



# Through the Bay Window



## Chapter Awards, Recognition and Officer Installation

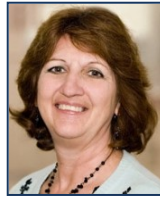
Wednesday, June 9, 2010  
Courtyard by Marriott  
8651 Spectrum Center Blvd.  
San Diego CA 92123  
*Free Parking*  
5:00 – 6:00 pm Networking  
6:00 pm Dinner  
7:00 pm Program

## Put These on Your Calendar!

- June 11-13 Annual Education Forum & 58th CA Division Meeting: Pleasanton CA
- June 21 – After Work Happy Hour at Bing Crosby’s in Fashion Valley Mall
- July 14 – Chapter Open House: San Diego Airport Commuter Terminal 3rd Floor
- July 18-21 – International Education Forum & Annual Meeting: Boston, MA
- August 4 – Chapter Meeting: The Butcher Shop

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## Message from the Board

By: Deborah Gunn, CPS/CPS, President

Our program for the June 9 chapter meeting, in part, will be reviewing our accomplishments for the year, and recognizing those chapter members who have participated in various activities/events. However, each one of you is to be congratulated for acting on your professional goals by being a member of the San Diego Chapter of IAAP. Perhaps now is the time to review what you expect to receive out of your membership in the upcoming IAAP year (August 2010 through June 2011) and what you are willing to do to achieve that value.

During this next IAAP year we will be implementing a new succession plan; one that will provide each member with the opportunity to gain valuable skills and experience, and ensure the long-term survival of the chapter. The plan is to ask each member to volunteer to serve on a committee. So, start thinking now about where your interest lies or where you think you might stretch a bit. After serving on a committee for a time, the expectation is that you would have the experience necessary to serve as a committee chair. Remember, you gain five recertification points for serving in that position. From that point, you would be eligible to serve as a board member. As a board member, you will participate in the inner workings of the chapter’s activities and provide direction on the focus of the chapter. That’s also another opportunity to gain five recertification points. Service on the board would then meet the eligibility requirement to serve as President-Elect or President. Whether you choose to serve in one of these capacities will be up to you, but we want to put this plan in place so that each member would gain the necessary skills and experience to reach that point.

We hope that you will agree to become an active participant in your chapter. The chapter only progresses so long as there are members willing to step up to handle the day-to-day as well as the one-time tasks that bring value as a member of this organization.

The second part of our program for the June chapter meeting is the installation of new board officers for 2010-2011. You elected this new board and so attendance at this meeting to support their installation is very important. They will need all of your help during next year to bring about the planned programs and events.



*Board Report from page 1*

If you are interested in providing a chapter program, please contact Marge Suess, CPS, before September 1, as she will be the program chair for next year. IAAP HQ has several prepared PowerPoint presentations readily available for this purpose. Providing a presentation will meet one of the criteria for Member of Excellence. Remember, this is a friendly environment with which you can spread your wings, and it will

On a personal note, thanks for your support and confidence of my leadership this year to re-elect me for a second term. The board and I will do our best to plan programs/events that will assist you to achieve your career and personal goals. As always, I'm just a phone call or email away for your questions, comments, complaints, or compliments!

## Total Membership - 104

Professional Members - 89  
Professional Merited Members - 8  
Student Members - 4  
Associate Members - 3

# Welcome New Members

**Leandra Almodovar**, Business Development, for Culinary Concepts Inc., brings over 30 years of experience in the hospitality industry in the area of event planning, which includes, design and management of corporate, incentive and association events.

During the 1990's she operated The Event Connection to provide creative, professional, and dependable event management services. TEC offered a myriad of services of the highest quality, efficiency and cost-effectiveness balanced with creativity. She planned and managed recognition, celebration and promotional events throughout North America – from a VIP groundbreaking for ten expressly invited guests to a gala attended by 2,300 guests.

Prior to that, Leandra spent 11 years in destination management for Safari & Tours, California Leisure Consultants and PRA – working her way up from a tour guide to Vice President of Marketing. Experience was gained in San Diego, Orange County (CA), Los Angeles, Santa Barbara, Palm Springs, Phoenix,

New Orleans and San Francisco. In addition, she worked for several years with incentive travel planning and theme party production. This background has given her firm understanding of the needs of clients' event and catering needs.

Leandra taught Special Events for five years at San Diego State University's extension college as part of a certificate in Meeting Planning. As a speaker on the local level, she has presented to the Professional Secretaries Institute, International Association of Business Communicators, Society of Government Meeting Planners, and Executive Women International. On a regional level, she has presented at Meetings West conferences and on a national level at the Exhibitor Show for their CES program and Event Solutions.

Leandra is the past president of the San Diego Chapter of the International Special Events Society and has been involved with many aspects of the industry through memberships in the American

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*New Members from page 2*

Marketing Association, San Diego Convention & Visitors Bureau, Computer Event Managers Association, International Special Events Society, and National Association of Women Business Owners.

Her passion is traveling. In 1999, she and her husband sold everything and adopted their cats out to visit over 30 countries in two years of travel. On the business side, she has worked the Beijing and Vancouver Olympics as well as a variety of sales meetings and incentive programs around the globe.

Leandra is excited to be involved with IAAP and looks forward to being a contributing member, putting her experience to work for the organization.

**Donna Burtch**, currently in transition, is seeking her next adventure to use her transferable skills and uncover a fresh new beginning in a new industry. She has 20++ years of administrative experience in financial services, formerly a banker, an MBA, and worked/lived in the East (New York City/Japan) and in the West (San Diego/Montana). For nearly five years she was an Executive Assistant to the Vice Chairman of the Board/Chief Credit Officer and later became the Corporate Services Administrator of a

commercial lender, headquartered in La Jolla. It was a dynamic environment, exciting at the C-level and rewarding helping managers at the branch level. It was widely varied, including responsibilities for managing 170+ policies and procedures requiring Board approval and accessibility on the Company Intranet.

Outside of work, my passion is community outreach and financial literacy training to such audiences as the women in the Passages program (YWCA) to grade school children in math classes to military personnel with young wives, who need help understanding personal money management. Personally, I have boy/girl twins attending Berkeley, love gourmet cooking and host foreign students learning English as a second language. I was also a 10-year member of a professional association, Financial Women International (FWI) and the past group president in 2006.

Some of my prior experiences include working for US Bank (SBA Div.), City National Bank, Touche Ross (now Deloitte Touche), Arthur Andersen, business owner, The Legal Aid Society and the Department of Defense.

## July Birthdays & IAAP Anniversaries

### Anniversaries

Evelia Castellanos  
Lou Dumlao-Atienza  
Terri Esteban  
Amelia Garza  
Erika Lowery  
Juanita Palash  
Frances Peterka  
Angela Williams, CPS

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

### Birthdays

Dianne Berg  
Tina Claridge  
Julia Lichtenberger  
May Mootry  
Anna Nilsson  
Juanita Palash  
Nancy Talbert  
Susan Van Veen  
Darla Wilson, CAP  
Sylvia Wong, CPS  
Tessa Wright

## Chapter Meeting Minutes—May 5, 2010

The Annual Business and Dinner Meeting of the San Diego Chapter was held at The Port of San Diego, in San Diego, California, the evening of Wednesday, May 5, 2010.

The following officers were present:

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

### Business Meeting

President Deborah Gunn called the meeting to order at 6:06 p.m. President Gunn led the attendees in the Pledge of Allegiance.

### Welcome

President Gunn welcomed and introduced the guests, Eileen Innecken, Faye Nasser, Melinda Ross, and mini-expo vendors from the following companies: Conference Direct, Cookie Lee Jewelry, Culinary Concepts, EmbroidMe, Flowers of Point Loma, OfficeTeam, Residence Inn and Usana Health Sciences.

### The Meeting Was Adjourned for Dinner.

### Introduction of New Members

Vice President/Membership Chair Marge Suess, CPS, welcomed and read a brief bio of new members Leandra Almodovar and Donna Burtch and presented each of them with a binder of IAAP information.

### Membership Renewals

Vice President/Membership Chair Marge Suess, CPS, thanked renewing member Denise Buth, CPS/CAP, and gave her a thank you letter from the chapter and a Starbucks gift card.

### Perfect Attendance Awards

The following members were awarded \$25 from the chapter for perfect attendance at dinner meetings from August 2009 thru April 2010: Dianne Berg, Janie Dillard, CAP, Sue Gannon, CAP, Cindy Garofalo, CPS, Anne Stalmer, Nancy Talbert and Sylvia Wong.

### Election of Officers

Nominating Committee Chair Cindy Garofalo, CPS, read the following slate of candidates and offices for the 2010/2011 San Diego Chapter Board of Directors:

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

The attending members, a quorum being present, unanimously accepted this slate of proposed officers and, by a voice vote, elected them to the offices noted for the 2010/2011 term. President Gunn indicated that the new officers will be installed at the June 9, 2010, meeting and thanked the Nominating Committee for working to achieve a full slate of officers this year.

### 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 and the chapter newsletter. Hearing none, the minutes were approved.

### Acceptance of Treasurer's Report

The Treasurer's report for the month ending April 30, 2010, previously distributed to the membership via e-mail, was accepted and will be filed.

### Proposed Amendments to San Diego Chapter Bylaws and Standing Rules

Co-chair Sue Gannon, CAP, reminded the attendees, a quorum being present, of the proposed amendments to the Bylaws & Standing Rules which had previously been e-mailed to the members. Proposed Amendment Number 1, passed; Proposed Amendment Number 2 and the proposed amendment to Proposed Amendment Number 2, failed.

### Proposed Amendments to IAAP International Bylaws and Standing Rules

Co-Chair Sue Gannon, CAP, in the interest of time and with no objection, did not read the proposed amendments, which had previously been e-mailed to the members. Upon a motion made by Yolanda Sevilla, CAP, the membership, a quorum being present, voted to send the San Diego Chapter Delegate to the IAAP 65<sup>th</sup> International Education Forum and Annual Meeting in Boston, Massachusetts - informed but uninstructed.

### Proposed Amendments to California Division Bylaws and Standing Rules

Co-chair Sue Gannon, CAP, in the interest of time and with no objection, did not read the proposed amendments, which had previously been e-mailed to the members. Upon a motion made by Lu Anne Stalmer, the membership, a quorum being present, voted to send the San Diego Chapter Delegate to the IAAP 2010 Annual Educational Forum & 58<sup>th</sup> Annual California Division Meeting in Pleasanton, California - informed but uninstructed.

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### Proposed Amendment to the Retirement Trust Foundation Bylaws and Standing Rules

Co-Chair Sue Gannon, CAP, in the interest of time and with no objection, did not read the proposed amendments, which had previously been e-mailed to the members. Upon a motion made by Nancy Talbert, the membership, a quorum being present, voted to send the San Diego Chapter Delegate to the IAAP 65<sup>th</sup> International Education Forum and Annual Meeting in Boston, Massachusetts - informed but uninstructed.

### Program

The program for the evening was a vendors' mini-expo where members and guests visited and acquainted themselves with the various services. Laura Stokes introduced the vendors who each told something about their companies and services. They provided raffle prizes that were won by Donna Burtch, Denise Buth, CPS/CAP, Cindy Garofalo, CPS, Kristine Hilly, Heather McGann, Joanne Owen, CAP, Lori Poore, CAP, Gloria Rossiter, CAP, Angela Williams, CPS, and Sylvia Wong.

### Scavenger Hunt for Retirement Trust Foundation (RTF)

A 50/50 scavenger hunt to support the RTF was held. Scavenger hunt cards, depicting items to be found at the vendors' stations, were sold at \$5/each. Treasurer Poore gave an overview of the retirement center to the attendees and announced the winner of the scavenger hunt, Karen Buckingham, who received \$35; the remaining \$35 will be sent to the RTF.

### Board Door Prize

The Board Door Prize, a \$25 gift card to Ulta cosmetics and gifts, donated by Recording Secretary Eve' Bond, CPS, was won by Laura Stokes.

### Announcements

President Gunn reminded the attending members that the chapter's next meeting will be delayed by one week, in accordance with the chapter bylaws & standing rules, due to the Memorial Day holiday on Monday, May 31, 2010. The next chapter meeting will be held on June 9, 2010, 5:30 p.m., at The Courtyard by Marriott in Kearny Mesa and the new chapter officers for 2010/2011 will be installed.

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

## North vs. South – It's All Out War!

### Remember, we are still in a war – North vs. South!

On August 15, 2009, the North 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.

**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 met 16 of 19 criteria and we expect to make all the criteria by June 30, 2010.

## 2010 Annual Reports

### President's Report

By Deborah Gunn, CPS/CAP

We held an Open House (new member/impact meeting) in July 2009, in a game show format entitled, "So You Want to be an IAAP Member?" We showed a presentation with general information about the chapter and IAAP. The game questions were taken from this presentation and from the mock certification exam. Our three 'contestants' were chosen from the names of nonmember attendees. The goal of the contestants was to achieve the highest number of points by answering questions. However, each of the three nonmember contestants won a prize. The contestant with the highest number of points won a paid annual membership; the second place winner won two chapter meeting dinners (to be used by December 2009); and the third contestant won registration for the fall 2009 Educational Seminar. This was a fun and interactive event with positive feedback received from attendees, and we obtained five new members as a result.

We continued providing renewing members a \$5 Starbucks gift card as a "thank you." We assigned mentors to all new members. Our mentors encouraged their "mentees" to attend chapter meetings/events, sat with them during dinner meetings, introduced them to other chapter members, and were available to answer questions about the chapter and IAAP. We achieved over 100 members, which is the highest membership number ever for our chapter.

We have a Community Services Group which led several community outreach efforts during the year including collecting clothing in partnership with OfficeTeam for the "Dress for Success" program, collected yogurt lids for the Yoplait "Lids for Life" campaign (Yoplait donated 10 cents per yogurt lid to

Susan G. Komen for the Cure), several chapter members volunteered at the San Diego Food Bank in December 2009, and others volunteered at the South Bay Community Services Organization in March 2010.

We had seven chapter programs that provided recertification points during the year. We held two Professional Development Seminars: one in the fall 2009, and another in spring 2010. We were able to award recertification points to attendees of these two educational events. Through our chapter programs and the educational seminars, we provided 13 recertification points to members. These efforts also helped us to meet the Chapter of Excellence criteria for 2009-2010.

We held a Bosses Day Luncheon in October 2009 where attendees viewed an informational presentation during lunch, and then went on a behind-the-scenes tour of Petco Park (baseball stadium). In December 2009, a singing trio provided entertainment and we held our annual Silent Auction.

We had two attendance contests: one for members who had perfect attendance (from August 2009 through April 2010) and each received a \$25 cash award, and the second was for a scholarship to the 57<sup>th</sup> Annual California Division Annual Meeting in June 2010. Each time a member attended a chapter meeting, his/her name was put into a container and at the April meeting we picked a winner for this contest. The conditions to winning this scholarship are that the member must be in attendance at the April chapter meeting and be willing/able to attend this conference. We also offered a scholarship to the International Education Forum and Annual Meeting in July 2010 through an essay application process. A panel of three non-chapter members reviewed and

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ranked the applications. The Board of Directors had final approval. The scholarship winner is expected to become a chapter leader through committee/board participation following his/her trip.

We scheduled a lunch aboard San Diego Harbor Excursion's yacht "California Spirit" for our APD event in April 2010 and had about 175 members, executives and guests in attendance. We also held a Mini-Expo at our May Annual Meeting.

Several members took the CPS/CAP exams in November 2009 and we added a new CPS and CAP to our numbers. Several others planned on taking the exams in May 2010. We loan study materials and help to arrange study groups. We held a Chapter program on certification in January 2010.

We included in this year's budget two \$500 scholarships for the Grossmont College Office Professional Training (OPT) program for deserving students. These scholarships are awarded at each of the OPT January and June graduation ceremonies. We held two Retirement Trust Foundation fundraising efforts: a reverse bingo game in November 2009 and a scavenger hunt game in May 2010.

We had the following members achieve the Member of Excellence designation in 2010: Eve' Bond, CPS, Cynthia Day, Cindy Garofalo, CPS, Deborah Gunn, CPS/CAP, Gloria Rossiter, CAP, Marge Suess CPS, Ron Valles, Angela Williams, CPS and Tessa Wright.

## Vice President's Report

*By Marge Suess, CPS*

My primary responsibility has been to chair the Membership Committee. On July 1, 2009, membership stood at 98 and hit a new high of 110 members in March 2010. As of May 15, 2010, our membership stands at 104. We had 29 new members join the chapter, but, unfortunately, 23 did not renew.

Dianne Berg prepared Chapter notebooks for all new members. This became especially important since International has ceased sending out new member packets. Our Mentor program, administered by Deborah Gunn CPS/CAP, continued its second year.

In July, we held a very successful Open House at the San Diego Airport's Commuter Terminal. More than 40 members and prospective members attended resulting in five new members who joined after attending the Open House.

We continued the practice of awarding a \$5 Starbuck's gift card to members who renewed. Seven members (sometimes more than once) recruited new members and received \$10 off their next dinner meeting. We also held our first-ever after-work Happy Hour get-together at the Kearny Mesa Courtyard by Marriott Hotel. Our next get-together will be on June 21 at Bing Crosby's restaurant in the Fashion Valley Mall. This is proving to be a great way to network on a smaller scale.

Since we did not have a president-elect this year, I arranged the locations of the dinner meetings. The Butcher Shop in Kearny Mesa proved to be very popular, and we will continue having the majority of our dinner meetings there in the coming year.

## Recording Secretary's Report

*By Eve' Bond, CPS*

Some of the responsibilities performed during the past year were to:

- attend and record the minutes of the monthly business meetings and publish them for the membership in the newsletter, "Through the Bay Window;"
- prepare, "From the Board" articles for the chapter newsletter;

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- retain monthly business meeting attendance records for the Perfect Attendance award, in May;
- retain the records of attendance for a special contest to the 2010 California Division meeting, and choose the award winner at the chapter's April meeting;
- attend and assist in Administrative Professionals' Day event;
- assist the chapter treasurer with ways and means events to benefit the Retirement Trust Foundation;
- assist with the Bylaws & Standing Rules Committee;
- furnish two board door prizes;
- attend and record the monthly minutes of the Board of Directors' meetings; and
- assist the chapter president and board with parliamentary procedures.
- It has been a special privilege to serve the Chapter President, members of the Board and the San Diego Chapter Membership.

## Corresponding Secretary's Report

*By Tessa Wright*

Some of the responsibilities performed during the past year were to:

- attend the monthly Chapter meetings and the monthly Board meetings;
- write articles for publication in the newsletter, "Through the Bay Window;"
- prepare and send email notifications to members on various Chapter dinner meetings, events, information, job openings, and other important information;
- create and lead networking activities for the chapter at the monthly dinner meetings;
- assisted the Board with the Chapter new member night in July and coordinated the donation of

- create Photo Albums from the various dinner meetings and events to publish on the web site;
- began work on an advertising program for the chapter website (hope to continue with this into the 2010-2011 year);
- attend and assist in Administrative Professionals' Day event
- furnish two board door prizes; and
- coordinate the caterer for the Annual Meeting in May

It has been a special privilege to serve the Chapter President, members of the Board and the San Diego Chapter Membership. I look forward to serving again next year.

## Treasurer's Report

*By Lori Poore, CAP*

Thanks to all of our members who made this another successful year for the Chapter. Our biggest event was the Administrative Professionals Day (APD) Luncheon on board San Diego Harbor Excursion's yacht, "California Spirit." The event was well attended and we raised approximately \$6,100 (not all accounting from this event is complete, so this amount is subject to change); part of this will supplement the Chapter's Scholarship Fund for students attending the Grossmont College OPT Program. We transferred \$3,000 from our Money Market account to help pay the deposits for the APD lunch; we should be able to transfer back some of that money thanks to our successful fundraising efforts.

We held two Retirement Trust Foundation (RTF) fundraisers. At the November meeting, we played reverse bingo and raised \$155 with half going to the winner of the game and half going to the RTF. In May, we held a Scavenger Hunt that involved our vendors at the Vendor Expo. The total raised was

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## DATES TO REMEMBER!

### 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
June 21	After Work Happy Hour—Bing Crosby's
July 14	2010 San Diego Chapter Open House
July 18-21	International Education Forum & Annual Meeting Boston, MA
August 4	Chapter Meeting—The Butcher Shop
September 1	Chapter Meeting—The Butcher Shop
October 6	Chapter Meeting—The Butcher Shop
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

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\$70 with the winner receiving \$35. So, in total, \$112.50 will be sent to the RTF.

The Chapter was also able to take advantage of International's "Early Bird 10% Discount Program" for the 2011 Education Forum and Annual Meeting by paying the registration and hotel fees in advance for our Delegate, Alternate, and Scholarship Winner. By doing so, we saved \$417.



### 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 for more information: [www.iaap-sandiego.com](http://www.iaap-sandiego.com).

**Opportunity** for members to win a scholarship to the 2010 International EFAM in Boston, MA. The deadline was March 15, 2010. This year's winner is Ron Valles.

**Win** a trip to 2010 CA Division Annual Meeting just by attending Chapter meetings. This year's winner is Cindy Garofalo, CPS.

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

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

## 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. If you have not redeemed your \$10 credit, you must do so by **June 9, 2010**.

## Check Out Our Website!

Remember, that when you “read” *Through the Bay Window* from our website ([www.iaap-sandiego.com](http://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.

## Update Your Profile!

Please make sure your contact information is correct at [www.iaap-hq.com](http://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: contact Deborah Gunn, CPS/CAP at [dgu@sandag.org](mailto:dgu@sandag.org) 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!

## SWA Tickets Winner

Joann Balsadua was the winner of the Southwest Airlines ticket raffle that was held in conjunction with this year's Administrative Professionals Day event. Here's what Joann had to say about winning. "My first grandson, Dylan James Swearingen, was born on January 24, 2010, but I could not afford to make the trip to see him at that time. Thanks to winning the Southwest Airlines raffle, I finally got to see him. Dylan lives in Corpus Christi, TX. I stayed there 10 days, and it was **WONDERFUL!!!!**"



SAYING GOODBYE



JOANN WITH HER GRANDSON, DYLAN

## Editor's Place

Proms, graduations, vacations, work... got in the way this month! Hope you enjoy the news, even if it is a little later than normal.

**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](mailto:gbrossiter@gmail.com).

## 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!**



**CHAPTER AWARDS,  
RECOGNITION, AND OFFICER  
INSTALLATION**

**Highlights: Recognition of Chapter/Member  
achievements; install 2010 Board officers**



**DINNER MEETING NOTICE**  
**JUNE 9, 2010**  
 5:00 p.m. - Networking  
 6:00 p.m. - Dinner  
 7:00 p.m. - Program  
  
 Courtyard by Marriott San Diego Central  
 8651 Spectrum Center Boulevard  
 San Diego, CA 92123  
 858/573-0300  
 Free Parking

**DINNER MENU**  
  
 Baby leaf salad w/lemon herb vinaigrette  
 Monterey Chicken or  
 Pepper-Crusted Pork Loin  
 Carrot Cake  
 Coffee, Decaf, Tea, Iced Tea  
  
 Vegetarian: Hot Portabello Mushroom  
 Sandwich  
  
*Door Prize*

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

**Via E-mail:** dillard.janiemelia@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, May 28, 2010.

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

**Guest Dinner Reservations MUST Be Received and Paid By Friday, May 28, 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: \_\_\_\_\_

\_\_\_\_\_  \_\_\_\_\_  Vegetarian

# 5K Walk for OPT

Proceeds will benefit the  
**Office Professional Training Program**

**Date: June 12, 2010**

**Time: 9:00 AM**

**Location: Grossmont College Track\***

**Register by: June 7, 2010**

**Entry fees:**

- \$20.00 for each adult entry (ages 13+)
- \$3.00 for each child entry (12 and under)
- \$25.00 for race-day registration (spaces limited)

This 5K walk/jog/run will be held at the Grossmont College Track/Football Field. Water and snack stations will accommodate your needs.

\*See Reverse Side for Parking Permit and Map



Each participant will be entered into a drawing for fabulous prizes!  
Additional tickets will be for sale.

Sponsored by:



and

OPT Alumni Association

Contact person: Mary Leslie

Phone: (619) 644-7533

Fax: (619) 644-7922

E-mail: Mary.Leslie@gcccd.edu

## Entry Form

**Mail form and entry fee to:**

Office Professional Training Program  
Grossmont College  
8800 Grossmont College Drive  
El Cajon, CA 92020

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Phone \_\_\_\_\_

**Make Checks Payable to:**

Grossmont College Foundation—OPT

**Entry Fees**

Adult \$20.00 each X \_\_\_\_\_ = Total \$ \_\_\_\_\_

Child \$3.00 each X \_\_\_\_\_ = Total \$ \_\_\_\_\_

Total Registration \$ \_\_\_\_\_

**OPT For Success!**

Non-participant Donation: \$ \_\_\_\_\_



**Waiver and Fitness Statement:** I understand that there are risks associated with strenuous physical exertion and with this event including but not limited to those caused by the terrain, weather, condition of the athlete, vehicular traffic, other participants and spectators, and lack of hydration. In consideration of the right to participate in Walk for OPT, I hereby assume all risks associated with this event and I hereby waive, release and discharge any and all claims for death, personal injury, property damage and actions of any kind which may hereafter occur to me or any other person as a result of my participation in this event. This waiver and release shall be binding on my heirs and assigns and shall run in favor of all organizers, promoters, sponsors, beneficiaries, officials, and any other individuals or entities in any way connected with this event, even though my loss or injury may arise out of negligence or carelessness on their part.

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Announcing our Coming Attraction!



### SAN DIEGO CHAPTER OPEN HOUSE

#### "So You Want to be an IAAP Member"

Learn about IAAP and its Benefits through a  
"Millionaire"-type format

Members and Guests are invited to attend  
(This event is **FREE** – however, reservations are required)

**DOOR PRIZES!**

**Wednesday, July 14, 2010**

**DOOR PRIZES!**

5:30 p.m. – 7:30 p.m.

Heavy hors d'oeuvres catered by Culinary Concepts  
Parking will be validated (Commuter Lot)

San Diego County Regional Airport Authority  
Commuter Terminal, 2nd Floor  
3225 North Harbor Drive  
San Diego, CA 92101  
(619)971-2659 for contact on day of event only)

**Via E-mail:** atindall@san.rr.com. All reservations will be confirmed! If you do not receive a confirmed reservation via e-mail, please call Anita at 858.279.2727

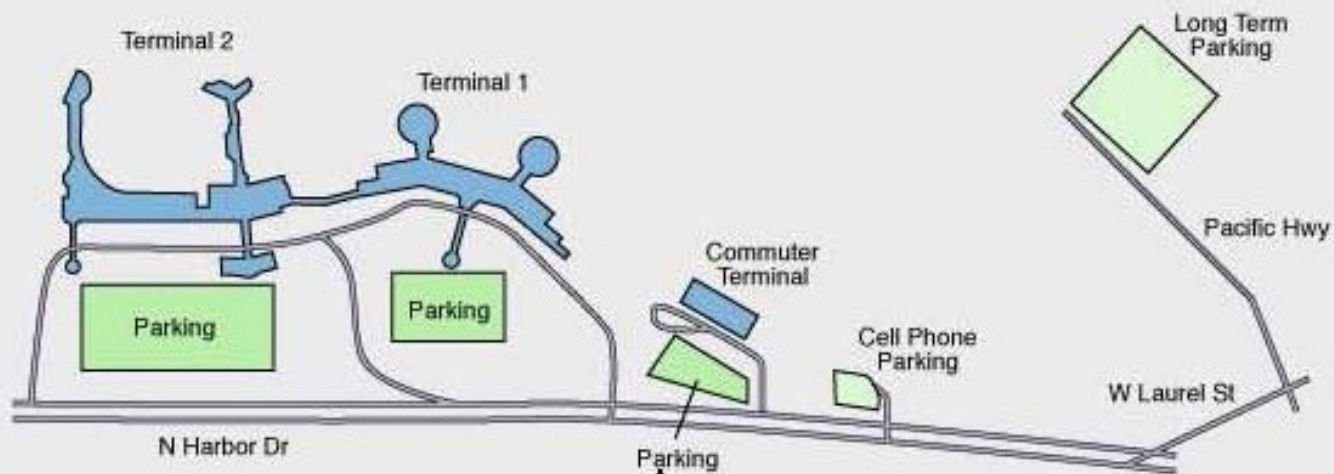
**Via Phone:** 858.279.2727

**RESERVATIONS must be received by Wednesday, July 7**

Visit our website: [www.iaap-sandiego.com](http://www.iaap-sandiego.com)



Map on page 15

### San Diego International Airport (SAN) Parking



Please park in this lot.



-  Short Term Parking
-  Long Term Parking

