



THE SPINNAKER



VOLUME 18, ISSUE 7

BAHIA CHAPTER, NEWPORT BEACH, CALIFORNIA

JANUARY 2012

PRESIDENT'S MESSAGE

A HAPPY
NEW YEAR

Well, it finally happened; it's 2012! The holiday rush is pretty much over. (Some of you more organized ones probably didn't even need to rush at all.) Me? No matter how organized I try to be, or how early I start the baking, shopping, and writing of greeting cards, I can count on sitting at the kitchen table buried in wrapping paper, ribbon, cards, address book, stamps, stickers, etc. Now it's all over until next year.

Before we celebrate the New Year, maybe we can reflect on a few things from the past 12 months. As 2011 comes to a close, hindsight can provide valuable insights and help us better prepare for the future. We had some new ideas in 2011 (garage sale, etc.), which was a good

thing. Hopefully, we will have our annual bingo game gathering. That's always a lot of fun to get together casually. There were even a couple of husbands there last time. The Professional Development Day (sponsored by Multi-Chapter) was a great event. However, because of various circumstances it did not result in income for our chapters. Sydney Alexander CAP-OM did a very excellent job of coordinating. We had committee participation from Joan Snyder, CAP-OM, Jane Meckley, CAP-OM, Noelle Whitmire, and me. To put it into Sydney's words, "There were key factors that contributed to this year's low profit: significantly lower attendance (69 vs. 111 in 2010), higher speaker costs (\$2,777 vs. \$823 in 2010), and a lack of sponsors (\$0 vs. \$1,500 in 2010). Sponsors are a huge determinant in offsetting other costs, especially for speakers." We will strive to do a better job next year, and with more help and participation it can be a very successful event.

Our December meeting was very nice, and it was a "good thing" to combine the meeting with Orange Empire. It was so refreshing to see the room almost filled with people. It was nice to see a couple of ladies that I hadn't seen in a while. It also marked Bahia's 49th anniversary. The gift exchange is always interesting and fun. What would we do without Lefty and Righty? We've come a long way, and only one more year will mark Bahia's 50th anniversary. We need to do something really special.

By the time you receive this newsletter, it will already be 2012. Hopefully, it will be a better year than 2011; I know that some of you had your own challenges—not only financial, but with family members and health issues as well. I, on behalf of the board, wish to thank you all for taking the journey with us through 2011. Without you, the members, the future of Bahia would not be possible. We look forward to working with all of you to help make Bahia the best chapter ever. We will have challenges, I'm sure; but working together can accomplish an awful lot. We are all stars in our own special way. Can you imagine what can happen if we all twinkle at the same time? Thank you for trusting me and the Board and for your continued support and loyalty to Bahia. You are encouraged to utilize your membership to the fullest and to share with your peers the advantages of membership in IAAP. Don't forget that IAAP, the California Division board and Bahia board members are here to

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ITEMS OF INTEREST TO BAHIA MEMBERS

BAHIA CHAPTER BOARD

JULY 1, 2011—JUNE 30, 2012

President

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Membership Chair

Joan Snyder, CAP-OM

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HAPPY BIRTHDAY!

Norma Baltodano, CAP-OM	January 11
Kathy Bastas	January 13
Sydney Alexander, CAP-OM	January 20
Valerie Rhyne, CAP-OM	January 20
Mari Simonson, CAP-OM	January 23
JoAnn Thompson	January 30



HAPPY ANNIVERSARY!

Gayle Kiewiet, CAP-OM 1995

BAHIA'S BULLETIN BOARD



BOARD OF DIRECTORS MEETING: The next Bahia board of directors meeting will be January 28 at 9 a.m. at the home of Norma Baltodano, CAP-OM. Norma's address is 8891 Blackheath Circle, Westminster, 92683. Phone: 714.843.6525. All Bahia members are welcome to attend. Please contact either Beverly Lipscomb CAP-OM or Norma for directions or MapQuest it.



WANT TO SEE YOUR NAME IN PRINT: Do you want to be a writer? *Spinnaker* articles are written by YOU! Email your article on a topic of interest to administrative professionals to JoAnn Thompson at joannt67@yahoo.com. The deadline for submission of articles for the February issue is Friday, January 20.



JOBS: If you are in the job market for a new position or wish to advertise a job opening, please contact Vee Molinari, CAP-OM, at veemolinari@yahoo.com.

BAHIA CHAPTER MONTHLY MEETING

THURSDAY, JANUARY 12, 2012, 6 P.M.

**THE DOUBLETREE CLUB HOTEL
SANTA ANA, CALIFORNIA**



**Presented by:
Mark Lorimer, CMP
Partner & Owner of the Eventive Group**

Setting the right stage for a successful event calls for vision, attention to detail, and knowledge of the proper resources to accommodate your needs. Mark Lorimer, CMP and professional event and meeting planner who has produced over 500 events in the last 12 years, shares his insights on how to best approach planning for your next company event. He will explore the finer points of theme design, event trends, and unique resources available within your budget.

Mark is a principal owner of the *Eventive Group*, now in its twelfth year serving corporate, non-profit, and association meetings and events. Over the past 15 years, Mark has planned over 500 meetings and events throughout the United States, Canada, Europe, and Africa, ranging from small social gatherings to large-scale multi-day conferences and fundraising events. Having produced most of his events from scratch, Mark has learned plenty about how to set the right stage for a successful project and works hard to share his experiences for the benefit of others.

Mark is a past president of the Orange County Chapter of Meeting Professionals International (MPIOC) and served on the board of directors for five years. He speaks to a variety of audiences on trends and professionalism in meetings and event production and serves as a tremendous resource for colleagues in the industry.

The cost for the dinner and meeting is \$25 with reservations; \$28 without reservations. Reservation deadline is Tuesday, January 10. Reservations may be made by calling Vee Molinari at 714.647.1640 or e-mailing her at veemolinari@yahoo.com. To be placed on Bahia's standing reservation list, please complete Bahia's monthly meeting standing reservations request which may be downloaded from www.iaap-bahia.org.

Note: The Doubletree Club Hotel charges for parking. Since Bahia is a preferred account, our members are eligible for complimentary self-parking. Tell the parking attendant that you are with IAAP, and you will be directed to the self-parking area. As an option, the Doubletree offers valet parking. Valet rates range from \$5 to \$14.

PRESIDENT'S MESSAGE (CONT'D)

(Continued from page 1)

be of service to you. There is always strength in numbers, and with your help, IAAP will continue to be a strong and solid presence within our industry.

Here's wishing you and yours all that is wonderful and bright in the coming year, and successful, healthy, prosperous months ahead.

Until next month,

Beverly Lipscomb, CAP-OM



NEWS FROM INTERNATIONAL

December 2011

As we're headed into the end of the year, I'd like to take a moment to thank our outgoing executive director, Don Bretthauer, CAE. Don will be leaving the association to become executive director of another association at the end of this month. I know he'll be excellent in his new role, and his new city. Before he goes, however, I'd be remiss to not thank him for his years of service at IAAP. Under Don's leadership, the association has moved to a new level of professionalism as we've worked to implement the Seven Measures and the IAAP Process Plan. I know I speak for past presidents when I say that Don is a pleasure to work with, always available and ready to help with excellent leadership. Don, thank you for your contribution to IAAP and I wish you much success in the coming years.

Shortly after the first of the year, I'll have an announcement about the new executive director that's taking over the position at headquarters in Kansas City. I am excited, as are the rest of the board of directors, about the future of the association as we quickly move into 2012.

To all of you reading this, please accept my heartfelt wishes for a beautiful holiday season. However you celebrate, I wish you peace and joy and prosperity this month and as we turn the corner into a new year.

Happy Holidays!
Tamra Goodall, CAP-OM
IAAP International President

THE SIMPLE FACTS ABOUT NEW YEAR'S RESOLUTIONS

Every year around this time we resolve to change the way we live for the better. And every year, not long after this time, our resolve fails.

Why is it so hard to keep our New Year's resolutions?

To start with, as humans we are worse than the focus-challenged Dory the blue fish in *Finding Nemo*: "I will exercise. I will exercise. I will exercise. I will... I will... What was it again? Hmm. Oh well. Maybe I'll eat a bag of potato chips and fall asleep on the couch."

As Samuel Johnson said, "People need to be reminded more often than they need to be instructed."

Tradition challenges us: Why wait until the dead of winter to resolve to exercise? Because it's tradition—even though it is also dark 18 hours a day and cold around the clock. Good luck with that.

That tradition also leads us to wait until after seven weeks of holiday-fueled binge-eating to resolve to lose weight. That's like digging a 10-foot hole, shipping off the excavated dirt, then jumping in, and resolving to build a 20-foot hill.

Our culture challenges us: During the holidays, you can't swing a pair of ratty underwear without slapping up against a Victoria's Secret advertisement. Talk about unrealistic expectations. We have as much chance of looking like today's models—male or female—as we do of winning the Nextel Cup driving our minivan.

Like NASCAR stock cars, Victoria's Secret models have very few factory-original parts left on them. So while they may be fun to watch, let's not expect the same performance from our own, unmodified chassis.

Technology challenges us: In 1845, in "Walden," Henry David Thoreau wrote about the new technology of the railroad and the effort required to build it, maintain it, and then to keep up with the faster pace of life it created.

Thoreau said, "We do not ride on the railroad; it rides upon us," perfectly describing our relationship with "labor-saving" technologies.

With BlackBerries, cell phones and e-mail, we can work from anywhere—the family room, the soccer field, the beach, even the sickbed. About the only place we can't work from is the grave, but I've heard they are working on it. When making a living completely overtakes making a life, what chance do our best intentions have?

So what is the answer? It is this: Simplify.

Start by anchoring long-term goals in what you can control. Don't resolve "to get my teenager to love me." *That* is out of your control! Instead, resolve "to love my teenager no matter what." *That's* one you can control, and as a bonus, both goals become more possible with this approach.

Next, simplify your daily to-do list. Thoreau said, "Our lives are frittered away by detail... I say let your affairs be as two or three, not a hundred or a thousand." When you are feeling overwhelmed, make a list, identify the top two or three items, and then, as Dr. Jim Flamming at First Baptist Church used to say, "do the next thing."

And don't get down on yourself. Oliver Wendell Holmes, Thoreau's fellow transcendentalist, said, "The greatest thing in the world is not so much where we stand as in which direction we are moving."

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NEW YEAR'S RESOLUTIONS (CONTINUED)

(Continued from page 5)

Finally, let yourself be inspired. God, the laws of the universe and your family and friends all want you to succeed, and if you follow your dreams they will help you along.

As Thoreau said, "...if one advances confidently in the direction of his dreams, and endeavors to live the life which he has imagined, he will meet with a success unexpected in common hours... In proportion as he simplifies his life, the laws of the universe will appear less complex... If you have built castles in the air, your work need not be lost; that is where they should be. Now put the foundations under them."

Maybe this year, consider this resolution: Simplify.

Chuck Hansen
Speaker, Writer, Humorist...
Strategies for Sanity in a World Gone Nuts
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Chuck Hansen is an associate member of the IAAP-Old Dominion Chapter, a motivational speaker, writer and humorist, and author of "Build Your Castles in the Air: Thoreau's Inspiring Advice for Success in Business (& Life) in the 21st Century." He can be reached at chuck@chuckhansen.com or www.chuckhansen.com.



UPWRITE PRESS
www.upwritepress.com

Writing eTips
mid-month mini

Word Pair of the Month: *Envelop, Envelope*

Ah, the power of "silent e," demonstrated once more in this month's word pair. The first word, *envelop*, is pronounced with the accent on the second syllable: *vel*. It means to surround or cover something.

*We watched the fog **envelop** the lighthouse until the tower completely disappeared.*

The word *envelope*, however, shifts the emphasis to the first syllable: *en*. It refers to the folded paper in which a letter or other document is placed.

*She withdrew the note from the **envelope** and gasped as she read the message.*

*An excerpt from Writing eTips, December 15, 2011
UpWrite Press Newsletters
<http://www.upwritepress.com/etips>*

RELOCATING FOR WORK: WHAT WOULD IT TAKE?

Uprooting your life for a position in a new city is a huge endeavor. Whether you've accepted a job offer with a new company, or a position within your current organization, it's important to consider what factors would make a move worth the effort.

These include:

- Compensation for the new position
- Cost of living in the new city
- Status of the new position
- Distance of the move
- Family considerations

What else should professionals consider before making a move for their career? Start by looking at the big picture. Make sure you're aware of all factors involved in relocating, rather than focusing on a single element of the job. For example, though a company may provide a solid benefits and compensation package, would you be comfortable living in the new city? Thirty-one percent of executives polled in a survey by OfficeTeam said the quality of life in a new city would be the most influential factor in their decision to move. You may want to examine elements of the proposed geographic area, such as crime, school rankings, and cultural events.

Other questions include: Does the employer offer moving assistance or job-placement services for spouses? Will you be needing a car or does the city have a good public transportation system? If you do need a car, will you have to pay for parking, or will your company cover this expense? Are there opportunities for further growth with the firm? Will you be able to work on the types of projects you enjoy? Will you be given the resources you need to succeed?

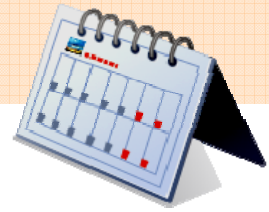
Even if relocating is a smart professional move, you also must determine if it's right for you personally. Does relocating come at a good time for you and your family? Are family members going to enjoy the new location, or will they resent losing friends, changing schools or having to find new employment? Can you afford the move and the cost of living in the new location?

Relocation can be a beneficial career move, as long as you examine all the factors associated with pulling up roots. While a move to a new city can be exciting, it's important to remember that for some the best choice is to stay put and wait for the next opportunity.



OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 315 locations worldwide, and offers online job search services at www.officeteam.com

EVENTS CALENDAR



BAHIA MEETINGS:

Our regularly scheduled meetings are held the second Thursday of the month, at the Doubletree Club Hotel, 7 Hutton Centre, Santa Ana. Networking begins at 6 PM. Mark your calendars:

- JANUARY 12, 2012
- FEBRUARY 9, 2012
- MARCH 8, 2012
- APRIL 12, 2012
- MAY 10, 2012
- JUNE 14, 2012
- JULY 12, 2012
- AUGUST 9, 2012
- SEPTEMBER 12, 2012
- OCTOBER 11, 2012
- NOVEMBER 8, 2012
- DECEMBER 13, 2012

CAP & OM CERTIFICATION EXAMINATION DATES:

Exam Dates: MAY 4–5, 2012 Location to be Announced

CAP & OM CERTIFICATION REGISTRATION DEADLINE:

FEBRUARY 15, 2012 Registration Deadline for May 4-5, 2012 Certification Exam

SPRING CONFERENCE:

MARCH 4–7, 2012 Harrah's Las Vegas, Las Vegas, NV

ANNUAL EDUCATIONAL FORUM & 60TH CALIFORNIA DIVISION MEETING:

JUNE 8-10, 2012 San Mateo Marriott, San Mateo, CA

EDUCATIONAL FORUM AND ANNUAL MEETING (EFAM):

JULY 22–25, 2012 Gaylord Texan Resort, Grapevine, TX

JULY 28–31, 2013 **Anaheim Convention Center, Anaheim, CA**

JULY 27–30, 2014 Milwaukee Convention Center, Milwaukee, WI

MCS PROFESSIONAL DEVELOPMENT DAY:

OCTOBER 6, 2012 Location TBD