

Cucamonga Connection

OCTOBER 2011 | Volume 4 | Issue 3

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WAYS AND MEANS

Tina Watson

Inside this issue!
See page 2



PRESIDENT'S MESSAGE



Kudos to the five Chapters who put on the Professional Development Day in Irvine on October 1st!

Bahia, Citrus Valley, Orange Empire, Valencia-Orange, and Cucamonga Valley did a fabulous job! **W. Mitchell** received a five-minute standing ovation and **Todd Hunt** garnered rave reviews. Mitchell's morning session took us to the inner depths of our personal strength inspiring us to reach our goals and hurdle any obstacle with a fresh new attitude. Todd switched gears, bringing us laughter at the quirks of the English language and his crazy antics.

Crystal Schultze, CPS; Debbie Cabana, CPS/CAP; Christina Riley; Harvana Clark; Sonya Bloodworth; Vicki Hahn, CAP; Margo McDaniels and Melissa Morales attended with me from Cucamonga Valley. We all enjoyed the great exhibitors, door prizes and networking with old and new friends. **Event Chair Sydney Alexander, CPS/CAP** did an outstanding job coordinating and we're all looking forward to next year – October 6th, 2012!

The raffle dilemma has inspired our creative minds to find other ways of fundraising for our chapters and that was evident at the PDD. Sister chapters are selling everything from IAAP "bling" t-shirts to personal and family-sized first aid kits. We all have our products and we are all encouraged to support each other in our mutual efforts. **Janean Gray, CPS/CAP – Valencia Orange Chapter President** attended our Chapter meeting on October 26th to show off Valencia Orange's beautiful "bling" t-shirts for \$20. You may contact the chapter to purchase your t-shirt.

Of course we're selling our amazing cookbooks and introducing fresh pine holiday wreaths for sale as well! So, if you're interested, you can do a little holiday shopping!

National Boss's Day was October 17th and we gave the perfect gift! We received requests at the September meeting from members who wanted to recognize their Boss by having them receive a letter of appreciation from our chapter. I e-mailed 30 special letters in honor of Boss's Day which included a cc: copy to each member. Those who participated shared both their gratitude to their bosses as well as CVIAAP acknowledgment.

As I've mentioned many times. . . Cucamonga Valley Chapter is successful because of an absolutely incredible team! I'd like to give a "shout-out" to a special member who has given so much to make us shine. . . . **Debbie Cabana, CPS/CAP** without a doubt put us on the IAAP map with her fabulous website and newsletter creations. Debbie has been doing both of these time-consuming tasks for the last three years and is ready for a much needed break. So, thanks to **Shirr'I Griffin, CPS/CAP** who stepped up and offered to pick up the "Cucamonga Valley Connection", Debbie will finally get some relief. As of this edition, Shirr'I is the Newsletter Editor and Debbie has agreed to continue her duties as Website Master! Our THANKS to both of these hardworking ladies for the extra effort and time that they put in to keep our Chapter running smoothly!

Speaking of breaks, the love of my life, Ken and I visited San Diego for a few days celebrating our 42nd Anniversary. I so looked forward to the R&R of that heavenly city! We had a fabulous time! . . .

Love to you all,



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Attached Flyers:

Cucamonga Valley
IAAP Cookbook

Fresh Pine Wreath
Fundraiser

Observances:

2011 | October

Clergy Appreciation Day
9|10

National Children
Appreciation Day
9|10

Columbus Day
10|10

United Nations Day -
10|24

Navy Day
10|27

Halloween
10|31

National Fire
Prevention Week
10|3-9

Breast Cancer
Awareness
Month



Welcome! Monthly meetings are normally held on the 4th Wednesday of every month at **6:00 PM**. We hold our meetings at **Dave & Buster's Restaurant** on the east side of **Ontario Mills Mall at 4821 Mills Circle**, Ontario, California. We are dark in **August** and **combine our November/December meetings**.

Valerie Victorino, CPS/CAP - Vice President - Member of Excellence - City of Rancho Cucamonga — To reserve your spot for the meeting or to request a meeting flyer, please email me @: Valerie.Victorino@cityofrc.us

OCTOBER 26, 2011 - IAAP Meeting: Our meeting was held at Dave & Busters — **Dana Nagengast — Motivational Coach** - Dana explained how to build a quick and effective rapport with anyone and how to communicate more positively. Dana is a very interesting speaker with lots to offer everyone. Hope you were able to join us for what was a valuable and interesting evening on communication!

Mark Your Calendars!

NOVEMBER 2011 - We are dark due to the Thanksgiving holiday. **Happy Thanksgiving!**

DECEMBER 7, 2011 - Annual Christmas Holiday Party — *Save the date: Wednesday, December 7, 2011* \$30 per person, \$50 per couple at Etiwanda Gardens in Rancho Cucamonga — We are working on some spectacular plans-wait until you hear! So, remember to save this date...the hint is that it's the 70th Anniversary of Pearl Harbor - December 7, 1941. But it won't be a sad event - it will be a celebration!

JANUARY 25, 2012 - IAAP Meeting: Dave & Busters — **Leigh Adams - Toastmasters International, Division A Governor**. Leigh will be teaching us Public Speaking 101. Standing in front of a group can be a challenge. This will be helpful in all walks of life-join us!

FEBRUARY 22, 2012 - IAAP Meeting: Dave & Busters — **Cherylinn Nicklas, our CA Division State Treasurer**, will be helping us with "How to Interview So You Get the Job!". This can be a huge help on how you present yourself, even if you are not actively seeking employment. We love Cherylinn and can't wait for her presentation!

MARCH 28, 2012 - IAAP Meeting: Dave & Busters — **Barb Schmit with Esselte (Pendaflex)** She sounds like a lot of fun with a great sense of humor! She will bring lots of goodies to share and show us all the latest inventions to make our lives easier. A practical and hands-on meeting!

APRIL 25, 2012 - IAAP Meeting: Dave & Busters — **Administrative Professional's Day!** It's our week and our day! We will have another great celebration-can you hardly wait to see what we plan this time?? Stay tuned!

MAY 23, 2012 - IAAP Meeting: Dave & Busters — **Annual Membership Drive meeting and Time Management!** I am always looking for ways to make time grow-can it really happen?

JUNE 27, 2012 - IAAP Meeting: Dave & Busters — **Installation of Officers & Neil Kupchin (tentatively)**. Planning and Managing Change Effectively, especially in this era of uncertainty, and how to approach our daily challenges.

JULY 25, 2012 - IAAP Meeting: Dave & Busters — **Leadership and Team Skills - Leadership and Team skills are a daily objective, or problem? Join us for tips to make it easier!**

AUGUST 22, 2012 - NO MEETING — Dark... We'll miss all of our friends, but we're gearing up for our next great year of fun and learning!

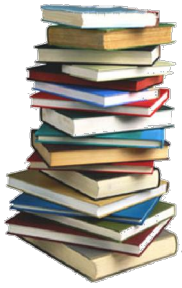
Out & About Events

OCTOBER 15, 2011 was the Professional Development and Networking Forum with the CA Division Board at the Ayres Hotel in Diamond Bar located at 4785 Chino Hills Parkway in Chino Hills. Topics for discussion: Board Manuals, Pathways to Excellence, Fundraiser Wild Idea Club. The Forum was \$15 which included breakfast yummys & lunch – Plan to attend and join us next year! If you have questions, please contact: idadiv@gmail.com

JUNE 2012 will be the California Division Conference in San Mateo...near San Francisco. We had a wonderful group of members from Cucamonga Valley Chapter attend last June in San Diego. We cheered every time Donna got up to get another award for our wonderful Chapter! Please plan on attending this exciting event. More info to sign up will be coming after the first of the year. Stay tuned!

JULY 22 – 25, 2012 is the International Education Forum and Annual Forum (EFAM) held in Grapevine, Texas near Dallas. More registration info to come!





The Book of the Month for October is:

“English Grammar for Dummies” by Geraldine Woods



Good communication and grammar skills go hand-in-hand. This handy guide to English grammar is fitting for this month's meeting topic on effective communication. Write with confidence, speak with ease, and release your grammar fears!

Check it out! And, don't forget to check out the rest of our great collection!

If anyone has a book or CD they would like to donate or lend to the Library, see me at the next Chapter meeting or please contact me via e-mail @ Cherise.Kuzminski@cityofrc.us. The key to a successful library is variety!

Cherise Kuzminski, Library Chair - City of Rancho Cucamonga

Another handy grammar resource, a regular feature of **Cucamonga Connection**, available through the Internet is **Grammar Girl, Quick and Dirty Tips™**. Look for a tip from Grammar Girl later in this issue.



QuickandDirtyTips.com – “QDT”

A number of QDT resources:

- Money Girl
- Legal Lad
- The Public Speaker
- Tech Talker

Grammar Girl - grammar.quickanddirtytips.com



Crystal Schultze

CPS - Member of Excellence - City of Hesperia -
cschultze@cityofhesperia.us

Everyone has a preferred method of organizing “To-do’s” and notes. Your computer monitor may be littered with Post-its, or you may use your e-mail software to track action items.

Increasingly, people are turning to web-based tools. The benefit? To access these ‘cloud-based’ tools, you don't need to be on a particular computer, network or browser. As long as you can hop online, you can find all your precious lists. The following are few suggestions you might find handy.

TO-DO LISTS

RememberTheMilk.com: Clean and easy to use, this tool lets you access your to-do lists — and receive reminders when you are on a computer or a smartphone.

ToodleDo.com: A popular newcomer with a full slate of ways to enter, organize and sort your tasks.

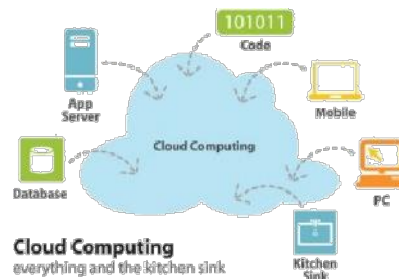
TeuxDeux.com: Calls itself a “simple, design-free, browser-based” app that syncs with the iPhone.

Task.fm, TaDaList.com and **Gmail Tasks (Mail.Google.com/Tasks):** rounding out the list-to-list trackers.

NOTE-TAKING

Google Notebook (Google.com/Notebook) and **Zoho Notebook (Notebook.Zoho.com)** capture notes, share and collaborate with others using these tools.

Crystal's Corner



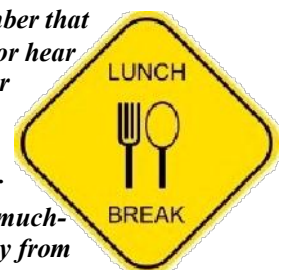
Evernote.com: The gold standard of online note-taking. Grab ideas from virtually anywhere and turn them into notes. You can create voice or image notes, as well. You can even create a contact database. Scan business cards and convert them into searchable text in Evernote

Springnote.com: A great tool for group projects, allowing group members to easily collaborate.

Handy Tips & Info

TOPIC: Office Etiquette — Remember that others don't want to smell your lunch or hear you eat it. You may be lunching at your desk to get more done; however, your co-workers may be so distracted or bothered that their productivity suffers.

Give yourself, and your co-workers, a much-needed breather. Enjoy your meal away from your desk!





Nancy Burnett

Nancy brings an accomplished career as an Executive and Personal Assistant to the Senior Partner of a civil litigation law firm. Most recently, she was Executive Assistant to the President/CEO of a local building materials company until the economy turned. Nancy is endeavoring to continue her career and is open to suggestions or referrals from our IAAP Chapter members. Is there something you think she might be

interested in? Send an e-mail Nancy @: nancykay@charter.net.

Nancy has a townhome in Rancho Cucamonga, and is the proud aunt of four nieces - ages 12, 14, 17 and 18. She takes classes and is very active with family and friends. One of her passions is bicycling, especially on the Pacific Electric Trail. Nancy also enjoys reading John Grisham books and going on beautiful road trips.

Welcome, Nancy, to IAAP Cucamonga Valley Chapter!

Ending a Sentence With a Preposition

Hosted by Grammar Girl, Mignon Fogarty

One of the most frequent questions I'm asked is whether it's acceptable to end a sentence with a preposition.

I know many of you were taught that you shouldn't end a sentence with a preposition, but it's a myth. In fact, I consider it one of the top ten grammar myths because many people believe it's true but because nearly all grammarians disagree, at least in some cases.

So before I lose you, let's back up. What is a preposition?

What Is a Preposition?

A preposition is a word that creates a relationship between other words. It's been said that prepositions often deal with space and time which always makes me think of Star Trek. For example, the prepositions "above," "by," and "over" all say something about a position in space; the prepositions "before," "after," and "since" all say something about time.

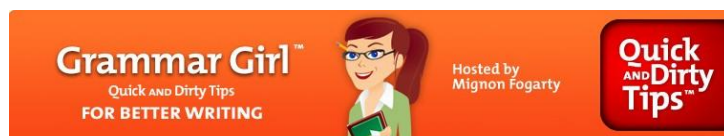
When Can a Sentence End with a Preposition?

Here's an example of a sentence that can end with a preposition: What did you step on? A key point is that the sentence doesn't work if you leave off the preposition. You can't say, "What did you step?" You need to say, "What did you step on?" to make a grammatical sentence.

I can hear some of you gnashing your teeth right now, while you think, "What about saying, 'On what did you step?'" But really, have you ever heard anyone talk that way? I've read long, contorted arguments from noted grammarians about why it's OK to end sentences with prepositions when the preposition isn't extraneous (1), but the driving point still seems to be, "Nobody in their right mind talks this way." Yes, you could say, "On what did you step?" but not even grammarians think you should. It sounds pedantic.

When Can't You End a Sentence with a Preposition?

But, you can't always end sentences with prepositions. When you could leave off the preposition and it wouldn't



change the meaning, you should leave it off. Here is a cell phone commercial that gets on my nerves.

[Where you at?]

For the purposes of today's discussion, let's ignore the fact that they left out the verb "are" because I've definitely heard people ask, "Where are you at?"

The problem is that "Where are you at?" doesn't need the preposition at the end. If you say "Where are you?" it means the same thing. So the "at" is unnecessary. You should leave it off.

Unnecessary Prepositions

The problem with unnecessary prepositions doesn't happen just at the end of sentences. People often throw extraneous prepositions into the middle of sentences, and they shouldn't (2). Instead of saying "Squiggly jumped off of the dock," it's better to say "Squiggly jumped off the dock." You see? You don't need to say "off of the dock"; "off the dock" says the same thing without the preposition.

Another example is "outside of" when "outside" by itself would do just fine. You should say, "He's outside the door," not, "He's outside of the door."

Sentences Can End with Prepositions from Phrasal Verbs

So far, my examples of prepositions at the end of sentences have all been questions. Lest you think they're a special case, we'll look at some sentences that aren't questions.

English has a type of verb called a phrasal verb. These are verbs made up of multiple words, and one is always a preposition. "Cheer up," "run over," "log on," and "leave off"

are all examples of phrasal verbs, and often sentences that use phrasal verbs end with a preposition:

- I wish he would cheer up.
 - You should leave it off.
- Those are perfectly acceptable sentences.

Other Sentences Can End with Prepositions Too

It's also OK to end a sentence with a preposition sometimes even when you aren't using a phrasal verb. For example, although you could rewrite the following sentences to avoid ending them with a preposition, you don't need to.

◦She displayed the good humor she's known for.
(Could be rewritten as "She displayed the good humor for which she's known.")

◦I want to know where he came from. (Could be rewritten as "I want to know from where he came.")

Cover Letter Grammar

I said you don't need to rewrite those sentences, but because of the prevalent myth that it's wrong to end sentences with prepositions, there are times when you should avoid doing it even though it isn't wrong. For example, when you're writing a cover letter to a potential employer, don't end a sentence with a preposition. The person reading the letter could see it as an error. I always recommend following the most conservative grammar rules in job applications. I'd rather be hired than lose out on an opportunity because my grammar was correct—but perceived as wrong.

But once you're hired and you're in a position to have a discussion about grammar, don't be afraid to end sentences with prepositions as long as the preposition isn't unnecessary. Just be ready to show your boss a good style guide or this Web page and do your part to dispel one of the top ten grammar myths.

###

Ways & Means

Yum!



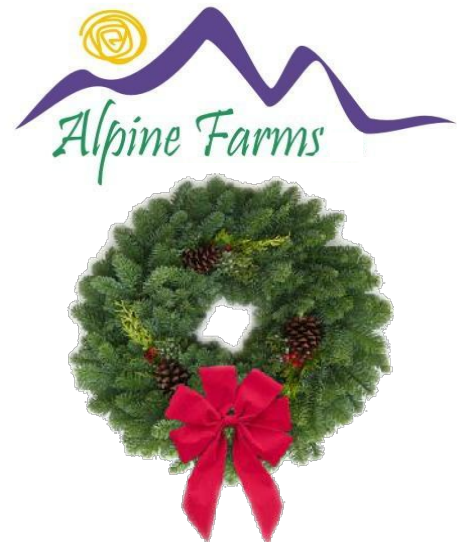
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The Cucamonga Valley
IAAP Cookbook

\$10

Order form on the attached
flyer or for your copy today
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tina.watson@cityofrc.us or
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Wreath Fundraiser

Please support
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See the attached flyer for more information.

Questions? Contact:

Tina Watson, Way & Means Chair
tina.watson@cityofrc.us
1. 909. 477. 2700, extension 3005

Coming up in the November Cucamonga Connection

Save the date!

Annual Christmas Holiday Party

Wednesday, December 7, 2011

November/December meetings are combined

Etiwanda Gardens in Rancho Cucamonga

\$30 per person + \$50 per couple

“Christmas in Paradise”

70th Anniversary of Pearl Harbor, December 7, 1941

A tribute celebrating the people, lives and era of the 1940s

More details to come!

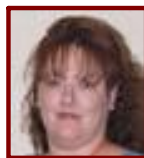
Look for more about exciting and fun learning opportunities, events and activities from our President, Board Members and Chairs in the next Issue.



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Links to IAAP Resources

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iaap-ca.org/index.html

IAAP Headquarters
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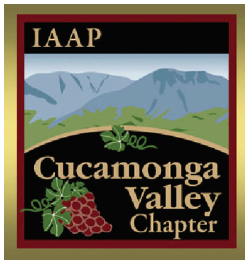
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**The Cucamonga Valley
IAAP COOKBOOK**

\$10.00

For more information contact:

tina.watson@cityofrc.us or donna.kendrena@cityofrc.us



Cookbook
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Company: _____

QTY: _____ X Cost of: \$10.00 EA. Total Amount Due: _____

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<http://www.cucamongavalleyiaap.com/>



Wreath Fundraiser

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*Fresh, Fragrant, Festive
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Red Velvet bow included where pictured.

20" Wreath \$ 28.00

22" Wreath \$ 30.00
*Most Popular Size

26" Wreath \$ 34.00

Deluxe Noble Fir Wreath

measurements are outside diameter of wreath

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