



### **Preparing for the Opportunity**

*We will open the book. Its pages are blank. We are going to put words on them ourselves. The book is called Opportunity and its first chapter is New Year's Day. ~Edith Lovejoy Pierce*

I love to watch college football. During the Baylor vs. Texas Tech game, Baylor's starting quarterback (ultimately, the Heisman trophy winner) was taken out of the game with a concussion. The backup quarterback, a red-shirt athlete that had not played all year, had huge shoes to fill as he took the field. He immediately threw for two touchdowns and performed as if he had been starting all year. When asked about his performance, he replied, "I was prepared for the opportunity."

As you ring in 2012, are you prepared for the opportunities of this New Year? One way to get ready is to design a "Personal Development Plan." There are all types of templates to document this plan, but the main concept is to clearly define the five basic questions: who, where, what, when and how.

**Who** is you. This is a self-designed plan.

**Where** is your area of growth. Is it personal, professional, or philanthropic?

**What** is each goal of growth you identify. Make sure that your goals are realistic and achievable, yet challenging.

**When** is your timeline of completion. How long will it take to accomplish your goal – a month, a year, two years, five years, or a lifetime? Set realistic targets.

**How** is the means you will employ to accomplish your goal.

Find an accountability partner – an encourager. Your EWI sisterhood can be a great resource for that partner. When you get discouraged, your partner can help keep you on track to completion. And besides, it is always more fun to share your triumphs with a friend.

Your plan will be preparing you for your unique opportunities. My hope for each of you this New Year of 2012 is that all your opportunities are incredible and that you are prepared to take advantage of each of them.

Continually preparing,

Alandra

# Congratulations!

EWI Representative **Carolyn Kubiak, Schnake Turnbo Frank | PR**, has been selected as an honoree for Oklahoma's Top Executive Assistant presented by Standley Systems. This program is *The Journal Record's* tribute to executive assistants who function at the heart of the business community and keep Oklahoma's businesses and organizations running smoothly and efficiently. She will be honored at an awards breakfast on Thursday, January 12, 2012, at the Skirvin Hotel in Oklahoma City.

# Nice Work!

The **Osteopathic Founders Foundation's** biggest event of the year is set for February 25, 2012, at the Doubletree Hotel at Warren Place. Proceeds from the event will benefit three charities: Community Food Bank of Eastern Oklahoma's Backpack Program, which provides food for needy children; Project Elf, which ensures school children have basic needs like clothing, food, and school supplies; and the Child Abuse Network, which helps reduce the trauma that a child abuse investigation can pose for a child. If your company is interested in tickets or patron packages, contact Diane Jarvi at [djarvi@osteopathicfounders.org](mailto:djarvi@osteopathicfounders.org) or 918 551-7336.

Has your firm, executive or a representative received an award or special recognition? Send your information to Carolyn Kubiak, [ckubiak@stfpr.com](mailto:ckubiak@stfpr.com), to have it added to the Connect "Congratulations" page.

## ARE YOU TECH SAVVY?

Thanks to all of you who accepted my request to "connect" on LinkedIn. Below is a link to a YouTube video that shows a little about ways to use LinkedIn to promote your business, solve a problem, etc. Your connections can be very helpful!

<http://www.youtube.com/watch?v=C1ofuNt6Abk&feature=related>

Carolyn Kubiak, Schnake Turnbo Frank | PR

*Be always at war with your vices, at peace  
with your neighbors, and let each  
New Year find you a better man.*

**Benjamin Franklin**





## EWI OF TULSA Upgrade to First Class— Financial Management

**When:** Thursday, January 12, 2012  
5:30 pm Registration  
6:00 pm Welcome, Invocation, and Dinner  
6:30 pm Lindsey Smith with JPMorgan Chase  
Personal Financial Management

**Dress:** Business or Business Casual

**Where:** Tulsa Marriott Southern Hills  
1902 E. 71<sup>st</sup> Street  
Tulsa, Oklahoma

**Cost:** \$40.00

**RSVP:** By Noon, Friday, January 6  
Please reply promptly

**Respond to:** Felicia Senter, Tulsa Tech  
felicia.senter@tulsatech.edu or  
call 918 828-5007; fax 918 828-5009

**Meeting Fees:** Make checks payable to EWI of  
Tulsa  
Fee may be paid at the door or mailed to:  
*Marnie Knight*  
*Admiral Express Office Supply*  
*1823 North Yellowwood Avenue*  
*Broken Arrow, OK 74012*

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Email RSVP Response Guideline – Please type in the subject line:

Yes, I will attend or Yes, I will attend with \_\_\_ guests (names in body of  
email)  
or  
No, I will not attend  
(List reason for missing in body of email, i.e., vacation, etc.)

### 2011-2012 Officers & Directors

#### President

Alandra Baggett, Omni Air International  
abaggett@oai.aero, 918 831-3020

#### Vice President/President-Elect

Karen Kellogg, JPMorgan Chase & Co.  
karen.l.kellogg@chase.com, 918 586-5434

#### Secretary

Sally Shelton, Senior Star Living  
sshelton@seniorstar.com, 918 592-4400

#### Treasurer

Marnie Knight, Admiral Express Office Supply  
marnie@admiralexpress.com, 918 249-4033

#### Sergeant-at-Arms

Felicia Senter, Tulsa Tech  
felicia.senter@tulsatech.edu, 918 828-5010

#### B/C/DP

Sarah Diehl, World Travel Service, LLC  
sdiehl@worldtvl.com, 918 746-7217

#### Membership

Janis Cohlmia, Tropical Plant Design, Inc.  
janis@tropicalplantdesign.com, 918 622-3400

#### Program

Susan Miller, Warren Professional Building Corporation  
smiller2@saintfrancis.com, 918 481-7953

#### Communication

Carolyn Kubiak, Schnake Turnbo Frank | PR  
ckubiak@stfpr.com, 918 430-3018

#### Fundraising

LuAnne Martindale, Hilti, Inc.  
luanne.martindale@hilti.com, 918 872-3390

#### Advisor

Glenda Stoner, Hilti, Inc.  
glenda.stoner@hilti.com, 918 872-3949

#### Advisor

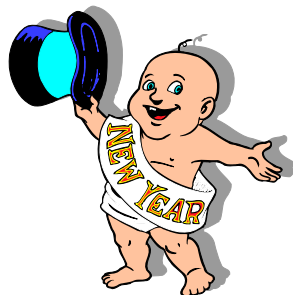
Rita Young, The William K. Warren Foundation  
ryoung@saintfrancis.com, 918 481-7909

#### Advisor

Roberta Montgomery, Helmerich & Payne, Inc.  
roberta.montgomery@hpinc.com, 918 743-5531

**Hats off to 2012!**

**EWI of Tulsa wishes you  
a Prosperous and  
Happy New Year.**



## BOARD REPORTS

### LEADING LADIES aka PLATINUM STATUS

“Leading Lady” is a designation given to those Representatives who have been present at each monthly meeting from the “First Hello to the Final Farewell.”

As we soar through 2011-2012, we want you to obtain Platinum Status by attending every meeting from “takeoff to landing” and encourage all of you to strive to attain this status.

### TREASURER’S REPORT

The GENERAL OPERATING ACCOUNT as of November 30, 2011, was \$38,495.40

### DECEMBER MEMBERSHIP REPORT

No new members in December.

**Correction:** THG Energy Solutions, LLC was listed incorrectly as THC Energy Solutions in the December Connect.

### B/C/DP REPORT

Sarah Diehl thanks you for stepping up and filling the mentoring needs for the EWISP Scholarship process.



### DID YOU KNOW?

*Pragmatic has been picked by Merriam-Webster as the Word of the Year for 2011. Pragmatic, an adjective that means practical and logical, was looked up so often on Merriam-Webster’s online dictionary that the publisher says “pragmatic” was the pragmatic choice.*

### JANUARY BIRTHDAYS

#### EXECUTIVES

Date	Name	Company
8	Rob Coretz	Omni Air International
12	W.H. Helmerich	Helmerich & Payne, Inc.
24	Mark Cohlmia	Tropical Plant Design, Inc.

#### REPRESENTATIVES

Date	Name	Company
2	Cheryl Benoit	Moore Funeral Home, Inc.
6	Debbie Reed	Public Service Company of Oklahoma
9	Nancy Hillman	THG Energy, Inc.
17	Jessica Bolen	Montereau
18	Janice Morgan	Alzheimer’s Association
27	Janis Cohlmia	Tropical Plant Design, Inc.
30	Sarah Diehl	World Travel Service, LLC

#### DECEMBER FIRM ANNIVERSARIES

Year	Company
1960	Public Service Company of Oklahoma
1984	Helmerich & Payne, Inc.
1992	State Farm Insurance Companies

### DECEMBER ATTENDANCE

First Representatives*	31
Second Representatives	5
Third Representatives	0
Sustaining Representatives	4
Life Members	1
Executive/Representatives	3
Honorary Representatives	0
Guests	6
Executives**	0
<b>Total</b>	<b>50</b>

\* The First Representative count does not include Executive/Representatives. For total first representative count, add the first representative and the Executive/Representatives together.

\*\* Executive count does not include Executive/Representatives. For total Executive count, add the Execs and Exec/Reps together.

## WHAT YOU MISSED IN DECEMBER THROUGH CONNECTIONS, CAREERS, AND COMMUNITY

We were enlightened about the hunger in our own community by Eugene Field Elementary School Principal, Cindy Hemm, and Cathy Elliott, Coordinator of the Backpack Program for the Food Bank. It was quite an eye opener. Below is a thank you from Teri Edmondson with a recap of the amazing results of our mini food drive.

*Ladies --*

*Thank you for your generosity toward the Community Food Bank of Eastern Oklahoma's Food for Kids Backpack Program. Because of you, it was a great success. And, if you are like me, you would enjoy knowing our results.*

*Cash Contributions: We raised \$1,100, which was given directly to CFBEO for their Food for Kids program. Many of you are aware this amount will be matched, so we are "taking credit" for \$2,200!*

*Food Contributions: We provided 1,032 single-serving food units (listed below) which were delivered Monday morning to the office of Cindy Hemm, Principal, Eugene Fields Elementary School:*

- *Cheese Cracker Sandwiches - 209*
- *Pudding Cups - 352*
- *Fruit cups - 128*
- *Granola Bars - 186*
- *Raisins - 155*
- *Sunflower Seeds - 2*

*Once again, it was a privilege to serve as the coordinator of our Christmas philanthropic event--your kindness and concern is legendary.*

*Thank you.  
Teri*

Ratings for December					
	Excellent	Very Good	Average	Fair	Poor
Overall Event	5	0	0	0	0
Location/Venue	3	2	0	0	0
Speaker	5	0	0	0	0
Topic Value	7	1	0	0	0
Involvement with Audience	5	2	1	0	0
Delivery of Message	6	2	0	0	0
	31	7	1	0	0

Your comments, suggestions, and thoughts are very appreciated and welcomed by the Program Committee.



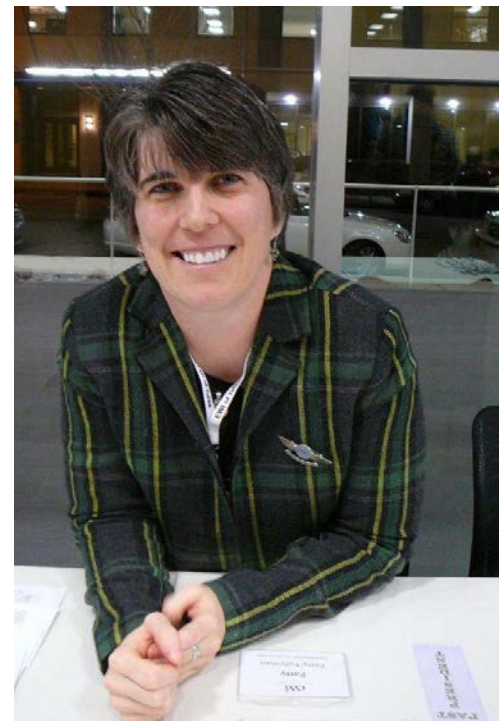
Janis Cohlma, Tropical Plant Design, welcomes Dana Nichols, representing Cimarex Energy, with her EWI pin.



Betty Oswald, University of Tulsa, with her daughter, Barbara Ellard, and Cindi Hemm, Principal of Eugene Field Elementary and author of Miracle on Southwest Boulevard.



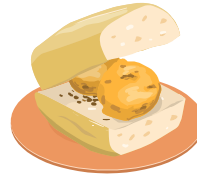
Cathy Elliott, Community Food Bank of Eastern Oklahoma.



Brandi Bryan, Moore Funeral Home, welcomes members and guests.



Cheryl Benoit, Moore Funeral Home, and Kim Bowman representing T. D. Williamson, manage the check-in desk.



Margaret Harrison, Tulsa Community College, shares a little about the facility.



Very impressive collection for the Back Pack Program.



# Thank You...

Dear EWI of Tulsa,

I hope each of you were able to take something from "Be Inspired...To Grow" and apply it to your life. Serving as your president certainly enabled me the opportunity to have a personal growth experience. You inspired me and you helped me grow. Thank you for giving me one of the best years of my life.

Still growing,

Janis

**OUR MISSION**

EWI brings together key individuals from diverse businesses for the purpose of:

- Promoting member firms,
- Enhancing personal and professional development, and,
- Encouraging community involvement.

**OUR VISION**

To be a professional organization that creates value for its member firms and their representatives through career development, business connectivity, and involvement in local communities.

*To enlighten the membership as to how easy it is to contribute, here's the sheet we hand out to those who become new member mentors. Your help is always appreciated!*

## **MENTOR GUIDELINE**

Thank you for agreeing to mentor one of our newest EWI reps for the next four months. Please use these guidelines to help ensure that she is oriented into EWI of Tulsa in the best possible way.

### **Mentor Meeting:**

Within the next two weeks, contact the new member and arrange a meeting. Taking her to lunch is nice, or just meet at her office or yours. Feel free to have another rep join you, if you like.

### **Take with you:**

- A copy of the EWI of Tulsa Connect and Corporate Connect. Point out the Calendar of Events and other helpful and interesting sections.
- A list of committees – chat about what committee would appeal to her and get her signed up.
- A copy of the most recent meeting notice. Explain she must always RSVP. If she must send regrets, have her include the reason, i.e. vacation, work-related, illness, etc.

### **In the EWI of Tulsa Directory, point out:**

- The Principals of EWI, The EWI Mission Statement and Chapter Vision
- The history of EWI
- The Standard Chapter Bylaws
- The Standing Rules and Procedures
- Tell her about using the International Directory and the websites, both chapter and corporate. She will need to contact corporate for her sign in and password. Share the Tulsa password with her for our website.

### **Specific Items to Discuss are:**

- Remind her of the date/time/location of next chapter meeting. Show her what the meeting notice looks like. (Ten days before the meeting, call her to make sure she's received her meeting announcement)
- Stress that an RSVP is required for each chapter meeting
- Help her decide on a committee assignment – Get her involved!
- Review our Standing Rules – business meetings are classified as “mandatory” and as such payment is required whether the representative attends or not.
- Stress that the firm must be represented at seven meetings during the year and that reps are required to attend a minimum of six meetings per year
- Point out that reps joining before April are eligible for “Leading Ladies” perfect attendance

### **Other Suggested Topics to Cover:**

- Board Positions (refer to the chapter Connect)
- Orientation Session (these are held quarterly)
- Scholarship programs (EWISP/ASIST)
- Firm Nights
- Firm Spotlights
- Firm Recognition/Executive of the Year
- EWI Annual Meeting – LCAM
- Other types of meetings, speakers and philanthropic/community projects
- Different classes of membership
- Posting of prospective member firms – how it works
- Benefits of membership

### **Lastly:**

Contact the new member prior to (at least) the next four monthly meetings, sit with her at the meetings, and help her become acquainted with other representatives. Make sure that she feels welcome, accepted, and comfortable. Be her “buddy” and encourage her to contact you with ANY questions about EWI. Be in touch with her at least once a month. Keeping her interested and involved is the best way to retain the membership.

**AND pat yourself on the back for a job well done!**



# Sad news.....



**Joe M. Moore**, President and Owner of Moore Funeral Home, Inc., passed away December 12, 2011 at the age of 92. Mr. Moore had been the EWI Executive for Moore's since joining in 1998. Always a staunch supporter of EWI of Tulsa and active in the community for many years, he was a firm believer in Tulsa, Oklahoma. Services were held on Friday, December 16, 2011, at the First Baptist Church in Tulsa. Our heartfelt condolences go out to EWI members Cheryl Benoit and Brandi Bryan. Mr. Moore will be greatly missed.

Donations may be made to The Caring Center at First Baptist Church, 403 South Cincinnati, Tulsa, Oklahoma 74103. Cards may be sent to Cheryl and Brandi at Moore Funeral Home, 2570 South Harvard, Tulsa, OK 74114.

***Betty Jo Looney**, of Monticello, Illinois, and 1972 Tulsa Chapter President, passed away at her home in the early hours of December 25, 2011. She represented Affiliated Management Corporation, and her Corporate Theme as president was "Knowledge is Good Business."*

*Condolences may be sent to the family at [www.mackey-wrightfuneralhome.com](http://www.mackey-wrightfuneralhome.com).*

## AND AT OUR JANUARY MEETING...

...a look at starting the year right! One way to do that is to review your personal financial management, and Lindsey Smith with JPMorgan Chase will have some tips for consideration. And we'll have a fun dinner—again, starting the year right. See you there!

## DATES TO REMEMBER.....

EVENT	TIME	DATE	LOCATION
Fundraising Committee Meeting		January 9	Arby's, 4923 East 49 <sup>th</sup> Street
Chapter Meeting		January 12	Tulsa Marriott Southern Hills 1902 East 71 <sup>st</sup> Street
Board Meeting		January 17	TBD
Executive Breakfast		January 24	Tulsa Marriott Southern Hills 1902 East 71 <sup>st</sup> Street
EWI of Tulsa Membership Recruitment Reception		February 2012	More information to follow
Texlahoma – hosted by EWI of Tulsa		August 3 & 4	More information to follow
65 <sup>th</sup> Leadership Conference and Annual Meeting (LCAM)		September 13-15	Dallas, TX

## HAVE INFORMATION TO SHARE?

### COURTESY NOTICES

If you have an announcement you'd like distributed to the members, please send your news to Tonya Jimenez at [tonya.jimenez@jqh.com](mailto:tonya.jimenez@jqh.com).

### EWI OF TULSA IS ON FACEBOOK

If you would like to follow EWI of Tulsa on Facebook, email Janice Morgan at [janice.morgan@alz.org](mailto:janice.morgan@alz.org).

### EWI OF TULSA DIRECTORY UPDATES

Please provide any updates for the directory to Maureen Quinn via phone at 918-592-0722 or email at [maureen@okalliance.com](mailto:maureen@okalliance.com).

### EWI CORPORATE UPDATES (WWW.EWICONNECT.COM)

Check your member information on the Corporate Website and update your profile online. If you do not have access to email/internet, please contact Maureen Quinn at 918 592-0722.

### POSTINGS FOR MONTHLY CONNECT

Please send all submissions for the Connect to Carolyn Kubiak at [ckubiak@stfpr.com](mailto:ckubiak@stfpr.com)

**February SUBMISSION DEADLINE: January 23**



According to TheCelebrityCafe.com, there are 10 New Year's Resolutions you can actually keep:

1. Be charitable
2. Managing debt
3. Manage stress
4. Eat less fast food
5. Stay informed
6. Go green
7. Read more books
8. Quit smoking
9. Lose some weight
10. Save your money

For more information and tips on how to keep these resolutions, click below.

<http://thecelebritycafe.com/feature/top-ten-new-years-resolutions-you-can-actually-keep-12-29-2011>