

FEW Notes

June 2008
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From the President...
Reflections & Highlights
By Debbie L. Miller

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**Greater Oklahoma City
Chapter #30**

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June is a special month for our chapter. Our Vice President of Membership, Jennifer Mott, presents our Annual Membership Training to members and individuals interested in joining FEW. The training synthesizes the formation of the FEW organization, its goals and various training venues, as well as highlighting the benefits of membership to advance women and men's careers in government and businesses. In addition, the newly-elected officers for the next two-year term (2008-2010) are officially installed through a memorable ceremony. I hope everyone plans to attend this event as it provides an excellent opportunity for new members and guests to meet the incoming and outgoing Executive Board members. The announcement flier listing the details for this event is attached to this newsletter. Please make plans to attend the June 26th event.

Everyone should be finalizing their plans to attend the upcoming National Training Program (NTP), July 14-18th, in Anaheim, California. Complete details can be found on FEW's national website, www.few.org

Some special reminders for this month: Acknowledge your pet's unconditional love during Pet Appreciation Week, June 2nd – 6th; Increase patriotism by displaying your flags on June 14th, National Flag Day; and Celebrate the love of fathers on their special day, June 15th.

NO BOARD MEETING IN JULY DUE TO NTP

**NEXT PROGRAM
JUNE 26, 2008 6:30 – 8:00 P.M.
SPORTSMAN'S COUNTRY CLUB, HUNTERS ROOM**

2008 NATIONAL AWARDS

By Debbie L. Miller

In summation – WOW!!! I am ecstatic to announce the GOKC chapter won a record number of National Awards this year. I was recently informed that the chapter received four National Award recognitions within the six categories submitted for the 2008 awards. They are:

**First Place - Best Newsletter
Best Special Emphasis Project
Helen R. Dudley Award Overall Chapter Achievement; and**

Second Place – Best Programs

I would like to personally thank the GOKC chapter members that helped make these awards achievable during this past year. During my term in office, it has been my goal to increase FEW awareness within the local community as well as chapter membership. By receiving the award recognitions, it solidifies the chapter's accomplishments throughout the year and they become an excellent advertisement within the Southwest Region and throughout the nation.

A special note of thanks to my dear friend, Cathy Ortiz, our chapter's Newsletter Editor. We have collaborated together, striving to make our chapter newsletter noteworthy by providing interesting articles that are both professionally and personally advantageous to our reading audience. Cathy's award achievements have been phenomenal—three First Place "Best Newsletter" Awards in the past two years (Regional level – Best Newsletter in 2007 as well as 2008; National level – 2008). Congratulations Cathy!

As Chapter President, I will be accepting the four National awards at the upcoming July 14th awards program scheduled during the National Training Program in Anaheim, CA. It will be such a proud and memorable moment!

"You gain strength, courage, and confidence by every experience in which you really stop to look fear in the face. You must do the thing which you think you cannot do."

-Eleanor Roosevelt

Oklahoma City Recognized by Forbes.com

Oklahoma City was named America's most recession-proof city in an article posted on Forbes.com in May 2008. While much of the nation is suffering from a sluggish economy, Oklahoma City was hailed for its falling unemployment rate, strong housing market and continued growth in the agriculture, energy, and manufacturing sectors. "One of the factors contributing to our strong financial picture is the economic stimulation resulting from MAPS and MAPS for Kids," Mayor Mick Cornett said. "Credit also goes to a strong oil and gas industry and our broad based business community."

Other cities on the top ten list include: San Antonio, Austin, Houston, Charlotte, Dallas, San Jose, Raleigh, Salt Lake City, and Seattle.

Be Visible—Connect

Make the Right Contacts and Maintain Relationships

Chief executives stress the importance of visibility to advancement. You need to showcase your talents and accomplishments so the people with the power to make decisions will think of you when there are new opportunities. Visibility in the community is also helpful, and the experience you garner in working for it will help you in other ways as well. The following steps will help you gain visibility in all stages of your career.

Volunteer for the visible assignments you know you can do. Working on and completing high-visibility assignments leads to advancement and expands the number and kinds of people you know. When these assignments result in a resounding success, your own visibility will skyrocket.

Demonstrate your leadership skills. Show that you can mobilize a team to solve clients' problems and that you're able to delegate. When you lead meetings, create an environment where everyone feels comfortable speaking and even dissenting, so you get all the ideas you can on the table.

Seek out public speaking opportunities in your organization and at industry and trade conferences. You can start out small by speaking at meetings or spearheading discussions at staff workshops. Another option is to join panel discussions. Being viewed as a contributor to your profession can be a major asset to your career.

Get your name in print. Suggest a topic to the editor of your in-house newsletter, or write a short piece for your community newspaper. If you are published in a trade journal on your technical specialty, it will go a long way toward building your credibility.

Join associations and/or professional organizations. This kind of exposure is one of the best tickets to moving to senior management in your field. Also, volunteer to participate on prestigious committees. Take other committee assignments and prove your worth, then volunteer again.

Volunteer to help with organizational training or events. This gives you increased visibility and a chance to work with others in a more informal setting. Building connections in these settings can lead to mentoring relationships.

It's important to take your cues from others—both men and women—who are managing visibility well. Find the balance that works in your office. Visibility is good for anyone if it's tied to your area of expertise. Make the right contacts, establish mutually productive relationships—and be sure to maintain these relationships as you're gaining visibility for your accomplishments—and get the kind of exposure you want. www.womensmedia.com

Juneteenth

Juneteenth is the oldest nationally celebrated commemoration of the ending of slavery in the United States. From its Galveston, Texas origin in 1865, the observance of June 19th as the African American Emancipation Day has spread across the United States and beyond.

Today Juneteenth commemorates African American freedom and emphasizes education and achievement. It is a day, a week, and in some areas a month marked with celebrations, guest speakers, picnics and family

gatherings. It is a time for reflection and rejoicing. It is a time for assessment, self-improvement and for planning the future. Its growing popularity signifies a level of maturity and dignity in America long over due. In cities across the country, people of all races, nationalities, and religions are joining hands to truthfully acknowledge a period in our history that shaped and continues to influence our society today. Sensitized to the conditions and experiences of others, only then can we make significant and lasting improvements in our society.

Negotiating Work / Family Issues

Family-friendly workplace policies make good business sense. Tensions between work and home life distract; they increase stress. They are bad for families, bad for employees, and bad for employers. The Boston Bar Association's recent study "Facing the Grail," for example, discovered that 43% of associates stay less than three years at a firm. For women and minorities the figure goes even higher. The high rate of departure is a losing proposition for the firms since it takes four years on average to recoup the original investment in an associate's training. Recognition of the costs is not limited to the professions. IBM, in fact, has been at the forefront of job sharing and telecommuting and recently targeted \$25 million to expand or improve the childcare and elder care facilities on corporate campuses.

But balancing work-and-family issues remains as difficult for corporations as it is for their employees. Even when family-friendly policies are in place at a company, the individual employee must make the business case that fits her personal situation. Putting forward a persuasive business case can be particularly challenging at companies that have yet to adopt firm-wide policies. Arguments about fairness won't work and can do damage. Lingering under the surface of any fairness argument is the accusation that the decision-maker is not fair—that he or she needs to shape up and get with the program. That is not the place to start the negotiations if you want a favorable hearing. It puts your listener on the defensive. He or she may quite legitimately object to being cast as an enemy of motherhood and apple pie. In fact, what you consider a "fair arrangement" may cause a boss scheduling headaches and precipitate grumbling from colleagues about extra work or inconvenience. Any solid business case must take those factors into account.

Making the Business Case

Companies want to attract and retain good people. They want to be known as good places to work, places that draw talent. Before a manager can be convinced to accommodate work/family demands, he or she needs to believe that the accommodation is practical *and* that it is worth making in your specific situation. Moreover, the jobless recovery puts little pressure on employers. With a loose labor market they might not be so willing to be accommodating in order to keep or attract good people as they were just a few years ago.

Also the possible arrangements range widely—from telecommuting to job sharing and on-site daycare. Before you can build a business case for a particular work/family arrangement, you have to be sure about what you want. The effects of these decisions ripple into the future and should be made in the context of an overall career strategy. Once you are clear about solutions that work for you, you must then persuade the decision-makers that *at least one* solution works from their perspective too.

How do you go about making that business case? Three steps are involved.

Step #1: Learn as Much as You Can

Information is a valuable commodity in negotiations. Two distinct kinds of information come into play in negotiations. *Factual information* provides the hard data—the pertinent facts and the intelligence about policies, practices, and precedents—that you use to back up your arguments. *Scouting information* helps you predict the hearing those arguments will get so you can fine-tune your approach.

To negotiate work/family arrangements effectively, you must base your case on a solid informational foundation. You have to be ready to supply concrete reasons why, say, a day or two telecommuting would not disrupt the workflow. Factual information can also ground the discussion and prevent it from deteriorating into a debate over personal preferences and beliefs. Facts extend well beyond quantitative data. They cover a whole host of organizational policies and precedents as well as comparisons that can be drawn from other sources. If, for example, you want to propose a flexible work schedule, you can make your argument more effectively if you can point to other examples within the organization or to arrangements at other companies that have worked well.

Factual information like this takes away some of the situation's uncertainty. Scouting information, on the other hand, allows you to anticipate problems. If your demands are likely to bump up against entrenched attitudes or established ways of doing things, you know where to fine-tune your requests. Flexible schedules can create headaches for management. They can also present career challenges for women in situations where "face time" is important for advancement. Without safeguards in place you can find yourself gradually working longer hours but still being regarded as a part-time employee on the "mommy track."

Abundant information is available on work/family issues, especially online. The Families and Work Institute website is one source. Another is *Juggling Work and Family* with Hedrick Smith, which features a list of national organizations that offer help and information as well as a reading list for employees and managers.

Step #2: Demonstrate the Value You Bring to the Organization

It is important to establish the value you bring to an organization before you get into the complications—like special work/family arrangements. That starts the negotiations off on a positive note rather than with a problem. This rule applies whether you are already on board or are trying to get in the door.

People negotiate with you openly when you have something they want. Take stock. What assets do you offer that the company really needs? Knowing your value gives you a psychological edge in a negotiation. You may want the job and the flexible schedule, but the company has to believe that it would be getting something of equal value in return. It is your job to make that case—to put your value right there on the table where it becomes obvious. Once managers are convinced that you would make their life easier or their operations more productive, they are much more inclined to talk about what you need to make that happen. Suppose, for example, that you want to relocate to another office for personal family reasons. The department head (and the controller) may look more favorably on the shift in venue if it moves you closer to your key customer. Rather than issue an ultimatum, you can point to the obvious benefits of the move.

Step #3: Be Flexible

More often than not negotiations involve change. Creating a flexible work schedule or introducing a job share moves a negotiation beyond a simple yes-or-no proposition. A manager may want to accommodate your needs, but not be sure how without unduly disrupting the workflow or establishing a precedent. You must provide concrete incentives for the manager to work with you in finding a solution.

The more ways you can give the other person to say yes, the better your chances are that he or she will. Presented with one proposal, the other side has a choice: yes or no. He or she may not be disposed to say no, but may find that *particular* solution problematic. With more options to choose from, he or she has more room to maneuver and more flexibility to say yes. If the company has been slow to implement family/friendly policies, a manager might consider a trial run—a three-month experiment that could be reassessed. That reassessment is key; it allows you both to test the arrangements and see how they work. You don't want to succeed in arranging a telecommuting schedule only to find that you are gradually being cut out of the loop at the office. Any good proposal will have safeguards built in for both sides.

*"When both women and men bring their strengths
to the workplace, business benefits."*

—Nancy Clark

The 5 Nutrients Women Need Most

Submitted by Debbie L. Miller

More than 75 percent of women don't meet the daily requirement for at least one vitamin or mineral. Here are the nutrients that are most likely lacking in your diet and easy ways to get them.

Vitamin D – Helps you maintain strong bones, boosts immunity, and may keep cancer cells from growing. Women under the age of 50 may need 10 times more than the current recommended daily allowance (RDA) of 200 IUs. **HOW TO GET IT** – Drink two glasses of D-fortified milk or orange juice daily. Consider the sun as studies have linked this form of D as lowering the risk of breast cancer.

Magnesium – Low levels may cause menstrual migraines and tension-type headaches, and up your diabetes risk. **HOW TO GET IT** – Eat regular meals (breakfast, lunch, dinner and two snacks) to meet the RDA. A top source to get this nutrient is nuts. An ounce of most type nuts offers up to 20 percent of the RDA (320 mg for women over the age of 30).

Iron – Not getting enough puts you at risk for anemia and may also lead to fatigue or hair loss. **HOW TO GET IT** – Fire up the grill! Three ounces of beef provides about 20 percent of the RDA (18 mg for women under 50) as well as beans, tofu, or spinach. Remember to include Vitamin C in your meal as it helps the body better utilize the iron.

Calcium – Best known as a bone builder, it also reduces PMS symptoms by about half. Those women getting enough calcium have a 31 percent lower risk of pre-menopausal breast cancer and an 11 percent lower risk of high blood pressure. **HOW TO GET IT** – Start your day with cereal and milk, and you are 51 percent more likely to meet your RDA (1,000 mg). Also try to eat an additional one to two servings of dairy daily.

Folic Acid – Besides the prenatal perks, research has linked low intake with a higher risk of heart attack and colon cancer. **HOW TO GET IT** – Eat plenty of salad! Women who eat one per day are 41 percent more likely to get their RDA (400 mcg). If you become pregnant, take a prenatal supplement with 100 percent of the RDA.

Before You Go On a Business Trip

Before you travel on business and begin packing your mobile gear, there are a few simple questions you need to answer to help you determine which mobile gadgets you must take and which you don't require. Make sure you get all the details in advance to make planning and packing your mobile gear easier.

Destination - Domestic or International

Once you know where you are going, you can investigate the airport, rail and hotel amenities to determine which will provide you with the best business services including good Internet access. If you are traveling

internationally you must ensure that you have the correct paperwork required by Customs completed in advance. Don't leave details like that to the last minute.

Duration of Trip

When you know how long your trip will be, you have a better idea of the mobile gear you need to pack and what quantities you will require. Don't rely on being able to buy replacements if you have forgotten something, such as batteries.

Purpose of Trip

Is the trip a sales trip or is it a conference? When you know the purpose of the trip, you can decide which of your mobile gadgets to take and which can safely be left behind. If you are in doubt, speak with more experienced co-workers for their advice.

Your Responsibilities

Will you be a spectator or participating in events? If you are there merely to learn and observe you may not require your laptop and can get by with your PDA and cell phone. On the other-hand, if you will be presenting material either to customers or co-workers, you may want your laptop to prepare presentations and review material.

Think Safety & Security

Take a moment or two to consider the security and safety risks your mobile gear may face while traveling. Planning in advance for worst-case scenarios will help you be better prepared for preventing theft or damage to your mobile gear.

By Catherine Roseberry, www.About.com

Happy Birthday!!

Debbie L. Miller - June 3rd

Sarah Kriwanek - June 7th



COME JOIN US!!!

*The Greater Oklahoma City FEW
Chapter #30*

invites you to attend the

**Annual Membership Meeting
&
Officer Installation Ceremony**

When: June 26, 2008

Where: Sportsman's Country Club, Hunters Room
4001 NW 39th Street (west of Portland)

Time: 6:30 – 8:00 p.m.

RSVP: Call Jo Smith (677-7249); Debbie L. Miller (954-7825)



**GOKC CHAPTER
EXECUTIVE BOARD
2006-2008**

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If additional information is required, please contact the Chapter President at
Debbie.L.Miller@faa.gov

