

iwil

Illinois women
in leadership*together we will***IWIL CALENDAR 2008****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***"A Few Bumps in Orbit"*****Karen Loeb Westbrook, IWIL President**

"Oh, the weather outside is....." When I started this article it was 65 degrees. We just came inside from sledding. Our lives can be just as unpredictable.

Most of us prefer our daily lives to be consistent. The school bus on time, deadlines that don't change and dinner with our family and friends make us feel comfortable and relaxed. The truth is that few of us can depend on our lives being "regular" from day to day. In addition to the weather creating a few bumps along the way, we deal with our family members, co-workers and friends all who have their own agendas and frequently forget to share them with us. For me, the "bumps" often lead to "grumps."

This month has been particularly "grumpy". In addition to sick children and a family event out-of-town, I found out that I was on the "lay-off" list for work. I know for at least a few days, my kids thought I was the meanest mom and I probably was. The rest of my family was supportive but they are supposed to be. It all worked out okay. Everyone is well, our family all got along and I have a 30-day extension at work. And, I learned a lot about how important it is to have friends to talk to.

I like to think that I can handle the turbulence myself. And, most of the time I can. I am not good about asking for help when things start to spin out of control. But for some reason, this time I realized that I needed co-pilots for a sanity check as I tried to right the ship and get my life back into a steady orbit. We are lucky in IWIL to be an organization comprised of many caring and smart women who are good listeners. I hope I can return the favor some day.

Here's to hoping the GroundhogI forget, is he supposed to see his shadow or not?



BEGIN ON TIME TIME IS MONEY

Says Val: "Begin your meeting on time. We are all late sometimes but with respect for those that made it on time, begin within five minutes of the announced time. People need to know time allowances and you need to respect that."

Time is money and it's important to remember whether in a volunteer capacity or as part of an organization, that the time spent in meetings is time away from production. Be sure that your meeting is "Worth the money."

SET GROUND RULES OR GUIDELINES

Says Val: "This next step makes some people uneasy but I equate it to the elephant in the room no one wants to talk about. I call it "Ground Rules" or "Guidelines." These are posted suggestions for respect during the meetings. I generally have a few written out and ask for suggestions from the group. Some of the more important guidelines include

- Listen...do not interrupt the speaker
- Stick to the topic
- Ask questions for clarification
- Speak honestly and respectfully
- Do not dominate the conversation
- Focus on solutions (be a part of the solution; not part of the problem)

I've heard people say that it is stating the obvious. I think we all need to be reminded from time to time about effective communication. Most every problem in the workplace can be attributed to lack of communication. Everyone assumes that everyone else thinks the way they do. A simple statement such as "Let's refer to the Guidelines" can help bring things back when they've gotten out of hand.

IWIL PROGRAM RECAP

VAL'S TIPS FOR RUNNING AN EFFECTIVE MEETING...WITH FLAIR! **IWIL JANUARY MEETING RECAP**

Past IWIL president Val Yazell, owner of Making Waves, shared her insights at the January meeting about running effective meetings. Here are some outtakes from a meeting pro.

1. Prepare, prepare, prepare and put your imprint on the meeting.
2. Make sure everyone understands their role in the meeting; call or email them ahead of time to be clear.
3. Send the agenda at least two days in advance.
4. Make sure the purpose of the meeting is clear.
5. Agenda should be arranged in order of importance so if time becomes an issue you get the big items taken care of. Mix up the complex and shorter items.
6. Highlight action items in the agenda, those that need a vote.
7. Before you go in, identify the hot issues and think about how you'll handle them.
8. Check the environment of the room; make sure there are enough chairs, the temperature is OK.
9. Be the first person in the room so you watch people's body language as they come to sense the mood, check for any tension.
10. Begin on time and within five minutes of the published time.
11. Stay within your time allowance. Time is money.
12. When latecomers arrive, don't stop the meeting for them and recap. They came late and should just get up to speed.
13. Do a "check in" at the start of the meeting as an ice breaker to find out the mood and special concerns of those at the table.
14. Set ground rules for meetings.
15. Be clear about the structure of the meeting, yet be a little flexible. "Be flexible in the face of the unexpected but firm in the face of casual sloppiness." You have to find balance. Don't act like a tyrant but take charge to get things done.
16. Be "on" the entire meeting.
17. Walk a tight rope about staying on task, encourage the quiet ones to join in, summarize decisions made.
18. Listen to the devil's advocates but stay on topic.
19. Recognize the human factor. Allow for breaks and drinks.
20. Form committees to bring ideas back to the table.
21. Thank everyone for participating.
22. End on time.
23. Take a few minutes to debrief after the meeting and think about whether the meeting accomplished your goals. Write down a recap to help you remember what was said and what' needs accomplished.
24. Send minutes within 48 hours.

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

IWIL NEWS

NOMINATING COMMITTEE REPORT RECOMMENDS OFFICER SLATE FOR 2008 - 2009

The IWIL Nominating Committee met on January 23, 2008, at PAO. Committee members Darlene Weaver, Desiree Lodgson, Carla Mayernick, President, Karen Westbrook, Vice President Annette Piper and committee chairman Rachel Broughton are recommending the following slate for 2008- 2009 to the IWIL membership. A vote will be taken at the IWIL Annual Meeting on May 17.

President - **Annette Piper**

Vice President - **Sheryl Daughtery**

Secretary - **JoDeen Roley**

Treasurer - **Sally Quinn**

Past President - **Karen Westbrook**

-- *By Rachel Broughton, IWIL Past President*

IWIL MEMBERS TALK IT UP

WHAT ARE YOUR FAVORITE PLACES IN SPRINGFIELD TO HAVE A BUSINESS LUNCH?

"First, TGI Fridays. It's close to my office and the menu has something to offer everyone. Two, the Sangamo Club...very private. Three, Sammy's Sports Bar. It's fun and provides ample conversation with all of the sports memorabilia and TV updates."

-- *Amy Sherwood*

"August, Caitie Girls, Panther Creek, Lime Street"

-- *Jean Bruner Jachino*

"Augusts" - Marggie Zimmerman

-- *By Sarah Bueuning, IWIL Communications Committee*

SPRINGFIELD SMART WOMEN, SMART MONEY SYMPOSIUM

MARCH 4 AT PRAIRIE CAPITAL CONVENTION CENTER

Illinois State Treasurer Alexi Giannoulias and Dollars and Sense, Inc., present the 2008 Springfield Smart Women Smart Money Symposium, March 4 at the Prairie Capital Convention Center. Treasurer Giannoulias will present the keynote address. Other experts will speak on "Women and Health Care – Balancing Life, Health and Your Budget," Internet resources for developing money management skills, and how to protect yourself against the next generation of financial and identity theft. There will also be an exhibit area showcasing women-owned businesses as well as organizations that serve women. Registration is free, but is required and lunch will be provided. Please visit www.treasurer.il.gov and follow the Financial Education link for more information or contact Kristen Zueck at (217) 524-8881 or KZueck@treasurer.state.il.us.

ILLINOIS WOMEN IN LEADERSHIP

P.O. Box 5612
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EXECUTIVE BOARD

President – Karen Loeb Westbrook

Immediate Past President -

Rachel Broughton

Vice President – Annette Piper

Secretary – Sharon Thorton 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.

IWIL is a 501(c)(3) tax exempt organization. Membership dues, contributions and donations are tax deductible.

Newsletter design IWIL's Sharon Hewitt, Hewitt Graphic Design

MORE IWIL NEWS

PAY TO SAY

Adrienne Swartz wants to brag about the Chamber's launch of its new four-color "Update" quarterly which will soon arrive. She also wants to remind you that the Chamber's 2008/2009 "Membership Directory and Buyers' Guide" will now be part of the spring issue of "Update" coming out in April. Call her about advertising, 632-3413.

Please update your IWIL membership directory by adding longtime IWIL member **Darlene Weaver**, president and owner of Distinctive Designs for Kitchens and Baths at 2160 S. Sixth Street, Springfield IL 62703, 217-544-7559. Sorry Darlene!

EMAIL BOUNCEBACKS

ARE YOU GETTING IWIL EMAILS?

The following emails came back undeliverable from the January IWIL newsletter mailing. Please write to info@iwil.biz if you are having problems receiving your IWIL news via email.

sharonidesign1@gmail.com

cynthialepper@aol.com

sara.wilcox@att.net

weyhen@att.net

bethany.miller@morganstanley.com

Amee.Lee@lcc.edu

Sally.Hardwick@illinois.gov

ATTENTION IWIL PREPAY MEMBERS

MARCH LUNCHEON NOT INCLUDED

The March luncheon is not included in the pre-pay package. The theme is "Giving Feedback on Performance: An Easy 5-Step Process" and the speaker is Pat Kelly. This exciting luncheon is at the Hoogland Center on March 20th at 11:30 a.m. and the cost is \$17. If you have any questions, please call Kathy Maslouski at 217-726-6553.

MARK YOUR CALENDAR!

NEXT IWIL PROGRAM

When: 7:30 a.m., Thursday, February 21, 2008

Where: Sangamo Club, 227 East Adams Street, Springfield

Topic: "The Ins and Outs of Networking"

Speaker: **Mary C. Croft, CLTC, Herr Capital Management**

What does it mean to network? How can networking enhance my personal and professional life? Find out from our speaker, Mary C. Croft, CLTC, Herr Capital Management, LLC, a business woman who knows how to "work a room" effortlessly, effectively and with style.

Cost: \$17 Members, \$18 Guests (by Feb. 15), \$22 at the door

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