

BOARD MEMBERS

President
Donna Kendrena, CPS/CAP

Vice President
Valerie Victorino, CPS

Treasurer
Casey Costa, CPS/CAP

Recording Secretary
Crystal Schultze, CPS

Correspondence Secretary
Melonee Vartanian

CHAIRS

Bylaws
Bonnie Tazza, CPS/CAP

Certification
Ida Martinez, CPS

Hospitality Chair
Melonee Vartanian

Librarian
Cherise Kuzminski

Marketing & Publicity Chair
Vicki Hahn, CAP

Membership Chair
Maria Linzay

Mentoring
Gina Molina

Newsletter & Web Site
Debbie Cabana, CPS/CAP

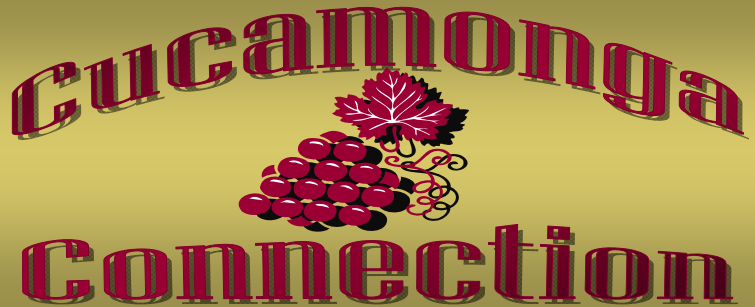
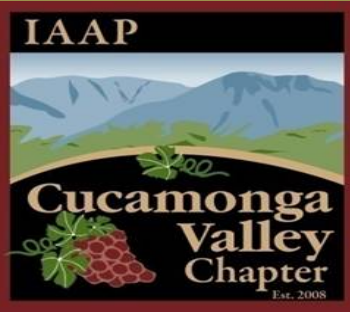
Outreach
Casey Costa, CPS/CAP

Sponsorship Chair
Ann-Marie Longanecker

Ways and Means
Tina Watson

INSIDE THIS ISSUE:

President's Message	1
May Meeting	1
Calendar of Events	2
April Recap	3
Employment Opportunities	4
Member Spotlight	4
Members & Guests	4
Community Outreach	4
Crystal's Corner	5
Grammar Girl	6
CA Division Board of Directors	7
Cucamonga Valley IAAP Sponsors	7
Handy Links	7
Bunco Flyer	8
CA Division Annual Educational Forum	9



VOLUME 3 ISSUE 9

MAY 2011



President's Message

Hi Everyone!

IMPACT is the word for this month! Let's all **I**nvide, **M**any, **P**rofessional **A**dmins to **C**ome **T**onight! Meaning our monthly Chapter meeting on **Wednesday, May 25th!** We have a fabulous speaker lined up, Evelyn Gray, CPO-CD, CAC, CSL and her topic. . . . "Let's Get Organized!" is the very "core" of our positions!! There's always something to learn about organization, some idea that will lighten your load and make your job easier and more efficient, so you don't want to miss this meeting! And remember, please invite your fellow Admins to join us, this is our Annual Membership Drive meeting and election night.

We are also very excited about the upcoming California Division AEF (Annual Educational Forum) just a few short weeks away in San Diego, June 10-12th. Registration is still available on line at www.iaap-ca.org. So far there are five of us going from Cucamonga Valley,



That's it for now. . . hope to see all of you on the 25th!



Let's Get Organized! May 25th with guest speaker Evelyn Gray, CPO-CD®, CAC, CSL

Evelyn a Productivity Expert and is among 1 of 60 CPO-CDs® (Certified Professional Organizer in Chronic Disorganization) out of 6,000 professional organizers in the U.S. **Her specialty is in stress and change management** to improve health, greater focus and awareness, and clarity while raising productivity levels up to 40%. She shows people what and how to work on the important things to get the greatest results in the shortest period of time.

Selecting the appropriate technologies and methods, monitoring the results, preparing your staff, initiating continual improvement strategies, are the ingredients to ensure your success. Whether you want to completely transform your learning environment or simply solve a specific learning challenge, the results can be dramatic. **Savings in time and money, increasing clarity and productivity, are only a fraction of the value you can**

realize. In this knowledge-based economy, what value you place on ensuring that your staff has the right information, at the right time, regardless of where they're located, is important to ensure a rich learning experience.

Her expertise is in working with professionals who are unstructured, creative individuals who have been disorganized most of their life, where anxiety has affected workplace performance. She trains and educates people on a personal level, teaching them easy and simple strategies of not only on how to get organized, but how to "stay organized" through simple and effective systems. The crucial factors are to **identify, simplify, strategize and organize**, while having fun learning effective time management and communications skills.

"If you can't find it in 30 seconds, it's in the wrong place"

Please visit us on the web at www.cucamongavalleyiaap.com

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.

• 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! **Prior to the Meeting, we will be having a New Member Orientation!** If you are new, or would just like to know more, please join us at **5:30p.m.** for a short introduction to all of the wonderful things that IAAP has to offer. Please join us at Dave and Busters at 5:30 p.m!

• 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. In this day and age we need to be more careful than ever!

• 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!

• January 25, 2012

IAAP Meeting: Dave & Busters—**Leigh Adams**-Toastmasters International local President. Leigh will be teaching us Public Speaking 101. This will be helpful in all walks of life-join us!

• February 22, 2012

IAAP Meeting: Dave & Busters—**Cherylann 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 Cherylann and can't wait for her presentation!

• March 28, 2012

IAAP Meeting: Dave & Busters—**Avery International**—more info coming soon!

• April 25, 2012

IAAP Meeting: Dave & Busters—**Administrative Professional's Day.** We will have another great celebration-

can you hardly wait to see what we plan this time??

Events Around Town

• June 9-12, 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 lots of great speakers. To sign up just go to 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. We are thrilled that Donna will be going and representing our Chapter!

• October 1, 2011

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

This is one of our big money-makers of the year. 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



By Valerie Victorino, CPS Vice President

Member of Excellence

City of Rancho Cucamonga

April Recap

We had such a fantastic time at Dave & Buster's for our Administrative Professionals Day Meeting on April 27th. The Murder Mystery, "Fugetta Bout It" was hilarious! Mama Lasagna, Godmother for the Lasagna Crime Family, brought the house down with all our laughter! Her last remaining Italian Stallion son, Vinnie Lasagna, was bumbling his way into our hearts, while his wandering mob-wife, Lola, was secretly dating another Crime Boss, the victim, Mickey Mozzarella. Mama's bodyguard, Giacomo Canoli, was secretly dating Mickey Mozzarella's wife, Minnie. The notorious hit-man and close friend of Mama's, Guido Linguini, was tasked with finding out who killed Mickey Mozzarella.



The table to answer the question "who done it" correctly, was the "Spumoni" table. The winners were: J. Crawford, Christina Riley, Stella and Jose Ceballos, Crystal Schultze, and Toni Medel. Each person won a Dave & Busters mug and two \$10 Free Play Cards. Thank you, Dave & Busters.

We had a full house with lots of guests. Thanks to all of you for making our Administrative Professionals Day special! Our meeting for May is our IMPACT meeting, so make sure you invite your admin friends!



IAAP Lending Library News!



Cherise Kuzminski
Library Chair
City of Rancho Cucamonga

If you need help organizing your life and work but can't relate to traditional organizing techniques then May's Book of the Month is for you! To find out how to get better organized, check it out. . .

***“Organizing from the Right Side of the Brain—
A Creative Approach to Getting Organized”***
by Lee Silber

This book will show you how to organize on your own terms.

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 or you can see me at the next Chapter meeting.



Happy reading!

Community Outreach

Casey Costa, CPS/CAP
Community Outreach Chair
City of Rancho Cucamonga



The IAAP/Avery “Box Tops Challenge” for this year has concluded and I am so pleased to announce that the Cucamonga Valley Chapter donated 514 box tops! We will be sure to let you know when the winning chapters have been announced. We will continue to collect *Box Tops for Education* and donate them to a local school. If you would like to have your school considered to be the recipient of the box tops, please contact me at casey_costa@cityofrc.us. A decision will be made by random drawing.

Our next community outreach will take place at our June meeting and will benefit a local charity that provides birthday bags for kids. If you'd like more information about the organization, please visit their website at birthdaybags4kids.org. We will ask that each attendee bring a stuffed animal to the June meeting to be included in the birthday bags that this organization assembles. Everyone will want to pick out a cute cuddly stuffed animal for a needy child! At the meeting, we will take a group picture with the stuffed animals we have donated for display in the following newsletter.

Once again, thank you for your overwhelming generosity! Cucamonga Valley IAAP does some really good work for the community!



Melonee Vartanian
Hospitality Chair
Grand Jury County
Of San Bernardino

Guests and New Members!

HELLO IAAP MEMBERS

I am so happy to be able to return to the meetings of our great IAAP-CVC!!! I missed each and every one of you.

What great meetings we have, the support, the innovative ideas and best of all – GREAT PEOPLE. What an honor to be part of this organization and on the Board as well.

We are pleased to have so many new guests at our April 27 meeting and a big THANK YOU to those who brought and/or invited them. Our guests were:

- Erica Ambriz*
- Roger Gordon*
- Elisa Delgadillo
- Janean Gray
- Julie Hogan
- Lilia Kovac*

- Jose Ceballos
- Joan Cornelius*
- Susan Goodsell*
- Jennifer Hernandez*
- Glenn Kovac*
- Cherylann Nicklas



Peggy Holden
Membership Co-chair
Cal State San Bernardino

- Toni Pisciueneri
- Maritza Vera*
- Linda Wyman

- Susan Sgrignoli*
- Julie Whitney

*First time guests – First of Many Times!

We will be inducting 3 new members at our May meeting:
Cathleen Denise Anderson who works for Western Municipal water District.
Margo McDaniels, was brought to us by Sonya L. Bloodworth and works for Western Municipal Water District.
Alice C. Bowman, CPS/CAP who transferred to us from the Lado Del Rio Chapter.

Welcome to our new members, we look forward to seeing you at the meetings.

We appreciate the support of spouses, bosses and co-workers – Thank You!!!!



Crystal's Corner

By: Crystal Schultze—
City of Hesperia
For April

PASSION &
PURPOSE
CUCAMONGA VALLEY CHAPTER

Etiquette Rules For The Modern Age

Having good manners today is less about which fork to use, 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, Alexandra Levit who writes for the wall Street Journal and the blog "Water Cooler Wisdom," recently shared a story on her blog about spending an afternoon at a conference, waiting for three appointments to show up.

All three people stood her up. "If I'd known these meetings were not going to take place, she writes, "I could have gotten on a plane home to my husband and 2-year-old son a full half-day earlier. But instead, I was stranded in an overcrowded press room, waiting for hours."

The message in being a no-show or

late for an appointment, she says, is that your time is more important than someone else's. So, good-manners lesson No. 1: If you make an appointment, arrive on time.

Additional ways to show respect for others:

1. Keep your word. I get so frustrated with getting e-mails that say "I'll get back to you by tomorrow," with no follow-through. What I find even more frustrating is when I really need an answer from a co-worker, on a relatively simple question, and they say, "I'll get that for you and call you right back," yeah, in about four days!

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 their discussion moves away from their area of expertise?

I remember once, many years ago, I was stuck in a marketing meeting and

there were about 25 people (some of us were standing), where a 30-minute discussion occurred between the Project Coordinator and two other people about choosing the colors of a brochure." Talk about inconsiderate!

Never cut short a prearranged commitment with one person in order to make time for another person. If you've scheduled time with someone, then later wished you could cut that meeting time in half in order to meet with someone more important—think before you renege. This has happened to me, and it really made me feel that the lack of respect and professionalism diminished my regard for that person, and that can be hard to regain.

It's really quite simple, just think of the Golden Rule, "Do unto others, as you would like to have them do unto you."

The Handy Tip Section



One-Minute Strategies

Determine whether you need commas between adjectives that precede a noun by running the "and" test. If you can separate the adjectives with "and" and can rearrange them, separate them with commas.

Give your goals a fighting chance by writing down one key objective and three tangible results you'll achieve from it. Simplicity is key: "It fits on a quarter of a page, it's fewer than 75 words and it's something you can sink your teeth into."

A Hold or Ahold

By Mignon Fogarty

Do you want to get ahead (one word) or are you cooking an esoteric dish and want to get a head (two words)? That one little space can make a big difference in meaning: Either you are moving past others in business or you are purchasing a skull.

When visiting South Korea years ago, this guest-writer saw a pile of pig heads for sale at the market! That was a most interesting experience. Stay tuned to the end for a most interesting tip on how to remember when to use the space bar.

When it comes to pairs such as “apart” with no space and “a part” with a space, the spelling doesn’t matter when you’re talking; both sound the same. When you write the words, however, you might forget to add a space, or you might add an unnecessary one. This problem crops up with all kinds of words, but in this episode we’re focusing on words beginning with the letter “a.”

Test whether you can replace the “a” with “two.” If you can, you probably need a space.

Words That Start With "A"

Here’s a short list of pairs like “ahead” and “a head”: “alight” and “a light,” “abuzz” and “a buzz,” “apart” and “a part,” and, lastly, “ahold” and “a hold.” As you can see from this list, the one-worders beginning with “a” can be various parts of speech: “ahead” is an adverb, “alight” is a verb, and “abuzz” is an adjective. The two-worders, on the other hand, consist of an article—the word “a”—and a noun: “light,” “buzz,” “part,” and “hold.” True, these words can sometimes be verbs, but when something follows the article “a,” it’s a noun (unless something such as an adjective comes between the article and the noun, as in “a delicious cake”).

"Alight" Versus "A Light"

Let’s see these four pairs in action. The first two—“alight”/“a light” and “abuzz”/“a buzz”—are the easy ones. You could say, “That annoying bee wants to alight on my nose.” This means the bee wants to land on your nose, and there’s no space in “alight.” If you say, “He turned on a light”—with a space—that means he was no longer enveloped in darkness.

"Abuzz" Versus "A Buzz"

In keeping with the bee theme, here’s our next example: “I heard a buzz.” A quick test for those listening: Is there a space or not? Well, yes, there is! “A buzz” with a space means “a buzzing noise.” “Abuzz” with no space is an adjective that means alive

Grammar Girl™
Quick AND Dirty Tips
FOR BETTER WRITING



Hosted by
Mignon Fogarty

Quick
AND
Dirty
Tips™

with activity, as in “The room became abuzz when the grammarian entered.”

"Apart" Versus "A Part"

The other two pairs—“apart”/“a part” and “ahold”/“a hold”—are a little tougher, even for native English speakers. The one-worger “apart” is both an adverb and an adjective. You could say, “He stood apart from the group,” meaning he stood separately. In that sentence, “apart” is an adverb that describes where he stood. “Apart” can also be an adjective, as in “It’s a world apart.” As for the two words “a part,” they mean various things, including a portion of a whole, as in “I am a part of this family,” or a piece of equipment, as in “I need to buy a part so I can fix the dishwasher.”

"Ahold" Versus "A Hold"

The one-worger “ahold” often goes with the verb “get” and the preposition “of,” as in “Get ahold of yourself!” You could also say, “I grabbed ahold of his arm” to mean “I grasped his arm.” Dictionary.com (1) calls the word “ahold” informal, but it’s been around since 1600 or 1610. As for the two words “a hold,” you could say, “He’s got a hold on me” or “I put a hold on that library book.”

Check a Dictionary

So how do you know when to put a space and when to leave one out? The short answer is to check the dictionary multiple times per day—er, I mean, whenever you’re in doubt.

A Quick and Dirty Tip

However, I promised you a quick and dirty tip, so here it is: Let’s say you’ve written a word that starts with “a” but you’re unsure whether to use a space. Change “a something” to “two somethings.” If it makes sense, you need a space. So, if your sentence is “I heard a buzz in my ear,” change it to “I heard two buzzes in my ear.” That makes sense, so you need a space in “a buzz.” How about this—“I took apart the toy”? It wouldn’t make sense to write “I took two parts the toy.” Therefore, no space.

If the “two somethings” tip doesn’t seem to work for your sentence, go straight to your dictionary.

Summary

In summary, you may be amazed that one little space can trip you up, but now that you’re aware of the potential problem, you’ll be able to hunt down your mistakes and get ahead—one word, “ahead”—in the world.

2010-2011 IAAP CALIFORNIA DIVISION BOARD OF DIRECTORS



President
Angie LaCarte
president@iaap-ca.org



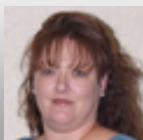
Treasurer
Cherylinn Nicklas
treasurer@iaap-ca.org



President Elect
Debra L. Burruss, CPS/CAP
president_elect@iaap-ca.org



Recording Secretary
Barbara L. Rambow, CPS/CAP
recordingsecretary@iaap-ca.org



Vice President
Murphy Jones, CPS/CAP
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 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:**
<http://community.iaap-hq.org/IAAPHQ/IAAPHQ/Home/>

Let us remember our fallen soldiers who fought for our freedom!

DAISY I.T.
Supplies, Sales & Service

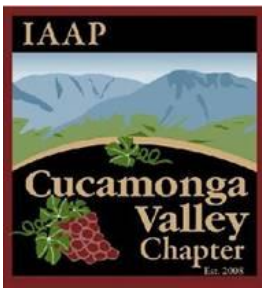
Your Authorized Source for Supplies: toners, inks and more Sales of new printers, MFCs etc

8575 Red Oak Ave
Rancho Cucamonga CA 91730
909-989-5585
951-479-9911
800-266-5585
fax: 909-989-7251

Ashlee Gonzales
ashlee@daisyit.com
service@daisyit.com
www.daisyit.com

SBE/WBE





We put the “**FUN**” in Fundraising!

Come to our Bunco Fundraiser & Pot Luck benefitting the
Cucamonga Valley IAAP Chapter

Friday, August 19, 2011 – 6:30 pm

At: Donna's House
Rancho Cucamonga, CA 91739

Sign-up your Dish and RSVP by August 16th at:

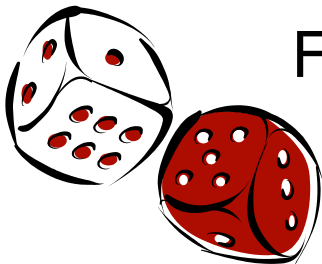
<http://cucamongavalleyiaap.com/20tinaspag.html>

The buy-in cost is only \$15.00 per person

We need a minimum of 12 players

Prizes will be awarded for most Bunco's, most wins and most losses.

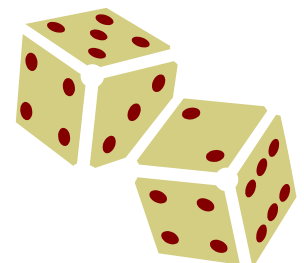
**We ask that you bring a dish or entrée (with the recipe to share) or make a \$10.00 donation.
Water, Soda & Coffee will be provided or
BYOB.**



Fun



Prizes





June 10-12, 2011
Hilton San Diego
Mission Valley

Registration. . . .

On-Line 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