

Uptown News Beat

Volume 28, Issue 8
September 2010

Words from our President

School Days, School Days. School is back in session so watch your speed and don't talk on the cell phone while in School Zones. I'm sure mothers are grateful to be back in a routine. I for one enjoyed the not having to shop for shoes and pencils and back packs.

August was a fast and busy month. Our program about the homeless in Midland made us all stop and think and be thankful for what we have and that we live in a town with so many generous people.

We had our first business meeting, at which time we passed the 2010-2011 budget (under correct parliamentary procedure, thanks to our new Parliamentarian, Mary Ann Brock.)

Debbie Gann awarded our first community service project—school supplies to the moms at Midland Fairhavens and we awarded 3 fall semester scholarships.

We got great PR coverage at our program meeting and with the presentation of the school supplies to the moms at Fairhaven's. Thank you Martha Adams for all your hard work.

Glenna Haskell is moving forward with our NBW/W event. She will be having a committee meeting soon and she needs lots of hands. If you have some time to give to this event, please contact her.

Please continue to remember Glenna, Mary Ann, Bronna, Patti, and Donette in your thoughts and prayers as they deal with personal issues and family illnesses .

I'm sure September will zip right by us too. There will be football games, and hopefully some cooler weather. So enjoy every minute,

Our program meeting will be on the 8th and the business meeting on the 22nd. Please mark your calendar and join us.

Please let me know if I can be of assistance to any one.

Hope to see you soon.

Glenda Knox, President 2010—2011



Inside this issue:

Uptown Events	
At 40	2
Jo's JetFitters & Operation Sunscreen	2
Webpage Request	3
Leadership & Welcome New Member	3
E-Mail Etiquette	4
Renewals and Birthdays	5
Gone Crazee	5

Upcoming Events:

September 8th—Program Meeting — Misty Stewart

September 22nd—Business Meeting

October 25th NBWW-2010 Woman of Achievement and Woman of the Year

At 40 You Lose Your Mind

Holly Evans and her instructor Greg Estes. She is celebrating her 40th Birthday!

Doesn't she have pretty teeth.

Daughter of Glenda Knox



Member Happenings.....

Mary Kay Stars by Jo Fite



I recently traveled to Dallas for our annual convention. My Unit, Jo's JetFitters placed 3rd in our area's lineup....I am very proud of them! Fonda Martin was our Queen of Sales. The attached photo was taken on the "red Carpet" and is a picture of the winners of a Limo Ride to Awards Night. To win, we had to achieve Star Consultant status all 4 quarters of the Seminar year! Us Mary Kay gals L O V E being pampered!

OPERATION SUNSCREEN

I would like to recognize the BPW gals for their AWESOMENESS!!! Due to their generosity, we were able to send about \$800 worth of sunscreen and other needed products to our soldiers serving in Afghanistan!! I am so proud to be affiliated with such a giving group of women! Thanks so much!!!

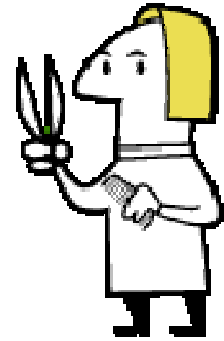
Jo Fite

Independent Mary Kay Beauty Consultant/Sales Director



Hey Ladies:

I'm looking for some committee members for the WEBPAGE. I have had requests for updating the colors and logo and would love to have member input on this task. We will hire Jason (original web designer) to do the work (as that is way over my head) but it would be great to have some ideas to give to him about how we want it to look. Contact me by phone 528-7072 or e-mail – shirley@tbobamthor.com
Thanks.....Shirley Harris, Webpage



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Leadership tips for September: ADOPT A POSITIVE ATTITUDE

Your attitude can make the difference between an event that is pleasant and successful and one that ranks with the sinking of the Titanic. Unless you have been blessed with a poker face, it is extremely difficult to mask a negative attitude. If you go to an event thinking, "Well, I have to be here but I just know I'm going to have a really bad time: people will know it. Even if you plaster on a smile, it will show in your eyes. It's better not to attend at all than to leave a negative impression

Just suppose, you have had a really bad day. Your computer crashed, losing all of your hard drive; your boss was in less than a good mood; when you got to the parking garage you had a flat tire; When you walked into your house, you realize your husband forgot to start dinner, and you have to be at a meeting in an hour. Unless you can have a complete turn around, you should just stay home.

We check our makeup, hair and dress before we go out. A positive attitude is even more important, and it deserves at least as much attention.

If you don't really care about people, if your warmth, your openness and your desire to connect with them are not genuine – then no technique in the world will help. People sense the truth; they usually know when they are being manipulated. They also know when you are making a sincere effort to extend yourself to them.

"It's good to meet you" Is only believable if your warm sincere smile matches your words. This line doesn't play very well through a frown, or even through a look of indifference. Eye contact is critical in building rapport.

Eye contact does not mean staring or glaring. We learn a lot about others from their eyes, and show them a lot about ourselves with ours.

..... Submitted by Patti Humphrey



Welcome

New

Member:

Brenda Hopper
Cell: 432-212-1890
Birthday: June 25

ARCADIS
Work phone: 432-687-5400

E-mail Brenda.Hopper@arcadis-us.com

The Top Twelve E-Mail Mistakes That Can Sabotage Your Career

1. Omitting The Subject Line.

We are way past the time when we didn't realize the significance of the subject line. It makes no sense to send a message that reads "no subject" and seems to be about nothing. Given the huge volume of e-mail that each person receives, the subject header is essential if you want your message read any time soon. The subject line has become the hook.

2. Not Making Your Subject Line Meaningful.

Your header should be pertinent to your message, not just "Hi" or "Hello." The recipient is going to decide the order in which he reads e-mail based on who sent it and what it is about. Your e-mail will have lots of competition.

3. Failing To Change The Header To Correspond With The Subject.

For example, if you are writing your web publisher, your first header may be "Web site content." However, as your site develops and you send more information, label each message for what it is, "contact info," "graphics," or "home page." Don't just hit "reply" every time. Adding more details to the header will allow the recipient to find a specific document in his/her message folder without having to search every one you sent. Start a new message if you change the subject all together.

4. Not Personalizing Your Message To The Recipient.

E-mail is informal but it still needs a greeting. Begin with "Dear Mr. Broome," "Dear Jim," "Hello Jim," or just "Jim." Failure to put in the person's name can make you and your e-mail seem cold.

5. Not Accounting For Tone.

When you communicate with another person face to face, 93% of the message is non-verbal. E-mail has no body language. The reader cannot see your face or hear your tone of voice so choose your words carefully and thoughtfully. Put yourself in the other person's place and think how your words may come across in Cyberspace.

6. Forgetting To Check For Spelling And Grammar.

In the early days of e-mail, someone created the notion that this form of communication did not have to be letter perfect. Wrong. It does. It is a representation of you. If you don't check to be sure e-mail is correct, people will question the caliber of other work you do. Use proper capitalization and punctuation, and always check your spelling. Remember that your spellchecker will catch misspelled words, but not misused ones. It cannot tell whether you meant to say "from" or "form," "for" or "fro", "he" or "the."

7. Writing The Great American Novel.

E-mail is meant to be brief. Keep your message short. Use only a few paragraphs and a few sentences per paragraph. People skim their e-mail so a long missive is wasted. If you find yourself writing an overly long message, pick up the phone or call a meeting.

8. Forwarding E-Mail Without Permission.

Most everyone is guilty of this one, but think about it. If the message was sent to you and only you, why would you take responsibility for passing it on? Too often confidential information has gone global because of someone's lack of judgment. Unless you are asked or request permission, do not forward anything that was sent just to you.

9. Thinking That No One Else Will Ever See Your E-Mail.

Once it has left your mailbox, you have no idea where your e-mail will end up. Don't use the Internet to send anything that you couldn't stand to see on a billboard on your way to work the next day. Use other means to communicate personal or sensitive information.

10. Leaving Off Your Signature.

Always close with your name, even though it is included at the top of the e-mail, and add contact information such as your phone, fax and street address. The recipient may want to call to talk further or send you documents that cannot be e-mailed. Creating a formal signature block with all that data is the most professional approach.

11. Expecting An Instant Response.

Not everyone is sitting in front of the computer with e-mail turned on. The beauty of Internet communication is that it is convenient. It is not an interruption. People can check their messages when it suits them, not you. If your communication is so important that you need to hear back right away, use the phone.

12. Completing The "To" Line First.

The name or address of the person to whom you are writing is actually the last piece of information you should enter. Check everything else over carefully first. Proof for grammar, punctuation, spelling and clarity. Did you say what needed to be said? How was your "tone of voice"? If you were the least bit emotional when you wrote the e-mail, did you let it sit for a period of time? Did you include the attachment....cont'd next page

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Women helping Women

www.midlandbpw.com

Check out our website—
calendar, newsletters,
photos and more

RENEWALS for September:
Shirley Harris
Demetra Johns
Angie Wilson

RENEWALS for October
Danni Jenkins-Baker
Jeanette Porter
Pamela Sanchez
Delores Schuler
Cecily Shull

Please check your e-mail for your Renewal Invoice/
Notice. Any questions, please let me know.
Thanks Shirley Harris—shirley@tbobamthor.com

Cont'd..... E-Mail Mistakes

you wanted to send? If you enter the recipient's name first, a mere slip of the finger can send a message before its' time. You can never take it back.

E-mail makes everything easier and faster including making a powerful business impression and establishing positive professional relationships. The business person who uses the technology effectively and appropriately will see the results of that effort reflected in the bottom line.

submitted by Patti Humphrey

....Shirley Harris and
Gone Crazee.....

Hope everyone has had an awesome summer. We have certainly been blessed with gorgeous weather!

My grandson Matthew started Pre-K this year. He wanted to ride the bus so his Mama let him. He leaves the house at 6:45 on the bus. He is so excited about school. I think he is excited about getting to play with and be around other kids his age. He is an only child so I know that is a big plus.



Waiting for the bus



Labor Day—September 6, 2010

Happy Birthday

9/9 Donette Marble

9/10 Judy Galbraith

9/21 Chris Hagan

9/25 Tracie Cherry

Women in History

9/9 Sarah Mapps Douglass 1806-1882
Member of Philadelphia Female Anti-Slavery Society, 1930s: Opened a school for Black Children

9/10 Alice Davis 1852-1935
Seminole Indian Chief during legal battles with U.S.

9/21 Ethel Andrus 1884-1967
Founder of Nat'l Retired Teachers Assoc 1947, and American Assoc of Retired Persons, 1958

9/25 Fannie Andrews 1867-1950
Pacifist, co-founded the American School Peace League

