

HOLIDAY PARTY & SILENT AUCTION

Wednesday, December 1, 2010

The Butcher Shop

5255 Kearny Villa Road

San Diego CA 92123

Self or Valet Parking

5:00 pm Check-in, Holiday Buffet,

Silent Auction & Entertainment by

We Are Dickens!

CHECK OUT OUR WEBSITE!

Remember, when you “read” *Through the Bay Window* from our website (www.iaap-sandiego.com) you should also check for new leadership and communication tips, RTF Information, special event notifications, plus much more!

Also, if you have any ideas on other information you would like to see on our website, give your idea to someone on the Board. Remember, this is your “site” as well as your newsletter.

IAAP SAN DIEGO CHAPTER

P.O. Box 882521

San Diego CA 92168-2521

www.iaap-sandiego.com



MESSAGE FROM THE BOARD

By: Michelle Posada, Recording Secretary

A Helping Hand

For many of us, the holidays are about spending time with family and friends and giving thanks. For others, the holidays seem like a good time to give back to the community or help those who are less fortunate than us. Although it is a wonderful thing to give back and help out during the holidays, we must not forget that lending a helping hand is important *ALL* year long. Our society has become more and more about “Helping yourself, because no one else will”, but what ever happen to helping others? We all share the common goal of being successful in our careers, but what about being successful in our lives? I am a firm believer of the saying “the more you give, the more you get back.” I know we get caught up in our daily chores and tasks; get the kids ready for school, go to work, fight the traffic, come home, cook dinner, put the kids to bed... and by that time it is hard to find little time for yourself. But it is so important to remember the greater picture here.

There are many opportunities for us to help others or help our community, and by doing so, we will not only feel good about ourselves, but we will have helped someone else feel good. And if you feel good and others around you feel good, good things tend to happen and we all become successful in our own personal ways!

If you have little time to volunteer or find it hard to get away from your busy schedule, there are still ways you can help! You can help by donating food to your local food banks, or donating books to your local schools or book drives. You can help by donating old clothes and items to local shelters or Goodwill. There are also drives such as the suit drive that we do within our IAAP San Diego Chapter.

If you do have time to volunteer, find charities or organizations that you have a passion in. This is a great way to help and feel good about the cause you are helping. If you are an animal lover, volunteer your

PUT THESE ON YOUR CALENDAR!

- December 1 – Silent Auction & Holiday Entertainment: Butcher Shop
- December 7 – Hosted Happy Hour: Residence Inn
- January 5, 2011 – Dinner Meeting: The Butcher Shop

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NEW MEMBERS:

Barbara Davies, San Diego Foundation
Sheila Mosley, Biogenidec

TOTAL MEMBERSHIP—84

Professional Members - 71
Professional Merited Members - 8
Associate Members - 4 | Student Members - 1

Welcome New Members

DECEMBER BIRTHDAYS & IAAP ANNIVERSARIES

ANNIVERSARIES

Velva "Lee" Hodge, CPS
Gwen Lievano, CPS
Eunice Oliver
Lori Poore, CAP
Marge Suess, CPS
Nancy Talbert
Anita Tindal, CPS

*Best wishes
to everyone cele-
brating a
birthday
or an
anniversary!*

BIRTHDAYS

Cindy Garofalo, CPS/CAP (21)
Eunice Oliver (nn)

Sara Everding started her working career while in high school with a position as a sales clerk in the gift shops at the San Diego Zoo. Fourteen years later she is still working to support the mission of the Zoo as a Senior Administrative Assistant, providing support for the Chief Development and Membership Officer, Director of Individual Giving, and the Foundation of the Zoological Society of San Diego. She cannot imagine working anywhere else and considers herself a Zoo "lifer."

Sara holds an associates degree in Business Administration from San Diego Mesa College. Looking to increase her skills and knowledge to further her career as an admin brought her to IAAP. Sara is aiming for a CAP designation in 2011 and looks forward to sharing what she learns, and what IAAP has to offer, with her team of development administrative assistants at the Zoo.

Board from page 1

time at a local animal shelter. If you are a nature lover, volunteer your time with Parks and Recreation or with a local nature preserve. If you are limited with the amount of physical volunteering that you can provide, there are many shelters and organizations that need administrative help. You can provide your secretarial or administrative knowledge and skills to help in the office.

There are so many different ways to give back to the community and to help people less fortunate than you. Please try to lend a helping hand all year long! And remember.... It's about the bigger picture!

You may also contact Yolanda Sevilla, CAP, IAAP Community Service Committee Chair or myself, Michelle Posada, to get involved in upcoming Community Service events through the IAAP San Diego Chapter.

YOUR BOARD OF DIRECTORS

Deborah Gunn, CPS/CAP, President
Marge Suess, CPS, President-Elect
Sue Gannon, CAP, Vice President
Michelle Posada, Recording Secretary
Tessa Wright, Corresponding Secretary
Jackie Lewis, CPS, Treasurer



SAN DIEGO CHAPTER MEETING MINUTES WEDNESDAY, OCTOBER 4, 2010

The Business and Dinner Meeting of the San Diego Chapter was held at The Butcher Shop, in San Diego, California, the evening of Wednesday, November 3, 2010. The following officers were present:

President Deborah Gunn, CPS/CAP
 President-Elect Marge Sues, CPS
 Vice President Sue Gannon, CPS/CAP
 Recording Secretary Michelle Posada
 Corresponding Secretary, Tessa Wright
 Treasurer Jackie Lewis, CPS

Business Meeting

President Deborah Gunn called the meeting to order at 6:04 p.m. President Deborah Gunn led the attendees in the Pledge of Allegiance.

Networking Activity

Corresponding Secretary Tessa Wright gave members a fruit card as they first entered the meeting. Members were asked to sit at the table that corresponded with their fruit card. This activity gave members a chance to sit at a table with other members they may have not met yet. At each table Corresponding Secretary Wright had a basket of *Legos*. The members at each table were asked to build something with their *Legos* then share what they built.

Membership Renewals

Vice President/Membership Chair Sue Gannon, CAP, introduced new member, Sara Everding, with the San Diego Zoo. Vice President Gannon also provided membership cards to the following renewing

members: Nancy Clarke; Judy Dolan; Shirley King, CPS; Dr. Mary Leslie; Jackie Lewis, CPS; Gwendolyn Lievano; Eunice Oliver; Lori Poore, CAP; and Rachel Lynch.

Approval of Minutes

President Gunn asked if there were any corrections to the October 6, 2010 business meeting minutes, which were previously distributed to the membership via e-mail and the chapter newsletter, *Through the Bay Window*. The minutes were approved with no corrections.

Acceptance of Treasurer's Report

President Gunn asked if there were any corrections to the Treasurer's report ending October 31, 2010, previously distributed to the membership via email. The Treasurer's report was accepted and will be filed.

Announcement

Rachel Lynch, Residence Inn, announced a complimentary After Work Happy Hour on Thursday, December 9, 2010, from 5:30-7:30 p.m., at the Residence Inn at 1747 Pacific Highway, San Diego, CA 92101. Contact: Rachel Lynch, 619-744-4121 or Rachel.lynch@dimdev.com.

The meeting was adjourned for dinner.

Program

Kristine Hilly introduced our speaker, Hal Dunning, with Barney & Barney, to provide the program, *Financial Statement Overview for the Layman*. Mr. Dunning explained that accounting is extremely logical and in double entry accounting everything must balance.

Raffle Prize Drawings

The raffle prize, a \$25 restaurant gift card, was won by EvE Bond, CPS.

Board Door Prize

The Board Door Prize, a \$25 gift card, donated by Vice President Sue Gannon, CAP, was won by Kim Docken.

Free November Dinner Meeting

The drawing for a free dinner meeting, next month, was won by Yolanda Sevilla, CPS.

Announcements

Judy Dolan wished well the chapter members who signed up to take the CPS/CAP exams this week-end. She said there is a segment on accounting in the CPS exam, so if members are not acquainted with accounting they might want to take the online class offered by Palomar and Mira Mesa Colleges to help prepare for this exam. Judy proctors the CPS/CAP exams. She also will be presenting a program on Certification at the January 2011 chapter meeting, in time for members to sign up in February for the May exams.

We were reminded of the payment plan for those interested in attending the 2011 California Division Annual Meeting. President Deborah Gunn, CPS/CAP, also reminded attendees that the chapter has a scholarship program for this conference for 10 members who meet the criteria (participate in some level in the chapter and attend at least 5 chapter meetings out of the 8 held between August 2010 and March 2011). We look forward to sending 10 of our chapter members to this conference, which will be held in San Diego.

There being no further business, the meeting was adjourned by President Gunn at 7:55 p.m.



CHAPTER CONTESTS & INCENTIVES

Perfect Attendance

There will be \$25 awarded to each member who has perfect attendance from the August 2010 chapter meeting through the April 2011 chapter meeting. These awards will be presented at the May 2011 chapter meeting.

New Member Recruitment

Each member who recruits a new member will receive a \$10 discount off their next month's chapter meeting dinner price (\$25 rather than \$35). Recruitment is verified with your name and membership number on the new recruit's membership application.

Dinner Meeting Contest

Each month, one member's name will be drawn to receive their next dinner meeting free of charge; however, it has to be the next consecutive chapter dinner meeting. If for some reason the member cannot attend the next chapter meeting, another name will be drawn. This award will be drawn for each of the 11 chapter dinner meetings.

Renewing Membership

Each member will receive a \$5 gift card when they renew their annual membership.

RECERTIFICATION FOR CHAPTER PROGRAMS

This is a reminder that one of the criteria for the Chapter of Excellence designation is to have 60 percent of our chapter programs provide recertification points. To be eligible to receive a recertification point, the chapter program must adhere to the topics contained in the CPS/CAP exam outlines and be at least one hour in length.

So, over the past couple of years, in order to meet the Chapter of Excellence criteria, we have been offering programs that provide recertification points; hence the longer chapter programs. While this does cause our chapter meetings to last a little longer, the recertification points help those members who are certified to gain the necessary points to keep their designations. So, providing recertification points through our chapter programs is a service to many of our members.

Deborah Gunn, CPS/CAP, President, San Diego Chapter,

UPDATE YOUR PROFILE!

Please make sure your contact information is correct at www.iaap-hq.com. Check in your profile that your contact information (address, phone numbers and e-mail address) is correct. If you have any questions on this process, please contact: **Sue Gannon, CAP at (858) 513-1316.**

2011 ANNUAL CALIFORNIA DIVISION MEETING SCHOLARSHIP PROGRAM

The 2011 ACDM meeting will be held in San Diego. Therefore, the Board has decided to forego a scholarship to the 2011 Education Forum and Annual Meeting in favor of using that money to pay the registration fee for ten chapter members to attend the ACDM conference.

Members interested in attending this conference will need to fill out an application and meet certain criteria (e.g., participate on a committee or in another chapter position and attend at least 5 chapter meetings from August 4, 2010 through March 2, 2011). If there are more than ten applications received that meet these criteria, then all names will be placed in a "hat" and ten names drawn. When a member's name is drawn for this scholarship, they must be willing and able to attend this conference. If a member is awarded this scholarship and then cancels after the meeting refund date, the member is responsible for reimbursing the chapter the total registration fee. This is a wonderful opportunity for chapter members to be able to attend this statewide conference.



EDITOR'S PLACE

Do you have an article you would like to have published?

Email it to gbrossiter@gmail.com by the 15th of any month and it will be published in the next available newsletter.

Do you wonder what the (??) next to some of our members' names under the Birthday section of our newsletter?

It means we don't have the day of the month they were born! If you haven't sent in your birth date yet, please send it now. If you don't, you will have (??) after your name in our newsletter.

And no one wants that right? Please take a moment to email Gloria with this information.

Do you have any comments, edits, complaints? Is there something you would like to see (or maybe not see) in your, yes YOUR, newsletter?

Email it to Gloria!

CALLING FOR SECRETARIAL ARTIFACTS

For the chapter's 60th Anniversary Celebration, February 2, 2011, the Committee thought it would be interesting to have a selection of secretarial artifacts on display. You know, those things we used to use to do our jobs such as manual typewriters, mimeograph machines, White Out (white and colored for use on multi-layered carbon forms), carbon paper, etc. You get the picture. I know that there are a number of us who may have some of these items in our closets, garages, or in a box somewhere. If you have any of these items that you'd like to share, please contact committee co-chairs Marge Suess, CPS (suessmarge414@gmail.com), or Shirley King, CPS (sanneking@aol.com). We appreciate your assistance with telling the history of our story!

Deborah Gunn, CPS/CAP, President, San Diego Chapter

MEMBER PARTICIPATION AWARD PROGRAM

This is a new program to provide an incentive for member participation. The form was sent to you by President Gunn for you to keep track of the points achieved during the year. This form is also available on our website (www.iaap-sandiego.com).

The member with the most points achieved by the May 4, 2011, chapter meeting date will be recognized at the June 2011 chapter meeting as the Chapter's **OUTSTANDING MEMBER** and will be awarded \$150.

MEMBERS OF EXCELLENCE

Do you want to join our 2010 *Members of Excellence* (MOE) in 2011? Go to *Member of Excellence* on our website for the criteria. If you have questions, ask any of our 2010 MOEs:

Eve' Bond, CPS

Janie Dillard, CPS/CAP

Sue Gannon, CAP

Cindy Garofalo, CPS/CAP

Deborah Gunn, CPS/CAP

Gloria Rossiter, CAP

Marge Suess, CPS

Ron Valles

Angela Williams, CPS

Tessa Wright

Have you submitted your online *Member of Excellence* application for 2011? If so, please

let your Chapter Board know!



DATES TO REMEMBER!

2010

December 1	Chapter Meeting— <i>Holiday Party & Silent Auction, Music by the We Are Dickens!, The Butcher Shop</i>
December 7	Hosted Happy Hour—Residence Inn

2011

January 5	Chapter Meeting— <i>Upcoming Changes to the IAAP Certification Program, The Butcher Shop</i>
February 2	Chapter Meeting— <i>Chapter's 60th Anniversary, Mission Valley Marriott</i>
February 15	Certification Application Submission Deadline
February 26	Professional Development Seminar, Viejas Dreamcatcher
March 2	Chapter Meeting— <i>15 Steps in Successful Special Event Planning</i>
March 6-9	Spring Conference, Hyatt Regency, Tampa, FL
April 6	Chapter Meeting— <i>Finding Success in Today's Job Market: Getting & Keeping a Job</i>
May 4	Chapter Meeting— <i>Annual Meeting & Mini Expo</i>
June 8	Chapter Meeting— <i>Officer Installation & Chapter Achievements</i>
June 10-12	California Division Annual Meeting, Mission Valley Hilton, San Diego
July 24-27	International Education Forum & Annual Meeting, Montreal, Quebec, Canada
October 9-12	Fall Conference, Sheraton Hotel & Marina, San Diego, CA

IAAP'S CORE VALUES...

INTEGRITY

We demonstrate this cornerstone of our profession through honesty, accountability and high ethical standards.

RESPECT

We create respect within our profession and association through listening, understanding and acknowledging member feedback.

ADAPTABILITY

We ensure the success of our association by embracing positive change and by nurturing diversity, creativity and visionary thinking.

COMMUNICATION

We cultivate and maintain excellence by remaining approachable at all levels, communicating openly and building strong relationships.

COMMITMENT

We are steadfast in our goals to develop learning opportunities for career-minded administrative professionals and to strengthen efficiency and effectiveness.

IAAP'S MISSION...

Enhancing the success of career-minded administrative professionals by providing opportunities for growth through education, community building and leadership development.



G

Get your CPS/CAP certification. Exam dates are November 5-6, 2010 and May 6-7, 2011. Call Janie Dillard, CPS/CAP, Education Chair, for more information: **(858) 626-7490**.

R

Recruit new members: there are recruiting awards available from CA Division and International. Check out our website for more information:

www.iaap-sandiego.com.

O

Opportunity for members to attend an education seminar, give back to your community with your fellow members, and to network with friends and colleagues each month.

W

Win a scholarship to the 2011 California Division Annual Meeting to be held in San Diego.

T

Track your information as a *Member of Excellence* – worksheet available on our website.

H

How to keep track of your recertification points – worksheet available on our website.



"UPCOMING CHANGES TO THE IAAP CERTIFICATION PROGRAM" by Judy Dolan, Palomar College



***One recertification point will be issued for this program**

DINNER MEETING NOTICE

JANUARY 5, 2011
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
Phone **(858) 565-2272**

Self or Valet Parking

DINNER MENU
Swordfish Macadamia
or
Chicken Mozzarella

Vegetarian:
Pesto Pasta

Door Prize

FOR RESERVATIONS, PLEASE RSVP TO: **Kim Docken, Dinner Chair**

Via E-mail: kim.docken@takeclass.com. All reservations will be confirmed! If you do not receive a confirmed reservation via email, please telephone **Kim** at 858-731-3503.

Via Phone: 858-731-3503. **Members** may make reservations by phone. Please leave your name and phone number. Reservations must be received by Wednesday, December 29, 2010.

Via Mail: Kim Docken, 12222 Rios Road, San Diego, CA 92128

Guest Dinner Reservations MUST Be Received and Paid By Wednesday, December 29, 2010.

Please Make Checks Payable to: **SANDIEGO CHAPTER-IAAP & mail with information below.**

MEMBER DINNER RESERVATIONS ONLY may be paid at the door.

ALL CANCELLATIONS RECEIVED AFTER THE RSVP DEADLINE

AND NO-SHOWS TO DINNER WILL BE BILLED!

(Please supply all information so that we may add your name to our mailing list.)

My check is enclosed for: _____ reservation(s) at **\$35** each for a total of \$ _____

Name: _____

Home Address: _____

Phone: _____ E-mail Address: _____

Swordfish Chicken Vegetarian

Visit our website: www.iaap-sandiego.com



Save the Date!



THE SAN DIEGO CHAPTER OF THE
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE
PROFESSIONALS
INVITES YOU TO ATTEND AN

Educational Seminar

Saturday, February 26, 2011
8:30 a.m. to 12:30 p.m.



The DreamCatcher Room @ Viejas
5000 Willows Road
Alpine, CA 91901
(800) 847-6537
Breakfast will be provided



THE COST FOR THIS EVENT IS \$35 PER PERSON
PLEASE RESERVE YOUR SPACE AT THIS EVENT AS SOON AS
POSSIBLE

For more information, please contact Letitia Olais
by phone (619) 994-4064 or Email (lettyomg@yahoo.com)

Recertification points have been approved

2011 AEF/CDM STIMULUS PLAN

A \$50 down payment is due on **October 31**, and **MUST** be received by **November 5th** in order for the plan to be in effect. A payment of \$50 will be due on the 15th of November, December, January, February, March and April. The final payment will be due by **May 15** and the amount will be forthcoming.

Payments are to be sent to California Division Treasurer Cherylinn Nicklas at the address below. Cherylinn will keep a spreadsheet with each attendee's name and the check number they paid with.

In order to take advantage of this offer, the first monthly installment must be received by **October 31**. If the first monthly installment is received by **October 31**, we will honor the lowest fee. Each monthly payment must be paid for by check and mailed as shown above. If monthly payments are not made, the fee structure will be based on the postmark date of the final payment as indicated in the brochure. All checks will be processed upon receipt.

Cancellations/Refunds

To cancel a reservation and request a refund prior to **May 1, 2011**, please send a written request to Cherylinn Nicklas at treasurer@iaap-ca.org. A cancellation fee of \$50 will apply. Refund will be sent via check. **No refund requests will be honored after May 1, 2011 - no exception**

Mail all payments to:
Cherylinn Nicklas
CA Division Treasurer
P. O. Box 1896
Duarte, CA 91009