



**PUBLIC SPEAKING
MADE EASY**

Wednesday, August 4, 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 88251
San Diego CA 9216/-2521
www.iaap-sandiego.com



MESSAGE FROM THE BOARD

By: Marge Suess, CPS, President-Elect

IAAP - EFAM REPORT

I have just returned from Boston where I represented the San Diego chapter as Delegate to the 65th Education Forum & Annual Meeting (EFAM). The conference began on Sunday, July 18, and concluded with the banquet on Wednesday, July 21. The first two days were devoted to the business sessions and Office Expo. The third and fourth days were made up of a variety of educational workshops. The host hotel was the Sheraton Boston, but all the events were held at the Hynes Convention Center, which was a bit of a hike from the hotel.

The morning business session on Sunday began promptly at 9 a.m. with the parade of flags from all the affiliate countries, several committee reports, and introduction of the 2010-11 candidates for International Board of Directors and Retirement Trust Foundation Board of Trustees.

The State of the Association was presented by International President Susan Shamali, CPS/CAP. She announced the changes being made to the IAAP Certification Program. Effective November 2011, IAAP is moving from a two-rating system to a one-rating system - with areas of specialty. All CPS ratings will be changed to CAP and all active CAP ratings will be changed to CAP-OM (Organizational Management). The CAP exam will become a one-part exam and the CAP-OM exam will also be a one-part exam testing similar material to the current Part 4 of the CAP exam. In the future, there could be a specialty in technology and software, in medical administration, and more. At

**PUT THESE ON YOUR
CALENDAR!**

- August 4 – Chapter Meeting:
The Butcher Shop
- August 6 – Happy Hour: Jimmy’s Famous American Tavern, Pt. Loma
- September 1 – Chapter Meeting:
The Butcher Shop
- October 6 – Chapter Meeting:
The Butcher Shop
- November 3 – Chapter Meeting:
The Butcher Shop

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New Member: Amie Schankel
TOTAL MEMBERSHIP—91

Professional Members – 78
 Professional Merited Members – 8
 Student Members – 4
 Associate Members – 1

Welcome New Members

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least one year's advance notice will be given prior to each specialty designation being available.

The IAAP Recertification Program will be changed immediately. The number of points required for recertification will be reduced from 90 to 60 with workplace projects and elective categories eliminated.

In view of the drop in revenue this past year, President Shamali talked about the belt-tightening measures at headquarters, i.e., 40% reduction in travel, and frozen salaries of headquarters staff.

She also mentioned the loan that IAAP had obtained from refinancing the headquarters building and a loan from the Retirement Trust Foundation. The Annual reports will be available online, in October. The Avery Achievement Awards were also announced.

Next, it was off to the Expo which is always a highlight of the conference. The vendors were numerous and varied. They were also very generous with handouts and door prizes. Many people had to purchase FedEx shipping boxes to send home all the handouts they had collected.

District Caucuses were held in the afternoon. The one I attended was led by Southwest District Director Toni Smith, CPS/CAP, with appearances by Executive Director Don Bretthauer

Continued on page 3

JULY/AUGUST BIRTHDAYS & IAAP ANNIVERSARIES

ANNIVERSARIES

July

Lou Dumlao-Atienza
 Terri Esteban
 Cindy Garofalo, CPS/CAP
 Amelia Garza
 Erika Lowery
 Frances Peterka
 Angela Williams, CPS

August

Liza Anderson
 Jeanie Crowell
 Gretchen Holder
 Nicki Jensen
 Julia Lichtenberger
 Sandi Prescott Czik
 Rozane Sandoval
 Susan Van Veen
 Jan Wallden
 Simmie Zacker

*Best wishes
 to everyone
 celebrating a
 birthday
 or an
 anniversary!*

BIRTHDAYS

July

Dianne Berg (??)
 Tina Claridge (??)
 Julia Lichtenberger (1)
 May Mootry (14)
 Nancy Talbert (6)
 Susan Van Veen (25)
 Darla Wilson, CAP (13)
 Silvia Wong (30)
 Tessa Wright (12)

August

Karen Buckingham (15)
 Elizabeth Dain [Assoc] (7)
 Rachel Lynch [Assoc] (??)
 Leticia Olais (??)
 Marge Suess, CPS (31)
 Angela Williams, CPS (14)

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and International President Susan Shamali, CPS/CAP. The day concluded with an Evening of Welcome at the Convention Center.

Monday started with a return to the Office Expo for many, while the other delegates and I headed to the voting polls to cast ballots for the candidates. Only the Southwest District delegates had to return for a second vote since no Southwest District candidate received a majority vote on the first ballot.

The (optional) Leadership Luncheon featured a speaker who talked about life and leadership the “hokey pokey” way and was entertaining!

Following lunch it was back to the business of the association where the Credentials Committee provided the final report of those in attendance:

International Officers	12
Division Delegates	35
Chapter Delegates	283
Members-at-Large Delegates	1
International Affiliate Representatives	2
International Offices & Delegates	
Eligible to Vote	333
Authorized Proxies	115
International Officers, Delegates &	
Authorized Proxies	449
Registered Alternates	170
Registered Attendees	1,221

Next on the agenda was the presentation of the proposed amendments to the International Bylaws & Standing Rules and the proposed amendments to the Retirement Trust Foundation. All proposed amendments passed, however, there were amendments to the amendments and discussions about qualifications to serve in the executive board positions.

After the passage of the proposed amendments, the Tellers Committee announced the results of the election:

President-Elect: Tamra Goodall, CPS/CAP (Charleston, WV Chapter)

Vice President: Karlena Rannals, CPS/CAP (Palomar, CA Chapter)

Secretary: Toni Smith, CPS/CAP (St. Louis, MO Chapter)

Treasurer: Judith Yannarelli, CPS/CAP (New Jersey Division, Member-at-Large)

Director, Southwest District: Dortha Gray, CPS/CAP (Houston, TX Chapter), Carolyn Prather, CPS (Hallmark, MO Chapter), & Kelly Reggio, CAP (Kalamazoo, MI Chapter) were elected as **RTF Trustees**.

Executive Director Don Bretthauer gave a very brief State of the Profession report. He stated membership is down because of the economy and the dues increase, but, unfortunately, he did not give any membership figures. Poor attendance at the EFAM meeting in Minneapolis had resulted

in a substantial loss and attendance at the fall and spring conference was down 40%. He also stated that salaries of the 26 full-time and one part-time employee at Headquarters had been frozen.

The coordinator and co-coordinator of next year’s meeting in Montreal, Quebec, issued an invitation to all of us to attend the 2011 EFAM meeting in their city.

On Monday evening many of us attended a Southwest District dinner at Maggiano’s, an Italian restaurant in downtown Boston. Frankly, it was nice to get away from the hotel and the Convention Center for a few hours.

Tuesday began with Keynote Speaker, Vernice Armour, who told us to, “decide what we want, put our stake in the ground, and then execute.” Then it was off to the workshops for the rest of the day. I attended two on newsletters where I received some good handouts which I will share with those who may be interested.

The evening Keynote address was by Erin Brockovich. You may very well have seen the movie about her struggle for justice against a west coast energy company, starring Julia Roberts. Erin’s message, peppered with some very salty language, was that you can do anything you want and don’t ever, ever, ever give up. Erin’s presentation was no doubt the highlight of the convention for many people. Erin was gracious enough to stay to have her picture

Board Report from page 3

taken with the many people who lined up to meet her.

All day Wednesday there were more workshops. I attended one on social networking conducted by Annette Marquis. It was very well received and I certainly learned a lot. I also have Annette's handout and would be happy to share it.

The Awards Banquet concluded the evening and the conference. Final attendance was announced as 1251.

I would like to thank the chapter for sending me as their delegate. It was a very rewarding five days. The only other San Diego Chapter member attending was Ron Valles who won the chapter's scholarship to attend the meeting. I'm sure he would agree with me in that we wish you all could have been there.

EDITOR'S PLACE

Do you have an article you would like to have published? Email it to Gloria Rossiter, CAP: gbrossiter@gmail.com. by the 15th of any month and it will be published in the next available newsletter.

Do you have any comments, edits, complaints? Is there something you would like to see (or maybe not see) in your, yes this is YOUR, newsletter? Email it to Gloria at the above address.

CHAPTER MEETING MINUTES—JUNE 9, 2010

The Business and Dinner Meeting of the San Diego Chapter was held at The Courtyard by Marriott, in San Diego, California, the evening of Wednesday, June 9, 2010.

The following officers were present:

- President Deborah Gunn, CPS/CAP
- Vice President Marge Suess, CPS
- Recording Secretary EvE' Bond, CPS
- Corresponding Secretary Tessa Wright

Business Meeting: President Deborah Gunn called the meeting to order at 6:12 p.m. President Gunn led the attendees in the Pledge of Allegiance.

Welcome: President Gunn welcomed and introduced the guests, Laksmi Li, Eileen Innecken, Fay Nasser, Melinda Ross, Lauren Tighe, and Renee Wasmund. She noted that Laksmi Li, a recent graduate of Grossmont College OPT Program, is the chapter's June 2010 scholarship awardee. President Gunn also noted that Renee Wasmund, Chief Deputy Executive Director at SANDAG, would be serving as installation officer for the 2010/2011 Board of Directors, after dinner.

The Meeting Was Adjourned for Dinner.

Membership Renewals: Vice President Marge Suess thanked renewing members Terri Esteban, Nancy Talbert and Angela Williams, CPS. She

gave each a thank you letter from the chapter and a Starbucks gift card.

Approval of Minutes: President Gunn asked if there were any corrections to the April 7, 2010, business meeting minutes which were previously distributed to the membership via e-mail in the chapter newsletter, "Through the Bay Window." Hearing none, the minutes were approved.

Acceptance of Treasurer's Report: The Treasurer's report for the month ending 4/30/2010, previously distributed to the membership via e-mail, was accepted and will be filed.

Program: The program for the evening was a presentation by President Gunn reviewing the accomplishments of the San Diego Chapter for 2009/2010, and highlighting how the chapter achieved the 2009/10 Chapter of Excellence standard, for the second year.

Members Recognition: President Gunn recognized the 2009/2010 Board of Directors and Committee Chairpersons for their service to the chapter and awarded them with Certificates of Recognition and Appreciation.

Installation of Officers: Installations officer, Renee Wasmund, Chief Deputy Executive Director, SANDAG, read biographies of each of the officers before installing the 2010/2011 Board of Directors, as follows:

Continued on page 5

Minutes from page 4

Treasurer: Jackie Lewis, CPS

Corresponding Secretary: Tessa Wright

Recording Secretary: Michelle Posada

Vice President: Sue Gannon, CAP

President-Elect: Marge Suess, CPS

President: Deborah Gunn, CPS/CAP

Raffle Prize Drawing: The raffle prize, a \$25 Kohl's gift card, donated by Nancy Thomas, CAP, was won by Cindy Garofalo, CPS/CAP.

Board Door Prize: The Board Door Prize, a \$25 Visa gift card, donated by President Gunn, was won by Dareen Nasser.

Announcements: President Gunn reminded the attendees that chapter announcements can be found on the reverse side of the Agenda, that the next meeting would be held August 4, 2010, and that the chapter is dark in July.

There being no further business, the meeting was adjourned by President Gunn at 7:45 p.m.

EvE' Bond, CPS, Acting Recording Secretary

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.**

DELEGATE'S REPORT

2010 Annual Educational Forum & 58th California Division Meeting

San Diego Chapter had five members in attendance at the 2010 Annual Educational Forum & 58th California Division Meeting in Pleasanton, CA on June 11-13, 2010. Attendees included Deborah Gunn, CAP (Delegate), Marge Suess, CPS (Alternate), and members Sue Gannon CAP, Janie Dillard, CAP, and scholarship contest winner, Cindy Garofalo, CAP.

The event on Friday was the Educational Forum, which I did not attend. At the Certification luncheon those who attained their CPS or CAP certifications were recognized along with those who had recertified this past year. The San Diego Chapter received two awards: the most members passing the CAP in our membership category; and the most members recertifying in our membership category. The day concluded with a reception, an exhibitor's expo, and a buffet dinner. There were a variety of vendors who had product samples and door prizes. Because my husband joined me on this trip I didn't attend the buffet dinner. Unfortunately, that was a mistake on my part as my name was called five different times for vendor raffle prizes, but you had to be in attendance to actually receive the prizes!

Saturday started early with a continental breakfast. Then it was on to the business session. Next we got down to the business of the day. The

meeting was called to order by California Division President Barbara Murphy CPS/CAP. The Credentials Committee reported the following number as registered attendees:

- Division Officers: 54
- Chapter Delegates: 23
- Total eligible to vote: 27
- Registered Alternates: 16
- International Officers: 1

Total registered attendees: 91

The Standing Rules of the Division Meeting, the 2009 Division meeting minutes, Division correspondence, and Division chronology were accepted by the Delegates, as well as the Statement of Financial Position, June 30, 2008, and 2009.

Sue Burk, Chairman of the Nominating Committee, presented the candidates for the California Division 2010-2011 Board.

President: Angie LeCarte

President-Elect: Debra Burruss, CPS/CAP

Vice President: Murphy Jones, CPS/CAP

Recording Secretary: Barbara Rambow, CPS/CAP

Corresponding Secretary: Kathleen Smith

Treasurer: Cherlyn Negliss (who will fill out the second year of a two-year term vacated prematurely by Gloria Rossiter, CAP, due to health considerations).

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Delegate's Report from page 5

There being no nominations from the floor, the new Board was elected by a voice vote.

Membership awards were presented. Our own Marge Suess, CPS, was recognized as one of the four top recruiters of new members for California Division. They were rewarded with a California Division IAAP flash drive.

International Treasurer Karlana Rannals, CAP, provided a report on International, made announcements, and facilitated a Town Hall session.

The morning's keynote speaker was Preston Ni on the "Power of Communication." Mr. Ni spoke about how to be recognized for our contributions and how to enhance our image and leadership charisma. He was a very entertaining and informative speaker.

There was a networking luncheon where we were encouraged to answer several questions: "What does your chapter do to encourage recruitment/retention? What is your chapter doing to increase member involvement? What does your chapter do to recognize the accomplishments of members? And What fundraising ideas has your chapter tried?" While we received some good ideas, we mostly provided information on all of the activities of the San Diego Chapter.

Also at this luncheon, San Diego, along with several other chapters, was awarded the Community Service Award in recognition of outstanding and

valuable contribution to California Division, Inc., and to the communities we serve.

The afternoon business session reconvened after lunch. Carol Williams, CPS/CAP, Chair of the Bylaws & Standing Rules Committee, presented the proposed amendments. All amendments passed.

It was announced that the 2011 California Division Annual Meeting will be held June 10-11, at the Hilton Mission Valley in San Diego. Cheri Pierre, Palomar Chapter member, will serve as the Coordinator. The Saturday afternoon session concluded with Good of the Order and announcements.

Saturday evening began with a pre-banquet reception and photo opportunity followed by the installation and awards banquet. Marge Suess, CPS, again won top recruiter of membership in California Division. Her prize was a refund of her conference registration. The evening concluded with the installation of officers. AlVerta Harty, CPS/CAP, was the installation officer, and President LeCarte provided a short speech. The new board members networked with attendees after the banquet.

Sunday began with a breakfast and presentation by keynote speaker, Dr. Lynn Fraley, on "Power of Integrity." Dr. Fraley provided tips on nutrition, mindfulness, and ways to protect and conserve our energy. She noted that endless energy is a result of good self-care.

This was followed by a workshop conducted by Lee Silber with "The Wild Idea Club." As you may recall, Mr. Silber was a speaker at last year's Educational Seminar, and seminar attendees were provided with a copy of this book.

I would like to thank the San Diego Chapter for allowing me to represent them at this very important meeting. I encourage all members to consider submitting an application to be selected for one of the 10 scholarships that will be available to attend the 2011 California Division Annual Meeting here in San Diego.

Deborah Gunn, CPS/CAP, Delegate

2010 OPEN HOUSE!

"So You Want To Be An IAAP Member"

On July 14, 2010, the chapter held its annual Open House at the San Diego County Regional Airport Authority, housed on the second floor of the airport Commuter Terminal. This Open House serves as both the new member orientation session and new member recruitment event. Since we had great success with the "So You Want to be an IAAP Member," theme last year, we decided to continue that theme this year. Anita Tindall, CPS, handled the registration process. Kim Docken (Dinner Chair) developed the name tags for attendees. We had 63 people

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Open House from page 6

RSVP to attend this event (30 guests and 33 members). Unfortunately, a number of people didn't show and the actual attendee count was 44 (17 guests and 27 members). The event started with refreshments (yum!) provided by Associate Member Culinary Concepts. Many thanks to Culinary Concepts for subsidizing the cost of this elegant repast. During networking, an informational presentation was shown on a screen in a looping fashion. This show contains information about the organization and the chapter. President Deborah Gunn, CPS/CAP, updated the show to reflect information related to this IAAP year. Attendees could familiarize themselves with information about the chapter and gain advance knowledge prior to beginning the "game." Answers for many of the questions in the game were found in this informational presentation.

Tessa Wright and Sue Gannon, CAP, worked together on the game questions and format. Anita placed the names of guests who had RSVP'd into a container, and we chose our three game "contestants" from that source. The three contestants this year were: Lynn Hayes (General Atomics/guest of Christina Ray), Theresa Juarez (General Atomics/guest of Christina Ray), and Kathleen Levine (Irvine Companies Office Properties /guest of Cindy Garofalo, CPS/CAP). Contestants were given the opportunity to answer two questions in each of the following point categories: 10, 20, 30, 40, and 50 points. The

contestant who achieved the highest point total would "win" the game. Tessa served as the game show "host" and did a great job. At the end of the game, Kathleen Levine had the highest point total, and she won an annual chapter membership (value \$149). Lynn Hayes won second place, and was awarded a basket of spa products (value \$100). Theresa Juarez came in third place, and received a certificate to attend two chapter dinner meetings (value \$70).

There was also a question-and-answer period following the game that provided attendees with another chance to gain additional information. Leandra Almodovar (Culinary Concepts) had a drawing for \$100 off a future \$200 catering order. Marion Hunter, with Barney and Barney (guest of Kristine Hilly), won this drawing.

Thanks to the following members who provided support for this event: Leandra Almodovar, Kim Docken, Sue Gannon, CAP, Deborah Gunn, CPS/CAP, Jackie Lewis, CPS, Marion Phelps, CPS/CAP, Michelle Posada, Gloria Rossiter, CAP, Marge Suess, CPS, Anita Tindall, CPS, and Tessa Wright. This event would not have been successful without all of your efforts!

The Open House is a fun and interactive approach to providing information about the chapter and IAAP in general. Plus, we will achieve at least one new member, and hope to gain more.

Deborah Gunn, CPS/CAP, President

TO CARE IS TO DO!

Now, more than ever, our community needs the help of those who are able and caring. I know there are a lot of you out there. The Community Services Committee (CSC) of the San Diego Chapter of IAAP is inviting our members to join us.

As CSC members we meet separately from regular monthly Chapter meetings two or three times a year to plan, organize and carry-out community service activities. We need more members in order to be able to do this effectively.

RECAP OF OUR 2009-2010 EFFORTS:

1. We volunteered at the San Diego Food Bank on a dreary Saturday morning and, once we got the assembly line going to package non-perishable food and the music going to pick up the pace, our spirits soared and the sun may as well have been shining in the warehouse!
2. We had a women's business suit clothing-drive in conjunction with Robert Half International (OfficeTeam), which was a great success.
3. Yoplait received many "pink yogurt lids" from us, during their *Lids for Lives* campaign, which benefits the Susan G. Komen Breast Cancer Foundation--we far exceeded our goal in the number of lids contributed.

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Caring from page 7

4. South Bay Community Services also received our help in packaging food for its monthly emergency hand-outs. We have a lot of fun during these events and we gear them so your families can join in. It really creates quality time.

Caring together and doing together is a wonderful way of building camaraderie and friendships within our Chapter, and individually it gives deeper meaning to life.

Please join Dianne Berg, Michelle Posada, and me, Yolanda Sevilla, in this wonderful effort. Contact me at yolanda.sevilla@parsons.com or call (619)515-5105.

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.

CERTIFICATIONS ACHIEVED!

Congratulations to members Cindy Garofalo and Yolanda Sevilla who took and passed the May Certified Administrative Professional (CAP) exam, and Gwen Lievano, who took and passed the May Certified Professional Secretary (CPS) exam. Congratulations to these members on this significant achievement in their professional lives! Now, those of you who are interested in taking these exams can contact Cindy, Yolanda, and Gwen and find out how they did it!

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;
and Angela Williams, CPS**

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

let your Chapter Board know!

CHAPTER CONTESTS & INCENTIVES

PERFECT ATTENDANCE

A \$25 award 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 his/her 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 his/her 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 he/she renews their annual membership.

DATES TO REMEMBER!

2010



August 4	Chapter Meeting— <i>Public Speaking Made Easy</i> , The Butcher Shop
August 6	Chapter Happy Hour—Jimmy's Famous American Tavern, Point Loma
September 1	Chapter Meeting— <i>Benefits of Being Organized</i> , The Butcher Shop
October 6	Chapter Meeting— <i>Working with Different Generations in the Workforce</i> , The Butcher Shop
Oct. 17-20	Certification Conference, Hilton Seelbach Hotel Louisville, KY
November 3	Chapter Meeting— <i>Financial Statement Overview for the Layman</i> , The Butcher Shop
December 1	Chapter Meeting— <i>Holiday Party & Silent Auction</i> , Music by the <i>Teagan Taylor Trio</i> , The Butcher Shop

2011

January 5	Chapter Meeting— <i>Upcoming Changes to the IAAP Certification Program</i> , Location TBD
February 2	Chapter Meeting— <i>Chapter's 60th Anniversary</i> , Location TBD
March 2	Chapter Meeting— <i>15 Steps in Successful Special Event Planning</i> , Location TBD
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> , Location TBD
May 4	Chapter Meeting— <i>Annual Meeting & Mini Expo</i> , Location TBD
June 8	Chapter Meeting— <i>Officer Installation & Chapter Achievements</i> , Location TBD
July 24-27	International Education Forum & Annual Meeting, Montreal, Quebec
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](tel:8586267490).

R

Recruit new members: there are recruiting awards available from CA Division and International. Check it out on 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.

2011 ANNUAL CALIFORNIA DIVISION MEETING

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 10 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 10 applications received that meet these criteria, then all names will be placed in a “hat” and 10 names drawn. When a member’s name is drawn for this scholarship, he/she 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.

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

Laksmiwati Ie

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laksmiie@gmail.com

June 8, 2010

Ms. Deborah Gunn, CPS/CAP
President, San Diego Chapter, IAAP
P.O. Box 882521
San Diego, CA 92168-2521

Dear Ms. Gunn:

I was and am very excited to know that I was selected to be the recipient of the OPT scholarship from the IAAP. Thank you very much for your generous gift.

While raising my three kids and taking care of my family, I worked part-time as a teachers' aide. I also took some accounting and computer classes at the ROP, which led me to working as an account payable clerk for temporary agencies. As the economy goes down, so does the job market. Jobs are getting harder and harder to find. Employers demand more and better qualifications from their employees. In January 2010, I decided to go back to school and join the OPT program at Grossmont College to update my skills and learn something new.

I consider myself very fortunate to be able to join the OPT program, graduate, and receive a scholarship from the IAAP. With your generous gift, I plan to buy computer books and prepare myself to get the MOUS certificates which I have dreamed of.

Thank you again for your generous gift. I am closer to make my dream come true. I hope one day I can help other students achieve their goals as you have helped me.

Sincerely,

Laksmiwati Ie

Laksmiwati Ie



"PUBLIC SPEAKING MADE EASY"*
 (Great ideas for improving public speaking skills)
 by
Jim Hutzelman, Port of San Diego



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

DINNER MEETING NOTICE

AUGUST 4, 2010
 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

Prime Rib
 or
 Chicken Mozzarella

Vegetarian:
 Steamed Vegetable Medley
 Over Baked Potato

Door Prize

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

Via E-mail: kim.docken@takedasd.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, July 30, 2010.

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

Guest Dinner Reservations MUST Be Received and Paid By Friday, July 30, 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: _____

Prime Rib Chicken Vegetarian

Visit our website: www.iaap-sandiego.com

FIND THIS ON OUR WEBSITE!

You will find this information along with much more when you check out our website: www.iaap-sandiego.com. So go and find out what we have that you can use.

Is Your Tone of Voice Promotable?

Voice Improvement for Your Success



Resource Article

Preston Ni, M.S.B.A.

Professor of Communication Studies

www.nipreston.com

PROGRAM SCHEDULE SAN DIEGO CHAPTER IAAP 2010-2011

DATE	TOPIC SPEAKER	LOCATION
August 4, 2010	<i>Public Speaking Made Easy</i> Jim Hutzelman, Port of San Diego	The Butcher Shop
September 1, 2010	<i>Organizing in the Workplace</i> Allison Tenenbaum, Properly Placed Organizing	The Butcher Shop
October 6, 2010	<i>Working with Different Generations in the Workforce</i> Arlene Lieberman, Barney & Barney	The Butcher Shop
November 3, 2010	<i>Financial Statement Overview for the Layman</i> Hal Dunning, Barney & Barney	The Butcher Shop
December 1, 2010	<i>Holiday Party & Silent Auction</i> Music provided by Teagan Taylor Trio	The Butcher Shop
January 5, 2011	<i>Upcoming Changes to the IAAP Certification Program</i> Judy Dolan, Palomar College	TBD
February 2, 2011	<i>Chapter's 60th Anniversary Party</i>	TBD
March 2, 2011	<i>15 Steps in Successful Special Event Planning</i> Leandra Almodovar, Culinary Concepts	TBD
April 6, 2011	<i>Finding Success in Today's Job Market; Getting & Keeping a Job</i> Dr. Mary Leslie, Grossmont College	TBD
May 4, 2011	<i>Annual Meeting & Mini-Expo</i>	TBD
June 8, 2011	<i>Installation of Officers & Chapter Achievements</i>	TBD