



**UPCOMING CHANGES:
IAAP CERTIFICATION
PROGRAM**

Wednesday, January 5, 2011
The Butcher Shop
5255 Kearny Villa Road
San Diego CA 92123
Self or Valet Parking
5:00 pm Networking
6:00 pm Dinner
7:00 pm Program

**CHECK OUT OUR
WEBSITE!**

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

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

IAAP SAN DIEGO CHAPTER

P.O. Box 882521
San Diego CA 92168-2521
www.iaap-sandiego.com



MESSAGE FROM THE BOARD

By: Jackie Lewis, CPS, Treasurer

I wanted to share with you an experience from my most recent travel destination – Wellington, New Zealand. Before I embarked on my trip, I contacted members of the Association of Administrative Professionals NZ Inc. (AAPNZ) through email and asked if they would like to meet with me (<http://www.aapnz.org.nz>). The highlight of the trip was spending lunch and dinner with 10 members of the group.

The Society of Certificated Executive Secretaries NZ Incorporated was formed in Wellington in 1972. The members elected to change the name in July 2000 to the Association of Administrative Professionals NZ Inc. (AAPNZ) The association has 15 groups (or chapters). The Wellington group has 120 regular members, with 42 to 45 attending the monthly meetings.

Their certification process is far less intimidating than our exams, but it is a lengthy process. There are four areas of achievement required to gain certification. They are formal learning, informal learning, work history, and involvement with AAPNZ. The certification is developed to recognize the total of the administrative professionals’ experience. To maintain the certification, members need to continue working at least 400 hours per year and complete four hours per year of informal learning (i.e. attending the AAPNZ Annual Conference and participating in workshops). They must also attend 50% of the group meetings each year.

AAPNZ is preparing to hold the 8th International Summit in Auckland, July 5-9, 2011. The summit is held at three year intervals, most recently in Trinidad and Tobago. It was first held in New York in

**PUT THESE ON YOUR
CALENDAR!**

- January 5 – Dinner Meeting:
The Butcher Shop
- January 15 – So Cal Leadership Forum
- February 2 – 60th Anniversary Dinner
Meeting: Mission Valley Marriott
- February 26 – Education Seminar:
Viejas DreamCatcher

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NEW MEMBERS:

Barbara Davies, San Diego Foundation

Sheila Mosley, Biogenidec

Vanessa Cook, Scripps Health

Myrabel Lomahan, CollegeAmerica Services, Inc.

TOTAL MEMBERSHIP—85

Professional Members – 72

Professional Merited Members – 8

Associate Members – 4 | Student Members – 1

Welcome New Members

CHAPTER CONTESTS & INCENTIVES

Perfect Attendance

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

New Member Recruitment

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

Dinner Meeting Contest

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

Renewing Membership

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

JANUARY BIRTHDAYS & IAAP ANNIVERSARIES

ANNIVERSARIES

Joann Basaldua
Letitia Olais
Christina Ray

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

BIRTHDAYS

Judy Dolan (15)
Terri Esteban (nn)
Roxane Sandoval (nn)

Board from page 1

1992 when PSI (now IAAP) decided to bring together the leaders of professional secretarial associations throughout the world for the purpose of sharing ideas and information, and establishing action plans to positively impact on issues and concerns facing the profession.

It was a great experience and I hope to visit New Zealand again at some point (and, of course, attending the Summit is on my wish list...).



L-R: Sherie, Jane, Sharon, Shona & Allison
[Wellington Group President]



SAN DIEGO CHAPTER MEETING MINUTES WEDNESDAY, DECEMBER 1, 2010

The Business and Dinner Meeting of the San Diego Chapter was held at The Butcher Shop, in San Diego, California, the evening of Wednesday, December 1, 2010. The following officers were present:

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

Business Meeting

President Deborah Gunn called the meeting to order at 6:00 p.m. Cindy Garofalo, CPS/CAP recited an inspirational thought and led the attendees in the Pledge of Allegiance.

Networking Activity

Corresponding Secretary Tessa Wright led us in a fun networking activity. She distributed playing cards and then asked attendees to find others to achieve the highest poker hand. The winning group was: Donna Burtch, Leandra Almodovar, Marge Suess, CPS, Jackie Lewis, CPS, and Deborah Gunn, CPS/CAP. Each of these five members received a \$10 gift card.

Membership Renewals

Vice President/Membership Chair Sue Gannon, CAP noted that JoAnn Basaldua and Letitia Olais had renewed their membership.

Approval of Minutes

President Gunn asked if there were any corrections to the November 3, 2010 business meeting minutes, which were previously distributed to the membership via e-mail and the chapter newsletter, *Through the Bay Window*. The minutes were approved with no corrections.

Acceptance of Treasurer's Report

There was no Treasurer's report to approve.

The meeting was adjourned for dinner and silent auction

Program

The program included dinner and a silent auction. Entertainment throughout the evening was provided by a two-person group, "We Are Dickens!"

Free January Dinner Meeting

The drawing for a free dinner meeting, next month, was won by Sue Gannon, CAP.

There being no further business, the meeting was adjourned by President Gunn at 7:50 p.m.

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

2011 ANNUAL CALIFORNIA DIVISION MEETING SCHOLARSHIP PROGRAM

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

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



CALLING FOR SECRETARIAL ARTIFACTS

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

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

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.**

RECERTIFICATION FOR CHAPTER PROGRAMS

This is a reminder that one of the criteria for the Chapter of Excellence designation is to have 60 percent of our chapter programs provide recertification points. To be eligible to receive a recertification point, the chapter program must adhere to the topics contained in the CPS/CAP exam outlines and be at least one hour in length. So, over the past couple of years, in order to meet the Chapter of Excellence criteria, we have been offering programs that provide recertification points; hence the longer chapter programs. While this does cause our chapter meetings to last a little longer, the recertification points help those members who are certified to gain the necessary points to keep their designations. So, providing recertification points through our chapter programs is a service to many of our members.

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

MEMBER PARTICIPATION AWARD PROGRAM

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

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

MEMBERS OF EXCELLENCE

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

Eve' Bond, CPS
Janie Dillard, CPS/CAP
Sue Gannon, CAP
Cindy Garofalo, CPS/CAP
Deborah Gunn, CPS/CAP
Gloria Rossiter, CAP
Marge Suess, CPS
Ron Valles
Angela Williams, CPS
Tessa Wright

Have you submitted your online *Member of Excellence* application for 2011? If so, please **let your Chapter Board know!**



TIPS FOR THE LAST WEEKS BEFORE THE CPS AND CAP EXAMS

1. You've been studying for months. Now is the time to plan your remaining study schedule. Plan to spend 8-10 hours per week dedicated to study.
2. Reminder: It's important to use several sources while studying for the exams. You might be using the review materials by Prentice Hall (Pearson) or Metcalf Educational Service. The review materials are not intended to cover everything that will be on the exams; and they are not used to write the actual examination questions. Hopefully you have been using these along with the college texts listed in the Certification Review Guide bibliography.
3. Whatever methods of study you are using, continue to take notes, re-read chapters, highlight and make notes in the margins of books you have purchased. Make sure you have covered all areas in the outline. Quiz yourself after completing the study of each area.
4. A few days before the exam, go over your notes again. Some candidates like to spend this time taking quizzes from the review materials they have used. Remember though, you will not see those same questions on the exam.

5. Get a good night's sleep the night before the exam. If you are not familiar with the location of the exam center make a test drive to avoid any delays exam day. For those candidates traveling a distance to take the exam, make sure you check into the hotel early and have time to relax.
6. Exam day is not the day to cram. Your studying should be complete and you should take time to calmly arrive at the exam center.
7. Pay close attention to the check-in times listed on your admission letter; do not arrive late. Remember that you will need the admission letter and your photo ID to get into the exam. And don't forget those pencils.
8. When the exam starts, listen carefully to the proctor's instructions. Properly fill out the answer sheets. Read each question carefully. Do your best. You've prepared well; don't second guess yourself.
9. After the exam, don't try to rehash how well you did. Enjoy the evening with your family and friends. Congratulate yourself for making professional certification a part of your career or personal goals!!

Questions about the CPS and CAP programs can be directed to the Certification Department at IAAP: phone [816-891-6600](tel:816-891-6600) x2225, 2227, 2248; or e-mail certification@iaap.hq.org.



Our IAAP sisters across the ocean L-R around the table:
Tricia, Carolyn, Jackie Lewis, Eth, Shona and Denise

EDITOR'S PLACE

Do you have an article you would like to have published? Email it to by the 15th of any month to me and it will be published in the next available newsletter.

Do you wonder what the (??) next to some of our members' names under the Birthday section of our newsletter? It means we don't have the day of the month they were born! If you haven't sent in your birth date yet, please send it now. If you don't, you will have (??) after your name in our newsletter. And no one wants that right? Please take a moment to email me with this information.

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

Email it to me at gbrossiter@gmail.com



DATES TO REMEMBER!

2011

January 5	Chapter Meeting— <i>Upcoming Changes to the IAAP Certification Program</i> , The Butcher Shop
January 15	Southern California Leadership Forum
February 2	Chapter Meeting— <i>Chapter's 60th Anniversary</i> , Mission Valley Marriott
February 15	Certification Application Submission Deadline
February 26	Professional Development Seminar, Viejas DreamCatcher
March 2	Chapter Meeting— <i>15 Steps in Successful Special Event Planning</i> , The Butcher Shop
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> , The Butcher Shop
May 4	Chapter Meeting— <i>Annual Meeting & Mini Expo</i>
June 8	Chapter Meeting— <i>Officer Installation & Chapter Achievements</i>
June 10-12	California Division Annual Meeting, Mission Valley Hilton, San Diego
July 24-27	International Education Forum & Annual Meeting, Montreal, Quebec, Canada
August 3	Chapter Meeting—Topic and location TBD
August 15	Certification Application Submission Deadline
September 7	Chapter Meeting—Topic and location TBD
October 5	Chapter Meeting—Topic and location TBD
October 9-12	Fall Conference, Sheraton Hotel & Marina, San Diego, CA
November 2	Chapter Meeting—Topic and location TBD
December 7	Chapter Meeting—Topic and location TBD

IAAP'S CORE VALUES...

INTEGRITY

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

RESPECT

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

ADAPTABILITY

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

COMMUNICATION

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

COMMITMENT

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

IAAP'S MISSION...

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



G

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

R

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

O

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

W

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

T

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

H

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

Save the Date...

IAAP San Diego Chapter's
60th Anniversary Celebration

February 2, 2011
Mission Valley Marriott
Ashley's Room

Special Guest:
Noah Tafolla, host of KPBS Wonderland

5:30 pm Social
6:00 pm Dinner
details to follow...



Save the Date!



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

Educational Seminar

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



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



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

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

Recertification points have been approved



Administrative Professionals Day Luncheon

Save the Date!

Wednesday, April 27, 2011

11:30 a.m. to 1:30 p.m.

Aboard the San Diego Harbor Excursion's Yacht -
California Spirit



Tickets are \$50 and table of 10 is \$500.
For more ticket or sponsorship information,
please contact Ron Luis Valles at 619.857.9011
or via email at rlvales@cox.net



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



*One recertification point
will be issued for this program

DINNER MEETING NOTICE

JANUARY 5, 2011

5:00 p.m. - Networking
6:00 p.m. - Dinner
7:00 p.m. - Program

The Butcher Shop
5255 Kearny Villa Road
San Diego, CA 92123
Phone (619) 565-2272

Self or Valet Parking

DINNER MENU

Swordfish Macadamia
or
Chicken Mozzarella

Vegetarian:
Pesto Pasta

Door Prize

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

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

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

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

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

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

MEMBER DINNER RESERVATIONS ONLY may be paid at the door.

ALL CANCELLATIONS RECEIVED AFTER THE RSVP DEADLINE

AND NO-SHOWS TO DINNER WILL BE BILLED!