



THE SPINNAKER



VOLUME 16, ISSUE 3

BAHIA CHAPTER, NEWPORT BEACH, CALIFORNIA

SEPTEMBER 2009

PRESIDENT'S MESSAGE

It is hard to believe that we are approaching the last quarter of 2009. I hope you all enjoyed a relaxing and fun filled summer. Now it's down to business.

You should have already received, via email, copies of the 2008-2009 year end statement, the 2009-2010 budget and the July financial report for the Chapter. You will be receiving the financial report every month via email so that you are more informed of the chapter's financial situation. I'm going to be like the preacher that you never like to hear at the pulpit talking about money, but unfortunately, it has to be done.

Over the past 4 years, our chapter has been surviving by utilizing the funds we had available from prior years. We are at the point now that we need to have a balanced budget—which we all know means income needs to equal expenses. Our income comes from three main sources: chapter dues, dinner meeting proceeds and ways and means. The board has cut expenses as much as it can. In 2008, we stopped paying to send two delegates to EFAM and have only budgeted for one delegate to go to both California Division and EFAM in 2010. As dues decline due to lower membership, along with the smaller attendance at dinner meetings, our income decreases. The one factor we can build on is ways and means. However, that means coming up with creative ways to offer fundraisers that will attract member support. Put your thinking caps on and send me as many suggestions as you can, so that we will have a pool of suggestions to draw on.

I have also attached to this newsletter a list of the various committees and their purpose so that you can determine where you could fit in and then step forward to help fill positions. We have little member involvement at this time, and I know our members can do better.

The first message from our International President, Susan Shamali CPS/CAP, is also included on Page 7 in this issue of the *Spinnaker*. Be sure to read through Susan's letter to find out what some of the changes International will be making this year.

The **Power of Commitment** is the theme for 2009-2010—are you ready to make a commitment to be there for your Chapter? Make that first commitment to attend as many Chapter meetings as you possibly can. Sign up for standing reservations and mark your calendars now for the second Thursday of each month. I hope to see many more of you there this coming year.

Susan's closing statement is very powerful, and I am going to reiterate it here, so that you won't miss it.

“In this **Power of Commitment** year I'm reminded of a statement made by Max DuPree, 'We cannot become what we need to be by remaining what we are.' Change is constant. We deal with it on a daily basis in our work and personal lives. To be more tomorrow than we are today, we need to be adaptive in meeting the demands of today to leverage our position for tomorrow.

So, let's get it started!”

Joan Snyder CPS/CAP

ITEMS OF INTEREST TO BAHIA MEMBERS

BAHIA CHAPTER BOARD

President

Joan Snyder CPS/CAP
T: 949.399.0600, ext 5007
email: joans@diehlevans.com

Vice President

Beverly Lipscomb CPS/CAP
T: 714.671.4636
email: blipscomb@mercuryinsurance.com

Secretary

Position Open

Treasurer

Norma Baltodano CPS/CAP
T: 714.843.6525
email: normabaltadano@bizla.rr.com

BAHIA'S BULLETIN BOARD



The next Bahia Board of Directors meeting is Saturday, October 10 at 9 a.m. at the home of Joan Snyder CPS/CAP: 14522 Greenwood Lane, Tustin 92780. Phone: 714.838.3745. All Bahia members are welcome to attend. Contact Joan for directions or MapQuest it.



The next Multi-Chapter Symposium Committee meeting is Saturday, September 19 at 9 a.m. at Alta Dena Dairy in the City of Industry.



Spinnaker articles are always welcome. The September deadline is Monday, September 21. Send your articles to JoAnn Thompson at joannt67@yahoo.com

AUGUST CONTRIBUTORS

Bea Donatelli CAP
Beverly Lipscomb CPS/CAP
Vee Molinari CPS/CAP
Joan Snyder CPS/CAP
JoAnn Thompson
Frank Wu, Citi Smith Barney

*Fonts Problems in PowerPoint*

Before a meeting, it's always wise to double-check your presentation using the computer you'll be using for your presentation. If you notice odd text-wrapping in the presentation, it's more than likely that the computer you're using lacks one of the fonts that you used in your original presentation.

To see if there's a font missing, on the **Format** menu, click **Replace Fonts**. Click the **Replace** list and look for a question mark before any of font names in the list. The question mark indicates that that font is missing. You can either try to install the font or replace it with another font.

To help avoid this problem, be sure the option to embed fonts is selected and use the "package a presentation feature" to save your presentation in a folder or CD. There may also be legal restrictions against embedding some fonts, so unfortunately this won't guarantee you'll have all your fonts.

JoAnn Thompson

BAHIA CHAPTER MONTHLY MEETING

**THURSDAY, SEPTEMBER 10, AT 6:30 P. M.
THE DOUBLETREE CLUB HOTEL**



Grief in the Workplace

Presented by Randy S. Hill

Many times in the workplace someone may be grieving from a loss (family member, colleague, loved one or job). When a person is grieving (whether at work or outside of the workplace), it puts a strain on interpersonal relationships. Some people want to talk about things, and some just want the pain to go away. We would like to approach them to give our condolence. How do we let them know we understand and care? What do we say to them? What can we do for them?

Randy Hill is a grief educator, and he will provide helpful, useful information about the bereavement process. He will explain what grief is and normal grief reactions to be aware of (emotional, physical, cognitive, behavioral). He has been helping individuals and families for over 18 years. Also, during the past 20 years, Randy has officiated at thousands of funerals throughout Southern California.

Randy will also answer questions that you may have at the September meeting.

The Bahia Chapter monthly meetings cost is \$25.00 with reservations and \$28.00 without reservations.

Meeting reservations are handled by Vee Molinari CPS/CAP. Her contact information is as follows: veemolinari@yahoo.com, 949.973.7636. If you have any questions, please feel free to contact Vee or Sydney Alexander CAP. We look forward to seeing you all at the September meeting on Thursday, September 10, 2009.

The Bahia hotline number is 714.647.1640. RSVPs can be left there as well.

Please also see the attached Dinner Meeting Standing Reservation request to be placed on Bahia's Standing Reservation status.

ARE YOU REALLY PREPARED FOR A NEW SCHOOL YEAR?

By Morgan Stanley Smith Barney LLC

You've shopped for new clothes, bought their school supplies, enrolled them in after-school activities and arranged the carpool. Congratulations, you're well on your way to starting the new school year on the right track. But what about next year and the years following? If your back-to-school checklist doesn't include a plan for future education needs, you might need to make some additional preparations.

It may seem like college is years away, but waiting to save for those expenses—even for one year—can make a great difference. Children grow quickly, and the cost of a college education is growing at an even faster rate. Today, many of the elite institutions cost upward of \$30,000 annually to attend—and those costs are projected to double in 18 years. The sooner you start thinking about future college costs, the more time you'll have to develop and implement a solid education plan.

Creating an education plan will help you determine how much you'll need to save for your family's future education needs. When it's time to implement your plan, there are several options available, including 529 College Savings Plans*. The plans are one of the best ways to save for higher education, since they provide tax-deferred asset accumulation, professional management, flexibility, as well as several other benefits not available in other education saving options. Most 529 plans also offer systematic investment options, allowing you to make regular, automatic contributions and take advantage of compounding and tax-deferred growth.

As you prepare for a new school year, make an appointment to speak to your Financial Advisor about developing a customized education plan that may help you meet your college-funding goals. Even if you already have a plan, it is still a good time to meet with your Advisor for an annual education review to make sure you are still on the right track.

Frank Wu is a Financial Advisor located in Laguna Niguel, CA, and may be reached at 949.365.5336.

* Investments are subject to market risk and may fluctuate in value. Before investing, investors should consider whether tax or other benefits are only available for investments in the investor's home state 529 college savings plan.

Please consider the investment objectives, risks, charges and expenses associated with municipal fund securities before investing. The offering statement contains this and other important information. To obtain an offering statement, please call your Financial Advisor. Read the offering statement carefully before investing.

Morgan Stanley Smith Barney LLC and its affiliates do not provide tax or legal advice. To the extent that this material or any attachment concerns tax matters, it is not intended to be used and cannot be used by a taxpayer for the purpose of avoiding penalties that may be imposed by law. Any such taxpayer should seek advice based on the taxpayer's particular circumstances from an independent tax advisor.

© 2009 Morgan Stanley Smith Barney LLC. Member SIPC.

College Costs Are Rising

5.9%	<i>Average increase in public university tuition from 2006–2007 school year to the 2007–2008 school year</i>
\$148,004	<i>Estimated cost of four-year public university in 2026</i>
5.9%	<i>Average increase in private university tuition from 2006–2007 school year to the 2007–2008 school year</i>
Over \$350,000	<i>Estimated cost of four-year private university in 2026</i>

Source: "Trends in College Pricing," The College Board, 2007.

A MESSAGE FROM YOUR INTERNATIONAL PRESIDENT

Have you recovered from EFAM yet? I finally did this past weekend. The business of IAAP doesn't stop, but it finally slowed down enough for me to organize my desk and get my files in order. And now I'm recharged and powered up to promote the IAAP brand, its mission and its theme: *Power of Commitment*. Are you ready to take IAAP from remarkable to extraordinary?

The Board of Directors has been busy since the spring board meeting. The *Action>Direction* which provides all the actions taken by the Board during their conference calls this past spring as well as during its Pre- and Post-EFAM meetings, has been posted to the IAAP Members' Place in the [Resource Library](#). Please forward to your division members-at-large and chapter members as appropriate. Going forward, an *Action>Direction* will be provided after each Board meeting to keep members current on actions taken.

Let's take a step back to EFAM. On Thursday morning at the Leadership Workshop, I made an announcement regarding several items that would be changing for the 2009-2010 year. I'd like to take this opportunity to provide further clarification and clear up a number of misunderstandings that have been communicated.

First, there will be no International Theme pin (formerly referred to as a president's pin) this year due to cost. This pin was given out to those who recruited new members. The decision to eliminate this pin was driven by our financial picture in terms of the cost of the pin as well as shipping and handling incurred in mailing it out.

Second, the Membership Growth Awards program is being reviewed as part of the overall assessment of expenses related to products and services. Again, when there are no funds available, it's difficult to offer awards to members, chapters or divisions. The Membership Growth Awards program is being addressed by the Board of Directors, and we look forward to sharing with the members a program which will remain constant as we move forward.

Third, we are doing away with the IMPACT program and replacing it with a Membership Recruitment program. Does anyone really know what IMPACT means? And isn't it really a recruitment program? So, let's call it what it is . . . a Membership Recruitment program. The main focus, or targeted months, for the program in terms of awards is October and April. To assist chapters in marketing IAAP to prospective members, the Membership Department will be creating a PowerPoint presentation for chapters to utilize. Chapters will be able to add their individual chapter information to this presentation.

Fourth, new membership packets will be sent out electronically. An announcement will be made prior to that process starting. In the interim, packets will continue to be mailed. By providing this information electronically, members receive their information more timely and will be pushed out to the web community to create their login and password identity, allowing them access to IAAP products and services at the time their membership starts.

In this *Power of Commitment* year I'm reminded of a statement made by Max DuPree, "We cannot become what we need to be by remaining what we are." Change is constant. We deal with it on a daily basis in our work and personal lives. To be more tomorrow than we are today, we need to be adaptive in meeting the demands of today to leverage our position for tomorrow.

So, let's get it started!

Susan Shamali CPS/CAP
2009-2010 International President
International Association of Administrative Professionals

BUDGET APPROVAL

Please be sure to review the budget that has been sent to you via email. At the September Chapter meeting we will need to approve the budget for 2009-2010.



If you have not received it, and would like to receive a copy, please email me at joans@diehlevans.com or call me at 949.379.5007, and I can fax or mail it to you.

Also, don't hesitate to contact me with any questions you might have.

Joan Snyder CPS/CAP
President

MULTI-CHAPTER SYMPOSIUM UPDATE

This promises to be a great event this year. The theme is "Transforming Opportunities into Success" and is on Saturday, October 3, at the Pacific Palms in the City of Industry. Please mark the date on your calendar.

Registration packets have already gone out. Please contact friends and co-workers who might be interested in attending. If you haven't received your packet via e-mail, go to www.iaapmcs.com to download a brochure or register online. If you have difficulty, please let Joan Snyder CPS/CAP or me know.

The committee has lined up two very good speakers—Jovita Jenkins and Diana Jennings. There will also be an exhibitor fair to visit, a continental breakfast and lunch.

The committee is still in need of exhibitors and sponsors. If you know of anyone, please let me know, and I will forward the information to the chapter working on that particular responsibility.



Beverly Lipscomb CPS/CAP

EMPLOYMENT OPPORTUNITIES

1. Product Manager—Central Orange County (Direct Hire)

2-5 years experience in the medical industry
3-5 years experience in marketing and sales
2 years product management is a HUGE PLUS!
BA or BS degree is a MUST

2. HRIS Administrator—South Orange County (Direct Hire)

2-5 years administrative assistant experience within an HR department
High school diploma
Be comfortable doing repetitious tasks such as data entry, filing, photocopying, putting packets together, etc.
Have an upbeat and friendly personality

3. Customer Care Representative—Central Orange County (Temporary)

Minimum of 3 years tech support/customer service experience
Degree in engineering is a HUGE preference
Detail oriented and the ability to multi-task
Must be personable and have patience with working with customers

4. Customer Service Representative—Central Orange County (Temporary to Hire)

Minimum 3 years customer service experience
Order entry experience and the ability to multi-task
Bilingual French, fluent
Experience with heavy call volume and be computer savvy

If interested, please contact Lisa Lobo directly.

Lisa Lobo | Division Manager
Ajilon Professional Staffing
4675 MacArthur Court, Suite 470
Newport Beach, CA 92660
Ph 949.955.1884 Ext. 240 | Fax 949.955.1347
www.ajilon.com



If you would like to be placed on my distribution list to receive new postings as I receive them, please send me your contact information.

Bea Donatelli CAP, Employment Chair
Bea.donatelli@mindspeed.com
949.579.5656 phone / 949.579.4025 fax

EVENTS CALENDAR

DINNER MEETINGS:

- SEPTEMBER 10: Doubletree Club Hotel, 7 Hutton Centre, Santa Ana, Networking begins @ 6 PM
OCTOBER 8: Doubletree Club Hotel, 7 Hutton Centre, Santa Ana, Networking begins @ 6 PM
NOVEMBER 12: Doubletree Club Hotel, 7 Hutton Centre, Santa Ana, Networking begins @ 6 PM
DECEMBER 10: Doubletree Club Hotel, 7 Hutton Centre, Santa Ana, Networking begins @ 6 PM
JANUARY 14: Doubletree Club Hotel, 7 Hutton Centre, Santa Ana, Networking begins @ 6 PM
FEBRUARY 11: Doubletree Club Hotel, 7 Hutton Centre, Santa Ana, Networking begins @ 6 PM

INTERNATIONAL CONVENTION (EFAMs):

- JULY 18–21, 2010 Hynes Convention Center, Boston MA
JULY 24–27, 2011 Montreal Palais de Congres Convention Centre, Montreal, Quebec
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
JULY 26–29, 2015 Louisville Convention Center, Louisville, KY

Look for hotel registration information on the IAAP web site in September.

CERTIFICATION CONFERENCE:

OCTOBER 18–21, 2009: Portland, OR

CERTIFICATION EXAMINATION DATES:

NOVEMBER 6–7, 2009: Goldenwest College, Huntington Beach

ANNUAL EDUCATION FORUM & 58TH CALIFORNIA DIVISION MEETING:

JUNE 11-13, 2010: Hosted by Las Positas Chapter in the Oakland area

The last word in this edition is from Henry David Thoreau (July 12, 1817 – May 6, 1862):

“Success usually comes to those who are too busy to be looking for it.”

