



NORTHEAST REGION (FEW)

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Northeast Region (FEW)

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Proudly serving Maine, New Hampshire, Vermont, Massachusetts, New York, Connecticut, New Jersey, Rhode Island, Europe, Puerto Rico, and the U.S. Virgin Islands

Inside this issue:

-Regional Manager,	pg 1
-Did you Know?	pg 5
- Chapter Updates,	pg 7
-RTP Experiences,	pg 20
-Regional Awards,	pg 22
-Compliance,	pg 23
-Congressional Relations,	pg 25
- Parliamentarian's Page,	pg 26
-Training,	pg 27
-Diversity,	pg 28
-Senior Discounts,	pg 30
-Management Tips,	pg 34

Mission Statement

"Supporting the development of women through training, networking and activities that promote personal and career growth, while organizing and participating in various charity events that link all regional states to National FEW's endeavors"



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Are you a member of the T.E.A.M.?

Regional Manager Message

By Dawn Nester, Regional Manager

I asked Amanda Dudley, our Regional Newsletter Editor, to hold up the October issue of the Regional newsletter because I knew there would be a lot to share around the Autumn Regional Training Program (RTP), starting with my monthly message. I encourage you to read through this issue for all of the articles about the RTP because if you weren't able to attend, you will have an opportunity to gain something from it by reading what others experienced. I will say it was one of the best RTP's I've ever attended!

That said, a huge "**Thank you!**" goes out to the RTP Planning Committee. The Planning Committee was comprised of:

- *Lisamarie Rykowski*, Regional Representative (Brookhaven Chapter), as a standing member, marketing specialist, and to create the name badges;
- *Jayne Cousins*, Regional Training Chair (Greater Merrimack Valley Chapter), as a standing member;
- *Christine Cantine*, President (Big Apple Chapter), as lead for the mini health fair and coordinate, with Barbara, the conference bag "stuffing party;"

Regional Manager Message cont.

- *Barbara Cunningham*, Vice President (Big Apple Chapter), as lead for the Meet-and-Greet, with support from Pamela Judd;
- *Danielle Harrington*, Chapter Training Chair (Big Apple Chapter), as agenda/presenters coordinator with me;
- *Pamela Judd*, Chapter Diversity Chair (Big Apple Chapter), catering lead and presenter; and,
- *Valerie Howell*, Regional Congressional Relations Chair (Fort Monmouth Chair), as the lead on the four sets of certificates needed throughout the day.

I am also a standing member. My role is to work with sponsors to secure monetary support and to work with the presenters to secure bios and workshop descriptions, post information on the website, and create the program book.

In addition, another big **"Thank you!"** goes out to the members of the Big Apple Chapter who worked behind-the-scenes on set-up and take-down, stuffing party, and donated raffle baskets. In particular, thanks go out to *Sandra Cohen* and *Barbara* for during the day photography, as well as to *Leona Bradley* and *Barbara* for their contribution of raffle baskets. There were others I did not get to meet who participated in the behind-the-scenes work, too numerous to name but whose contributions are equally important and appreciated!

Lisamarie loaned her photography talents to the day, as well. I can't wait to see all of the photos that were taken! Lisamarie, Valerie, and I also created raffle baskets for the event. All told, there were six (6) raffle baskets and a 50/50 raffle which raised money for the Region's Scholarship Fund.

At day's end, \$168 had been raised for the Scholarship Fund. This will bring the Region's Scholarship Fund up to approximately \$1,800. The Regional Board is aiming to raise at least \$3,000 before June 2012, so that we can offer two (2) fully-funded scholarships to the 2012 National Training Program (NTP) in Detroit. We're halfway there with six months to work with, with members' support. Stay tuned for more information about Region-wide fundraisers in the coming months.

Jenine Dunn, a member of the Western New York Chapter, was the Region's Autumn Scholarship Winner. I presented her with a Certificate of Scholarship to welcome her to the RTP. It was a delight to have her with us for the day of learning.

I was so pleased to realize that all six chapters in the Region were represented at the RTP.

- Kristina Tiedke represented the Greater Merrimack Valley Chapter with her presentation on "Workplace Ergonomics." I am also a member of the Greater Merrimack Valley Chapter.
- Cathy Fletcher represented the Greater Boston Chapter with her presentation on "All About FEW!"
- Pamela Judd represented the Big Apple Chapter with her presentation on "Intergenerational Communications."
- Mona Santos represented the Fort Monmouth Chapter with her presentation on "Your Salary May be Frozen, but Your Options Aren't!" Mona is a registered principal and district advisor for First Command Financial Services. Fort Monmouth was also represented by Valerie Howell, the Region's *Member of the Year*.
- Margarita Shaber (Vice President) and Lisamarie represented the Brookhaven Chapter.
- Jenine Dunn, RTP Scholarship Winner, and Mary Woodruff, a new member, represented the Western New York Chapter.

All other attendees represented the Big Apple Chapter or were non-members at this time. This followed the precedent set at the NTP in Philadelphia earlier this year when all six chapters were represented there, too. I was delighted to see the precedent continuing at the Autumn RTP. Let's keep it going when we meet again on June 8, 2012, at the Spring RTP at UMass Inn and Conference Center, Lowell, MA!

The workshops were informative, participative, and a lot of fun! Ed Blunt, of Artistry.com, ended the day with a highly energetic workshop on the "5 P's to Ultimate Success!" Even though his was the last class of the day, no one was fidgeting or surreptitiously packing up to go home. Instead, everyone was edge-of-their-seat listening and shouting out answers to Ed's questions. It was great and lead us right into the Regional Awards presentation on a very high note. Please see the separate article about the Regional Awards to learn who and which chapter was

recognized for outstanding achievement! The 5 P's to ultimate success, you say?
They are:

- **P**ainting the picture – creating your vision for your future and going for it
- **P**rogramming yourself for success – what a person does in their spare time will tell a lot about the person's level of success
- **P**artner with no problem people – reduce/eliminate the time you spend around persons who have negative attitudes, are whiners, and/or are complainers
- **P**ersistence breaks resistance – live your life as you want to live it; do not let someone else define what your life should look and feel like. He used the example of leaving a good teaching career to become a stage and film actor, much against his family and friend's "well-intentioned advice." He was a success in those fields before he moved on to become a well-known motivational speaker. He kept at it until he broke others' resistance to how he wanted to live his life.
- **P**lay – it is as important to have fun in your life as it is to be serious about your commitments so that you don't lose your competitive edge.

Congratulations to the organizers and attendees of the Autumn RTP! You used your time wisely. I hope you will share what you learned with those who were not as fortunate to be with us during the day of training and encourage them to plan now to attend the Spring and Autumn 2012 RTP's!

Did you know????

by: Lisamarie Rykowski, Northeast Regional Representative

The definition of teamwork? Teamwork is the cooperative work done by a team, joint operation, or action. Individually, it is members going out of their way to make each other look good.

We are spread out in several states, yet the above is exactly what we do every day in the Northeast Region. We work together on many tasks and projects, all the while mentoring and encouraging each other. We support each other and uplift each other, as well as having each others' backs. We look out for each other. Miles cannot discourage us; distance actually fuels us.

So how do we consistently achieve this type of teamwork, where all team members feel the same way about our goals and mission? By working towards the same end result until it comes naturally.

Today everyone is so busy and inundated with so many tasks personally and professionally, it sometimes becomes hard to volunteer. There are times when we need to bow out and times we can jump in feet first. It has long been understood that winning teams contain certain characteristics, such as: motivation, caring, concern, and yes, accountability.

Northeast Region members are not only poised and confident, and professional, but they may well be 'stars' in their own right. Yet, these members find a way to allow others to shine, too, in order for the whole to become a 'star team' together.

Our Region, from the Chapters to the Regional Board, have groups that demonstrate these star qualities. Indeed, some of the small groups work together so well, sometimes they seem to have a sixth sense. The truth of the matter is they have merely learned to cooperate so well they just naturally make each other shine. They want to make our Region the best it can be, no matter what the task or project. Recent examples of this phenomenon in our Region include:

- ❖ The standing RTP committee brought in new committee members for 2011. They hit the ground running, pulling together, to have a highly successful RTP in Lowell, MA. The success of the Spring RTP was the impetus for moving forward with the Autumn RTP. Our Spring RTP scholarship winner, Christine Cantine, was so impressed with the smooth operation, flow, and quality of workshops that she went back to her Chapter to see interest in hosting the Autumn RTP.

- ❖ The Big Apple Chapter took on that challenge, with support from the Brookhaven and Fort Monmouth Chapters, as well as the Regional standing committee members. They pulled together a spectacular Autumn RTP in October! For a team that didn't know each other well when they started this journey, they came together quickly with each person taking on and completing tasks to ensure the program was a shining success!

- ❖ The Regional Board recently took on an uncomfortable task based on a serious situation in the region. A committee was formed; information was given to complete the task. The committee completed the task smoothly, efficiently, and timely.

There is a synergy that comes from working cooperatively, which increases not by simple progression but exponentially. We, in the Northeast Region, have created a "can-do" atmosphere, which makes us all stars. No one takes more pride in our individual and collective accomplishments than Dawn Nester; our Regional Manager as when she stands before the National Board of Directors semi-annually to report on the accomplishments of the Northeast Region. She reports not about what *she* has accomplished, but about what *each and every one of us has accomplished together*.

The fact of the matter is that all great teams have one thing in common, a single specific focus, which, in our case, is to grow and nurture the Northeast Region to the best of our abilities.

Together
Everyone
Achieves
More

There truly is no **I** in team.

Chapter Updates

Big Apple Chapter Update by Christine Cantine



Wow! What can I say but, "Thank you!" to each and every member of the Big Apple Chapter for the hands-on support you gave to the Northeast Region during the planning and implementation of the Autumn 2011 Regional Training Program (RTP). Your support made all the difference in the world to the Region and holding a successful RTP! Just to name a few of you, Barbara Cunningham, Danielle Harrington, Maria Garcia,

Pamela Judd, and I served on the RTP Planning Committee with Lisamarie Rykowski, Regional Representative; Jayne Cousins, Regional Training Chair; Valerie Howell, representing the Fort Monmouth Chapter; and Dawn Nester, Regional Manager. We participated in weekly Tuesday night planning meetings from June 25th straight through to October 20th when the Meet-and-Greet was held at Mehtaphor Restaurant in the Duane Street Hotel. Everyone took an important facet of the RTP planning and handled it beautifully! A big Thank you also goes out to Sandra Cohen and Barbara for their contribution of photos during the day. They will be used to create a photo album for the Region's website, linked on the Autumn RTP page, in the near future. Leona Bradley and Barbara also contributed baskets to the raffle that supported the Region's Scholarship Fund. The baskets were lovely and helped the Region raise \$168. The Region's goal is to raise enough money (approximately \$3,000) to send two members from the region fully-funded to the 2012 National Training Program in Detroit, MI. The basket contributions helped the Region reach the half-way point to that goal. Way to go, Barbara and Leona! Dawn couldn't say enough to me about how proud she is of each and every one of you for your involvement, leadership, follow-through, and participation! I agree wholeheartedly! Job well done, everyone!

The Regional Awards were presented at the conclusion of the RTP. I am so pleased to share with you that Barbara Cunningham was nominated for Member of the Year. While she was not selected for the award, it is, indeed, a high honor to be

recognized by someone else and nominated. Thank you to the person who took the time to submit the nomination and to Barbara for her continuing commitment to the Big Apple Chapter, Region, and FEW. The nomination was well deserved!

A big Thank you! also goes out to Pamela Judd for her Intergenerational Communications workshop. Dawn also told me that Pamela's presentation received high praise from the attendees, who came from every chapter in the Region! There are currently six chapters in the Region. Pamela's presentation made a big impact on each of the chapter representatives. Way to go, Pamela! Thank you for representing the Big Apple Chapter with a presentation, too.

Now that the RTP is over, the Big Apple Chapter will return to its regular meeting schedule. I would like to point out, too, that the Chapter also needs someone to serve as the Nominations and Elections Chair as well as two committee members to serve on the committee. Please note that if you choose to serve on the Nominations and Elections Committee either as Chair or as a member, you may *not* be a candidate for one of the elected positions. As Dawn has explained to me, even though we recently concluded our first chapter election, the Big Apple Chapter will have to participate in the across-the-board election process in 2012. This includes every chapter, all Regions, and the National Board of Directors. The Nominations and Elections Committee is an ad hoc committee that is very important to the continued growth of the Big Apple Chapter. The committee responsibility is from February to May and then disbands; however, the Committee Chairperson remains a member of the Big Apple Chapter's Board of Directors, holding one vote. As an overview, the process will be:

- Nominations open in February 2012
- Balloting occurs in March 2012
- Voting occurs in April 2012
- Results are announced in May 2012
- Installation of new officers takes place in July 2012, to coincide with the 2012 National Training Program in Detroit, MI

All of the elected officers are willing to talk to members who are interested in serving as candidates for the upcoming election. Anyone interested in the President's position will also be invited to listen-in on a monthly Regional Board meeting to learn how the Chapter participates at the Region level. The next

Regional Board meeting will be held on November 15th at 7:00 p.m. by conference call.

Dawn has also shared during past Regional Board meetings that there are currently vacancies on the Regional Board of Directors, if anyone is interested in becoming more active in the immediate future. The vacancies are for the Compliance Chair, Diversity Chair, Finance Chair, the newly created Social Media Chair, and the Women in the Military Chair. It should be noted that you do not have to be active duty military to be the Women in the Military Chair. This position is more about how chapters and the Region can be more proactive in assisting women who are active duty or who are transitioning back into the civilian workforce and/or how we can better serve military families while their loved one is away on active duty.

Watch for your invitation to participate in the next Big Apple Chapter general meeting!



Brookhaven Chapter Update by Lesly Galloway and Lisamarie Rykowski



Montauk Point Lighthouse

Members of the Brookhaven Chapter have really gotten into our Zumba class offerings. The classes are held on Tuesday evenings so that day shift can participate after hours and night shift can participate before they go on duty. So far, it's working beautifully! The fee is \$5 per person for members and \$6 per person for non-members, with \$1 from each fee accepted going to support local military families. After two classes, we have raised approximately \$50.

Brookhaven Chapter members are also behind our annual Adopt-a-Family for the holidays, starting with Thanksgiving. Operation Helping Hand will take place in

early December to assist IRS employees who may need that “helping hand” to make the holidays bright for their family.

Last but not least, the Brookhaven Chapter was well represented at the Autumn Regional Training Program held in New York City on October 21st. Lisamarie Rykowski, Regional Representative, was an RTP Planning Committee standing member. Margarita Shaber, Chapter Vice President, attended the RTP, too, and represented the chapter during the annual Regional Awards portion of the program! She was called forward six times to accept awards in the following categories:

- Chapter of the Year
- Best Fundraiser
- Outstanding Program – Special Emphasis
- Outstanding Program – Community Outreach
- Federal Manager of the Year – Ruben Priegues
- Private Industry Award – Patricia Farrell, Blue Cross Blue Shield (Long Island Representative)



Margarita Shaber, Vice President, Brookhaven Chapter,
accepting one of six Regional Awards for the
Brookhaven Chapter from Dawn Nester, Regional Manager

21 October 2011

Congratulations to all of YOU, as members of the Brookhaven Chapter, for helping our chapter win the Chapter of the Year, Best Fundraiser, and two of the three outstanding program awards! The Chapter wouldn't be eligible, much less successful, without your continuing support! These awards reflect your

commitment to the Brookhaven Chapter. The Chapter leadership is appreciative of all you do, all year long!

The Chapter presented Ruben Priegues, outgoing Director, Campus Compliance Operations at Brookhaven, with the Federal Manager of the Year Award in a chapter awards ceremony on October 28, 2011.



Margarita Shaber, Vice President, presents
Ruben Priegues, outgoing Director,
Campus Compliance Operations at Brookhaven,
With the Federal Manager of the Year Award
28 October 2011

Now is the time to be thinking about the upcoming elections and what role you want to have in 2012-2014. All elected positions are available. Ask the officers currently holding the position(s) you're interested in what they do, how they do, how often they do it, what the reporting requirements are, and what the time commitment is. Ask, too, to accompany the officer who holds the position you're interested in to an upcoming meeting so that you can see first-hand (shadow) what they do. Listen in on a Regional Board meeting (the next one is Tuesday, November 15th at 7:00 p.m. by conference call) as Margarita Shaber, Regional Policy and Procedures Chair; Lisamarie, Regional Representative; and I, as Chapter President, represent the Brookhaven Chapter at the Region level.

If this is something you would like to be involved in now, there are vacancies on the Regional Board. Contact me to express interest in serving as the Region's Compliance Chair, Diversity Chair, Finance Chair, the newly created Social Media Chair, or Women in the Military Chair. Given our Chapter's support of military families in Long Island, holding the Women in the Military Chair would be a great way to show other chapters how they can be actively involved in supporting military families in their area, too! It all ties together and gives you an opportunity to enhance existing skills or develop new ones in a safe environment and to work with members outside our chapter and outside New York to expand your personal network, too. All we ask is that you think about it and act upon your decision.



Fort Monmouth Chapter Update by Roberta Simpkin

"Congratulations!" goes out to Fort Monmouth Chapter member Valerie Howell! She was nominated and selected as "***Member of the Year***" during the recently held annual Regional Awards! Valerie serves as the Chapter and

Region Congressional Relations Chair. Way to go, Valerie!

Valerie also contributed a lovely basket to the Autumn RTP as part of the Region's scholarship fundraiser. There were a total of six baskets contributed, which raised \$168 to the scholarship fund. Dawn has stated that the Region's goal is to fully fund two (2) members from the Region to the National Training Program in Detroit, MI, in July next year. It takes about \$3,000 to fully fund two members...and this fundraiser helped push the region over the half-way-there mark. Other basket contributors were Lisamarie Rykowski, Regional Representative (Brookhaven Chapter); Barbara Cunningham (Vice President, Big Apple Chapter); Leona Bradley (Chapter Policy and Procedures Chair, Big Apple Chapter); and, Dawn Nester (Regional Manager, Greater Merrimack Valley Chapter). Well done, everyone!

The Fort Monmouth Chapter also wishes to express appreciation to Georgia Thomas, Vice President for Diversity, for her presentation to our Chapter on September 22nd, and to Cathy Fletcher, immediate past Vice President for Training, for her presentation to the Chapter on October 27th. Both Georgia and Cathy did an excellent job in sharing information with members. Georgia provided a Diversity presentation and encouraged open discussion at the end of the presentation among the attending members.

October is Disability Awareness Month. Cathy provided a Disability Awareness program and directed members to the Region's website (www.nerfew.org) to click on the link for Persons with Disabilities. Cathy provides Dawn Nester, as the Region's webmaster, with a lot of information and resources for anyone who manages a "Persons with Disabilities" program for their agency or just needs more information about this subject.

Thank you, too, to Cathy, Valerie, and Dawn for their update on legislative activities and the Autumn RTP, respectively. Plan now to participate in the Spring 2012 RTP that will be held on June 8, 2012, at UMass Inn and Conference Center, Lowell, MA. Registration fees will remain at \$50 for members, \$65 for non-members, and \$35 for retirees and students.

Our next meeting will be moved up to November 17th at 7:00 p.m. to accommodate the Thanksgiving holiday. Valerie and I will share more information with you about the planned presentation closer to the meeting date.

I would be remiss not to mention now that the Fort Monmouth Chapter will be participating in the 2012 elections along with all other chapters, regions, and the national organization. Nominations will open in February; balloting will take place in March; voting will take place in April; and results will be announced in early May. Installation of new officers will take place in July in conjunction with the NTP in Detroit. Please consider running for one of the following positions: President, Vice President, Treasurer, or Secretary. Or, you may be more interested in serving on the Nominations and Elections Committee. Please note, however, if you serve on the Nominations and Elections Committee, you cannot be on the ballot as a

candidate. If you are interested in any of these opportunities, please contact me at your earliest convenience so that I can arrange for Dawn Nester to provide training for you and the committee members.

Concurrent to the upcoming meetings and chapter election, please continue to invite co-workers, friends, and family to join you in participating in our meetings and recruiting new members so that the Fort Monmouth Chapter can achieve Chapter in Good Standing status with National FEW. Our meetings are open to anyone who wishes to call-in and learn more about FEW.

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Greater Merrimack Valley Chapter Update by Lisa Lombardi and Dawn Nester

The Greater Merrimack Valley Chapter was well represented at the Autumn Regional Training Program (RTP). "Thanks!" goes out to Kristina Tiedke, our Program Chair, for her workplace ergonomics presentation to the attendees. Dawn let me know that Kristina received high marks for her presentation. Way to go, Kristina!



Andover Town Hall

Appreciation also goes out to John Lozowski and Jolanta Fankidejski. John is the Regional Awards Chair and Jolanta served on the 2011 committee to represent our chapter. Dawn told me that there were twice as many nominations in 2011 as there were in 2010, so I know you had your work cut out for you! Thank you, both of you, for stepping up!

Speaking of the Region's annual awards, even though our nominee didn't win, it was a pleasure to nominate Jon Harrison, Northeast Planning Associates, for the Private Industry Award. Dawn tells me that she sent him a notification of nomination and congratulated him being nominated at the regional level, even though he wasn't selected. Maybe next year... The Private Industry Award went to Patricia Farrell, Blue Cross Blue Shield representative in Long Island, NY.



Boston's Faneuil Hall

### Greater Boston Chapter Update by Valerie Foxx

It is with great pleasure that I announce that Mary Hahnen, Chapter Secretary, was nominated for the Northeast Region's annual award, "Member of the Year." While Mary was not selected for this award, it is an honor to be nominated and be recognized as being in the running. Congratulations to Mary for her past service to the Northeast Region. I know she will get involved in FEW in the DC Metro Region, where she has relocated, as soon as she is settled in her new home and location. Their gain is very much our loss. We miss you, Mary! All the best for your continued success in your new endeavors.

The Regional Awards were presented at the conclusion of the 2011 Autumn Regional Training Program (RTP), recently held in New York City, NY. Cathy Fletcher, the Region's Persons with Disabilities Chair, represented our chapter at the RTP. Her presentation, "All About FEW," received very favorable remarks from the attendees.

Our monthly meeting was held October 26, 2011, at noon. We had a good turnout and welcomed two new members – Patricia Mazzone and Lisa Rees. Topics covered included the October 1<sup>st</sup> Legislative Update; Breast Cancer Awareness month and where to find more information/resources; highlights of the Autumn RTP as provided by Dawn; and, a call for members to take an active role in the upcoming Chapter elections. All elected positions are going to be open for candidates. The Chapter also needs someone to serve as the Nominations and Elections Chair as well as two committee members to serve on the committee. Please note that if you choose to serve on the Nominations and Elections Committee either as Chair or as a member, you may *not* be a candidate for one of the elected positions. As Dawn explained during the meeting, the Nominations and Elections Committee is an ad hoc committee that is very important to the continued growth of the Greater Boston Chapter. The committee responsibility is from February to May and then disbands;

however, the Committee Chairperson remains a member of the Greater Boston Chapter's Board of Directors, holding one vote. Briefly, the process will be:

- Nominations open in February 2012
- Balloting occurs in March 2012
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All of the elected officers are willing to talk to members who are interested in serving as candidates for the upcoming election. Anyone interested in the President's position will also be invited to listen-in on a monthly Regional Board meeting to learn how the Chapter participates at the Region level. The next Regional Board meeting will be held on November 15<sup>th</sup> at 7:00 p.m. by conference call.

Dawn also noted that there are currently vacancies on the Regional Board of Directors, if anyone is interested in becoming more active in the immediate future. The vacancies are for the Compliance Chair, Diversity Chair, Finance Chair, the newly created Social Media Chair, and the Women in the Military Chair. It should be noted that you do not have to be active duty military to be the Women in the Military Chair. This position is more about how chapters and the Region can be more proactive in assisting women who are active duty or who are transitioning back into the civilian workforce and/or how we can better serve military families while their loved one is away on active duty. For example, it was reported at the last Regional Board meeting that the Brookhaven Chapter is holding Zumba classes and \$1 from every registration is going to help military families in the Long Island area. So far, after two classes, they have raised a little over \$50 to donate to their local military family non-profit organization. If you are interested in this or any of the other Regional Board vacancies, please let me know so that I can advance your name to Dawn for a vote by the Regional Board of Directors. Depending on when you advance your name to me, you might not have to begin serving until January 2012 for a six month commitment, as the Regional Board does not meet in December and the length of term left for the current Regional Board is through June 30, 2012.

Lisa Rees is located in Vermont, and Dawn tells me, that she will be representing FEW at the annual Women's Economic Conference in Randolph, VT. This conference is sponsored annually by Senator Patrick Leahy. This is the first time in four years that FEW will have a presence at this conference. Thank you, Lisa, for volunteering to represent FEW!

Our next meeting will be moved up to November 15<sup>th</sup> between 12:00 and 1:00 p.m. I will share more information with you about the planned presentation and exact time closer to the meeting date.



Western New York Chapter Update by Shannon Hennessey

I am very pleased to share that the Western New York Chapter had two attendees at the Region's Autumn Regional Training Program (RTP)! Jenine Dunn, the Chapter's Policy and Procedures Chair, attended as the Region's Scholarship winner. She was presented with a Certificate of Scholarship by Dawn Nester, Regional Manager. The scholarship is co-funded by the FEW Foundation for Education and Training and the Northeast Region for a total of \$150



which Jenine used to defray some of the expenses for the trip. Congratulations, Jenine!

Mary Woodruff, a new member of the Western New York Chapter, was our other attendee. During the RTP, Mary mentioned to Dawn Nester, Regional Manager, that she is eager to get involved in FEW and the Chapter level. Don't worry, Mary. We'll find ways for you to become active! Welcome to the Chapter!

I would be remiss if I did not point out that the Chapter needs someone to serve as the Nominations and Elections Chair as well as two members to serve on the committee. Please note that if you choose to serve on the Nominations and Elections Committee either as Chair or as a member, you may *not* be a candidate for one of the elected positions. As Dawn has explained in recent Regional Board of Director meetings, the election process in 2012 is across-the-board. This includes every chapter, all Regions, and the National Board of Directors. The Nominations and Elections Committee is an ad hoc committee that is very important to the continued growth of the Western New York Chapter. It is highly encouraged at the Regional and National levels, that new people take leadership roles in order for the chapter to continuing growing. I agree whole-heartedly. I have learned a lot serving as your President from 2010-2012 and am willing to talk to anyone who interested in serving as my successor as President. I am sure Linda Badazsewski is equally willing to talk with anyone interested in serving as Vice President, as are Julie Long (Treasurer) and Mary Jane Diggins (Secretary).

The committee responsibility runs from February to May and then disbands; however, the Committee Chairperson remains a member of the Western New York Chapter's Board of Directors, holding one vote. As Dawn has explained, the process will be:

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- Installation of new officers takes place in July 2012, to coincide with the 2012 National Training Program in Detroit, MI

Anyone interested in the President's position will also be invited to listen-in on a monthly Regional Board meeting to learn how the Chapter participates at the Region level. The next Regional Board meeting will be held on November 15<sup>th</sup> at 7:00 p.m. by conference call.

Dawn has also shared during past Regional Board meetings that there are currently vacancies on the Regional Board of Directors, if anyone is interested in becoming more active in the immediate future. The vacancies are for the Compliance Chair,

Diversity Chair, Finance Chair, the newly created Social Media Chair, and the Women in the Military Chair. It should be noted that you do not have to be active duty military to be the Women in the Military Chair. This position is more about how chapters and the Region can actively work to assist women who are active duty or who are transitioning back into the civilian workforce and/or how we can better serve military families while their loved one is away on active duty. The Brookhaven Chapter recently shared that they are holding Zumba classes, with \$1 from each registration going to their fundraiser in support of military families in the Long Island area. Registration fees are \$5 for members and \$6 for non-members. From their first two classes, they have raised \$50 for the non-profit organization that serves the military families in their area. It is information such as this that the Women in the Military Chair on the Regional Board will share Region-wide to encourage chapters to find their own ways to support women in the military, as well as make recommendations for Region-wide initiatives.

If interested in this or any of the other regional vacancies, please forward your name to me so that I can present it to Dawn for a Regional Board vote. The term in office is six months (January 1 to June 30, 2012) as that is Regional Board does not meet in December and the current Regional administration will end on June 30th.

Watch for your invitation to participate in the next Western New York Chapter meeting!

## The Autumn RTP from my Viewpoint

By Lisamarie Rykowski

I was very happy to see all 6 chapters represented at this Autumn's RTP. The Big Apple Chapter of FEW deserves a huge round of kudos for an amazing program. They worked very hard and contributed so much to this event's success.

I happily was encouraged to participate in the classes and each instructor was more engaging than the next. The classes were not only informative but interactive. We broke out in groups with women we did not initially know, or knew by phone conversations, yet we were able to bond over break out groups and tasks. We had a plethora of information from the vendors and the health fair was a huge success. Kudos to Christine Cantine for moving the health fair to the lobby area, this gave the health fair the focus it deserved. Well done! Our last speaker of the day was such a power house, that he got us all leaving with smiles on our faces and excitement in our hearts. I have never left a full day of training with more energy than I started with before.

The food was impeccable and bountiful. Kudos go out to Pamela Judd, for hooking us up with a fantastic caterer. The raffle baskets were beautiful and a great success.

One of the best parts was when Dawn handed out the awards to this year's recipients. I was overwhelmingly surprised and truly honored, to be one of those recipients for the Regional Manager's Award. Dawn can really hold a secret, even from her Regional Rep. I know a great time was had by all based on the e-mails we received from attendees and vendors alike. I have attended and been an active standing committee member for many RTP's and with each one I see us grow more and more, which makes me so proud of the Northeast region. I have to send out special kudos and a huge thank you to Dawn Nester, our Regional manager, which without her guidance and vision; we may not be at the strong point we are at today as a unified region. Thank you Dawn

## Autumn Regional Training Program Experience

By Valerie Howell

When I joined the Federally Employed Women (FEW) organization, I thought it was another organization that I "belonged" to. My experience, so far, with FEW has entailed much more than "just being a member." The level of participation that you are encouraged to take part in is unlimited.

During the first couple of months of membership, I attended several training events. Within six months, the Regional Board asked me to volunteer to be the Regional Congressional Relations Chair. I must confess that, at first, the position was intimidating. Now I am learning a great deal about congressional matters. I am gaining knowledge of new skill sets that I know will assist me in the development of my career.

I look forward to attending the many training programs that FEW offers. The presenters/instructors are well versed in their area of expertise. Therefore, when the Autumn Regional Training Program (RTP) was scheduled for October 21, 2011, I was there with bells on. The topics that were covered were (1) "Workplace Ergonomics" - I am happy and comfortable now; (2) "All About FEW" - I am a well-informed member; (3) "Your Salary May Be Frozen, but Your Options Aren't" - I am going to be rich when I retire; (4) "Generations in the Workplace" - I found out I am a Generation X-er; and, (5) "5 P's to Ultimate Success" - success is mine, mine, all mine... Sorry, I got excited! ☺

From the food that was served to the presenters, every aspect of this year's RTP was wonderful, especially when I received the Member of the Year Award. I was so surprised that someone thought I was worthy of such a prestigious honor. All I can say is "WOW!" Now I really have to shine.

Northeast Region Annual Awards  
By Dawn Nester, Regional Manager

The Northeast Region celebrated its annual recognition of outstanding achievement by chapters and individuals while in New York, NY, on October 21, 2011. Awards are presented as the end of the Autumn Regional Training Program to end on a high note.

Award nominations were doubled this year, giving the Awards Committee much to do. That was great! A big "Thank you!" goes out to John Lozowski, Chair, Greater Merrimack Valley Chapter; Valerie Howell, Fort Monmouth Chapter; Jolanta Fankidejski, Greater Merrimack Valley Chapter.

The winners for the 2011 Regional Awards are:

- Regional Manager's Award – Lisamarie Rykowski, Brookhaven Chapter
- Member of the Year – Valerie Howell, Fort Monmouth Chapter
- Federal Manager of the Year – Ruben Priegues, IRS Brookhaven campus, Holtsville, NY
- Private Industry Award – Patricia Farrell, Blue Cross Blue Shield, Long Island representative
- Outstanding Chapter of the Year – Brookhaven
- Outstanding Program, Community Outreach – Brookhaven Chapter
- Outstanding Program, Special Emphasis – Brookhaven Chapter
- Outstanding Fundraiser – Brookhaven Chapter

*Congratulations to you all for well-deserved recognition!*

Runners up included Barbara Cunningham, Big Apple Chapter, and Mary Hahnen, Greater Boston Chapter, for Member of the Year; and Jon Harrison, Northeast Planning Associates, for the Private Industry Award. Congratulations are in order for them, as well, for being nominated!

A note to all the Chapters in the Northeast Region: If you haven't appointed an Awards Chair, now would be a good time to recruit for volunteers. Then, start now, too, to set aside documentation so that your chapter can submit even more award nominations in 2012!

Compliance Corner -

EEOC Files Lawsuit Against Multilink for Sexual Harassment Retaliation

**PRESS RELEASE**

10-6-11

***Woman Subjected to Sexually Hostile Environment, Then Fired for  
Complaining, Federal Agency Charged***

CLEVELAND – Multilink, Inc, an engineering and product development manufacturer with facilities in Elyria, Ohio, violated federal law by subjecting an employee to sex-based harassment and a sexually hostile work environment and then firing her for complaining, the U.S. Equal Employment Opportunity Commission (EEOC) charged in a lawsuit it announced today.

The EEOC said Nancy Noble began working at the company in September 2009 and was subjected to offensive sex-based conduct and sexually demeaning remarks. Despite her complaints to management, the harassment continued. The EEOC alleges that although Multilink’s human resources officials and other managers were aware of the sex-based harassment and abusive work environment, Multilink failed to conduct a proper investigation and failed to take prompt or appropriate corrective action to stop the misconduct. The EEOC also seeks relief on behalf of other current and former female employees, similarly situated with Noble, who were also subjected to unlawful sex-based harassment and a hostile work environment.

Such alleged conduct violates Title VII of the Civil Rights Act of 1964. The EEOC filed suit in U.S. District Court for the Northern District of Ohio Eastern

Division (Case: 1:11-cv-02071) after first attempting to reach a pre-litigation settlement through its conciliation process. The agency seeks injunctive relief, damages and lost wages and benefits because of Multilink's discrimination.

"Employees should be able to go to work without the worry of harassment," said Regional Attorney Debra Lawrence of the EEOC's Philadelphia District Office, which oversees Pennsylvania, Delaware, West Virginia, Maryland, and portions of New Jersey and Ohio. "Not only are employers obligated to provide employees with an environment free of harassment, but upon learning of such misconduct, they are required to take immediate and appropriate action to stop the abuse from continuing."

Multilink manufactures telecommunications network components.

The EEOC enforces federal laws prohibiting employment discrimination [www.eeoc.gov](http://www.eeoc.gov).

Congressional Relations

By Matthew Fogg, Vice President for Congressional Relations



Matthew Fogg

Vice President for  
Congressional Relations

Hello, Members of the Northeast Region! I was delighted to receive a copy of Valerie Howell's legislative report for your October Regional Board Meeting. This is good information for you to have. I hope Chapter Presidents have shared it with their members, too. As Janet Kopenhaver, FEW's legislative lobbyist, said, when she received a copy, "Good work! It's nice to see the Region's being active!" I couldn't agree more. Keep up the good work, Valerie!

Members, continue to contact your elected officials through FEW's website ([www.few.org](http://www.few.org)) by clicking on the legislative link and then clicking on the Capwiz.com/few link. Be an active participant of FEW's "Point, Click, and Send" initiative! We have a goal of 2,000 letters to elected officials in 2011. We're almost there at 1,119!

Thanks for being active members in the legislative process in the Northeast Region.

Parliamentarian's Page

By Roberta Sweeney, Regional Parliamentarian

**Question of the Month: Must debate on a motion stop immediately as soon as any member calls the question?**

**Answer:** It is a fairly common misconception that, after debate has continued for some time, if any member shouts out "Question" or "I call the question!", debate must immediately cease and the chair must put the pending question to a vote. This is simply not the case. Any member who wishes to force an end to debate must first obtain the floor by being duly recognized to speak by the chair and must then move the *Previous Question*. Such a motion must be seconded, and then adopted by a **two-thirds vote or by unanimous consent**. It is not in order to interrupt a speaker who cries "Question" or "Call the Question," and even if no one is speaking, it is still necessary to seek recognition. [RONR (10<sup>th</sup> ed.)]

## Training

By Clara Anderson, VP for Training

Did you know that as an aspiring leader with an eye toward management, you can find a wealth of information on the Office of Personnel Management's website?

Indeed, you can. This is from OPM's website

(<https://www.leadership.opm.gov/Programs/Individual-Assessment-and-Development/index.aspx>):

"Leadership is not just motivating others to perform well and engaging them in your agency's mission. Effective leadership takes constant introspection and personal adjustment. The ability to listen and understand as effectively as you communicate is required to build and sustain productive relationships, even with difficult personalities or after tense exchanges.

OPM's Leadership Assessment and Development seminars will help you identify and fortify these and other critical leadership skills, whether you are considering a formal position of leadership for the first time or need some fresh angles on your longstanding leadership career. Let us guide you in planning your personal growth so you can confidently lead your team to peak performance."

There is a lot more information available, depending on where you are in your journey in leadership/management. Go to the OPM website and click on <https://www.leadership.opm.gov/> for the link that best describes your situation to learn more.

Diversity

By Georgia Thomas, Vice President for Diversity



Georgia Thomas  
Vice President for Diversity

I understand that Mary Hahnen, your Regional Diversity Chair, has left the Northeast Region to relocate to Washington, DC. I wish Mary all the best in settling into her new job and location and know that she will be a true asset to the DC Metro Region when she's ready to get involved.

That means that there is a vacancy at the Diversity Chair in your Region. I encourage all of you to consider stepping up to fill this vacancy through June 2012. The Diversity Chair works with me to share information coming from the National FEW level to members in your Region. From time to time, as well, you may be asked to work on a special project with me, such as when Mary participated with me and another Regional Diversity Chair to present a Women's History Month webinar in March of this year, or travel to Washington, DC, to participate in a Diversity Summit as hosted by the National Coalition for Equity in Public Services (NCEPS). In addition, you will hold a vote on your Regional Board of Directors. There is a lot of personal growth potential when you participate in committees at the chapter, region, and national levels. If you have any questions about the work involved, I encourage you to contact Dawn Nester, your Regional Representative, for more information. I look forward to working with you, too.

Diversity

By Dawn Nester, Regional Manager



It was with true regret that I learned that Mary Hahnen, our Region's Diversity Chair, was moving to Washington, DC. I was delighted that she had secured a new job with a new agency, but had hoped that would still be within our Region. However, that wasn't to be so I send Mary all best wishes for success in her new endeavors. I've already told Valerie Stringer, DC Metro Region Manager, that her gain is definitely our loss and that she will gain an active member when Mary is settled.

On the other hand, it is with true pleasure that I also share that Mary was nominated as Member of the Year for the 2011 Regional Awards. While she was not selected, it is an honor to have your work recognized for such a prestigious award. Congratulations, Mary, on your nomination!

We will all miss you very much!

## Senior Discounts

By Cathy Fletcher, Persons with Disabilities Chair

I recently discovered a listing of excellent discounts for seniors. Having extra money in my pocket when I travel, dine, or go out with my family is a good thing for my bottom line. I thought it might be for yours, too!

### Restaurants

- Applebee's: 15% off with Golden Apple Card (60+)
- Arby's: 10% off (55+)
- Ben & Jerry's: 10% off (60+)
- Bennigan's: discount varies by location
- Bob's Big Boy: discount varies by location (60+)
- Boston Market: 10% off (65+)
- Burger King: 10% off (60+)
- Captain D's Seafood: discount varies on location (62+)
- Chick-Fil-A: 10% off or free small drink or coffee (55+)
- Chili's: 10% off (55+)
- CiCi's Pizza: 10% off (60+)
- Culver's: 10% off (60+)
- Denny's: 10% off, 20% off for AARP members (55+)
- Dunkin' Donuts: 10% off or free coffee (55+)
- Einstein's Bagels: 10% off baker's dozen of bagels (60+)
- Fuddrucker's: 10% off any senior platter (55+)
- Gatti's Pizza: 10% off (60+)
- Golden Corral: 10% off (60+)
- Hardee's: \$0.33 beverages everyday (65+)
- IHOP: 10% off (55+)
- Jack in the Box: up to 20% off (55+)
- KFC: free small drink with any meal (55+)
- Krispy Kreme: 10% off (50+)
- Long John Silver's: various discounts at participating locations (55+)
- McDonald's: discounts on coffee everyday (55+)
- Mrs. Fields: 10% off at participating locations (60+)
- Shoney's: 10% off
- Sonic: 10% off or free beverage (60+)
- Steak 'n Shake: 10% off every Monday & Tuesday (50+)
- Subway: 10% off (60+)
- Sweet Tomatoes 10% off (62+)
- Taco Bell: 5% off; free beverages for seniors (65+)
- TCBY: 10% off (55+)

## Restaurants (cont.)

- Tea Room Cafe: 10% off (50+)
- Village Inn: 10% off (60+)
- Waffle House: 10% off every Monday (60+)
- Wendy's: 10% off (55+)
- White Castle: 10% off (62+) Retail and Apparel

## Retailers:

- Banana Republic: 10% off (50+)
- Bealls: 20% off first Tuesday of each month (50+)
- Belk's: 15% off first Tuesday of every month (55+)
- Big Lots: 10% off
- Bon-Ton Department Stores: 15% off on senior discount days (55+)
- C.J. Banks: 10% off every Wednesday (60+)
- Clarks: 10% off (62+)
- Dress Barn: 10% off (55+)
- Goodwill: 10% off one day a week (date varies by location)
- Hallmark: 10% off one day a week (date varies by location)
- Kmart: 20% off (50+)
- Kohl's: 15% off (60+)
- Modell's Sporting Goods: 10% off
- Rite Aid: 10% off on Tuesdays & 10% off prescriptions
- Ross Stores: 10% off every Tuesday (55+)
- The Salvation Army Thrift Stores: up to 50% off (55+)
- Stein Mart: 20% off red dot/clearance items first Monday of every month (55+)

## Grocery Stores:

- Albertson's: 10% off first Wednesday of each month (55+)
- American Discount Stores: 10% off every Monday (50+)
- Compare Foods Supermarket: 10% off every Wednesday (60+)
- DeCicco Family Markets: 5% off every Wednesday (60+)
- Food Lion: 6% off every Monday (60+)
- Fry's Supermarket: free Fry's VIP Club Membership & 10% off every Monday (55+)
- Great Valu Food Store: 5% off every Tuesday (60+)
- Gristedes Supermarket: 10% off every Tuesday (60+)
- Harris Teeter: 5% off every Tuesday (60+)
- Hy-Vee: 5% off one day a week (date varies by location)
- Kroger: 10% off (date varies by location)
- Morton Williams Supermarket: 5% off every Tuesday (60+)

## Grocery Stores (cont.):

- The Plant Shed: 10% off every Tuesday (50+)
- Publix: 5% off every Wednesday (55+)
- Rogers Marketplace: 5% off every Thursday (60+)
- Uncle Guiseppe's Marketplace: 5% off (62+)

## Travel:

- Alaska Airlines: 10% off (65+)
- Alamo: up to 25% off for AARP members
- American Airlines: various discounts for 65 and up (call before booking for discount)
- Amtrak: 15% off (62+)
- Avis: up to 25% off for AARP members
- Best Western: 10% off (55+)
- Budget Rental Cars: 10% off; up to 20% off for AARP members (50+)
- Cambria Suites: 20%-30% off (60+)
- Clarion: 20%-30% off (60+)
- Comfort Inn: 20%-30% off (60+)
- Comfort Suites: 20%-30% off (60+)
- Continental Airlines: no initiation fee for Continental Presidents Club & special fares for select destinations
- Dollar Rent-A-Car: 10% off (50+)
- Econo Lodge: 20%-30% off (60+)
- Enterprise Rent-A-Car: 5% off for AARP members
- Greyhound: 5% off (62+)
- Hampton Inns & Suites: 10% off when booked 72 hours in advance
- Hertz: up to 25% off for AARP members
- Holiday Inn: 10%-30% off depending on location (62+)
- Hyatt Hotels: 25%-50% off (62+)
- InterContinental Hotels Group: various discounts at all hotels (65+)
- Mainstay Suites: 10% off with Mature Traveler's Discount (50+); 20%-30% off (60+)
- Marriott Hotels: 15% off (62+)
- Motel 6: 10% off (60+)
- Myrtle Beach Resort: 10% off (55+)
- National Rent-A-Car: up to 30% off for AARP members
- Quality Inn: 20%-30% off (60+)
- Rodeway Inn: 20%-30% off (60+)
- Sleep Inn: 20%-30% off (60+)
- Southwest Airlines: various discounts for ages 65 and up (call before booking for discount)

Travel (cont.):

- Trailways Transportation System: various discounts for ages 50 and up
- United Airlines: various discounts for ages 65 and up (call before booking for discount)
- U.S. Airways: various discounts for ages 65 and up (call before booking for discount)

Activities & Entertainment:

- AMC Theaters: up to 30% off (55+)
- Bally Total Fitness: up to \$100 off memberships (62+)
- Busch Gardens Tampa: \$3 off one-day tickets (50+)
- Carmike Cinemas: 35% off (65+)
- Cinemark/Century Theaters: up to 35% off
- U.S. National Parks: \$10 lifetime pass; 50% off additional services including camping (62+)
- Regal Cinemas: 30% off
- Ripley's Believe it or Not: @ off one-day ticket (55+)
- SeaWorld Orlando: \$3 off one-day tickets (50+)

Management Tip –Learning to Lead Never Ends

From GovLoop.com

Good managers aspire to bring out the best in their employees not only for the advancement of the organization, but also to support their employees' goals and future plans. They identify the skills an employee needs to develop and have a healthy and open relationship -- including candid discussions -- about their career advancement. In many ways, they're always asking the following question: "What's next for your career?"

Management is a skill that's hard to master and leadership is even trickier. Becoming a great leader requires you to constantly evolve, reshape your skills and tailor your style to a changing situation. Julie, an IRS Recruiter, has posted two blogs in a three-part series that shares the lessons being learned by her agency's emerging leaders.

Listening carefully to employees and helping to guide them in their career advancement is a great first step to improving your management skills and leading your organization toward success. Go to [Lessons of Leadership: Overcoming Obstacles and Improving Every Day](#) for more information.

**[Regional Manager's Note:** Here is the article again from a FEW perspective:

Good FEW leaders aspire to bring out the best in their members, not only for the advancement of FEW, but also to support their members' goals and future plans. Good FEW leaders identify the skills a member needs to develop and have a healthy and open relationship -- including candid discussions -- about their FEW advancement. In many ways, the good FEW leader is always asking the following question: "Where do you see yourself in FEW next?"

Management is a skill that's hard to master and leadership is even trickier. Becoming a great leader requires you to constantly evolve, reshape your own skills

and tailor your style to constantly changing situations. Julie, an IRS Recruiter, has posted two blogs in a three-part series that shares the lessons being learned by her agency's emerging leaders.

Listening carefully to members and helping to guide them in their FEW development and advancement is a great first step to improving your own management skills and leading your Chapter, Region, and/or National FEW toward success. Go to [Lessons of Leadership: Overcoming Obstacles and Improving Every Day](#) for more information.]

### Management Tip –First Impressions

By Elizabeth Newell, GovExec.com

October 26, 2011

Managers expect job candidates and new employees to make a good first impression, but in doing so, these same managers may forget to put their own best foot forward on behalf of their organization.

Most federal agencies have formal orientation programs for new employees, but they tend to concentrate on generalities. When managers take ownership of the first impression presented to new employees, they can help increase productivity, retention and employee investment.

Doug and Polly White, workforce management experts and principals at Whitestone Partners, recently released their new book, *Let Go to Grow* (Palari Publishing, September 2011), which focuses on why some businesses thrive and others fail to reach their potential.

Polly White writes that there are five "musts" for creating a great first impression for new employees.

- **Have a plan.** The first hours and days of an employee's new career help determine if she becomes productive quickly or languishes, White says. Orientation is the time when workers become acquainted with the requirements and expectations of their job, the culture of the organization, and where they fit in. Personalized orientation plans increase the speed at which employees become fully productive. Managers should make sure these plans balance time spent learning about the organization and co-worker responsibilities with the individual's specific duties. To the extent possible, White writes, the first hours of the employee's time in the organization should not be dedicated to filling out endless forms. "Spending your first

hours creating a friendly, comfortable and productive experience for the employee is a better use of time," she writes.

- **Have a place for your employees to call their own.** Nothing says, "we really want you to be happy and productive" like having an employee's work space labeled, clean and stocked with all required equipment when he arrives, White notes. The day before a new employee is to start working, take a few minutes to restock his future workstation and get rid of unnecessary clutter.
- **Introduce them to their co-workers.** Managers can ramp up the standard tour and introduction for new employees in ways that benefit both the employees and the organization. White recommends spending at least part of the first day celebrating the arrival of the new employee. Have coffee with everyone on the team and allow time for socializing and building rapport, she recommends. And if possible, add a donut or snack to the mix. "There is nothing like food to help with bonding and creating great memories," she writes.
- **Choose carefully when involving others in the onboarding process.** White warns about what she calls the "curmudgeon buzzard," the long-term employee who may swoop in on the new employee and regale her with stories of times when management was unfair or unkind to the rank and file. If the curmudgeon buzzard unloads on the new employee before she has fully formed an opinion of the organization, those stories can chip away at her confidence and enthusiasm. White advises coaching new employees yourself or assigning them to employees who will represent the organization in its best light, at least for the first few hours or days of their employment. This will allow them to form a favorable impression of the organization, which will be hard for even the curmudgeon buzzard to change.
- **Outline what new employees need to accomplish to succeed -- then set them up for success.** Honest and clear communication with new employees on Day 1 can set them up to excel. Explain to new employees exactly what you want them to do during their first few days at the office and how you will measure their success, White writes. This can increase their confidence and the likelihood that you will get great performance. Make sure the tasks you select will be part of the employees' routine assignments and are very doable. Keep in mind that you want employees to succeed in the early days so that they will be eager to take on the more difficult work that lies ahead.

**Regional Manager's Note:** Management tips are provided through the monthly newsletter to accomplish two goals: (1) help those who aspire to management see what other managers are talking about and learn from their experiences, and (2) help Chapter Presidents and their Officers think more like managers and adapt the management experience to the FEW experience. This formula works for new FEW members, too (except perhaps the place to call their own since more and more of us are not meeting face-to-face any more). For example:

- **Have a plan.** Ensure the Chapter Secretary and/or Membership Chair review the monthly roster for new members' information and add them to distribution lists so that new members begin receiving chapter, regional, and national FEW information as soon as possible.
- **Introduce them to other members.** Acknowledge new members via a welcome-to-the-chapter message that is sent to all members. Encourage members to welcome the new person, too. When a new member participates in a meeting, acknowledge her or his presence with a welcome greeting. Encourage others in the room or on the line to welcome the new person, too.
- **Choose carefully when involving others in the onboarding process.** Include the Chapter Officers and Membership Chair as a routine part of the welcome-to-the-chapter process so that everyone who maintains a distribution list for the chapter has new members' contact information.
- **Outline what new employees need to accomplish to succeed -- then set them up for success.** Provide a new member orientation session for new members as soon as possible to provide committee opportunities. Talk to the new member to find out what she or he is interested in (i.e., awards, scholarships, bylaws, policies and procedures, finance, compliance, training, diversity, legislation, etc.) and encourage the new member to become a member of the standing committee. Encourage the Committee Chair to "put the new member to work" right away with an assignment.

# Getting your career in full bloom



## 2012 Spring Regional Training Program



[www.nerfew.org](http://www.nerfew.org)

### Save the Date!

The Northeast Region (FEW)  
Regional Training Program (RTP)

June 8, 2012

UMass Inn and Conference Center

<http://www.uml.edu/>

50 Warren Street

Lowell, MA 01852-2224



|                    |      |
|--------------------|------|
| Members            | \$50 |
| Non-Members        | \$65 |
| Students (with ID) | \$35 |

\*price includes onsite breakfast and lunch

Programs include:

FEW's Legislative Program

FEW's Compliance Program

Networking Luncheon

Communication workshop

Health workshop

Basket Raffles

and much more

Go to our website, [www.nerfew.org](http://www.nerfew.org), for more information