALENDAR FOR OPT MENTOR NIGHT: OCTOBER 23, 2008

Please plan to join the Office Professional Training (OPT) program students and graduates at Mentor Night on Thursday, October 23, 2008, at 5 p.m. in the Grossmont College Student Center (cafeteria).

The students will put on a delicious buffet dinner, and you will have opportunities to interact with current and past students who are entering the administrative profession. Many students have been out of the workforce and need a “real-life perspective” on the job responsibilities and employer expectations of administrative professionals. You can help! Please contact Lou Atienza CPS at (619) 400-2664 or latienza@san.org or Mary Leslie (619) 644-7533 or Mary.Leslie@gcccd.edu to sign up to mentor a student.

Mentoring can be a rewarding experience. Help a student “learn the ropes” of your profession. Suggested activities include: frequent “how are you doing?” phone calls and/or emails, an occasional cup of coffee or lunch, a tour of your office, or perhaps an opportunity to “shadow” you on the job. More than anything, our students need encouragement and positive motivation. Most of them are turning their lives around and/or trying to overcome some very significant barriers. Together, we can help them “OPT for Success.”



“RUN TO RIVERSIDE IN 2009”

Reminder: Earn your way to the 57th 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 **57th 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:

- Attend as many Chapter dinner meetings as you can (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.*

Clarification: The winner will be reimbursed for up to \$600 for expenses including the registration fee, mileage, hotel and meals to attend the 2009 57th California Division Meeting.



San Diego Chapter 2009 International Convention Scholarship

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 member participation in this program is not well received this year, this "contest" may be replaced next year. Your Board has been considering other ways to "give back" that would benefit more than one member. Just remember, this contest was developed to promote leadership within our chapter and we would hope the recipient of this award would volunteer to be a committee chair or Board member within a year of award. We have one major change this year from previous years: The Board members are eligible to apply for this scholarship.

In the past, if a Board Member wanted to attend a convention they would have to pay their own way; with the exception of our delegate and alternate. As active members of our Chapter, with the same financial issues as other members, we felt (along with our Division contact and other outside chapter contacts) that this constraint was not equitable to our Board members.

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 huge number of applications for this scholarship.**

Gloria B. Rossiter CAP
Chapter President



DATES TO REMEMBER!



October 1, 2008	October Dinner Meeting—Handlery Hotel & Resort ♦ <i>“Prop Talk”</i>
October 4, 2008	Multi-Chapter Symposium—Wyndham Anaheim Park Hotel ♦ Fullerton, CA
October 14, 2008	Bosses’ Day Luncheon—Harbor House at Seaport Village
November 5, 2008	November Dinner Meeting—Handlery Hotel & Resort ♦ <i>“Sustainability & You”</i> Chapter Food Drive
November 7-8, 2008	CPS/CAP Exam Dates
December 3, 2008	December Dinner Meeting—Marriott Mission Valley ♦ <i>“Holiday Entertainment”</i> Chapter Silent Auction & Toy Drive
January 7, 2009	January Dinner Meeting—Handlery Hotel & Resort ♦ Members’ Appreciation Month
February 4, 2009	February Dinner Meeting—The Butcher Shop ♦ Past Presidents’ Appreciation Month
March (TBD)	Professional Development Seminar—Viejas Dream Catcher Room
March 4, 2009	March Dinner Meeting—Handlery Hotel & Resort ♦ <i>“Avery Presentation”</i>
April 1, 2009	April Dinner Meeting—Handlery Hotel & Resort ♦ <i>“Business Etiquette”</i>
April 22, 2009	Administrative Professionals’ Day Luncheon—Location: TBD
May 6, 2009	May Dinner Meeting—Handlery Hotel & Resort ♦ <i>“Mini Expo”</i> Chapter Annual Meeting
June 3, 2009	June Dinner Meeting—Location: TBD ♦ Officer Installation

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IAAP

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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“Prop Talk”

Betty Schulman
League of Women Voters



International Association of
Administrative Professionals®

DINNER MEETING NOTICE

October 1, 2008

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

Crisp Garden Salad

Pork Loin w/Port Mushroom Glaze

Vegetarian: Cheese Stuffed Manicotti

w/Marinara & Cream Sauce

Dessert: German Chocolate Cake

Door Prizes

FOR RESERVATIONS, PLEASE RSVP TO: **Darla Wilson CAP, Dinner Chair**

Via E-mail: dwilson@jmirealty.com. All reservations will be confirmed! **If you do not receive a confirmed reservation via e-mail, please telephone Darla at: 858-350-4826.**

Via Phone: (858) 350-4826. **Members** may make reservations by phone. Please leave your name, and phone number.

Via Mail: c/o JMI Realty, 12265 El Camino Real, Suite 300, San Diego CA 92130

Guest Dinner Reservations MUST Be Paid By Friday, September 26, 2008.

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

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

**2008 MULTI-CHAPTER
SYMPOSIUM**

International Association of Administrative Professionals®

**Saturday, October 4, 2008
8 a.m. — 3 p.m.**

**Wyndham Anaheim Park Hotel
222 W. Houston Avenue, Fullerton, CA
92832
714.992.170**



**International Association of
Administrative Professionals®
Multi-Chapter Symposium**

**Register online today at:
www.iaapmcs.com**

Excellence in Action: Bridging the Gap

Debra LaCroix:

**“Managing the Multi-Generational Workplace
Culture”**

Milo Shapiro:

“You Gotta Fail ...To Succeed!”

Women Helping Women



Hosted by the following Chapters:

Bahia - Citrus Valley - Orange Empire - Stellar - Valencia-Orange County



International Association of
Administrative Professionals®



It is with great pleasure that we invite you to join us as we celebrate the chartering of Crystal Springs Chapter, International Association of Administrative Professionals (IAAP).

*Thursday, October 16, 2008
Social time-5:45 p.m. Dinner-6:30 p.m.
El Rancho Inn
1100 El Camino Real
Millbrae, CA
(650) 588-8500*

*Cost: \$40 per person
Menu: Spinach salad with vinaigrette dressing
Choice of entree
London Broil
Chicken Marsala
Grilled Salmon with Orange Saffron Sauce
Amaretto Mousse Cake
Coffee or Tea*

Please send your check, made payable to Crystal Springs Chapter, IAAP, to Crystal Springs Chapter, IAAP, Post Office Box 5672, South San Francisco, CA 94083 by Friday, October 10, 2008. Your reservation will be confirmed by phone or e-mail.

Name _____ Guest's Name _____

Menu selection _____ Guest's Selection _____

Phone Number _____ E-mail address _____