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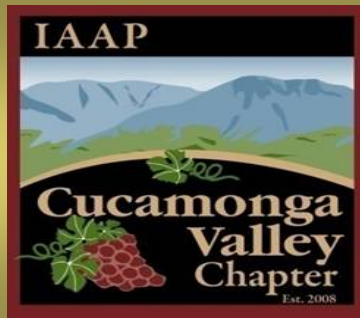
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VOLUME 3 ISSUE 8

APRIL 2011



# President's Message

Greetings!

There's so much going on, I don't know where to start. . . Debbie Cabana, CPS/CAP and I attended the Multi-Chapter meeting on Saturday and it's really getting exciting! This is the planning committee for the October 1<sup>st</sup> event. Our Chapter is in charge of speakers, and we have about 12 awesome choices. The location is our main stumbling block right now, and your input would be helpful. As you may recall we had it at the Nixon Library last year, so we're thinking about having it somewhere exciting like the Queen Mary, Disneyland, or the Huntington Library. Does it make a difference to you if it's held at a "destination" or is a hotel adequate for a Professional Development Day? I truly would appreciate hearing from you. We plan this event for everyone, and your opinion matters! Please drop me an e-mail at [donna.Kendrena@cityofrc.us](mailto:donna.Kendrena@cityofrc.us) THANKS!

California Division news is all about the **Annual Educational Forum & 59<sup>th</sup> California Division Meeting**, June 10-12, 2011, in San Diego! Here's the list of speakers: **Colette Carlston, M.A.**, "*He Says/She Says: The Truth About Gender and Generational Communication*"; **Lee Silber**, (remember Lee — "*The Wild Idea Club*") "*The Ripple Effect*"; **Michelle Bergquist**, "*The New Rules To Networking Both Online & Offline*"; **Randi Driscoll**, "*What Matters*"; and



**Chapter of Excellence**  
2009-2010

**Tamara Goodall, CPS/CAP, International President-Elect**, "*The Joy of Conflict: Developing the Bridge Builder and Peacemaker in All of Us*". It's quite a line-up, it's within driving distance, and they negotiated a great price on the hotel \$109 a night. If you share a room, the total cost per person including registration is less than \$350; and it's an educational, professional, and inspirational experience that you'll remember for the rest of your life! I hope you can make it!

Last but not least, I want to be the first to wish each and every one of you a very Happy Administrative Professionals Week! Here's a little something that I picked up from an American Greetings Gift Card. "*Administrative Professionals Day was originally created in 1952 by the International Association of Administrative Professionals. Celebrated on the Wednesday of Administrative Professionals Week — the last full week in April — it's a day set aside for honoring those wonderful, dedicated people who do so much to keep businesses running at peak efficiency!*"

It's GREAT to be part of such an AWESOME group!! Now, go home, kick off your shoes, prop up your feet and unfold your wings. . . you're all ANGELS in disguise! Happy Administrative Professionals Day!

With a Hug,

## *"Fugetta Bout It!" Murder Mystery Fun* April 27, 2011—Italian Theme Mystery Dinner

Join us as the crazy fun-filled story and murder unfolds! Actors will move around and interact with us through 3 different Acts: the Murder, the Interrogation, and then the Mystery is solved. We will team up by tables. This is going to be wild and fun, so be sure to be on time! Please bring spouses, co-workers, friends or adult family members. There will also be special gifts and prizes throughout the evening.

We will be having a delicious buffet of House Salad, Black Jack BBQ Chicken, Loaded Garlic Mashed Potatoes, Seasonal Vegetables, Chocolate Cake with whipped cream filling, and your choice of coffee, iced tea, or water.

Please email Valerie Victorino at [Valerie.Victorino@cityofrc.us](mailto:Valerie.Victorino@cityofrc.us) no later than April 25th to make your reservations. See you there, and don't **Fugetta Bout it!!!**

# Calendar of Upcoming Events

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

- **April 27, 2011**

**Administrative Professional's Day!**

**IAAP Meeting:** Dave & Busters- This is *our week and our day* and this will be even more special since we will celebrate together on our regular meeting night! We have a really fun evening planned dedicated to Administrative Professionals Day. We have very special plans in the works. We will be having a **Murder Mystery night! "Fugetta Bout It"** will involve a group of actors who will be coming to Dave and Busters just to entertain and engage us. We can all work together to solve the mystery before dessert is over! Plan to join us for a special and fun evening dedicated to us!

- **May 25, 2011**

**IAAP Meeting:** Dave and Busters. Our annual **IMPACT Meeting** which means bring a friend (or lots of friends!). **It's our annual membership drive.** We will also have voting by the members for our 2011/12 officers.

Our speaker will be **Evelyn Gray**, a certified Peak Performance Coach, Speaker and Author who specializes in organization! We will all **learn how to get better organized**-in our work and at home. This is a can't miss meeting that will help us all!

- **June 22, 2011**

**IAAP Meeting:** Dave and Busters- **Neil Kupchin**-Professional Motivator and the Installation of Officers for 2011/12. Neil's subject will be "Planning and Managing Change Effectively"-especially in these times!

- **July 20, 2011**

This is a week earlier-the **third Wednesday this month!**

**IAAP Meeting:** Dave and Busters- **Game Night! Deal or No Deal!** More details to come, but this will be a fun night of friendly competition! This is also the first night of the new fiscal year for IAAP and welcomes a new and returning Board! Plan to join us for a fun evening and lots of networking!

- **Bunco Night- August 19, 2011**

This is a Friday night when we can get together and have a nice evening of laughter and fun! Come and join us-more info to come!

- **August 24, 2011-no meeting**

Dark...we will miss all of our friends, but we are gearing up for our next great year of fun!

- **September 28, 2011**

**IAAP Meeting:** Dave & Busters— **Cindy Navaroli**-Personal Finance. Cindy will help us make sure we are doing our best at financial decisions!

- **October 26, 2011**

**IAAP Meeting:** Dave & Busters— **Jack Lam**-City Manager for the City of Rancho Cucamonga. We are thrilled to have Jack come and speak with us-more details to follow!

- **December 2011**

**Annual holiday party TBD**  
**Stay tuned for more information to come!**

## Events Around Town

- **April 28, 2011** (Thursday) 8am to 5pm

**Administrative Education Forum**

Patrick Hays Learning Center  
2700 Gateway Oaks Drive  
Sacramento, CA  
Hosted by Sacramento Chapter  
[www.adminprofessionals.net](http://www.adminprofessionals.net)  
RSVP: 916-920-2791

- **June 9-11, 2011**

**California Division Meeting and Annual Educational Forum,**  
Hilton San Diego Mission Valley, San Diego, CA.

This is a great opportunity to network and improve yourself with great speakers. To sign up, go to [www.iaap-ca.org](http://www.iaap-ca.org). Donna and I are going-are you going to join the fun??

- **July 24-27, 2011**

**International Education Forum & Annual Meeting (EFAM)**  
Montreal, Canada

Sign ups have started at [www.iaap-hq.org](http://www.iaap-hq.org).

- **October 1, 2011**

**Professional Development Day Multi-Chapter Symposium**  
**Cucamonga Valley Chapter is a co-host to this exciting event!**

Location and times TBA, but make sure you save the date!



To reserve your spot for the meeting or to request a meeting flyer, please email:  
[valerie.victorino@cityofrc.us](mailto:valerie.victorino@cityofrc.us)



By Valerie Victorino, CPS Vice President

Member of Excellence

City of Rancho Cucamonga



## IAAP Lending Library News!

**Cherise Kuzminski**  
Library Chair  
City of Rancho Cucamonga

Do you want to have more, be more, and do more in life? Do you want to create your brightest future? To find out how—just e-mail me or stop by the Library table at the next Chapter meeting and check it out.

Our featured “Book of the Month” for April is:

**“Going Through Hell? Don’t Stop!”** *How to Survive Your Darkest Days and Create Your Brightest Future.*

This book will inspire and show you how to transform yourself and release the greatness within you that is beyond your wildest dream.

And don't forget, if you would like to donate or lend a book or CD, please contact me via e-mail at [Cherise.Kuzminski@cityofrc.us](mailto:Cherise.Kuzminski@cityofrc.us) or you can see me at the next Chapter meeting.

Happy reading!



## Guests and New Members!

**Maria Linzay**  
Membership Chair  
City of Upland

We will never again look at a face in the same way after listening to our wonderful speaker and learning how to read faces. We inducted two more members. Stella Ceballos came in as a new member and Sandy Torre transferred in from Lado Del Rio Chapter. I look forward to seeing everyone at our next exciting meeting.

[mLinzay@ci.upland.ca.us](mailto:mLinzay@ci.upland.ca.us) or  
[mLinzay@verizon.net](mailto:mLinzay@verizon.net)

# Job Postings

*Around and in the Inland Empire.....*

To access new employment opportunities from our web site Employment Opportunities page, please visit our web page ([www.cucamongavalleyiaap.com](http://www.cucamongavalleyiaap.com)) and click on the “Employment Opportunities” button.

## Community Outreach

Thank you to all those who have pledged items to be included in children’s travel bags for the **Get on the Bus** program, which provides transportation for children to visit their incarcerated mothers on Mother’s Day. Don’t forget to bring the pledged items to the April Chapter Meeting! *Get On The Bus* is a program of The Center for Restorative Justice Works, a non profit organization that unites children, families and communities separated by crime and the criminal justice system. For more information visit their website at <http://www.getonthebus.us/>.



Thank you to everyone who has contributed to **Box Tops for Education** for the IAAP/Avery “Box Tops Challenge”. We are entered into a competition that not only supports local schools, but awards the IAAP chapters with the largest number of Box Tops with an education grant of up to \$2,000!

So, go home and look through your pantry and don’t forget to go to your office supply closet and look for Avery products with the Box Tops coupons on them! **Box tops must be submitted by the April 27<sup>th</sup> Chapter Meeting!**





# Crystal's Corner

By: Crystal Schultze—  
City of Hesperia

PASSION &  
PURPOSE  
CUCAMONGA VALLEY CHAPTER



## Etiquette Rules for the Modern Age

Having good manners today is less about using the right fork, and more about showing consideration toward others. Why? Most people won't notice if you use the wrong fork. But they *will* notice if you show disrespect toward their time or talent.

For example, a few years ago, I was doing two jobs; my Executive Secretary job and then my "fun" Mary Kay Sales Consultant job. After working a 9-hour day, I would quickly change and jet out to my client's facial appointment. They would promise they would have at least 10 people there and for me to give my special "pampering" session to (which I really did enjoy doing, and yes, it did generate some extra revenue for me too), and I can't tell you how many times I would show up and not one person, other than my client, would be there.

The message in being a no-show or late for an appointment is that your time is more

important than someone else's. So, good manners lesson No. 1: If you make an appointment, arrive and do so on time.

Additional ways to show respect for others:

**1. Keep your word.** I don't know about you, but I'm really tired of getting an e-mail that says, "I'll get back to you tomorrow," with no follow-through. The probability on average of their keeping that promise is no better than 50/50.

**2. Be considerate of others in a meeting.** Does everyone need to be in the room for the entire agenda or can people leave as the discussion moves away from their area of expertise?

One office worker recalls an incident many years ago when he was "stuck" in a software status meeting with 40 people (some of us were standing), where a 30-minute discussion occurred between the project manager and two other people about choosing the colors of the

menu."

*Talk about inconsiderate!*

Never cut short a pre-arranged commitment with one person in order to make time for another person. If you've scheduled an appointment or to spend time with someone and then later wished you could cut that meeting time in half in order to meet with someone more important—think before you renege.

I have been on the receiving end of that discourtesy, and it made me feel that the lack of respect and professionalism diminished my regard for that person. That's something that can be hard to regain.

When you err, make amends. Should you need to cancel or cut short a meeting, no matter how busy you are, don't do it abruptly. Be humble and sincere in your apology and do whatever it takes to make it up to them. Believe me, they will remember.

# Ways & Means Coming Soon



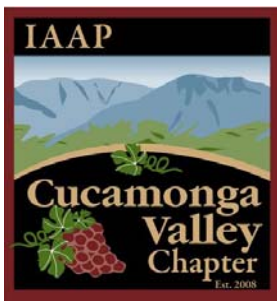
**April 27th – Cookbook Contest Begins –  
Details will be announced at our April meeting**

**April 27<sup>th</sup> – Come sign-up and get involved with our Ways & Means Committee. (see form below)**



**May 25<sup>th</sup> – Raffle held for Cookbook Contest**

**August – Potluck Bunco**



## IAAP – CUCAMONGA VALLEY CHAPTER COMMITTEE PARTICIPATION INTEREST FORM

**COMMITTEE:**  
WAYS AND MEANS COMMITTEE AND COOKBOOK FUNDRAISER SUBCOMMITTEE  
**COMMITTEE CHAIR:** TINA WATSON

I AM INTERESTED IN SERVING ON THE WAYS & MEANS COMMITTEE

**DESCRIPTION:** PART OF CORE TEAM THAT WILL MEET AS NEEDED TO COORDINATE MONTHLY FUNDRAISING AT CHAPTER MEETINGS AND SPECIAL FUNDRAISING EVENTS. ASSIST WAYS & MEANS CHAIR AS NEEDED (COORDINATE MONTHLY RAFFLE AT CHAPTER MEETINGS IF NEEDED, ATTEND, ASSIST WITH THE ORGANIZATION AND COORDINATION OF SPECIAL FUNDRAISING EVENTS)

I AM INTERESTED IN SERVING ON THE COOKBOOK FUNDRAISER SUBCOMMITTEE

**DESCRIPTION:** COOKBOOK FUNDRAISER SUBCOMMITTEE WILL MEET AS NEEDED TO COORDINATE AND PRODUCE A CUSTOM COOKBOOK COMPRISED OF RECIPES SUBMITTED BY CUCAMONGA VALLEY IAAP MEMBERS AND GUESTS.

I AM INTERESTED IN SERVING BOTH THE WAYS & MEANS COMMITTEE AND COOKBOOK SUBCOMMITTEE

FOR MORE INFORMATION OR TO SIGN UP VIA EMAIL CONTACT TINA WATSON AT [TINA.WATSON@CITYOFRG.US](mailto:TINA.WATSON@CITYOFRG.US)

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

Please visit us on the web at [www.cucamongavalleyiaap.com](http://www.cucamongavalleyiaap.com)

# Top 10 Language Myths

By Mignon Fogarty

## Grammar Girl's Top 10 Language Myths:

### 10. A run-on sentence is a really long sentence.

Wrong! They can actually be quite short. In a run-on sentence, independent clauses are squished together without the help of punctuation or a conjunction. If you write "I am short he is tall," as one sentence without a semicolon, colon, or dash between the two independent clauses, it's a run-on sentence even though it only has six words.

### 9. You shouldn't start a sentence with the word "however."

Wrong! It's fine to start a sentence with "however" so long as you use a comma after it when it means "nevertheless."

### 8. "Irregardless" is not a word.

Wrong! "Irregardless" is a bad word and a word you shouldn't use, but it is a word. "Floogetyflop" isn't a word—I just made it up and you have no idea what it means. "Irregardless," on the other hand, is in almost every dictionary labeled as nonstandard. You shouldn't use it if you want to be taken seriously, but it has gained wide enough use to qualify as a word.

### 7. There is only one way to write the possessive form of a word that ends in "s."

Wrong! It's a style choice. For example, in the phrase "Kansas's statute," you can put just an apostrophe at the end of "Kansas" or you can put an apostrophe "s" at the end of "Kansas." Both ways are acceptable.

### 6. Passive voice is always wrong.

Wrong! Passive voice is when you don't name the person who's responsible for the action. An example is the sentence "Mistakes were made," because it doesn't say who made the mistakes. If you don't know who is responsible for an action, passive voice can be the best choice.

Grammar Girl™  
Quick AND Dirty Tips  
FOR BETTER WRITING



Hosted by  
Mignon Fogarty

Quick  
AND Dirty  
Tips™

### 5. "I.e." and "e.g." mean the same thing.

Wrong! "E.g." means "for example," and "i.e." means roughly "in other words." You use "e.g." to provide a list of incomplete examples, and you use "i.e." to provide a complete clarifying list or statement.

### 4. You use "a" before words that start with consonants and "an" before words that start with vowels.

Wrong! You use "a" before words that start with consonant sounds and "an" before words that start with vowel sounds. So, you'd write that someone has an MBA instead of a MBA, because even though "MBA" starts with "m," which is a consonant, it starts with the sound of the vowel "e"--MBA.

### 3. It's incorrect to answer the question "How are you?" with the statement "I'm good."

Wrong! "Am" is a linking verb and linking verbs should be modified by adjectives such as "good." Because "well" can also act as an adjective, it's also fine to answer "I'm well," but some grammarians believe "I'm well" should be used to talk about your health and not your general disposition.

### 2. You shouldn't split infinitives.

Wrong! Nearly all grammarians want to boldly tell you it's OK to split infinitives. An infinitive is a two-word form of a verb. An example is "to tell." In a split infinitive, another word separates the two parts of the verb. "To boldly tell" is a split infinitive because "boldly" separates "to" from "tell."

### 1. You shouldn't end a sentence with a preposition.

Wrong! You shouldn't end a sentence with a preposition when the sentence would mean the same thing if you left off the preposition. That means "Where are you at?" is wrong because "Where are you?" means the same thing. But there are many sentences where the final preposition is part of a phrasal verb or is necessary to keep from making stuffy, stilted sentences: "I'm going to throw up," "Let's kiss and make up," and "What are you waiting for" are just a few examples.

Quick  
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to help you do things better.





## What You Need to Know About Online Pharmacies

You may already purchase books or electronics online. *But is the Internet a safe place to shop for*

*medicines?*

The U.S. Food and Drug Administration (FDA) recommends that you have a physical exam first, and only purchase drugs that have been prescribed to you in person by a licensed health care provider. *After that:*

— Purchase only from state-licensed pharmacies in the United States. To find out if a Web site is a state-licensed pharmacy, is in good standing and is in the United States, check your state board of pharmacy at [www.nabp.info](http://www.nabp.info). The pharmacy should have a licensed pharmacist who can answer your questions and should require a valid prescription to obtain medications.

— Look for a pharmacy that displays the Verified Internet Pharmacy Practice Sites™ (VIPPS®) seal. Online pharmacies with this seal have been checked to make sure they meet state and federal rules; for a list of these pharmacies, go to [www.vipps.info](http://www.vipps.info).

— Don't give out personal information unless the pharmacy has a clear and visible privacy policy and won't sell your information to a third party. Shop with care and you may enjoy the potential benefits of cost and convenience by filling your prescriptions online.

## TOP WOMEN'S HEALTH TESTS

With busy schedules and families, women sometimes put their own needs on

hold. But regular health screenings are crucial to staying well. *Top health tests for women:*

**A heart checkup** is extremely important — heart disease is the top killer of American women. Monitoring blood pressure and cholesterol keeps you on top of your cardiac health. Diabetes is another risk factor for heart disease, so if you're obese or have a family history of diabetes, you should be tested for it.

**Pap tests and mammograms** have saved many women from dying of cervical or breast cancer. These tests can detect problems early, when the treatment outcomes are best.

**Checking your skin regularly** is vital to detect melanoma, the most serious of skin cancers. Do self-exams and ask your provider for a head-to-toe exam to look for anything suspicious.

**A colonoscopy** is the best way to prevent colon cancer. It can locate — and remove — polyps in the rectum and colon that could become cancerous.

These tests are an "early warning system" for the top threats to women's health. Talk with your health care provider about which of these tests would benefit you, and work out a plan for regular testing. *Tip:* Use your birthday as a reminder to schedule your health checkups.

## What's Keeping You From Losing Weight?



You exercise and eat a healthy diet. So why does the number on the scale keep rising? Weight gain involves a number of factors, some of which aren't always obvious. *Examples:*

**Stress** - Life's demands can cause you to seek high-carbohydrate foods

because they increase the level of serotonin, a calming brain chemical. In addition, stress can slow down your metabolism. *Rx:* Use exercise or relaxation techniques instead of reaching for a snack, and reduce stress triggers in your life.

**Lack of Sleep** - Losing sleep stresses your body and can cause fat to be stored more easily. You may also crave food when you're tired. *Rx:* If you often feel fatigued, you may need more shut-eye. Add 15 minutes of sleep at a time until you find the right amount for you.

**Medication** - Some medications that treat mental disorders, migraines, seizures, blood pressure and diabetes may contribute to weight gain. *Rx:* Don't stop taking your medications — instead, talk to your health care provider about the problem.

**Medical Conditions** - Some common conditions, such as hypothyroidism or depression, can cause weight gain. *Rx:* Medication or counseling can help. These tips may be just the "prescription" for a slimmer you.



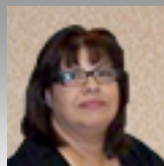
## TAKE THE FITNESS TEST

Do you want to know how fit you are? The President's Council on Physical Fitness and Sports has developed a test for adults to gauge their aerobic fitness, strength and flexibility. It involves a few timed exercises. You plug in these results — along with some basic statistics such as height and weight — to get a personal assessment, plus tips on how to improve your overall fitness. *Ready to give it a try?* Go to [www.adultfitnessstest.org](http://www.adultfitnessstest.org).

# 2010-2011 IAAP CALIFORNIA DIVISION BOARD OF DIRECTORS



**President**  
Angie LaCarte  
[president@iaap-ca.org](mailto:president@iaap-ca.org)



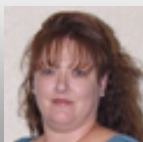
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[treasurer@iaap-ca.org](mailto:treasurer@iaap-ca.org)



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[recordingsecretary@iaap-ca.org](mailto:recordingsecretary@iaap-ca.org)



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Murphy Jones, CPS/CAP  
[vice\\_president@iaap-ca.org](mailto:vice_president@iaap-ca.org)

## Cucamonga Valley IAAP Honors Its Sponsors



Dave & Buster's, 4821 Mills Circle  
Ontario, CA  
909-987-1557  
Official meeting place for CVIAAP  
Great games, great fun,  
great food and great drinks!

This is our Sponsor page. If you know of any companies that would be interested in advertising in our newsletter and/or our web site, please contact Debbie Cabana at [dcabana@yahoo.com](mailto:dcabana@yahoo.com) Cucamonga Valley IAAP values our sponsors. Please support and patronize them.

### Links to IAAP Resources:

- CA Division:**  
<http://www.iaap-ca.org/index.html>
- IAAP Headquarters:**  
<http://www.iaap-hq.org/>
- IAAP Web Community:**



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fax 909-989-7251

Ashlee Gonzales  
[ashlee@daisyit.com](mailto:ashlee@daisyit.com)  
[service@daisyit.com](mailto:service@daisyit.com)  
[www.daisyit.com](http://www.daisyit.com)

SBE/WBE





Please visit us on the web at [www.cucamongavalleyiaap.com](http://www.cucamongavalleyiaap.com)

# The Bill of Rights for Administrative Professionals

By Jennifer Webb

*I have the right to ask for all the information I need:*

What gets in the way of asking for what you want?  
What steps can you take to be more proactive?

*I have the right to believe in myself and to trust in my own judgments and opinions:*

Whose opinions have you bought into regarding your wisdom? List ten things that you are proud of, and start to see how much experience and wisdom you have to offer.

*I have the right to say no:*

Why do you believe you can't say no? Find successful role models who make a practice of saying no and still are respected and successful.

*I have the right to be valued at all times for who I am:*

Admin need strong role models. Your job is not only to realize your great value, but to teach others to respect their talents as well.

*I have the right to make mistakes and ask questions:*

Ask yourself who hasn't made mistakes, and then be the example that proves we are more valued from having the courage to take risks, and we learn and model excellence more from the mistakes we make.

*I have the right to a life after work:*

The more our lives are balanced the more effective we are. Have the courage to love your life, and not spend every minute of it at work.

*I have the right to be valued at all times for who I am:*

You make the difference; you deserve respect not only for what you know, but for who you are as well.

*I have the right to be happy:*

Model joy and pride and happiness, these are the lifeblood of a positive work environment with great morale.

*I have the right to leave on time:*

Time is precious and can't be retrieved. Balancing time for play and for family helps you become a more balanced person with much greater energy to be effective at work.

*I have a right to be in charge of my time regarding what I do and in what order:*

You know what needs to be done, how and when. Use your own wisdoms and intuition; don't assume others know more.

*I have a right to be kept in the loop:*

The more you know, the better you will do your job. Don't wait to get information, ask for it.

*I have a right to be listened to:*

No one has the same perspective on your job that you have, therefore your insights are unique and always deserve to be heard.

*I have a right to take lunch:*

Yes, you do have the right to eat without 25 interruptions. Allow yourself time, even a few minutes, to take lunch. Others do, and the world keeps on spinning.

*I have the right to get respect from everyone I work with up and down the corporate ladder because I am valuable and competent just the way I am:*

Anyone who doesn't respect you ultimately doesn't respect themselves. Having respect is not an option, it's your right and should be what you expect and demand at all times. You, in turn, respect others. It's reciprocal.

#### About the author:

Jennifer Webb founded Magic Communications, a consulting/training company 17 years ago to help people create their own *magic* at work through effective communication. She has written five books including *101 Ideas for Administrative Professionals* and created the *Bill of Rights* to remind office professionals of their power and potential. To learn more about Jennifer Webb visit her website at: [www.magiccomm.com](http://www.magiccomm.com), or contact her at [Jennifer@magiccomm.com](mailto:Jennifer@magiccomm.com).



**June 10-12, 2011  
Hilton San Diego  
Mission Valley**

**Annual Educational Forum &  
59th Annual California Division Meeting**



Registration. . . .

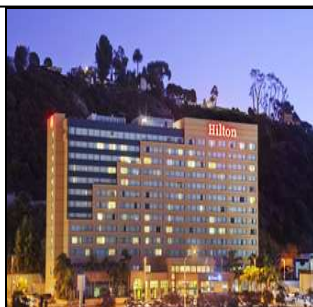
On-Line [www.iaap-ca.org](http://www.iaap-ca.org)

Early Bird Registration ends  
March 31st!

**Hotel and Travel**

**Hotel General Information**

Hilton San Diego Mission Valley  
901 Camino del Rio South  
San Diego, CA 92108  
Telephone(619) 543-9000  
**Self Park \$14/day**  
**(include with room occupancy)**  
**Valet Parking \$18/day**



**Hotel Reservations/Room Rate**

(619) 543-9000—Group rate code "IAAP CA Division"  
\$109 per night (single or double occupancy) + Room Tax  
Reserve by May 19th for discounted rate.  
**HOTEL DOES NOT PROVIDE SHUTTLE SERVICE TO/FROM AIRPORT**

**Airport and Transportation**

Fly into San Diego Airport.  
Transportation from airport to hotel:  
Super Shuttle: \$12.00  
Yellow Cab Company (619) 234-6161: approximately \$17.00  
Orange Cab Company (619) 291-3333: approximately \$17.00  
San Diego Cab Company (619) 226-8294: approximately \$17.00

**Activities**

Check out the following website to create your own mini vacation: <http://www.sandiego.org/nav/Visitors>

**Dress Code**

Day Friday/Saturday/Sunday...Business  
Evening Friday...Casual  
Evening Saturday Banquet...Semi-Formal

**ANNUAL EDUCATIONAL FORUM**

**Friday, June 10, 2011**

8:00 am Welcome and Introductions  
8:30 am Keynote: Colette Carlson, M.A.  
11:00 am Certification Recognition  
11:30 am Photo Op  
12:00 noon Luncheon  
1:00 pm Speaker: Lee Silber  
3:15 pm Speaker: Michelle Bergquist  
4:00 pm Closing Remarks  
4:30 pm Start of California Division CDM  
Exhibitor Expo  
Welcome Reception

**Saturday, June 11, 2011**

8:00 am Division Members-at-Large Mtg.  
8:15 am Parliamentary Briefing  
9:00 am Opening Ceremony  
9:15 am Morning Business Session  
11:15 am Keynote: Randi Driscoll  
12:30 pm Networking Luncheon  
2:15 pm Division Meeting Business  
Session & The State of the  
Association  
6:00 pm Pre-Banquet Reception / Meet &  
Greet  
7:00 pm Installation Banquet

**Sunday, June 12, 2011**

8:00 am Plated Breakfast  
9:00 am Keynote: Tamra Goodall, CPS/CAP  
12:00 pm Close