

CAREER INSIGHTS

August 2008

PRESIDENTS MESSAGE



Greetings

Wonderful Ladies of Career Chapter,

best tailor our program activities to meet those needs.

Here I am only a few days into my term as president, and I am already in awe of how efficient we can be. The research committee, the Vice-president and I had lunch with our 2009 honoree, (I won't reveal who she is yet) but oh, are we in for a party.

Susan Koch has agreed to chair the Associate's Luncheon, which will be a perfect kick-off for our fall membership drive. Start thinking now of some ladies you may not have invited to a chapter meeting before, a neighbor, a client, a business owner from whom you purchase goods or services.

The books have been audited and our new treasurer is now prepared to receive your dues, which will remain the same as last year. (You will also be issued a receipt when payment is made, so that both you and the treasurer have a record)

We are a good chapter, having been in existence for more than 27 years. Our goal this year is to go from good to great; striving for excellence in all that we do. Let's make this a banner year.

The plan is to review some general operational items at our September meeting, (committee and officer duties and how we communicate- website). We will also take a survey to assess your needs so that we can

Debb Dawkins

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CHAPTER MEETINGS:

- August 5
Executive Board
12 Noon
YWCA
- August 19
11:45 a.m.
YWCA
- September 2
Executive Board
12 Noon
YWCA

CHAPTER MEETING—AUGUST

Next Meeting: August 19th 11:45 network 12 Noon Meeting

**In the newly remodeled Westar Training Conference Room
at the YWCA—upper level**

Program: YWCA Programs

MEMBER NEWS

- ⇒ Mary Lou McPhail and her husband Gary recently celebrated their 40th Wedding Anniversary. Congratulations to you both!!
- ⇒ *Note number of years two of our members are celebrating this month below!*
- ⇒ **Members—are you looking to get your message out** or maybe even have a sale or special this month. There are 2 great resources available. You can submit items of interest for a large group of ABWA ladies to Ann Mah at lmah@cox.net who then forwards it to all ABWA members in our community that have signed up to receive the notices. OR you can submit them to me (Shawn Maisberger) the Newsletter chair. I would be happy to put items of interest to our membership in the monthly newsletter.

New Fiscal Year - New Dues

Our new fiscal year has begun and it is time for yearly dues. Please make payment to our new treasurer Sarah Saenz. You may pay for the entire year or the 1st quarter and checks should be made payable to “Career Chapter ABWA.”

Shawn Maisberger is contacting members who may still owe for the previous years dues. In an effort to make it easy and more efficient we have decided to separate the collection of dues.

Therefore, if you are paying previous years dues—send your money to

Shawn Maisberger
City Manager’s Office
215 SE 7th Street, Rm 352
Topeka, KS 66603

For 2008-09 Dues forward to Sarah Saenz.

CHAPTER MEMBER BIRTHDAYS AND

Birthdays

Deann Tiede, August 12

Shawn Maisberger, August 14

Dee Dee Adams, August 31

Anniversaries

Mary Lou McPhail, August 27, 1984

Maggie Kelley, August 28, 1986

Diana Friend, August 1, 2005



WASHBURN ABWA STUDENT CHAPTER



The ABWA Student Group was formed on the campus during September 2003 and became a nationally registered chapter in November 2004. The primary purpose of ABWA is a networking avenue for students to link with local, state, and national female leaders and business professionals. The Washburn student ABWA chapter is the fifth student group in the United States to form in the United States.

The student Chapter is on Summer break. However, they have held elections for the upcoming school year. The new officers for 2008-09 are:

President:	Ariane Cottingham	(785) 969-8230
Vice President:	Janel Logan	(620) 370-4688
Treasurer:	Jayme Hanrahan	(785) 383-3945
Secretary:	Jamie Coonce	(785) 580-9925
Marketing Director:	Dawn Hinson	(785) 215-2283

Congratulations to them. We wish them well this school year.



MEMBERSHIP CHAPTER DUES

Don't forget to make your dues payment.

Make check payable to

“Career Chapter ABWA”

Annual Dues: \$223.00

1st Quarter Dues: \$100.75

Due Aug 2008

2nd Quarter Dues: \$ 40.75

Due November 2008

3rd Quarter Dues: \$40.75

Due February 2009

4th Quarter Dues: \$ 40.75

Due May 2009

Mail To:

Sarah Saenz
Express Employment Professionals
2900 SW Plass Ct
Topeka, Kansas 66611

National ABWA will forward a statement directly to each member for payment.

National Dues \$75.00

Questions contact

Chapter Treasurer, Sarah Saenz

at 267.2773 or

Sarah.Saenz@ExpressPros.com

MEMBERSHIP – NETWORKING

In an effort to advertise our memberships strengths and business information, we will list your website here for quick reference by our members.

Nancy Weigand	http://nancymassage.com/index.html
Deborah Dawkins	www.homeinteriors.com/debbdawkins
Deborah Dawkins	www.aboveallbooks.com
Michelle Kaberline	www.marykay.com/mkaberline

Future September Meeting—

Tuesday, September 16th

11:45 a.m.

YWCA

The program will be Communication and achieving Chapter Best Practices. There will be a short demonstration and presentation from Carol Yoho on our newly designed website as well as information on our monthly newsletter.



The 2008-09 ABWA National Theme

CAREER CHAPTER'S WEBSITE

Take a look and Enjoy the site and please visit for updates.

TREASURER'S REPORT—AUGUST

<u>Monthly Statement</u>		
Beginning Cash Balance	6/30/2008	\$7,954.37
Deposits - Dues		
TCF reimbursement	2,523.26	
Member Dues & Guest fees	\$693.00	
Member Dues - Jacobs	\$122.25	
Total Deposits		\$3,338.51
Disbursements		
#1542 YWCA - May luncheon	214.90	
#1543 Maggie Kelly - Publicity W/M	9.92	
#1544 Carol Yoho - website	200.00	
#1545 Terry Hobbs - postage W/M	10.45	
#1546 Carol Jacobs - SBMF Appl Fee	35.00	
#1547 Nat'l ABWA Kruggel Nat'l dues	75.00	
#1548 Terry Hobbs	45.44	
#1549 YWCA - Jan meals	214.90	
#1550 YWCA - July Social - food	64.47	
#1551 Sarah Saenz - July Social - drinks	37.77	
Total Disbursements		\$907.85
Ending Cash Balance	7/31/2008	\$10,385.03

DID YOU KNOW...Heat Stress

High temperatures and humidity stress the body's ability to cool it, and heat illness becomes a special concern during hot weather. There are three major forms of heat illnesses: **heat cramps**, **heat exhaustion**, and **heat stroke**, with heat stroke being a life threatening condition.

Anyone can suffer a heat illness, but by taking a few simple precautions, they can be prevented:

- ⇒ Condition yourself for working in hot environments
- ⇒ Drink lots of liquids. Never drink alcohol, and avoid caffeinated beverages like coffee and pop.
- ⇒ Take a break if you notice you're getting a headache or you start feeling overheated. Cool off for a few minutes before going back to work.
- ⇒ Wear light weight, light colored clothing when working out in the sun.
- ⇒ Take advantage of fans and air-conditioners.
- ⇒ Get enough sleep at night.

With a little caution and common sense, you can avoid heat illnesses.

EXECUTIVE BOARD MINUTES – AUGUST

ABWA Career Chapter Executive Board Meeting

Minutes August 5, 2008

Present: Deb Dawkins, Dee Dee Adams, Linda Deines, Glenda DuBoise, Michelle Kaberline, Susan Koch, Shawn Maisberger, Sarah Saenz, Nancy Weigand, and Anita Wolgast.

Minutes: Shawn made a motion to accept the July minutes as submitted. Linda seconded. Minutes approved.

Treasurers Report: Shawn and Carol Jacobs worked through discrepancies in the treasurer records to clean-up past receipts, payables, and reports. Shawn made a motion to approve the treasurer's report as submitted. This was seconded by Anita & approved.

Correspondence: Savannah Friend is being sent a letter and check for the Stephen M. Bufton scholarship.

Audit: The books were in fair to poor condition this past year. A few issues are still being worked out. The Audit Committee had two recommendations: 1) Void and reissue a check dated February 2008 for \$31.13 to Mary Lou McPhail. 2) If a treasurer is absent from Executive Board Meeting for two consecutive meetings without prior notice and presenting a written treasurer report, the Executive Board shall collect all treasurer records and books and select a replacement treasurer for the remainder of the term. Anita moved to accept both recommendations; Dee Dee seconded the motion. The Board approved as stated.

Deb recommended a receipt be given from our treasurer each time money is received from a member (i.e. chapter dues). The Board agreed. The treasurer will send confirmation e-mail receipts as a standing procedure when payments are received by the Chapter. The treasurer will continue to keep a master list of monies received. Linda followed up with the motion; seconded by Susan. Approved.

Program: August will feature staff from the YWCA sharing the great programs & services they provide for women. September is a "best practices" theme for Career Chapter. Glenda and Anita are pulling this together—it will be a treat! October is the Associates Luncheon and Glenda will invite the scholarship recipients to this event.

Hospitality: Linda reported that the hard-copy records are going electronic! Susan is updating everything into an excel spreadsheet.

Education: No report.

Research: Anita presented the report on behalf of Joan. Through careful deliberations three finalists were selected. The Board unanimously approved our 2009 Honoree.

Website: Anita gave an update on website activity. There is currently some question as to the host site for this coming year. Anita has board approval to work out website issues and follow-up according to good judgment and quick movement.

Budget: Membership dues will remain the same. Deb recommended two changes to the proposed budget: 1) Change the amount for "Summer Social" to \$500 (from \$600) 2) Change the amount for "SBMEF" to \$200 (from \$100). Shawn motioned to approve and Linda seconded. This balanced budget was unanimously approved.

Meeting was adjourned at 1:08 p.m.

Minutes recorded and submitted by Michelle Kaberline.

www.abwa-career.org

**AMERICAN BUSINESS
WOMEN'S ASSOCIATION
CAREER CHAPTER**

Shawn Maisberger

215 SE 7th Street, Room 352

Topeka, Kansas 66603

Phone: 785-368-3896

E-mail: maisberger@topeka.org

Our Mission

To bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others to grow personally and professionally through leadership, education, networking support and national recognition.

Become a part of ABWA

A national network of women dedicated to helping each other reach new heights in their careers.

Contact **Judy Thomas**, Membership Chair, to join us at a meeting. You can reach Judy by phone at 785.256.6421 or bertjt@att.net

OFFICER & COMMITTEE CHAIRS CONTACT INFORMATION

President

Deborah Dawkins

dd1605@aol.com

Vice President

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deed2@sbcglobal.net

Treasurer

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Sarah.Saenz@ExpressPros.com

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Website

Washburn Student Chapter

Ways & Means

Dee Dee Adams

deed2@sbcglobal.net