



Through the Bay Window



Social Media

Wednesday, April 7, 2010
The Butcher Shop
5255 Kearny Villa Road
San Diego CA 92123
Valet or Self Parking
5:00 – 6:00 pm Networking
6:00 pm Dinner
7:00 pm Program

Put These on Your Calendar!

- April 12 – Chapter Social Event: Courtyard by Marriott, Kearny Mesa
- April 21 – APD Luncheon: California Spirit, San Diego Harbor Excursion
- May 5 – Dinner Meeting: Port of San Diego
- May 7-8 – CPS/CAP Exam
- June 9 – Dinner Meeting: 2010-2011 Officer Installation
- June 11-13 – Annual Education Forum & 58th CA Division Meeting: Pleasanton CA

Inside this Issue

2010-2011 Program Committee	8
2010 APD Event "Save the Date"	13
Birthdays & Anniversaries	3
Challenge: North vs. South	3
Chapter Contests	4
Chapter Website	9
Check Out Our Website	8
Community Service Event	5
Dates to Remember	7
Developing Skills as an Officer	11
Editor's Place	9
EFAM Scholarship	2
IAAP Core Values and Mission	7
Job Description	12
Life Lessons	10
Members of Excellence	3
Meeting Minutes, March	6
Meeting Notice, April	15
Mentor Program Chair	5
New Members	2
Recruitment Incentive	8
RTF Information	14
Social Event	5
Update Your Profile!	8



Message from the Board

By: Tessa Wright, Corresponding Secretary

GET INVOLVED - BE ACTIVE IN YOUR CHAPTER!

The Board this year has focused 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.

When I first started as a Girl Scout leader over four years ago, I was the quiet one in the back of the room, listening and taking notes. At the start of my second year, the membership coordinator asked me what I was doing that made it work for me. I looked at her rather dumbfounded; I still felt lost most of the time. She explained that she could get volunteers to be troop leaders but after just a few months many of them quit. She wanted to know what made me stay. Well, even though I wasn't the most talkative one in the crowd (I know hard to believe, huh?), I stayed because I got involved; I was active in my service unit. I attended all the service unit meetings, took Girl Scout training classes, listened to other leaders and their ideas, and really utilized the Girl Scout network for support. If the other leaders had not communicated with me and exchanged information, I would not have been as successful. I have served as the Service Unit Treasurer for two years now and am very active on our leadership board. I assist our service unit manager in planning activities and events for the 18 troops that compose our service unit. In fact, last year, I ran our Encampment. I did everything from the agenda, to meals, to running activities, and tucking girls into bed at night. Getting involved made me more successful. And the old adage is true; I got so much more out of it than I put into it.

Your Board of Directors wants to provide you with the tools to get involved. We assign all our new members with a Mentor. If you want to be more active, but feel time commitment may be difficult, become a Mentor. The role of Mentor is a small one but one of the most important roles in our organization. Attend our monthly dinner meetings on a regular basis. We provide you with educational and professional development programs each month at these dinner meetings. I hope you took the opportunity to apply for the scholarship to the International EFAM. This event is an amazing venue to learn more about IAAP as an organization and to enhance your

New Members:**Suzanne Quy, Relational Investors****Kim Docken, Takeda San Diego****Total Membership - 109**

Professional Members - 94

Professional Merited Members - 9

Student Members - 4

Associate Members - 2

Welcome New Members

Tracie Barr is a native San Diegan, born and raised in East County. She and her husband, Karl, will celebrate their 24th anniversary next month and have two children, Duane (23) and Whitney (20). Karl has worked in the elevator industry for 28 years, which is where they met. Tracie's son is the zookeeper of the family and she is awaiting the day when he ventures out on his own and takes along his Bearded Dragon, two snakes, cat and bird. She and her husband have two dogs, Elvis and Lucy, and have become grandparents to her daughter's dog. Tracie's daughter, Whitney, took the big step of moving to New Orleans (without her dog) this past year and is attending school. She is doing great, but has since become an avid Saints fan.

Currently, Tracie is working as an Administrative Assistant for the City of El Cajon, Redevelopment and Housing Department. This opportunity has given her great satisfaction in assisting the residents of El Cajon become first time home buyers and offering rehabilitation loans to help low and moderate income families fix up their homes.

Tracie's experience over the years has included working for the San Diego Union Tribune in Advertising, until she resigned to be at home with her children. Upon her return to the working world, she ventured into the accounting arena working for the Grossmont Union High School District until she was offered the position at the City of El Cajon.

Next month, Tracie's husband will take his first vacation in 20 years, where they will venture to New Orleans to see their daughter graduate. Congratulations, Whitney!

Lori Pape is the Executive Assistant to the Senior Vice President for Strategy & Corporate Development at Life Technologies. (Life Technologies [NASDAQ: LIFE] is a global biotechnology tools company dedicated to improving the human condition.) She has been working at LIFE for more than five in the areas of Operations, Cell Systems Division and now Strategy & Corporate Development. Lori's department is responsible for corporate strategy, business development, mergers and acquisitions, and licensing for the company. She has been an integral part of many acquisitions including the merger with Applied Biosystems and Invitrogen in 2008 which is how Life Technologies was formed.

Lori's professional administrative experience spans 20 years in the medical field, academia and biotech in Madison, Wisconsin and San Diego, California. She is a transplant from Wisconsin and has been living in Southern California since 1997. Lori is married (Tom) and is the mother of two boys (Connor, three years, and Griffin, nine months). When not busy chasing after her boys, or spending time at the beach, Lori is an aspiring wine aficionado.

EFAM Scholarship Winner Announcement

The winner of the 2010 International EFAM scholarship will be announced at the Chapter's Annual Meeting on **May 5, 2010**. Please join us!

Members of Excellence

Do you want to join our 2009 Members of Excellence (MOE) in 2010? Go to *Member of Excellence* on our website for the criteria. If you have questions, ask our 2009 MOEs:

Janie Dillard, CPS/CAP
Cindy Garofalo, CPS
Deborah Gunn, CPS/CAP
Gloria Rossiter, CAP
Marge Suess, CPS
Angela Williams, CPS

Have you submitted your online Member of Excellence (MOE) application for 2010? If so, please let your Chapter Board know!

May Birthdays & IAAP Anniversaries

Birthdays

Eve' Bond, CPS
 Robin Davis
 Helen Rose
 Yolanda Sevilla, CPS

Anniversaries

Francine Anderson
 Eve' Bond, CPS
 Jennifer Brydon
 Karen Buckingham
 Kerry Bullard
 Denise Buth, CPS/CAP
 Cynthia Day
 Alicia Hernandez
 Joanne Owen, CAP
 Phyllis Pascual
 Maby Smith
 Shelly Steward
 Laura Stokes
 Catherine Vigil

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

North vs. South – It's All Out War!

Remember, we are still in a war – North vs. South! In our Country's civil war, the North defeated the South and we united as one. On August 15, 2009, the North again challenged the South and the South has accepted the challenge. **We want you to be part of our glorious victory!**

Last year, only six chapters and 50 members of California Division achieved the status of "Excellence." This number is very low, considering the size and quality of California Division.

Here's the first challenge:

How many members in the South are Members of Excellence vs. how many members in the North and the prize for this is **bragging rights** for a whole year! It is not hard for anyone to reach the status of Member of Excellence (MOE). Take a moment right now

and check out the MOE worksheet. It lists the 11 criteria and you only have to attain eight to become an MOE. If you are an active chapter member, you almost can't avoid it! So far, San Diego Chapter has the following members who have submitted their online MOE application: Deborah Gunn, CPS/CAP, Gloria Rossiter, CAP, Cindy Garofalo, CPS, Marge Suess, CPS and Janie Dillard, CPS/CAP.

The second challenge is:

How many chapters in the South are "Chapters of Excellence" vs. how many chapters in the North, and again, the prize is **bragging rights**. Our Chapter is well on its way to being one of the Few, the Proud, the Excellent! We have only one criteria left to make and we are expecting to make it by June 2010.

Chapter Attendance Contests

How can you win cash and/or a chance to go to an IAAP conference? There are two ways to win:

Perfect Attendance

Cash awards of \$25 will be given to each Chapter member with perfect attendance at the Chapter meetings from August 2009 through April 2010. These awards will be presented at the **May Chapter meeting**. Currently we have the following members in the running: Dianne Berg, Janie Dillard, CPS/CAP, Sue Gannon, CAP, Cindy Garofalo, CPS, Anne Stalmer, Nancy Talbert and Sylvia Wong.

2010 California Division Annual Meeting

An opportunity comes from your attendance at our Chapter meetings – each meeting you attend adds another slip with your name on it into the drawing for the opportunity to receive the scholarship to attend the California Division Annual Division Meeting.

In the words of our most recent winner, "... events not only provided me with a great family travel opportunity but I gained so much insight and knowledge about the IAAP organization – its structure, its mission, and its members both from San Diego and world wide. The experience also helped me decide to run for

a Board position this year. I now have a much better understanding of the organization and feel that I make a difference with my participation at our Chapter meetings and events."

Just keep attending our monthly Chapter meetings and your name will be placed in the drawing. The more meetings you attend between August 2009 through April 2010, the more slips of paper will be in that bowl with your name on it! This year's California Division Meeting will be held from June 11-13, 2010, at the Hilton Pleasanton at the Club in Pleasanton – California's original wine country. The Chapter will pay up to \$1,000 of your approved travel expenses. What a great opportunity to take your family or significant other on a trip to the wine country while at the same time participating in an IAAP event for your professional development. Just remember, to be eligible to win this trip, you must be in attendance at the May Chapter meeting and be willing to attend this conference. Good luck to all of you! I'll see you at the next Chapter meeting.

Submitted by: Tessa Wright, Corresponding Secretary

Message from page 1

professional skills. Get on a committee – any committee! We aren't asking you to be the Chair the first year; just join a committee and play an active role in the direction you want your Chapter to take.

Another way to provide that input is to give us suggestions. What do you want to see as a monthly program? Is there something you feel the Chapter should be doing or providing? Let us know! And volunteer! Volunteer for various assignments or projects from the mundane to the critical. In fact, the Administrative Professionals Day luncheon committee needs your help **NOW**. I know that there are many small duties that you could assist with that will make all the difference to the success of the event.

Becoming active in any professional organization has many benefits. You will enhance your professional growth, you will have many opportunities to network, and getting involved will help with your career advancement. Now is the time to see how you can give back to your Chapter, how you can make a difference. It doesn't take much to get involved and be active; it only takes the amount of time and energy you have to give. Take a good hard look at where you are now and where you want to be, and I will guarantee you that becoming active and getting involved with your IAAP Chapter will help you get there. Your Board is always here for you; now it's time for you to be here for them.

February Community Service Event a Success!

Our IAAP Community Service Event on Saturday, February 20, was a great success! We had a total of eight participants and within 2 ½ hours, our group of volunteers was able to successfully bag 200 food packages at the South Bay Community Services Food Warehouse! These food packages will be distributed to local homeless and low income families in Chula Vista and the South Bay area.

The volunteer event was not only a great way for members and their family to get involved in the local community, but also provided a chance for the participants to get to know one another on a more personal level. Tessa brought her daughter and one other Girl Scout member who will now be able to add these volunteer hours toward their efforts at earning a community service badge. Others will be able to use this event on their resumes and now have a contact at the South Bay Community Services Organization if they wish to volunteer or host their own event in the future.



TAYLOR WRIGHT, BRIANN (TAYLOR'S FRIEND), ELIZABETH DAIN, YOLANDA SEVILLA, TESSA WRIGHT AND JEANIE CROWELL (NOT PICTURED: GWEN LIEVANO AND MICHELLE POSADA)

Thank you to everyone who participated! We look forward to another successful community outreach event in the near future!

Submitted by Michelle Posada

Chair for Mentor Program Needed

One important volunteer position is the Mentor Program Chair – and we still need someone to fill it! The position actually takes less time than being a mentor. As members join our Chapter, the Mentor Program Chair would identify a current member and ask them to be a Mentor for the new member and facilitate the exchange of contact information. That's it! Really. Why not volunteer, right?

Marge Suess, CPS will work closely with you in providing member welcome information and whatever other resources you might need. This is a great opportunity to get involved, to Chair a committee which is one step toward being on the Board, another criteria for Member of Excellence to check off, and to network not only with new members but with current members as well.

So what's stopping you? **Call Marge today!**
(858) 272-1028.

First-time San Diego Chapter Social Event

The San Diego Chapter is planning its first-ever, after-work get together on **Monday, April 12, 2010**. You, the members, have been asking for more social events. Here is your opportunity to come and relax for an hour with your fellow Chapter members. We will meet at the Courtyard by Marriott Hotel located at 8651 Spectrum Center in Kearny Mesa, beginning at 5:15 p.m. Happy Hour prices are in effect from 4-6 p.m. and light

refreshments are available for purchase. Individual checks will be provided and parking is plentiful. No reservations are necessary.

If you would like more information, contact Vice President Marge Suess, CPS at mvtinc@aol.com or 858-272-1028.

Chapter Meeting Minutes—March 3, 2010

The regular monthly business meeting of the San Diego Chapter was held at The Butcher Shop in San Diego, California, the evening of Wednesday, March 3, 2010.

The following officers were present:

Deborah Gunn, CPS/CAP, President
 Marge Suess, CPS, Vice President/Membership Chair
 Tessa Wright, Corresponding Secretary
 Lori Poore, CAP, Treasurer
 EvE' Bond, CPS, Recording Secretary

Business Meeting

President Gunn called the meeting to order at 6:01 p.m. President Gunn led the attendees in the Pledge of Allegiance.

Welcome

President Gunn introduced the following guests: Carol Smyth, Lauren Tighe, Kelly DeCicco and Anita Barton.

Introduction of New Members

Vice President/Membership Chair Suess welcomed and read a brief bio of new members Tracie Barr and Lori Pape and gave each of them a binder of IAAP information.

Membership Renewals

Vice President/Membership Chair Suess distributed Starbucks gift cards from the chapter to the following renewing members: Janie Dillard, CAP, Sue Gannon, CAP and Kristine Hilly.

Board Succession Planning

President Gunn advised attendees that copies of the duties of the president-elect position had been distributed at the tables. She noted that one of the responsibilities of the president-elect is to develop monthly programs for the meetings and encouraged members to begin their leadership in a lesser position on the Board of Directors and grow into the president-elect and president positions. She noted further that eligibility for a Board position begins with having served as a committee member and a committee chair.

Table Talk Networking

Corresponding Secretary Tessa Wright distributed table numbers to attendees as they arrived. She also supplied a table talk subject to each table. At the conclusion of

discussing the various subjects, one member at each table gave a summation of the discussion.

Approval of Minutes

President Gunn asked if there were any corrections to the February business meeting minutes which were previously distributed to the membership via e-mail and the chapter newsletter. Hearing none, the minutes were approved.

Acceptance of Treasurer's Report

The Treasurer's report for the month ending February 28, 2010, previously distributed to the membership via e-mail, was accepted and will be filed.

The Meeting Was Adjourned for Dinner.

Program

President Gunn introduced the program speaker, Gloria Rossiter, CAP, San Diego Chapter member and IAAP California Division Treasurer. Ms. Rossiter gave a presentation on IAAP Leadership & Succession Planning and told the benefits, personally and professionally, to be gained from leadership experience. At the conclusion of Ms. Rossiter's presentation, which earned one recertification point, there was a question & answer period.

Announcements

President Gunn advised that she had information and flyers on a parliamentary seminar being held in El Cajon on Saturday, April 10, 2010 at 1:00 p.m. She further advised that future chapter events could be found on the reverse page of the meeting agenda, in the chapter newsletter, and on the chapter's website. President Gunn thanked Vice President Suess for arranging valet parking at the Butcher Shop and suggested a good-size tip for the attendants.

Drawings

The raffle prize, a \$25 gift card to Hard Rock Café, donated by Angela Williams, CPS, was won by Yolanda Sevilla, CPS. The board door prize, a \$25 gift card to AMC Theaters, donated by Treasurer Lori Poore, CAP, was won by new member, Tracie Barr.

There being no further business, the meeting was adjourned by President Gunn at 7:58 p.m.



DATES TO REMEMBER!

2010

April 7	Chapter Meeting: <i>Social Media</i> The Butcher Shop, Kearny Mesa
April 12	Chapter Social Event, Courtyard by Marriott, Kearny Mesa
April 21	APD Luncheon, <i>California Spirit</i> , San Diego Harbor Excursion
May 5	Chapter Meeting: <i>Mini Expo</i> , Port of San Diego San Diego Chapter Annual Meeting
May 7-8	CPS/CAP exam (Application deadline is February 15, 2010)
June 9	Chapter Meeting, Courtyard by Marriott—Installation of 2010-2011 Officers and 2009-10 Chapter Accomplishments
June 11-13	Annual Educational Forum & 58th California Division Meeting, Hilton Pleasanton at the Club, Pleasanton, CA
July	2010 San Diego Chapter Open House
July 26-30	International Education Forum & Annual Meeting Boston, MA
August 4	Chapter Meeting, Location TBD
September 1	Chapter Meeting, Location TBD
October 6	Chapter Meeting, Location TBD
Oct. 17-20	Certification Conference, Hilton Seelbach Hotel Louisville, KY

2011 – Plan Ahead

March 6-9	Spring Conference, Hyatt Regency, Tampa, FL
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 R O W T H

Get your CPS/CAP certification. Exam dates are May 7-8, 2010 and November 5-6, 2010. Call Marion Phelps, CPS/CAP, Education Chair, for more information (619) 400-2784 or mphelps@san.org.

Recruit new members: both CA Division and International have recruiting awards. Check it out on our website – www.iaap-sandiego.com.

Opportunity for members to win a scholarship to the 2010 International EFAM in Boston, MA. The deadline is March 15, 2010. Application available on our website.

Win a trip to 2010 CA Division Annual Meeting just by attending Chapter meetings.

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

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

Check Out Our Website!

Remember, that when you “read” *Through the Bay Window* from our website (www.iaap-sandiego.com) you should also check for new Leadership 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.

Recruitment Incentive

If you sponsor a new member prior to June 9, 2010, you can still get \$10 off the cost of your dinner meeting. Thus far, Eve Bond, CPS, Janie Dillard, CPS/CAP, Deborah Gunn, CPS/CAP, Marion Phelps, CPS/CAP, Marge Suess, CPS, Nancy Thomas, CPS/CAP, and Ron Valles have sponsored one or more new members. If you have not redeemed your \$10 credit, you must do so by **June 9, 2010**.

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 number(s) and e-mail address) is correct.

If you have any questions on this process, please contact:

Marge Suess, CPS at (858) 272-1028.

2010-2011 Program Committee

Want Chapter programs on topics of interest to you? Do you want to go somewhere new for Chapter meetings? Do you enjoy a challenge? Then sign up for the 2010-2011 Program Committee! It’s easy – here’s how: just contact Deborah Gunn, CPS/CAP at dgu@sandag or call Deborah at (619) 699-1912 – that’s it! The Program Committee will develop next year’s Chapter programs and arrange Chapter meeting locations for this next IAAP year. Be part of the solution and gain valuable experience working on a team to bring interesting and informative programs to your fellow Chapter members!

San Diego Chapter Website

As Chair of the Chapter's Website Committee, I spend approximately two hours every other week updating the website with upcoming events, dates to remember, notices from California Division and International, and any other information that is forwarded for inclusion on the website.

The job of updating the website is pretty straight forward. To begin with, I was given a Power Point presentation which details step-by-step the process of uploading information to our website. I spent approximately two hours with the previous Website Chair (Sue Gannon CAP) walking thru the different types of documents that are presented for the Website. Taking into account Sue's training and following the Power Point instructions has made this responsibility quite simple.

The job is not without ups and downs though. Recently, the site host made changes to their programming and, as you know, nothing ever goes as smoothly as planned. It took about three weeks

before the kinks were ironed out. After spending about four hours on the phone with their Tech people, I asked myself, "Is this something I really want to do?" The answer "yes" came quickly.

Until I accepted this position I had never worked on a website before. This experience has been awesome. I learn something new about website management each and every time I visit the site. Sometimes, I visit just to play around. The challenge has been to give it a new look and feel. Each time I'm there I push myself to the next level.

I haven't enjoyed a "volunteer" position as much as this. Even with its ups and downs, it's still an experience I will always appreciate. I'm sure that the skills I have learned from this position will open up other doors for me in the future.

Check out the San Diego Chapter website (www.iaap-sandiego.com) and let me know what you think! I always welcome suggestions.

Submitted by Angela Williams, CPS, Chair

Editor's Place

We NEED YOU to attend the Annual Meeting at the Port of San Diego offices on May 5, 2010!

Please plan to attend our Annual Meeting on May 5, 2010. We need a 2/3 quorum to conduct Chapter business such as our 2010-2011 Board elections and to make any changes, as previously proposed, to the Chapter's Bylaws and Standing Rules.

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

Send it to Gloria Rossiter, CAP 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 Rossiter, CAP at gbrossiter@gmail.com.

POWER
of
Commitment
San Diego Chapter

Most Requested Life Lessons

“To celebrate growing older, I once wrote the 45 lessons life taught me. It is the most-requested column I’ve ever written. My odometer rolled over to 90 in August, so here is the column once more:”

1. Life isn’t fair, but it’s still good.
2. When in doubt, just take the next small step.
3. Life is too short to waste time hating anyone.
4. Your job won’t take care of you when you are sick – your friends and parents will.
5. Stay in touch.
6. Pay off your credit cards every month.
7. You don’t have to win every argument. Agree to disagree.
8. Cry with someone. It’s more healing than crying alone.
9. It’s OK to get angry with God. He can take it.
10. Save for retirement starting with your first paycheck.
11. 10. When it comes to chocolate, resistance is futile.
12. Make peace with your past so it won’t screw up the present.
13. It’s OK to let your children see you cry.
14. Don’t compare your life to others. You have no idea what their journey is all about.
15. If a relationship has to be a secret, you shouldn’t be in it.
16. Everything can change in the blink of an eye. But don’t worry; God never blinks.
17. Take a deep breath. It calms the mind.
18. Get rid of anything that isn’t useful, beautiful or joyful.
19. Whatever doesn’t kill you really does make you stronger.
20. It’s never too late to have a happy childhood. But the second one is up to you and no one else.
21. When it comes to going after what you love in life, don’t take NO for an answer.
22. Burn the candles, use the nice sheets, wear the fancy lingerie. Don’t save it for a special occasion. Today is special.
23. Over prepare then go with the flow.
24. Be eccentric now. Don’t wait for old age to wear purple.
25. No one is in charge of your happiness but you.
26. Frame every so-called disaster with these words “In five years, will this matter?”
27. Always choose life.
28. Forgive everyone everything.
29. What other people think of you is none of your business.
30. Time heals almost everything. Give time, time.
31. However good or bad a situation is it will change.
32. Don’t take yourself so seriously. No one else does.
33. Believe in miracles.
34. God loves you because of who God is, not because of anything you did or didn’t do.
35. Don’t audit life. Show up and make the most of it now.
36. Growing old beats the alternative – dying young.
37. Your children get only one childhood.
38. All that truly matters in the end is that you loved.
39. Get outside every day. Miracles are waiting everywhere.
40. If we all threw our problems in a pile and saw everyone else’s, we’d grab ours back.
41. Envy is a waste of time. You already have all you need.
42. The best is yet to come.
43. No matter how you feel, get up, dress up and show up.
44. Yield.
45. Life isn’t tied with a bow, but it’s still a gift.

Written by Regina Brett, not 90 years old, of The Plain Dealer, Cleveland, OH

Develop a variety of skills as an officer or chairperson with IAAP

PRESIDENT	VICE PRESIDENT	SECRETARY	TREASURER
Team Building Leading Strategic Planning Guidance Conflict Resolution Negotiations Project Management Meeting Facilitation Time Management Parliamentary Processes Consulting Coaching Networking Delegation Policy Administration	Team Building Leading Strategic Planning Guidance Conflict Resolution Negotiations Project Management Meeting Facilitation Time Management Parliamentary Processes Networking Policy Administration	Report Writing Policy Administration Historian/Librarian Research Document Control Event Coordination Parliamentary Processes	Budget Preparation Revenue Tracking Revenue Forecasting Revenue Generation Money Management Policy Administration Purchasing Consulting
PUBLIC RELATIONS	MEMBERSHIP	PROGRAM	ALL AREAS
Media Relations Campaign Development Reward/Incentive Planning Consulting Journalism Publications Advertising & Promotion Photography Graphic Design Seminar Development Networking Delegation Research	Personnel Orientation Personnel Development Customer Service Public Relations Campaign Development Marketing & Sales Consulting Seminar Development Networking Delegation	Scheduling Conflict Resolution Negotiations Strategic Planning Time Management Recognition Incentives Event/Meeting Planning Personnel Development Career Planning Training Seminar Development Networking	Interpersonal & Communication Skills

Content for Above Chart Developed by Kris Pool CAP, adapted from Toastmasters Kathy Shine & Judy Hunt

If you think you know what your admin does, I'll bet you don't know the half of it. If you ARE an admin, I'm sure the following job description only scratches the surface:

A uditor
B udget manager
C aterer
D iplomat
E ducator
F ire fighter
G raphic artist
H oop jumper
I nternet expert
J uggler
K itchen liaison
L ifeguard
M ind reader
N ewsletter editor
O rganizer-in-chief
P urchasing agent
Q uality control supervisor
R esearcher
S preadsheet designer
T ravel agent
U mpire
V olunteer coordinator
W ebmaster
X erox specialist
Y ear-end report compiler
Z [I'm stumped - any ideas??]
I thought it could be "zipper-upper" for lip.

Thank you, admins everywhere - you keep business humming!

Special **Thanks** to Todd Hunt, *Recovering Anal Retentive Professional and Humorist* for this job description.



SAVE THE DATE!

Administrative Professionals Day[®] Luncheon



Guest Speaker
Sheriff
BILL GORE
County of San Diego

*Sponsored by
The San Diego Chapter of the
International Association of
Administrative Professionals*

**Wednesday
April 21, 2010
11:30 a.m. – 1:30 p.m.**

**Cost: \$50.00 per person
\$500.00 per table of ten
Sponsorships are available!
Contact Ron Luis Valles at
(619) 857-9011 or rlvalles@cox.net**



Mistress of
Ceremonies
MONICA ZECH
Public Information
Officer
City of El Cajon

**Aboard the San Diego Harbor Excursion's Yacht
"California Spirit"**



**For tickets or reservations, contact: Dianne Berg at 619-400-2445,
or via email at dberg@san.org**



Join the FOG Don't Get Lost in it!



Let's clear away the confusion about the Family of Givers . . .

What Is It?

The **F**amily **o**f **G**ivers program gives IAAP members the ability to support the Retirement Trust Foundation through donations that are cumulative with a complementary recognition program. The Family of Givers allows us to track your donations over time and recognize the whole of your generosity. By using your membership number, you will be able to track your personal donations, your chapter's donations, and even your division's donations to see exactly where you stand.

How will my donations be used?

Contributing to the Trust is all about helping our own. Financial assistance is available for all members in need, across North America. It is for those living in *any* retirement center as well as those living in Vista Grande. All funds contributed are used to support the Trust's overall program consistent with the mission and strategic plan as outlined by the Board of Trustees. More specifically, these funds will be used to:

- ◆ Provide housing assistance grants to elderly admin professionals in need
- ◆ Maintain Vista Grande and provide an affordable, comfortable environment for all residents
- ◆ Maintain the Trust's website

How Can I Join?

Mail the completed form below with your donation to IAAP :

Sue Tuff, Comptroller
P O Box 20405
Kansas City MO 64195-0404

Or you can donate online with a credit card at <http://www.iaap-rtf.org/donate/form.html>

Donor Information

Name _____
IAAP Membership ID _____
Address _____
City _____ St _____ Zip _____
Phone _____ Email _____

Please Check One

Check (payable to RTF)
 Credit Card Visa Master Card Discover AmEx
 Account # _____
 Security code _____ Expiration _____
 Amount \$ _____
 Signature _____

Southwest District
Challenge

March 1 to March 31

Donate and be the
division with the highest
per capita amount!
*(based on each division's
membership numbers)*

Winner announced at the
SW District Caucus
during EFAM 2010!



Social Media*
 By
CJ Lucke
 CEO, Public Remix
**Highlights: How to use online
 communications using social software
 (Facebook, Twitter, Flickr)**



*One recertification point will be issued for this program.

DINNER MEETING NOTICE
APRIL 7, 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
92 123
Phone (858) 565-2272
Self or Valet Parking

DINNER MENU
 California Salad
 Chicken Piccata or Vegetarian Lasagna
 Berries with Grand Marnier Sauce

Door Prize

FOR RESERVATIONS, PLEASE RSVP TO: **Janie Dillard CPS, Dinner Chair**

Via E-mail: dillard.janiemelie@scrippshealth.org. All reservations will be confirmed! If you do not receive a confirmed reservation via email, please telephone **Janie at 858/626-7899**.

Via Phone: (858) 626-7899. **Members** may make reservations by phone. Please leave your name and phone number. Reservations must be received by Friday, April 2, 2010.

Via Mail: 8815 Keremeos Way, San Diego, CA 92126

Guest Dinner Reservations MUST Be Received and Paid By Friday, April 2, 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 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: _____

Chicken Piccata Vegetarian Lasagna