



**FINANCIAL STATEMENT
OVERVIEW FOR LAYMEN**

Wednesday, November 3, 2010

The Butcher Shop
5255 Kearny Villa Road
San Diego CA 92123
Self or Valet Parking
5:00 – 6:00 pm Networking
6:00 pm Dinner
7:00 pm Program

**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: Tessa Wright, Corresponding Secretary

NETWORKING

The Board is once again focusing our efforts this year on leadership opportunities and succession planning. Our goal is to get every member involved with the Chapter in some way. I believe that to be successful in any organization, you have to take an active role.

Our Chapter has over 80 members; do you know all of them? I certainly do not! One of my tasks as a Board member is to organize a networking activity at each of our dinner meetings. These activities are designed to provide you with an opportunity to meet other members in the Chapter. One of my goals this year is to meet a new chapter member at each dinner meeting and find out something about them and their career path. I have been successful in this endeavor so far this year. My success is due in no small part to the networking activity at each meeting. By participating in these activities I am learning things not just about other members (such as who can tell a really good lie) but I also learn new things about myself (I do NOT lie well)! If you attended our meeting last month my side comments would make a lot of sense; just ask a member who did attend to explain. I also do not “mingle” well with others. Though I am naturally a very gregarious person I have always been very timid in large groups and new situations. Another goal of mine this year is to improve my “small talk” skills. It really is as simple as asking a question and then really listening to the other person’s answer, then asking a follow up question. Before you know it, you are having a conversation and enjoying the opportunity to make a new friend.

Another goal of our networking activities is to improve public speaking skills. It can be very difficult to speak in front of an audience,

**PUT THESE ON YOUR
CALENDAR!**

- November 3 – Chapter Meeting:
The Butcher Shop
- November 5-6, 2010 – Certification Exam
- December 1 – Silent Auction & Holiday
Entertainment: **Marriott Mission Valley**

IN THIS ISSUE:

2011 AEF/CDM Stimulus Plan	10
2011 Annual CDM Scholarship	4
Birthdays & Anniversaries	2
Call for Secretarial Artifacts	2
Chapter Contests & Incentives	3
Community Service Committee	8
Dates to Remember	6
Editor’s Place.....	5
GROWTH Chart.....	7
IAAP Core Values and Mission.....	6
Leadership.....	9
Members of Excellence	5
Member Participation Award Program ..	4
Meeting Minutes: October.....	3
Meeting Notice: December.....	10
Meeting Notice: November.....	9
Multi Chapter Symposium.....	5
New Members.....	2
Northern California Leadership PD	8
OPT 25th Anniversary Dinner.....	4
Recertification for Programs	4
Silent Auction Flyer	7
Southern California Leadership PD.....	7
Update Your Profile!.....	7
Your Board of Directors.....	2

Board Continued on page 2



No New Members this month

TOTAL MEMBERSHIP—91

Professional Members - 78

Professional Merited Members - 8

Student Members - 4

Associate Members - 1

Welcome New Members

your assistance with telling the history of our story!

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

Board from page 1

whether one of 35 people or of 350. At our dinner meetings you have the opportunity to speak in front of friends and acquaintances who will always be supportive and many of whom feel exactly the way you do! Every time I have to speak in front of a group of people, whether friends or strangers, I am terrified! But the very definition of courage is the recognition and overcoming of our fears. So be courageous! And take advantage of the opportunity during a networking activity to stand up, tell us your name, and improve your public speaking skills.

Meeting new friends and making new contacts, and new opportunities to improve our professional skills, isn't that why most of us have joined IAAP? The networking activity at each dinner meeting is very important to accomplishing those goals. I urge all of you, our members, to attend the monthly dinner meetings and participate fully in the networking activity. And bring a friend!

NOVEMBER BIRTHDAYS & IAAP ANNIVERSARIES

ANNIVERSARIES

Nancy Clarke
 Shirley King, CPS
 Dr. Mary Leslie
 Jackie Lewis, CPS
 Rachel Lynch (Associate)
 LuAnne Stalmer
 Suzanne Workman

Best wishes

*to everyone
 celebrating a
 birthday
 or an
 anniversary!*

BIRTHDAYS

Deborah Gunn, CPS/CAP (14)
 Nicki Jensen (20)
 Jackie Lewis, CPS (9)
 Christina Ray (23)
 Laura Stokes (18)
 Nancy Thomas, CPS/CAP (28)
 Ron Valles (11)
 Suzanne Workman (6)

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 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, October 4, 2010. The following officers were present:

President Deborah Gunn, CPS/CAP
 President-Elect Marge Suess 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 5:59 p.m. President Deborah Gunn led the attendees in the Pledge of Allegiance.

Networking Activity

Corresponding Secretary Tessa Wright asked members to write two truths and one lie about ourselves to share during the networking activity. The group must determine which is the lie.

Membership Renewals

Vice President/Membership Chair Sue Gannon, CAP noted that (Apyrl) Kim Madigan renewed her membership.

Approval of Minutes

President Gunn asked if there were any corrections to the September 1, 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 September 30, 2010, previously distributed to the membership via email. The Treasurer's report was accepted and will be filed.

Announcement

Dr. Mary Leslie from Grossmont College presented a certificate of achievement to Luanne Stalmer for being the first student of this last semester's OPT program to gain a job following completion of the OPT course. Congratulations, Luanne!

The meeting was adjourned for dinner.

Program

Kristine Hilly introduced the speaker, Arlene Lieberman, Principal with Barney & Barney LLC. Ms. Lieberman presented a program on, *Working with Different Generations in the Workplace*.

Raffle Prize Drawings

The raffle prize, four tickets to the Maritime Museum, was won by Joann Basaldua.

Board Door Prize

The Board Door Prize, a \$25 gift card to Bed, Bath and Beyond, donated by Vice President Sue Gannon, CAP, was won by Terri Esteban.

Free November Dinner Meeting

The drawing for a free dinner meeting, next month, was won by Joanne Owen.

Announcements

Newsletter Chair, Gloria Rossiter, CAP, asked for newsletter articles by October 10 in order to be able to publish the newsletter in a timely

manner. Sue Gannon, CAP, reminded everyone of the next Happy Hour on Monday, October 18, at Cozymel's at UTC.

There being no further business, the meeting was adjourned by President Gunn at 7:56 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.



OPT 25TH ANNIVERSARY DINNER

This year marks the 25th anniversary of the Office Professional Training (OPT) program at Grossmont College. Since 1985, this program has provided job training, counseling, and placement services to more than 2,100 individuals. Please join us for dinner as we celebrate this special milestone of this life-changing program:

Thursday, November 4, 2010

6-9 p.m.

**Ronald Reagan Center
195 East Douglas Avenue
El Cajon, CA 92020**

Dinner will be provided by West Coast Barbecue and Catering. Individual tickets are available for \$40, or your organization can sponsor a table for \$500 or \$1,000. All proceeds will benefit the Office Professional Training students. Please contact Mary Leslie (619 644-7533 or Mary.Leslie@gcccd.edu) to obtain further information or purchase tickets.

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,

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.

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!

2010 MULTI-CHAPTER SYMPOSIUM

This year's Multi-Chapter Symposium was held on Saturday, October 2, at the Richard Nixon Library in Yorba Linda. The following chapter members attended:

Deborah Gunn, CPS/CAP | Joanne Owen, CAP
Marge Suess, CPS | Eve' Bond, CPS
Cindy Garofalo, CAP | Gloria Rossiter, CAP
Judy Dolan | Kathy Striebel, CPS/CAP

One interesting note was that the room where the Symposium was held was an exact replica of the East Wing in the White House--very impressive!

There were two speakers at the Symposium. Bill Beausay spoke on "Personal Power and Creating Miracles When You're Done In, Fed Up and Stressed Out." He was a great speaker with lots of energy. His talk was for personal motivation and team building during stressful times, and creating an atmosphere of vision, focus, and opportunity finding. Marie Knight's presentation was "Climbing to the Top of the Jungle Gym - Career Advancement for Middle Managers." She said that the pathway to promotion at work is to S.H.I.N.E.: Serious (focus on the task at hand); Hardworking (always do your best); Indispensable (strive to be a key player); Nice (be sincere); and Enthusiastic (put passion and belief into your work). Both of these topics were interesting and very well presented.

There was also a vendor show offering many "freebies" to attendees, and a "welcome bag" with more goodies. A photographer took pictures of the individual attendees as well as group photos. See the photo of several of the Chapter attendees. Many attendees took advantage of the tour of the Nixon Library and his birthplace home following the symposium.

If you haven't attended a Multi-Chapter Symposium in the past, you should plan for it next year. It's always held on the first Saturday in October. Place this event on your schedule now! This is a great chance to network with other Admins in Southern California, hear some great speakers, and come away with a bag of goodies. What else could you ask for?

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



Attendees at the 2010 MCS

Top Row: Cindy Garofalo, CPS, Deborah Gunn, CPS/CAP, and Gloria Rossiter, CAP;

Bottom Row: Eve Bond, CPS & Marge Suess, CPS

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

November 3	Chapter Meeting— <i>Financial Statement Overview for the Layman</i> , The Butcher Shop
November 5-6	Certification Exam
December 1	Chapter Meeting— <i>Holiday Party & Silent Auction</i> , Music by the <i>We Are Dickens!</i> , The Butcher Shop

2011

January 5	Chapter Meeting— <i>Upcoming Changes to the IAAP Certification Program</i> , The Butcher Shop
February 2	Chapter Meeting— <i>Chapter's 60th Anniversary</i> , Mission Valley Marriott
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.

San Diego Chapter
International Association of Administrative Professionals®

Silent Auction

Get your holiday shopping done early!

Save the Date!
Wednesday, December 1

Join in the fun and bring an item to auction.

Examples of items to bring include:

- Wreath
- Candles
- Coffee and Mugs
- Figurines
- Floral Arrangements
- Baked Goods
- Books
- Holiday Decorations
- Bath & Beauty Products
- Bottle of Wine
- Gift Cards

This is a great opportunity for you to share your talents and showcase your wares!

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.

PASSION & PURPOSE
Leadership Development

Leadership Professional Development
Southern California

This is your chance to learn from the Leadership of your California Division!
You'll learn tips, trends, and techniques for leaders and for those considering leadership.
All members are encouraged to attend!

November 13
9:00 a.m.

Location:
Heekman Center World Headquarters
250 So. Kraemer Blvd.
Brea, CA 92822

Topics:
Networking
Leadership
Pathways to Excellence

Cost: \$15
to cover materials and lunch

Please RSVP to Angie LaCarte no later than November 10
Email: angielacarte@gmail.com



COMMUNITY SERVICE COMMITTEE

The Community Service Committee (CSC) has many wonderful activities which we hope you will join in, as part of our volunteer work.

First

Closet cleaning time! We are having a **professional-attire-drive** to benefit Grossmont College's OPT program. This is the Office Professional Training program which is coordinated by our own Dr. Mary Leslie. Please help her students succeed by donating your gently used, and clean professional clothing and shoes so they can interview, and land those jobs, with as much self-assurance as possible. We need for you to bring the clothing to our next IAAP meeting in November. Dr. Leslie will take them with her on that date as she needs them for November 12.

Second, and concurrently

It is time to start saving those **pink Yoplait yogurt lids**, again. Please enlist your coworkers, your neighbors and most of all your family to help you collect as many lids as possible. This will benefit breast cancer research, and with our help, one of these days no woman will have to go through the trauma of finding out she has breast cancer. Please bring your clean lids to our November and December IAAP meetings. Deadline for collection: Dec. 20, 2010.

Third, and concurrently

Please start setting aside any **books** you no longer need. Bring them to our meetings and give them to Michelle Posada. She will ensure they are delivered to *Words Alive* who in turn will distribute to various organizations and libraries. No X-Rated books, please!

Fourth, and concurrently

Check all those boxes you bring home from the grocery store! Cut out the **Box Tops for Education** and bring them with you to our meetings. We will find a school to benefit from being able to use the points for school supplies. You might note that some office supplies now have them on their wrappings too. So check at work, too.

With everyone's effort we can help our wonderful community!

Yolanda Sevilla, CAP, Committee Chair

2010-11 IAAP COMMUNITY SERVICE EVENTS SCHEDULE

Date	Organization	Activity	Lead
Sept 2 - Dec 22	"Save Lids to Save Lives" Susan G. Komen Breast Cancer Foundation	Collect pink Yoplait lids during the campaign period and bring to each meeting. This is something we can all do during the. It requires very little effort.	Yolanda Sevilla
Oct-Nov 2010	Grossmont College Office Professional Training Program	Collect women's business-type clothing and bring clothing to November meeting. Enlist colleagues & friends to contribute. Deadline: Nov. 10	Yolanda Sevilla
Oct 2010	San Diego River Park Foundation	Help clean San Diego by participating in a community clean-up day, which involves picking-up trash, and/or planting the shrubs or trees provided. For groups willing to commit to a minimum of 3 hours on assigned clean-up day	Dianne Berg
Dec 2010	San Diego Food Bank	Bring non-perishables to the IAAP Holiday Party.	Dianne Berg
March 2011	South Bay Community Services	Volunteer to do clerical support; home improvement; mentoring, tutoring, be a guest speaker, give childcare, or help sorting donations, etc.	Michelle Posada
April 2011	Grossmont College Office Professional Training Program	Bring old cell phones to April meeting. Enlist colleagues & friends to contribute. This helps raise money for scholarships.	Michelle Posada
May 2011	SD Humane Society	Walking dogs, cleaning cages, etc.	Dianne Berg
All Year Long	Words Alive	Have a few book drives or have members bring books to each meeting.	Michelle Posada
All Year Long	Box Tops for Education	Cut-out stamps from packages, collect and bring to meetings.	Yolanda Sevilla

In Progress



Leadership Professional Development

Northern California

This is your chance to learn from the Leadership of your California Division!
You'll learn tips, trends, and techniques for leaders and for those considering leadership.
All members are encouraged to attend!

November 13
9:00 a.m.

Location:

William San Ramon Services
District Office (DSRSD)
7051 Dublin Boulevard
Dublin CA 94568



Topics:

Networking
Leadership
Pathways to Excellence

Cost: \$15

*to cover materials and lunch



Please RSVP to Barbara Rambow CPS/CAP
no later than November 10
Email: Barbara.rambow@gmail.com



LEADERSHIP

An Excerpt from "The Right to Lead"
by John Maxwell

What gives a man or woman the right to lead? It certainly isn't gained by election or appointment. Having position, title, rank or degrees doesn't qualify anyone to lead other people. And the ability doesn't come automatically from age or experience, either.

No, it would be accurate to say that no one can be given the right to lead. The right to lead can only be earned. And that takes time.

The Kind of Leader Others Want to Follow

The key to becoming an effective leader is not to focus on making other people follow, but on making yourself the kind of person they want to follow. You must become someone others can trust to take them where they want to go. As you prepare yourself to become a better leader, use the following guidelines to help you grow:

1. Let go of your ego. The truly great leaders are not in leadership for personal gain. They lead in order to serve other people. Perhaps that is why Lawrence D. Bell remarked, "Show me a man who cannot bother to do little things, and I'll show you a man who cannot be trusted to do big things."
2. Become a good follower first. Rare is the effective leader who didn't learn to become a good follower first. That is why a leadership institution such as the United States Military Academy teaches its officers to become effective followers first - and why West Point has produced more leaders than the Harvard Business School.

3. Build positive relationships. Leadership is influence, nothing more, nothing less. That means it is by nature relational. Today's generation of leaders seem particularly aware of this because title and position mean so little to them. They know intuitively that people go along with people they get along with.
4. Work with excellence. No one respects and follows mediocrity. Leaders who earn the right to lead give their all to what they do. They bring into play not only their skills and talents, but also great passion and hard work. They perform on the highest level of which they are capable.
5. Rely on discipline, not emotion. Leadership is often easy during the good times. It's when everything seems to be against you – when you're out of energy, and you don't want to lead – that you earn your place as a leader. During every season of life, leaders face crucial moments when they must choose between gearing up or giving up. To make it through those times, rely on the rock of discipline, not the shifting sand of emotion.
6. Make adding value your goal. When you look at the leaders whose names are revered long after they have finished leading, you find that they were men and women who helped people to live better lives and reach their potential. That is the highest calling of leadership – and its highest value.
7. Give your power away. One of the ironies of leadership is that you become a better leader by sharing whatever power you have, not by

saving it all for yourself. You're meant to be a river, not a reservoir. If you use your power to empower others, your leadership will extend far beyond your grasp.

Leadership isn't learned or earned in a moment.



"FINANCIAL STATEMENT
OVERVIEW FOR THE LAYMAN"
(WHAT YOU ALWAYS WANTED
TO LEARN HOW TO READ THOSE
FINANCIAL STATEMENTS)
by
Hal Dunning, Barney & Barney



DINNER MEETING NOTICE
NOVEMBER 3, 2010
5:00 p.m. - Networking
6:00 p.m. - Dinner
7:00 p.m. - Program

The Butcher Shop
5255 Kreamy Villa Road
San Diego, CA 92123
Phone (858) 565-2272

Solfer Vain Barbary

DINNER MENU
Filet of Salmon
or
Prime Top Sirloin

Vegetarian:
Steamed Vegetable Medley
Over Baked Potato

Door Prize

FOR RESERVATIONS, PLEASE RSVP TO: **Kim Docken, Dinner Chair**
Via E-mail: kim.docken@takedad.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 Friday, October 29, 2010.**
Via Mail: Kim Docken, 1222 Rios Road, San Diego, CA 92128
GUEST DINNER RESERVATIONS MUST BE RECEIVED AND PAID BY FRIDAY, OCTOBER 29, 2010
Please Make Checks Payable to: SAN DIEGO 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 _____ Email Address _____

Salmon Top Sirloin Vegetarian

Visit our website: www.iaap.sandiego.com



San Diego Chapter
International Association of Administrative Professionals

Holiday Party & Silent Auction

Live Entertainment by
We Are Dickens!

DECEMBER MEETING NOTICE
DECEMBER 1, 2010

Please bring a handmade or store-bought item for the Silent Auction. Examples: baked goods, holiday decorations, bath & beauty products, candles, bottle of wine, gift cards, etc.

5:00 P.M. Check-In, Silent Auction, Holiday Buffet,
Entertainment by *We Are Dickens!*

The Butcher Shop
5255 Kearny Villa Road
San Diego, CA 92123
Phone (858) 565-2272
Self-or valet parking

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

Via E-mail: kim.docken@iaapca.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 Friday, November 19, 2010.**

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

Guest Dinner Reservations MUST Be Received and Paid By Friday, November 19, 2010

Please Make Checks Payable to: **SAN DIEGO 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: _____ reservations(s) at **\$35** each for a total of \$ _____

Name: _____

Home Address: _____

Phone: _____ E-mail Address: _____

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