



Developing leaders to
create positive results
in Texas government.



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SEPTEMBER 2007

Monthly Luncheon — September 26, 2007

The EWTG Board - Who are They? What do They DO?

Joelyn Weeks, Program Director

Do you ever wonder what the EWTG Board members do? EWTG Board Members are sworn in each December and are busy for the next 12 or more months fulfilling their board responsibilities. Some board members have two- year responsibilities. What the board members do and what they accomplish is evident in a variety of ways. However, in some cases their work behind the scenes may be a mystery to most members.

The September 26 Luncheon Program will be a presentation focused on the EWTG Board duties and responsibilities. Each board member will describe their duties and their 2007 activities to date. Luncheon attendees will also have an opportunity to ask questions about board activities and responsibilities.

Make plans to attend the luncheon and come prepared with your questions for the board. It is not often that members get a chance to hear from all board members in one setting.

Members begin gathering as early as 11:30 a.m. Food service begins at 11:45 a.m. and the program starts at noon.

Make your reservations now by emailing ewtg@ewtg.org or calling 512.894.4370. The cost is \$20 per person. EWTG luncheons are scheduled on the fourth Wednesday of each month at the Austin Woman's Club, 708 San Antonio Street.

EWTG Scholarship Application Deadline — September 30th

Each year EWTG awards scholarships to its members. The purpose is to support professional and personal development, and to reward and encourage EWTG participation. This program allows members an opportunity to enhance their skills, learn new ones through training, coursework, conferences and more. The Scholarship Committee reviews the applications and recommends awards to the Board of Directors after scoring the application.

Scholarships may be used for the upcoming EWTG 21st Annual Professional Development Conference, training programs, seminars, formal education or Leadership Texas. The 3rd Quarter Scholarship Deadline of September 30th is quickly approaching and EWTG encourages every member to take advantage of this great opportunity. Guidelines and application forms can be found in the Forms and Documents section at www.ewtg.org.

CALENDAR OF EVENTS



September 12 *September Minicourse*

Carver Branch Library, 1161 Angelina, at Noon. Topic: A Day in the Life of a DPS Public Information Officer. Presented by: Tela Mange, Department of Public Safety. Free to members and guests. For information and lunch option reservations, contact ewtg@ewtg.org or call 512.248.2044.

September 13 *Retiree Committee Event*

Blanton Museum Tour, 1pm. Meet for lunch at 1 pm at the Texas History Museum (Bullock), walk to the Blanton about 2 pm. See article inside for parking and carpooling information. Please RSVP to Jan at jwozias@earthlink.net, to attend and for any questions.

September 13 *Dallas Affiliate Meeting*

Scheduled for Thursday, September 13th at the Dallas – Red Bird Area Curves at 3107 W. Camp Wisdom. To RSVP your attendance, please contact Chris McDaniel at 817.792.7259 or email: bossynursemom@netscape.net.

September 13 *Houston Affiliate Meeting*

Noon - 1:00 pm, in a conference room of the Elias Ramirez Building (5425 Polk St). The Affiliate provides beverages – bring your own brown bag lunch. For information and room location, contact Rosa Wilks Broussard, Houston Affiliate Chair, at 713.748.2816 or email: rmbroussard@hotmail.com.

September 15 *Woman of the Year Nomination Deadline Extended!*

Visit www.ewtg.org for nomination criteria and forms and don't miss this opportunity to be involved in the EWTG legacy.

September 22 *Annual Educational Event*

10:00 a.m. at the Lady Bird Johnson Wildflower Center – Tour and Lunch. \$8 per person, family and guests welcome. RSVP by Monday, September 17th to ewtg@ewtg.org or call 512.248.2044.

September 26 *Monthly Luncheon*

Austin Women's Club, 708 San Antonio, at Noon. Topic: The EWTG Board – Who Are They? What Do They DO? The cost is \$20 per person. For information and reservations, contact ewtg@ewtg.org or call 512.248.2044.

September 30 *Painting Party for Capitol Area Food Bank, a Community Service Project.* 4:00-6:00 p.m. at Clayways in Austin. See article inside for details. RSVP to Gaye McElwain at gaye@arts.state.tx.us.

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EXECUTIVE WOMEN IN TEXAS GOVERNMENT IS A NON-PARTISAN ORGANIZATION THAT PROMOTES LEADERSHIP IN SERVICE TO TEXAS BY OFFERING PROFESSIONAL DEVELOPMENT OPPORTUNITIES.

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President's Corner The Stage is Set

Connie Williams, President

How often do you attend a conference where you are warmly welcomed, acknowledged and everyone there is committed to your success? Each year, we seek to enhance the lives and careers of Texas women through our Annual Professional Development Conference. The details, the work, the preparation and the joys are taking place to "Set the Stage" for you. Mark your calendar for November 19th, one event in 2007 that you do not want to

miss. Our conference will be a large gathering of Texas women from state government, higher education and the private sector.

The conference will deliver the right blend of professional knowledge, insight and inspiration in a combination of keynote speeches and workshops, delivered by experts who were strategically chosen to ensure we consider the needs of our executive women. Proceeds from the conference fund EWTG member scholarships during the following year.

The journey to establish a first-class conference started at the board retreat last January with several "Acts" that required time and resources to equip us with the right script for each role. President-Elect Susan Durso kept us involved with our Executive Success Teams so that we could experience the momentum for this upcoming performance. The activities of Vice-President and Conference Chair Carol Jackson and the conference committee have been diligently setting the stage to help you fulfill your goals. The excellent monthly luncheon program speakers that Program Director Joelyn Weeks has engaged have "Set the Stage" for you to gain the strategies necessary to succeed as a senior or emerging leader. Membership Director Shannon Kelley and the membership committee have created insightful surveys that have captured your feedback, and they are committed to recommend solutions that will keep you performing toward that Oscar-worthy award.

Throughout the year, Affiliates Director Mary Castleberry has engaged and supported our Dallas and Houston Affiliates. They are so excited about attending the upcoming conference and walking the red carpet! Communications Director Lisa Mayes continues to keep us updated with the monthly reviews through the newsletter. Financial Officer Clare Dyer and Treasurer Ardra Alexander have guided and strengthened us to be fiscally ready and within budget for our grand scale conference. As President, with you in mind, I have worked closely with this great team to ensure that every facet of this process continues to move forward. Executive Director Jennifer Royster has worked very hard and has been successful in supporting this cast and coordinating all of the components before the curtain opens.

Here's the one major "Act" to complete before the curtain opens: On November 19, 2007 in Austin, we request your presence at EWTG's 21st Professional Development Conference. Be transformed and empowered to confidently take your place on stage as you prepare for your leadership role and to make a difference in your realm of influence. The Stage is Set, and we are ready to help you refine your performance for advancement!

If you would like to receive the current adopted minutes from EWTG Board meetings, please contact EWTG's Executive Director, Jennifer Royster, at ewtg@ewtg.org or 512.248.2044.

Program Committee: September 12 Minicourse

A Day in the Life of a Public Information Officer

Presenter: Tela Goodwin Mange, Chief of Media Relations, TxDPS

Joelyn Weeks, Program Director

Managing media relations for the Texas Department of Public Safety (DPS) can be a 24 by 7 job. News stories, disasters, Amber-alerts and other high-profile events for which a DPS spokesperson is needed do not all occur during the traditional 40-hour work week schedule. Who, what, when and where are important aspects of messages that may or may not be appropriate for the media.

Tela Mange, Chief of Media Relations for the DPS, will be the guest speaker at the September 12th minicourse. She will talk about the various nuances of her role and provide tips for dealing with the media.

Tela joined DPS in November 1997 after spending several years in public relations and marketing for three high-tech companies in Austin. She also spent four years at the National Wildflower Research Center (now known as the Lady Bird Johnson Wildflower Center) and worked in employee communications for the Southern Union Company.

A second-generation journalist, Tela has reported for the Daily Texan (the University of Texas student newspaper), the Corpus Christi Caller-Times, the Grand Prairie Daily News and the Austin Business Journal.

A long-time member of the Association for Women in Communications, Tela held board positions ranging from Vice President for Programs to President of the Austin chapter. She is a member of the Public Relations Society of America (PRSA) and has served as volunteer coordinator and director-at-large on the board of the Austin professional chapter of PRSA.

Tela has received several statewide reporting awards from groups as diverse as the Dallas Bar Association and the Texas State Teachers Association, and national awards from the Association for Women in Communications. She won a Katy Award from the Dallas Press Club in 1992.

Mark your calendars for September 12th to attend what will be a very interesting minicourse session. The minicourse will be held at the Carver Branch Library, 1161 Angelina, (just off East 11th Street).

The minicourse is conducted during the lunch hour. You can bring your own lunch or make reservations for the Mangia's Pizza and Salad lunch at a cost of \$6 per person or \$3 for salad only. Pizza serving begins at 11:30 am, the program begins at noon and it ends by 1 pm.

For information and reservations, contact EWTG by email at ewtg@ewtg.org or by telephone at 512.248.2044. Please state whether you want to purchase pizza and/or salad when you make your reservation. Also, because EWTG provides the pizza at cost based on reservations, please be mindful that EWTG may have to invoice those who order pizza but are unable to attend.



2007 Woman of the Year

Have you Submitted your Woman of the Year Nomination Yet?

Well, What are you waiting for?

The deadline to submit nominations has been extended to September 15, 2007.

In an organization with so many outstanding women, we all know someone in EWTG who is deserving of this honor. As an EWTG member you have the privilege of nominating a fellow EWTG colleague for this prestigious award and being part of EWTG history!

Each year at EWTG's Annual Conference, the organization recognizes an outstanding member as the EWTG Woman of the Year! **The Woman of the Year Award honors an individual who is a leader in her profession, her community, and within this organization.** Our Woman of the Year represents the best of who we are as women and leaders.

We all have a special EWTG colleague who comes to mind when we think of "Woman of the Year." Maybe this person is a friend or a mentor or maybe you only know them by name, but are inspired by their accomplishments. Whatever your experience may be, simply nominating them for this award is a huge honor that they will carry with them forever. Just imagine how excited they will be if they are selected!

Nomination forms are available online at www.ewtg.org and the submission deadline has been extended to September 15, 2007. Please take time to make history and nominate that special EWTG woman who has made a difference in your life or in the lives of others!



EWTG goes to the Lady Bird Johnson Wildflower Center

Saturday, September 22nd, 10 a.m. to 2 p.m.

Have you always meant to take a tour of the Lady Bird Johnson Wildflower Center in South Austin, telling yourself that the next time you have (pick one) out-of-town guests/a clear schedule/no soccer or lacrosse or football car pool duty, you would go?

Well, set aside your procrastination, bring guests and family, and join EWTG for a guided tour of the Wildflower Center on Saturday, September 22nd. Docent-led tours will begin at 10 a.m., followed by a catered box lunch served in the Center's library. You'll be home in time to fire up the TV and watch all those college football games, too.

If you can't resist the urge to multi-task, even on a Saturday, you can also:

- stroll the Center's grounds on your own;
- get a jump start on your Christmas shopping by visiting the Center's gift shop;
- make a list of your favorite native plants so you can buy them at the Center's plant sale in October;
- join the Wildflower Center; and/or
- make a donation in honor of the late Lady Bird Johnson.

You may be asking, "What is the cost for this extravagant day out?" As a gift to EWTG members, the cost is only \$8 per person but there is a catch—**reservations are required by Monday, September 17th.**

Please come join your EWTG friends for a wonderful tour of a wonderful place. The Wildflower Center is on Lacrosse Avenue, south of the traffic light at Mopac and Slaughter Lane. Be sure to wear a (required!) shirt (just kidding) and the Center recommends closed-toe walking shoes.

RSVP to EWTG at ewtg@ewtg.org or by calling the office at 248-2044. Because EWTG prepays for the lunches, you may be billed for the lunches you order but don't use. **See you on the 22nd!**

Retiree Committee News

EWTG Retiree Committee invites any EWTG retiree members to join in a visit to the Blanton museum on Thursday, Sept 13. We will meet for lunch at 1 pm at the Texas History Museum (Bullock) and then go together to the Blanton about 2 pm. On Thursdays the Blanton does not charge admission. Individuals can park at the Bullock garage (\$8 or free to Bullock members) or the Brazos garage adjacent to the Blanton museum (\$3 if validated); if anyone needs a ride or can carpool, let Jan Ozias know in your RSVP email.

At the Blanton, we are planning on a docent tour (\$2 per person) and will also see 3 new exhibitions. For more information about the new exhibitions: <http://blantonmuseum.org/worksofart/exhibitions/index.cfm>.

Please RSVP to Jan at jwozias@earthlink.net, to attend and for any questions.

CLEAN OUT and GET MESSY With the Community Service Committee

Gaye Greever McElwain

Great things are happening in the area of EWTG community service. Check out these opportunities to do a good deed and have some fun while supporting truly worthwhile causes!

CLEAN OUT your closets to support our next donation drive for Lisa's H.O.P. E. Chest, an Austin-based, non-profit organization that provides gently used professional clothing free of charge to women and men in need. This clothes closet is different from others because it is designed specifically to help individuals in transition dress professionally at work and for job interviews.

Donate gently worn fall and winter career clothing, coats, accessories, purses, and shoes to the September and October EWTG luncheons and minicourses. The H.O.P.E Chest accepts cleaned professional clothing and accessories for women and anything wearable for men.

In an effort to expand the reach of this donation drive, we are asking for your assistance. We are seeking volunteers to serve as EWTG Community Service Agency Contacts by establishing a collection box in your building/division and spreading the news to your colleagues. We believe this will greatly increase the donations collected for Lisa's H.O.P.E. Chest. If you would like to assist us, please contact Gaye McElwain at gaye@arts.state.tx.us and receive a template for a promotional flyer to post at your agency.

GET MESSY and support the Empty Bowl Project benefiting the Capital Area Food Bank. We're having an EWTG Bowl Painting Party on Sunday, September 30th from 4:00 to 6:00 at Clayways in Austin. Exercise your creativity and help paint some of the handcrafted bowls needed for this project. No experience is necessary! All you need is a willingness to have fun playing with paint to support a nationwide effort to end hunger. Your artwork will be among the 1,800 bowls sold at the Empty Bowl Project benefiting the Capital Area Food Bank in November. (RSVP to gaye@arts.state.tx.us so we'll be sure to have plenty of bowls and supplies.)

MANY THANKS to everyone who so generously supported the GENaustin donation drive over the summer. According to GENaustin, EWTG donations have been "amazing!" GENaustin is now settled in their new location at the Ann Richards School for Young Women Leaders and are making use of the office supplies, art materials, gift cards, cash, and computers provided by EWTG members.

WHAT

Lisa's H.O. P. E Chest Donation Drive

WHEN

September and October

WHERE

EWTG Luncheons and Minicourses

WHAT

EWTG Bowl Painting Party for the Empty Bowl Project

WHEN

Sunday, Sept. 30th from 4:00 to 6:00

WHERE

Clayways, 5442 Burnet Road, Austin

RSVP to gaye@arts.state.tx.us

EWTG Officer Nominations Open

Each year our organization selects its new leadership. The Nominations Committee is now looking for a few good women to assume EWTG leadership roles for 2008. The following are brief descriptions of the EWTG officer positions. If you are interested in participating on the Board next year, have questions or know someone you believe would be a great candidate, please submit the form below or contact Nominations Chair Denise Pittard at denise.pittard@dot.state.tx.us. We know it will be one of the best experiences of your professional career!

PRESIDENT

- Provides leadership for the Board of Directors and organization.
- Conducts member and board meetings.
- Appoints committee chairs and serves as an ex-officio member of all committees.
- Supervises the staff.
- Identifies and schedules conference keynote speakers with Conference Chair and Executive Director.
- Orients the President-Elect to her duties as President.
- Represents EWTG to other organizations.

Note: this position is assumed by the President-Elect with member affirmation.

VICE PRESIDENT

- Provides leadership for the EWTG annual professional development conference by chairing the Conference Committee.
- Appoints conference committee chairs and coordinates the progress of six committees: Program, Registration, Facilities, Exhibits, Silent Auction and Evaluation.
- Monitors all aspects of conference planning and implementation and reports actions to the Board.
- Holds monthly conference committee meetings, develops agenda and writes minutes.
- Provides and monitors progress of Master Work Plan for conference committee responsibilities.
- Writes or assigns conference articles for the newsletter and website.
- Coordinates planning of conference with Executive Director.

PRESIDENT-ELECT

- Trains to assume the Presidency in the next term.
- Revises and monitors the Strategic Plan, manages the mentoring program and oversees the Executive Success Teams.
- Chairs the Strategic Planning and Mentoring committees.
- Serves on the Finance and Nominating committees.
- Performs the duties of the President whenever the President is unable to do so.
- Supports the president on an ongoing basis.

FINANCIAL OFFICER

- Oversees all financial aspects of EWTG.
- Prepares the annual budget.
- Chairs the Finance Committee and makes recommendations.
- Monitors financial investments performance and schedules a review of the investment policy in even numbered years.
- Maintains financial policy documents and procedures, updating and revising them as necessary.
- Serves as a resource for the Treasurer.
- Note: This position is assumed by the Treasurer with member affirmation.

TREASURER

- Responsible for the day-to-day financial aspects of EWTG.
- Prepares financial records and external reports.
- Makes payments to vendors.
- Prepares internal monthly reports for Board of Directors.
- Reconciles checkbook to bank statement.
- Provides information to outside accountant.
- Serves on the Finance Committee.
- Trains to assume Financial Officer position in the next term.

AFFILIATES DIRECTOR

- Responsible for coordinating affiliate development and increased membership throughout Texas.
- Responds to Affiliate officer requests, reports Affiliate activities to the Board and maintains frequent communications with existing and prospective affiliates.
- Assists Affiliate officers in developing and implementing governance, programs and services.
- Visits each Affiliate annually.

COMMUNICATIONS DIRECTOR

- Responsible for producing the monthly newsletter and managing the web site.
- Oversees newsletter article selection, story writing and editing, design and layout.
- Submits copy to the designer and coordinates proofing the draft.
- Manages advertising.
- Distributes annual newsletter deadline and article schedule.
- Selects web site areas to be upgraded and/or redesigned.
- Coordinates web site maintenance with the Board of Directors and Executive Director.

MEMBERSHIP DIRECTOR

- Responsible for member recruitment, retention, involvement and interaction.
- Incorporates committee input, develops and implements an annual plan to recruit new members.
- Welcomes new members and encourages member involvement.
- Coordinates with Public Relations Director to ascertain member needs through surveys.
- Determines and implements methods to retain members, and contacts members to encourage renewal.
- Writes or assigns newsletter articles.

PROGRAM DIRECTOR

- Responsible for scheduling monthly luncheon and minicourse programs.
- Incorporates committee input, selects program topics and makes arrangements for luncheon and Minicourse speakers.
- Coordinates all correspondence with speakers before and after each meeting and writes or assigns newsletter articles announcing speakers for next luncheon and minicourse and recapping the most recent speaker presentation.
- Introduces or assigns speaker introduction at each event.
- Coordinates with the Executive Director to provide a token thank-you gift for speakers and presenters.

PUBLIC RELATIONS DIRECTOR

- Responsible for EWTG marketing and public relations.
- Implements an EWTG publicity strategy to prospective members, agencies and the public.
- Ensures that EWTG functions are appropriately publicized.
- Distributes press releases and writes newsletter articles.
- Establishes and maintains media and agency intranet contacts.
- Administers Woman of the Year award: solicits nominations, selects judges, purchases and wraps award, coordinates award presentation, writes newsletter article for the December or January newsletter and thanks judges.
- Acts as liaison to Conference Committee and oversees conference publicity.
- Purchases and wraps conference keynoter gifts.
- Incorporating input from other Directors, develops member surveys as needed, collates and distributes results.
- Acts as a resource for Affiliates on PR plans and goals and developing media contact lists.

Nomination Suggestion Form 2008 EWTG Board of Directors

I, _____, suggest the following EWTG member for the 2008 EWTG Board of Directors:

Name _____

Agency _____

Nominee's office telephone number _____

For the position of _____

Suggested members must be full members in good standing. You may suggest yourself or another member of EWTG with her approval. Please make one suggestion per form. Duplicate this form if you wish to suggest more than one member.

Suggestion forms are due by September 15, 2007.

Mail to EWTG, PMB 263, 815-A Brazos Street, Austin, TX 78701-9996, or email to ewtg@ewtg.org.

Are You Looking For Ways to Help with the EWTG Conference?

The Conference Evaluation Committee needs your help. The Conference Evaluation Committee plays an important role by analyzing the data to share with the speakers and workshop presenters, as well as provide a written report to the EWTG Board to plan for next year's conference.

Be a part of this exciting committee by volunteering a few hours of your time in one of the following capacities:

- ▶ Volunteer to assist with collecting the evaluations or;
- ▶ Volunteer to hand out the evaluation gift at the end of the conference or;
- ▶ Volunteer to assist with the data entry of the evaluation information after the conference. (An Excel data entry template will be provided and entry can be done anytime during the week following the conference)

If you are interested in volunteering to assist the evaluation committee, please contact the Conference Evaluation Committee Chair, Sandra Tate at Sandra.Tate@tea.state.tx.us or 512-463-9025.

EWTG 21st Annual Professional Development Conference

The 21st Annual EWTG Professional Development Conference is *quickly* approaching. This all-day event provides an exciting opportunity for participants to meet with and learn from other state government, higher education and industry professionals. Your Conference Committee is working hard to plan an educational and fun conference this year!

Registration Now Open!

As in previous years, the Annual EWTG Professional Development Conference will be held at the beautiful **Renaissance Hotel** in Austin, Texas.

The keynote speakers at this year's event will include:

Commissioner Hope Andrade, Texas Transportation Commission;
Linda Larsen, Positively Speaking; and
Claudia Stravato, EWTG Founding Member and CEO of Planned Parenthood in Amarillo.

Also on tap for the conference:

- more than 30 professional development sessions, covering a wide variety of topics and issues;
- a silent auction, which funds the EWTG Scholarship Program;
- select exhibits and vendors;
- the prestigious Woman of the Year Award presentation; and
- countless networking opportunities!

~ REGISTRATION TIMELINE & FEES ~

Registration Timeline	Member	Non-Member	With New or Renewing Dues
Early Bird – by September 30	\$125	\$160	\$175
October 1 – 31	\$175	\$210	\$225
November 1 and after	\$225	\$260	\$275

Conference information and Woman of the Year nomination forms can be found at www.ewtg.org.

Watch your email for conference updates, including session details, keynote speaker bios, parking information, and hotel arrangements for those traveling to Austin to attend the conference.

We hope you will all plan to attend this year's conference and bring a friend!

CALL FOR WORKSHOP MODERATORS

Executive Women in Texas Government

21st Annual Professional Development Conference

Monday, November 19, 2007
Renaissance Hotel (Arboretum) - Austin, Texas

I WANT TO VOLUNTEER!

I want to be involved with EWTG! I would like to support the 2007 EWTG Professional Development Conference by serving as a Moderator for a workshop. Please find my information listed below:

Name: _____

Contact Number: _____

Fax Number: _____

Email Address: _____

Workshop Preferences: _____

As a moderator, you will be the KEY CONTACT PERSON for your presenter(s). Once you have been confirmed as a moderator, you will receive your workshop assignment, instructions for contacting your presenter(s), and a brief task list to help provide better service to the presenter. You will play a vital role in making sure the presenter you are assigned to feels that she/he is a vital part of our conference.

Your volunteer time is greatly appreciated!

Please return the completed form via one of the methods below

MAIL: 21st Annual Program Committee, ATTN: Moderators,
c/o EWTG, PMB #263, 815-A Brazos, Austin, Texas 78701-9996.

EMAIL: Diana Maldonado, Committee Chair at dianamn@sbcglobal.net .

FAX: 21st Annual Conference Program Committee at 512.248.2043.

Instructions: Moderators must register for the conference. Every effort will be made to assign moderators to a workshop for which they would normally register. Please indicate in the space above for Workshop Preferences the workshops you prefer to attend and moderate. Use the session numbers noted in the registration brochure.

How to Energize and Motivate Employees

Linda Larsen, CSP and 2007 Conference Keynote Luncheon Speaker © Copyright 2001

In any business, motivated employees are a must if we want satisfied customers and increased profits. The problem, however, is attracting those stellar people who will help lead your company to greatness.

The truth is, most employees fall into one of three distinct groups. First there are the star employees. These people will do whatever it takes to get the job done – and done well. They will go the extra mile, do the extra work and constantly strive to excel. Next are the “good soldiers”. These employees do what they are supposed to do, with a fairly positive approach, but not much more. And finally there are the difficult people who will do as little as they can possibly get away with, complain about almost everything and undermine the moral of the entire group.

For businesses to succeed in today’s rapidly changing world, we must have employees who are motivated to go beyond “acceptable” and have the energy and enthusiasm necessary to take action. Our star employees do that already, but unfortunately, they make up only a small portion of our workforce. There are however, eight specific things we can do to create the kind of environment where the good soldiers and the difficult people are motivated to get outside their self-limiting ruts and become productive, valuable assets to your team.

1. Highly value the goose. Think of each and every employee on your team as the goose that provides the golden eggs. Yes, that’s every employee, even the ones who don’t act like it. Here’s why: If we want our employees to become top producers, we need to first treat them as such. We have to let them know immediately, continually and sincerely how important they are to us. Seeing them as your most important asset goes a long way toward creating it as a reality.
2. Look for what’s right today. Most of us walk around with an unspoken question playing on a continuous loop in our head. The question sounds like this: “What’s going to go wrong today?” And when we ask that question, we will only pull up negative answers related to it. Consequently, we start finding a plethora of wrong things.

Researchers tell us that we have an average of 40,000 thoughts per day and that as much as 80% of all those thoughts are negative. Now we know why. That underlying negative question draws us to negative observations. To combat this challenge, when you arrive at work tomorrow start asking, “What right things are occurring all around me that I have not noticed before.” Keep asking that question and you will continue to pull up answers. When you do, acknowledge people for those actions.

3. Reward right actions. If we want people to continue the behaviors and attitudes that are conducive to a productive, energized environment, then we must reward those actions when they occur. Acknowledging them can be one of the most potent forms of reward and reinforcement. In fact, limited praise and lack of recognition is one of the primary reasons why employees leave jobs, according to Robert Half International.

Telling people how much you appreciate them and the contribution they make is beneficial because it meets one of their most basic, important needs – the need to feel important and valued. To effectively manage people we must do so in a way that builds self-esteem. Letting them know how much we respect their good work does just that.

There are other effective ways to recognize and reward employees that can renew their sense of commitment, motivate them to do good work and let them know they are valued. For maximum benefit, ask your employees what rewards they would like. The mistake a lot of us make is thinking that because we respond positively to a certain reward, other people will also.

4. Walk your enthusiastic talk. Effective managers are basically trying to do is persuade employees to access their own energy, passion and enthusiasm. Accordingly, it absolutely doesn’t work to take the “do as I say, not as I do” position. This is because at its most basic level, persuasion is transference of feelings. If we don’t have those feelings, we can’t transfer them. As a result, our words ring hollow, our credibility is compromised and people feel justified in simply marking time.
5. Uncover hidden talents and interests. Send out questionnaires, hold meetings and have informal conversations with people. Find out what they love, what they are good at and how they feel they might incorporate those things in their work environment.

Is someone really good at interior decorating? Give her a small budget and ask her to submit ideas for sprucing up the office. Is someone else passionate about sailing or gardening or car maintenance? Why not sponsor a brown bag “Learning Lunch” series and once a month have people sign up to teach what they know. Is there someone who is community minded? Let him organize a campaign to provide food for the homeless or adopt a family during the holidays.

Find out what people love and let them express it through their actions. It gives people a sense of purpose to know that they are contributing to others through their talents.

6. Keep people informed and answer all questions. To the best of your ability, give people as much information as possible about what’s going on. If you don’t have any information, let everyone know that you don’t have anything to communicate. Your silence can be misinterpreted as withholding.
7. Laugh it up! Studies show that humor promotes creativity and innovation. It also promotes a fun work environment and reduces tension. It shifts perspectives, minimizes negativity and contributes to our good health. Here are some examples of how to bring humor to the workplace:

- Create a costume day and contest on holidays.
- Sponsor a Friday karaoke contest. Upper management goes first!
- Have a pajama day.
- Hold a spontaneous ice cream party, complete with clowns and jugglers.
- Have a 50’s Day or a Weird Shoe Day.
- Sponsor a Joke Day with best joke winners receiving a prize.
- Have an employee baby picture contest.
- Publish funny stories or anecdotes about employees’ experiences in the company newsletter.
- Put a small toy (slinky, Rubik’s cube, magnet puzzles, etc.) on people’s desks. Encourage them to play with the toys.

8. Communicate one on one. Each week or two meet individually with all of your people and find out what they need from you, how you can better serve them and what challenges they are facing. A great question to ask is, “What one thing can I do to make your job run more smoothly?” Listen attentively. After you have heard them and responded to their concerns, you can share what one thing they might do which would make your job run more smoothly. One of the most important things to remember about motivating employees is that you must employ lots of strategies and techniques – and change them often. We are all creatures of habit, and when we begin to expect a certain reward, it no longer serves to motivate us. That Christmas turkey that we get every year has become a right, and as such, it no longer provides much incentive. In fact, if your turkey weighs six ounces less than my turkey, there could be trouble! The bottom line is this: when we provide the kind of environment that tells employees that they are valued, that we notice the contribution they make to the team and that we appreciate and respect their efforts, they quite simply feel good. And to get more of that good feeling, they understand exactly what they have to do to get it. They become more energized, motivated and productive.

In the end, everyone benefits.

Linda Larsen, CSP, helps individuals think strategically, communicate effectively, and celebrate success. She is an international keynote speaker, trial consultant and author of the book, True Power, and the best selling audio program, 12 Secrets to High Self-Esteem. She can be reached at www.lindalarsen.com or 941-927-4700.

Dallas Affiliate News

Chris McDaniel

The Dallas affiliate traveled west for the August meeting, which was held in Arlington and hosted by members from the Department of Aging and Disability Services, Long Term Care – Regulatory. We were pleased to have EWTG Executive Director Jennifer Royster join us from Austin.

John Vinings, DDS, was the featured speaker. A family and cosmetic dentist, Dr. Vinings received advanced training at the Las Vegas Institute for Advanced Dental Studies in the latest clinical procedures and cosmetic dentistry techniques. He discussed dental health with an emphasis on his holistic approach to care and explained the various procedures and new technology available today to preserve or restore good dentition and total body health.

Next month's meeting is tentatively scheduled for Thursday, September 13th at the Dallas – Red Bird Area Curves at 3107 W. Camp Wisdom Road and will feature an introduction to the Curves for Women 30-minute workout, the ongoing research that provides the basis for the Curves fitness program, and the history behind the franchise's success.

General meeting information: Dallas Affiliate meetings are held on the second Thursday of each month, usually at the A.W. Harris Faculty Club, 5323 Harry Hines Blvd, Dallas (214-688-2653). The regular meetings begin with an informal social at 6:00 p.m., followed by dinner and a business meeting at 6:30 p.m. The program begins at 7:00 p.m. The cost is \$20 per person. If you would like to receive the Dallas Affiliate monthly e-mail program announcement, or to RSVP regarding your attendance, please call Chris McDaniel at 817-468-7917 or e-mail her at bossynursemom@netscape.net.

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Houston Affiliate News

Rebecca Rae

The Houston EWTG Affiliate meets on the second Thursday of each month, Noon – 1pm, in a conference room of the Elias Ramirez Building (5425 Polk St). The conference room location may vary, but information will be posted each month, directing participants to the proper room. This is a brown bag affair, though beverages are provided. For information, contact Rosa Wilks Broussard, Houston Affiliate Chair, at 713.748.2816 or email: rmbroussard@hotmail.com.

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August Luncheon Recap

Senator Kirk Watson Presents Thought Provoking Rules

Joelyn Weeks, Program Director

Senator Kirk Watson entertained a crowd of over 80 EWTG members and guests at the August 22 luncheon with interesting experiences during his first days as Senator-elect and Senator. Senator Watson was elected as Senator in 2006 and represents State Senate District 14.

He described his first session, explaining the various rules of the Senate and procedures for committee appointments. He also explained how the two-thirds rule in the Senate can aid in developing new relationships and working with others.

Senator Watson talked about the importance of public service, and how he enjoyed his first session. He also shared personal experiences to emphasize his ten rules for leadership. His rules of leadership include the following:

1. Be willing to throw away the "labels"; labels prevent open thinking and active listening.
2. Listen carefully and speak plainly.
3. Think about his "84 percent rule". We can't meet everyone's concept of perfection and we can demand our own concept of perfection. (He won his election with 84% of the vote; thus his percentage.)
4. Be biased toward action. Don't become paralyzed waiting on a better idea.
5. Never forget that "hope" matters. Keep hope alive rather than giving up.
6. Keep the short-term focus with long-term vision. Don't lose sight of the vision, but focus on what you can do now too.
7. Know core values and assets; admit weaknesses.
8. Avoid the "knot-pickers", "naysayers" and "know-it-alls".
9. Create new and different constituencies. Continue to meet and network with others to learn and grow more.
10. Focus on the positive, even in desperate situations.

Many luncheon attendees commented about how they enjoyed his address, got ideas from his leadership rules or how they gained some inspiration. EWTG is very grateful that Senator Watson shared his valuable time with such a motivational and thought provoking address.



Senator Watson and EWTG Member Lora Weber



Senator Watson addressing the August 22nd Luncheon

August Minicourse Recap

Glenna Rhea Bowman Explains 2008-2009 Appropriations Bill

Joelyn Weeks, Program Director

Glenna Rhea Bowman, CPA, and Chief Financial Officer with the Office of Court Administration provided an informative and descriptive overview the 2008-2009 General Appropriations Act (GAA) at the August 8th EWTG Minicourse.

Glenna's explanation of the bill clarified minicourse participants' understanding of the GAA. Participants gained knowledge about the method of finance, bill pattern, riders, special provisions, and capitol project funding.

Glenna also highlighted changes in Article IX, General Provisions, relating to the Position Classification Plan, salary administration for some positions, travel regulations, general limitations on expenditures, reporting requirements, strategic sourcing, Disaster Related Transfer Authority, Salary Increase for state employees, and background check procedures.

Feedback from the participants indicated the minicourse session was very helpful and assisted in improved comprehension of the GAA. Glenna also acknowledged assistance from Machel Pharr, TDSHS, and Becky O'Brien, TCEQ for their contributions in compiling the information she presented.



President Connie Williams and Glenna Rhea Bowman

Member Survey Winner Announced

EWTG member Mary Anne Clement is the winner of the \$50 gift certificate to the Bob Bullock Museum Gift Shop! Mary Anne works for CIBER, a company that provides IT services to state and local government agencies. All EWTG members who submitted their name upon completion of the recent member survey were eligible for the drawing. Stay tuned to the October newsletter for survey results. Congratulations Mary Anne, and thanks to everyone who participated!

Time for you

Time
to
bloom

Time to apply for an
EW TG scholarship...

...by September 30, 2007

<http://www.ewtg.org/scholarship.aspx>