

iwil

Illinois women
in leadership*together we will***IWIL CALENDAR 2008****JANUARY**

Date: Thursday, January 17
Time: Luncheon (11:30 a.m.)
Location: Inn at 835
Program: "Running an Effective Meeting...*with Flair*" with Val Yazell

FEBRUARY

Date: Thursday, February 21
Time: Breakfast (7:30 a.m.)
Location: Sangamo Club
Program: "The In's and Out's of Networking" with Mary Croft

MARCH

Date: Thursday, March 20
Time: Luncheon (11:30 a.m.)
Location: Hoogland Center for Arts
Program: "Giving Feedback on Performance: An Easy 5 Step Process" with Pat Kelly

APRIL

Date: Thursday, April 17
Time: Breakfast (7:30 a.m.)
Location: Sangamo Club
Program: IWIL Scholarship and GEM Awards program

MAY

Date: Thursday, May 17
Time: 5:30 – 8:30 p.m.
Location: TBA
Program: IWIL Annual Meeting and Social

JUNE

Date: Thursday, June 19
Time: Luncheon (11:30 a.m.)
Location: Inn at 835
Program: "Mentoring: The Key to Success" with Linda Dillon

PRESIDENT'S MESSAGE**"Floating in Space"**

Karen Loeb Westbrook, IWIL President

The serenity of floating in space provides us each with the opportunity to reflect on the past year. For most of us, we have much to be thankful for: family, friends; and, very likely, successes. We also, I am sure, each have moments of heartbreak and tears. Each of us has learned that the road in life can be bumpy. We also have discovered that our resiliency is amazing. This is an important lesson to pass on to those we love, work with and/or mentor.

Resiliency and flexibility are strong leadership qualities. All the planning in the world can not prepare us for the bumps, disappointments and frustration we confront daily. For some reason, the negatives seem magnified during the holiday season often creating self-inflicted stress. Our family, friends and employees are feeling the same way. It is important that we use our skills to help ourselves and others to eliminate stressors that are predictable and understand that the best laid plans.... I have a very hard time with this myself. I am working on it!

So, I wish you all a happy, healthy, safe and calm holiday season. And, when things get really crazy, think about me redirecting, re-planning and probably cleaning up the same room for the 100th time and smile, take a deep breath and go back to enjoying your family and friends.



Mark January 17 on your calendar! The next IWIL program is one you won't want to miss! "**Running an Effective Meeting...*with FLAIR***" with **Val Yazell**, and IWIL past president and owner of Making Waves. See you at the Inn at 835 in the New Year!

NEW MEMBERS, SAVE THE DATE!**NEW MEMBER RECEPTION FEBRUARY 13**

An IWIL new member reception is being planned for Wednesday, February 13th at 5:30 p.m. to be held at Connie Dicenso's house located in Panther Creek Subdivision. More details to come!

DO'S AND DON'TS FROM A STAFF PERSPECTIVE FOR BOARD MEMBERS

Don't:

- ✓ Become involved in the parking lot meetings or meetings after the meetings
- ✓ Be late or repeatedly absent
- ✓ Use your position for favors or to intimidate
- ✓ Share confidential information or air dirty laundry
- ✓ Purposefully blindside or undermine another person
- ✓ Take disagreements personally, learn to agree to disagree
- ✓ Stay involved if you can't support the mission, goals, activities or the leadership, volunteer or staff
- ✓ Compromise your ethics or beliefs

Do:

- ✓ Read the material
- ✓ RSVP in a timely manner
- ✓ Use the chain of command
- ✓ Be professional
- ✓ Follow policy
- ✓ Be prepared
- ✓ Ask questions
- ✓ Propose solutions
- ✓ Promote transparency
- ✓ Share your concerns when they arise
- ✓ Be a good steward for the next volunteer or consumer

WHEN YOU'RE ASKED ASSESS BEFORE SAYING YES!

- The amount of time required
- Does the work or goals motivate you?
- Why were you asked? What is the expectations/role?
Ambassador, Advocate or Asker
- Does what they are asking match your gifts, your passion and your purpose? Is it a start?
- Do you want your name associated with this organization and its mission?
- Are your reasons for volunteering to serve you or to serve others?

NOVEMBER MEETING RECAP

SERVING ON BOARDS AND COMMITTEES

Jill Steiner, associate executive director of the Springfield YMCA, shared a brief overview based on her experience from both sides of the table as a staff person working with committees and boards and a member of a community board. Additionally as individually as a community volunteer and parent, Jill shares some key points on volunteering, leadership and stewardship.

It is not just about your resume. Boards and committees have short term goals but also a lasting impact on the organizations they serve. The goal is to be good stewards, to serve and to lead.

The reality is that when governance fails or is asleep at the wheel in one organization, particularly a non-profit, organizations on the whole suffer the consequences. Enron has had tremendous impact on the way organizations and companies are now governed but failures at organizations like United Way and the Smithsonian create global mistrust of non-profits, from donors and community leaders to legislators and the IRS. Needed services often are affected and in turn people who desperately need those services may go without. Independent studies indicate the root cause of the downfall of nonprofits can be found in failures of governance and management. So to be a good steward, what do you need to know #1 is money.

1. Money

While money may be dull to some, it is usually the place that holds the first clues something is not quite right. What are you tracking? What comes in, from where, who has it, who is spending it, what are they spending it on, AND finally and most importantly is it consistent with the organization's mission and goals.

So one of the first tools for a policy volunteer is to study the financials: budget versus actual, year-to-year comparison, return on investment, patterns and irregularities, annual audit, past performance, % comparison for example and administrative costs to income.

Become educated - get a financial "101" from the organization, read the material and ask questions. Don't sell yourself short and say you aren't good with all that financial data. (1) You can learn and (2) if it is that complicated it may be a red flag the organization is not being transparent with its finances. If they tell you not to worry about it, you don't need to know, I would worry.

The second tool for a policy volunteer in the financial realm is to understand how money physically flows through the organization: checks and balances and division of tasks related to the money flow.

Other areas that you should quickly come up to speed on include: structure and chain of command; legal, fundraising, ethics, human resources, and evaluation and research.

SPECIAL INTEREST GROUPS (SIGs)

Want to network more with other Illinois Women in Leadership members by sharing a more personal side of yourself?

Volunteers have started small special interest groups (SIGs) that meet outside the time constraints of our monthly meetings. If you want to join or start a SIG, contact **Annette Piper** at apiper@ibankmarine.com.

Book Club

Marianne Jackson, 217-498-8962
See the [IWIL online calendar](#) for schedule and current reading selection.

Festival of Trees 2008

JoDeen Roley, 217-522-9774,
jodeen@yahoo.com.

Gardening

JoAnn Abrams, 217-546-2249 or
jabrams@rmc-bigcnc.com

Golf

Sharon Thornton Knop, 217-496-3050 or Mallorie Teubner, 217-720-0729

Gourmet

Susan Fulks, 217-483-2774

Hiking

Viv Bennett, 217-622-8976 or
viv8976@insightbb.com

Scrapbooking

Viv Bennett, 217- 622-8976 or
viv8976@insightbb.com

Support Group for Members with Aging Parents – LOVE

Marianne Jackson, 217-498-8962

The Underwires

Mary Mann, 217-525-3000 or
mary.mann@rsmi.com

MORE IWIL NEWS

IWIL AUCTION RAISES RECORD AMOUNT!

OVER \$6,055 RAISED TO FUND IWIL SCHOLARSHIPS

We collected a record breaking \$6055 during this year's Holiday Auction. What a great way to start the New Year. Thanks to everyone for their support! The event was held on a snowy December 6 at the Panther Creek Country Club. Over 60 items were donated by IWIL members including overnight stays at the Ritz in St. Louis and Marco Island. Learn more about IWIL Scholarships at www.iwil.biz.

-- By Carlissa Puckett, Chair, IWIL Hospitality

IWIL AUCTION CREDIT CARD USERS

YOUR BILL WILL READ "ARIZONA TILE"

If you used a credit card at the IWIL Holiday Auction—it will read ARIZONA TILE on your credit card statement. Many thanks to Sheryl Daughtery for allowing IWIL to do this!

-- By Marianne Jackson, IWIL Hospitality Committee

IWIL MEMBERS TALK IT UP

HOW DO YOU BEAT STRESS DURING THE HOLIDAYS?

"Exercise is the only thing that works for me." -- Connie Anderson DiCenso

"Shopping, shopping and more shopping – and a little Kahlua doesn't hurt!" -- Andria Petruca

"Exercise – I believe in shopping at a fast pace, at a lot of stores and beating everyone to the discounts and that is my exercise." -- Kathy Maslouski

"We have a family tradition that is a stress reliever. We make hot chocolate or popcorn and we get in the car and drive around Springfield and Chatham and look at the lights and play Christmas music." -- Becky Moore

-- By Sarah Beuning, IWIL Communications Committee



GEM AWARDS

BIG CHANGES ARE COMING FOR THESE ANNUAL AWARDS FOR AMAZING IWIL WOMEN

Details to come!

-- By Annette Piper, IWIL Vice President

ILLINOIS WOMEN IN LEADERSHIP

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EXECUTIVE BOARD

President – Karen Loeb Westbrook

Immediate Past President -
Rachel Broughton

Vice President – Annette Piper

Secretary – Sharon Thornton Knop

Treasurer – Sheryl Daugherty

COMMITTEE CHAIRS

Communications - Ann Londrigan

Directory – Brenda Shutz

Hospitality – Carlissa Puckett

Membership – Linda Nickerson

Mentoring – Jill Kennedy-Broughton

Program – Kathleen Stevens

Public Relations – Eileen Kluckman

Registration - Kathy Maslouski

Scholarship – Jill Leka

Website – Theresa Boley

“To Infinity and Beyond”



Send your **IWIL news** to
info@iwil.biz!

If you wish to opt-out of future e-mail communications, please let us know by sending a message to info@iwil.biz and you will be added to the snail mail list.

Newsletter design IWIL's Sharon Hewitt, Hewitt Graphic Design

MORE IWIL NEWS

IWIL PAY TO SAYS

FIND PAY TO SAY GUIDELINES AT WWW.IWIL.BIZ

Rotarian **Marianne Jackson** is running a marathon and invites you to join her in the training. Contact Marianne at mjackson@townandcountrybank.com.

Lee Kalka is the owner of new home-based business Lee's Office Assistance 'n Stuff. She is a virtual assistant providing the following services: word processing, transcription, spreadsheets, data entry, database management, resumes, real estate assistance, payables, receivables, presentations, reports, proposals, business card creation and more. Contact Lee at 217-792-5223 or leanna.kalka@leesofficeassistant.com.

IWIL TAX STATUS

The IRS has granted IWIL 501(c)(3) tax exempt status. Membership dues, contributions and donations are tax deductible.

MARK YOUR CALENDAR!

NEXT IWIL PROGRAM

When: 11:30 a.m., Thursday, November 17, 2008

Where: Inn at 835, 835 South Second Street, Springfield

Topic: “Running an Effective Meeting...with FLAIR!”

Speaker: **Val Yazell, Owner, Making Waves**

Preparation is the most important task when you run a meeting. You must start and end on time and let people know the time commitment. Facilitation is an art that keeps a meeting moving smoothly! Learn more.

Cost: \$17 Members, \$18 Guests, \$22 at the door

Reservation forms can be found on the IWIL Website, www.iwil.biz, Calendar & Activities.

HAPPY HOLIDAYS FROM IWIL!

AND RESOLVE TO ENCOURAGE SOMEONE YOU KNOW TO JOIN IWIL IN THE NEW YEAR!