

PEN News Bits



A League of the American **Business Women's Association**

Victoria, TX

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Mission Statement of the American Business Women's Association

The mission of the American Business Women's Association is to bring together businesswomen of diverse occupations and to provide opportunities for them to help themselves and others grow personally and professionally through leadership, education, networking support, and national recognition.

PRESIDENT'S LETTER

Dear members.

As my term as your president draws to a close, I am blessed to look back on fond memories of you and of our organization.

Over the course of the year I have witnessed members rise to the challenge, embrace change and pull together.

The generosity of our group toward our charity of the year has been inspirational. The drive to continue on in the face of challenges has been motivational, and the sisterhood and connections within our group

are something for which you can be grateful... I know I am.



As we continue on this journey called life, I wish each of you the strength it takes, the humor it makes, and the willingness to cast your net wide...you never know what you might catch!

Stay well, my sisters,

Megan Tuttle

2019-2020 President

11 Tips to Effectively Manage Remote Employees

Source: indeed for Employers

https://www.indeed.com/hire/c/info/11-tips-to-effectively-manage-remote-employees? aceid=&gclid=CjOKCQjwOrr4BRCtARIsABO_48NsApOG3qcbU6kKktdl21l5i4WrWjSqdjjjMYRlS5Fsr_WucCeXat0aAgjoEALw_wcB

Thanks to new technology and changing corporate policies, remote work is becoming more common than ever before. As a leader, there's a good chance you'll eventually be tasked with managing employees who work remotely either some or all the time.

While remote work offers numerous benefits for both employees and employers, it can present a few challenges for team leaders. To help you overcome these obstacles and ensure you and your employees are most effective, here are 11 tips for managing remote employees.

1. Set immediate and clear expectations

Ensure all employees know exactly what you expect. For example, let them know how often you want them to check in, whether you'd like them to touch base before they end their workday and if they should track their time. While some leaders expect updates from each team member daily, others may be satisfied with a weekly briefing. By letting your team know what you want from them, you can make sure you're synchronized.

2. Document your communication strategy

In addition to sharing expectations with each team member individually, it's also important to document your communication process so remote employees have something to reference. For example, outline which sorts of questions or issues necessitate a group meeting or video call versus a quick message or email. Also provide details about timing and responsiveness, such as how soon you expect a response to an email during working hours.

3. Engage as often as possible

It's crucial you take a moment to engage directly with remote employees at least once a day, whether through an email, instant message, phone call or video chat. The longer you go without reaching out to these employees, the more likely they are to feel left out and become disengaged from their work — which may lead to poor performance and turnover. Consistent interaction with each team member, whether they work on a remote basis or not, will ensure they feel included and valued.

4. Schedule regular team meetings

Whether your team is partially or fully remote, it's essential you set up regular group meetings and live virtual events to foster a sense of unity and help employees bond. These meetings will help employees get to know each other, build connections and feel more inclined to cooperate and communicate with each other on a regular basis.



Additionally, team meetings give remote employees a chance to contribute their ideas and clear up miscommunications regarding project details and expectations.

5. Be transparent

Employees often look to leaders as an example of how to behave in work settings, and if you're open and honest, they're more likely to do the same. By making transparency a part of your team culture, it's easier to build trust with all employees and ensure they feel comfortable coming to you with any questions or concerns and know you'll do the same.

Just be sure your transparency extends equally to all team members. For example, if you have news to share, make sure you let every team member know at the same time. This way, your remote employees won't feel like they're the last to hear about what's happening in the office, or that you're intentionally withholding information from them.

6. Build a strong rapport with each team member

Always take time to get to know your remote team members in the same way as your non-remote team members, including their hobbies, interests and career aspirations.

While you may feel pressured to focus on business during a call or video chat, always set aside a few minutes for small talk at the beginning or end of your appointments — just as you would do in an in-person meeting. Simply asking about an employee's weekend, chatting about their family or inquiring about their plans for an upcoming holiday can help them become more comfortable with you and engaged in their work and become a better leader.

7. Use technology to overcome geographic boundaries

The same technology your company uses to enable remote work can also be leveraged to build a community. Use tools for more face-to-face interactions and create spaces (such as separate instant messenger channels or online forums) where employees can discuss non-work related topics during breaks and build relationships.

It's also helpful to create a remote version of anything you also do locally. For example, if you have an in-office tradition of singing "Happy Birthday" to employees, be sure to do the same for remote employees by gathering the team together for a video call.

8. Set aside time for regular one-on-one conversations

When you're busy, it's easy to cancel or postpone seemingly non-essential events such as one-on-one conversations. However, these meetings are crucial for effectively managing remote teams. That's because remote employees often miss the small updates and ad hoc meetings that happen throughout the day, and may not be as up-to-date as local employees.

Do your best to hold one-on-one meetings at the same time on a weekly or bi-weekly basis and give each remote employee at least a half hour of your undivided attention so they can ask questions, raise concerns or share their ideas.

9. Don't exclude remote employees

When employees work in an office setting together, conversations happen organically. So-called "watercooler" chats can turn into critical conversations where you or one of your team members shares crucial information. (Continued on page 6)

Finally Able to Honor all Nominees and Recipients Face-to-Face!!!



Protégé recipient Amy Hatmaker with President Elect Teri Moten



Woman of the Year and Top Ten **Business Woman recipient Meredith** Golden with Pres. Elect Teri Moten



Woman of the Year nominees: Vicki Wagner, Tracy Morgan, Meredith Golden





YaY YaY Protégé!!!

Well Done, Top Ten!!!



Herbs: Fragrant, Tasty, and Beautiful — plant them outdoors or indoors

Patches of garden that seem to sprout nothing but weeds should not be written off. "If you can't grow anything else," says gardening and food writer Sally Freeman, "herbs are the answer." Herbs have a long, noble history. They've been used to flavor food, prepare medicinal brews, beautify gardens—even line the pockets of merchants, as they tried to fill the demand for herbs and spices during the Middle Ages.

Growing herbs isn't difficult, as Freeman, author of Herbs for All Seasons (Penguin, 1991) and Every Woman's Guide to Natural Home Remedies (Holt, 1997), explains here.

Essentials For An Herb Garden:

Ideally, there are three essentials for an herb garden: good drainage, plenty of sunlight, and light soil enriched with compost. Try to keep your garden away from trees; the roots rob soil of moisture and nutrients.

But many herbs will do well without all three. Rosemary doesn't mind some shade. Basil, fennel, dill, Italian parsley, and chives do well in soil suitable for growing vegetables.

Peppermint doesn't mind wet conditions. Thyme tolerates acid soil, while lavender requires more alkalinity than most herbs.

Indoor Herb Gardens:

If your windows face south, you should have adequate light for even sun-loving herbs, such as dill, coriander, oregano, thyme, and marjoram. If your windows face in other directions, you should be able to grow rosemary, sweet woodruff, or bay laurel in natu-

ral light. You may have to augment natural light with special lighting.

Be sure to place herb containers as far as possible from radiators and other heating appliances, in a room that is cool, moist, and well ventilated. On very cold winter days they should be placed away from windows

Growing From Seed:

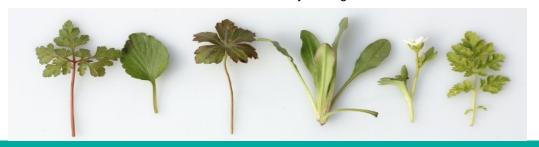
Most herbs will grow easily from seed, germinating in five to seven days. There are exceptions. Lavender can take up to a month to germinate. Rosemary is best propagated by cuttings, and French tarragon, which is more flavorful than the Russian variety and preferable for cooking, must be propagated by root division. Parsley can be very difficult to germinate. Italian parsley is easier to grow than regular parsley, and, to my mind, tastes better.

Fertilizer of Choice:

Compost is best because it won't burn the tender roots. Enrich your compost pile by including some weeds, especially dandelion, whose long roots bring up minerals from deep in the soil. A layer of mulch conserves moisture and suppresses weeds in the summer.

Watering Herbs:

Water herbs as soon as the soil feels dry. Rosemary, especially, should never be allowed to dry out. You may need to water every day. Your herbs will also appreciate a daily misting.



10 Mental Health Benefits of Gardening

By: Seth J. Gillihan, Ph.D.

Gardening can help you with:

- 1. Practicing Acceptance
- 2. Moving Beyond Perfectionism
- 3. Developing a Growth Mindset
- 4. Connecting with Others
- 5. Connecting to Your World
- 6. Bathing in Green
- 7. Being Present
- 8. Physical Exercise
- 9. Reducing Stress
- 10. Eating
 Healthfully

To read the full article written by Seth J. Gillihan, Ph.D. please visit Psychology Today via the link below.

https://

www.psychologytoday .com/us/blog/thinkact-be/201906/10mental-health-benefits -gardening

Board Meetings

July 1, 2020 (face-to-face) Aug 5, 2020 (TBD)

Board Retreat

Aug 1, 2020 (TBD)

Monthly Business Meetings

July 15, 2020 (TBD) Aug 19, 2020 (TBD)

Boot Scoot'n Bingo

Nov 7, 2020



Victoria Professional Express Network

Monthly Business Meeting

3rd Wednesday of the Month

11:30 a.m. Networking 11:50 a.m. Program & Meal

Victoria Country Club

Megan Tuttle for more info 979-220-9384

Www.facebook.com/VPENABWA/

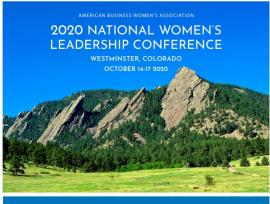
VPEN Strong!



Mark Your Calendar!

DON'T MISS THIS EVENT!

Register now!



The 2020 National Women's Leadership Conference in Westminster, Colorado will be a celebration of ABWA members and leagues as we recognize accomplishments, learn from key business experts, and become inspired by others around us

Hotel: Westin Westminster Room Reservation: 303-410-5000 or 888-236-2427 Cutoff Date for Room Block Rate: Tuesday, September 22, 2020 Airport Code: DEN

ABWA

American Business Women's Association, 02019 ABWA Management

VPEN'S WOMAN OF THE MONTH

April—Not done due to Virtual Platform

May—Not done due to Virtual Platform

June-Diane Kliem



(Cont. from page 2) When these conversations develop, be sure to pass along the message to your remote employee as quickly as possible.

It's critical you never leave remote employees out of meaningful discussions about company objectives, visions and plans, or they may begin to feel alienated and undervalued. Send employee satisfaction surverys periodically to gauge how remote employees feel about their work environment.

10. Don't micromanage

Part of the appeal of remote work for employees is the autonomy. But when you're not sitting next to your employees, it's easy to assume they're not working or sticking to the tasks you've delegated. This can quickly develop into micromanaging behavior where leaders bombard remote employees with communications and continuously ask for progress reports.

However, micromanaging remote employees can be stressful for both parties and make employees feel they're not trusted. Instead, focus on outcomes and goals rather than activity. So long as the employee is getting their work done well and on time, their work style may be irrelevant.

At the same time, it's important remote employees aren't taking

advantage of their autonomy by wasting time and ignoring their workload. Some employees don't have the self-discipline for remote work, and it's critical you recognize this behavior quickly before it affects team productivity.

11. Create an "Open Door" Policy

Remote employees may feel they're disturbing you by contacting you outside of scheduled meeting times, especially if you work in different time zones. To prevent this, create an "open door" policy where remote and non-remote employees can contact you at any time.

And remember: while in-office employees can see when you're in meetings, away at lunch or otherwise out of the office, remote employees have no way of knowing whether you're at your workspace or not. If you're unavailable when a remote employee attempts to get in touch, make a concerted effort to respond as quickly as possible.

If you're not accustomed to managing remote employees, it can be a learning curve. However, by following these eleven tips, you can establish an efficient system, facilitate communication and ensure all employees are as successful as possible.

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.







When in public, wear a cloth face covering over your nose and mouth.







Stay home when you are sick, except to get medical care.





cdc.gov/coronavirus

316017-A May 13, 2020 11:00 A





2020-2021 ABWA NATIONAL BOARD CANDIDATES

Candidates for

National President

The national president's role is to preside at all regular and ad-hoc meetings conducted by the National Board of Directors. She is also responsible for attending regional and national conference events, supervising the business affairs on behalf of the National Board, and serving as a trustee for the Stephen Buffon Memorial Educational Fund.



TRINA NKHAZI

Airport Charter Chapter
District I

Member since 1999



ANNE O'NEILL

Harris County Charter Chapter
District I

Member since 2001

Candidates for

National Vice President

The duties of the national vice president include supporting the national president, attending annual board meetings, and national and regional conference events. The national vice president also serves as a trustee for the Stephen Bufton Memorial Educational Fund.



MARY STEPHENSON
Lakeland Downtown Chapter
District I
Member since 2010



JUDY TAYLOR
Charlema Charter Chapter
District II
Member since 1992

2020-2021 ABWA NATIONAL BOARD CANDIDATES

Candidate for

National Secretary-Treasurer

The duties of the national secretary-treasurer include coordinating official correspondence and records of the board, giving notice of the Annual Meeting, attending regional and national conferences, and serving as a member of the National Board of Directors as well as trustee of the Stephen Bufton Memorial Educational Fund.



CHERYL BLAIR Raintree Chapter District V Member since 2017

Notice of Annual Meeting of Membership

Notice is her by given that the 2020 Annual Meeting of its membership of the American Business Women's Association will be held at The Westin Westminster in Westminster, Colorado on October 16, 2020. The purpose of this meeting shall be to elect national officers for the ensuing term and, to transact business as may properly come before the said meeting dated May 4, 2020.

-ANNE O'NEILL, 2019-2020 National Secretary-Treasurer

Candidates for

District Vice Presidents

The district vice presidents' duties include communicating with members in their respective districts, attending regional and national conferences, and serving as members of the National Board of Directors as well as trustees for the Stephen Buffon Memorial Educational Fund.



District Vice President - DISTRICT I

RACHELLE JAMERSON-HOLMES EmpowerHer Chapter Member since 2018



District Vice President - DISTRICT II

TRACY MORGAN
Victoria Professional Express Network
Member since 2015



District Vice President - DISTRICT V

GAIL FRAHM
Cass River Charter Chapter
Member since 1992

*District III, District IV and District VI Vice Presidents will continue to serve in their respective positions until the 2021 Annual Meeting.



2019 — 2020 VPEN BOARD



President

President-Elect

VP of Finance

VP of Communication

VP of Programming

VP of Membership

VP of Marketing

VP of Administration

VP of Advancement

Megan Tuttle

Teri Moten

Kaylene Schlueder-Diaz

Faith Rogers

Diane Kliem

Kalyn Kliem

Cindy Guillen

Sharon Mathiews

Vicki Wagner



2019 — 2020 VPEN CHAIRS



HAC-Houston Area Council

Professional Development

Nominating

Finance

Goodwill

Hospitality

Membership

Administration

Corporate Sponsorship

Past President

Tracy Morgan
Rachel Nessel
Diane Kliem
Ariana Van Dusen
Elizabeth Kvinta
Elaine Phillips
Amy Hatmaker
Jessica Dodds
Denise Hartman
Vicki Wagner



<u>Victoria Professional Express Network</u> 2019-2020 VPEN STANDING RULES

VPEN Standing Rules:

VPEN may consider any other rules governing the network, which do not conflict with ABWA National Express Network Bylaws.

Reviewed annually by majority quorum vote during our Business Program meeting. Changes may also be made/approved by a majority quorum vote throughout the year, as needed.

Post to Community Connection.

Be included in new member packets.

Executive Board/Chair:

The calendar year for the Chapter/Network will run August 1st through July 31st to coincide with the National Award Year and accounting

VPEN will follow ABWA guidelines to have the following 7 VP officers: President, President Elect, VP of Finance, VP of Communication, VP of Programming, VP of Membership, VP of Marketing/Publicity and 2 additional allowed VP positions which duties are as league chooses. (VPEN additional VP choice positions are: VP of Administration and VP Advancement.)

It is preferred that candidates nominated for the positions of President-Elect or VP of Finance have previously served on the VPEN Executive Board and/or Chair position.

President or Board can approve chairs as needed. Chairs do not have a voting position.

Past President will continue as mentor in a chair position.

Corrective Actions:

Any board member that fails to attend three (3) board meetings in a single term or fails to uphold their responsibilities, will be considered deficient in their duties, and required corrective actions needed in writing. If the deficiencies are not corrected in thirty (30) days, she can be removed by a majority quorum vote of executive board. The board member will then be asked to relinquish their position. Exceptions may be approved by the executive board under certain circumstances.

Executive Board Meetings:

The Executive Board will meet the first Wednesday of the month from 11:30 am to 1:00pm. Meeting to be held at Heritage Mark Bldg. located at 5606 N. Navarro, Victoria, Tx 77904 unless otherwise noted. Board can make changes to meeting date due to holidays or other circumstances as deemed by President or President Elect.

VPEN General Membership:

Meeting will be held on the 3rd Wednesday of each month from 11:30 am to 1:00 pm at the Victoria Country Club located at 14 Spring Creek Rd, Victoria Texas 77904, unless otherwise noted. Networking is from 11:30 am to 11:49 am and the program will begin promptly at 11:50 am.

Local Annual Dues:

VPEN local annual dues of \$30.00 are due year to year by member and are to be paid within 30 days of submitted application date or anniversary date.

ABWA dues of \$115 are due with your submitted application and thereafter at your annual anniversary.

Annual Student & Secondary Member ABWA dues are \$50 along with the local membership due of \$30 which are waived for the 1st year.

ABWA and local dues are non-refundable and non-transferable. If a member fails to pay their local and national dues, their membership status will be converted to "inactive".

Meeting RSVP / Reservations:

Members are required to make reservations or cancelations with the VPEN Programming Chair by 5p the Monday prior to the Wednesday Business Program. Reservations and cancelations may be sent via EVITE response, or text message.

Any RSVP cancelations received after 12:01pm the Monday prior to the Wednesday Business Program are considered late and the member will be invoiced \$17 for the program.

Members sponsoring guests should make reservations for their guests. The program cost for members is \$20, and the guest cost is \$25. Members and/or guests are required to pay for the program before the meeting begins by cash, check (payable to Victoria Professional Express Network or VPEN) or by credit/debit card. (fees may be charged).

NSF Checks: The member will be charged the bank NSF fee in addition to the amount owed for the program. All NSF checks must be paid by cash, credit card, cashier check or money order within 45 business days.

Guests are welcome to attend three Business Programs annually. Following attendance of three Business Programs, guests will be strongly encouraged to become members by the VP of Membership in order to participate in the VPEN Business Programs, events, or other membership benefits.

Budgeting and Expenditures:

The VPEN executive board may authorize the expenditure of approved budget items without prior approval of the membership up to \$1000. Requests for expense reimbursements must be made within sixty (60) days from the date the expense is incurred.

ABWA National & Regional Conferences:

At the VPEN executive board retreat, the board will determine a budget to attend the ABWA District 2 National Conference. Final budget allowances will be based on how many members have expressed interest on attending. This number of members shall be decided and approved for reimbursement by the Executive Board. ABWA District 2 Regional Conference budgets may be discussed at the retreat or delayed until the executive board November/December meeting based upon fall event profits.

(Standing Rules Continued on the next page)

(Standing Rules continued from previous page.)

ABWA National Conference:

The executive board will prepare a list of members interested in attending the ABWA District 2 National Conferences. The first preferences will go to the President, Top Ten and Woman of the Year candidates. If the President cannot attend, secondary preference will go to President Elect or the executive board will select a board member to go in their place. The executive board will vote as to budget allowances of additional members. The final members list selected will be given to the VP of Finance for reimbursement.

ABWA Regional Conference:

The executive board will prepare a list of members interested in attending the ABWA District 2 Regional conference. The first preferences will go to the President Elect, Professional Development Chair and VP of Membership. The executive board will vote as to budget allowances of additional members. The final members list selected will be given to the VP of Finance for reimbursement.

Fee Reimbursement:

Based on the approved budget, the Network will reimburse ABWA National & Regional Conference registration fees and/or hotel or costs for conference days only. VPEN will reimburse those members who pay the early registration fee for the representative(s) to attend the ABWA conference within two weeks of the VP of Finance receiving their receipts.

Members who register after the early registration date will be responsible for any late fees. Receipt of any conference fees for reimbursement will be confirmed by the VP of Finance.

It is the members' responsibility to follow up with the VP of Finance. Conference receipts are to be submitted to the VP of Finance within (21) days of the conference end date.

Conference Review Article or Presentation:

All members attending National or District II Conferences requesting reimbursements and representing the league are required to attend all conference sessions, be involved in conference activities including the District 2 voting process. Exceptions include sickness, emergencies and/or with notification given to the President. All members will submit a written article or provide a presentation within two regularly scheduled monthly meeting on the event activities.

Articles should be completed within 21 days of the conclusion of the conference and submitted to VPEN's VP of Communications for inclusion in the next issue of the newsletter and/or verbal & power point presentations should be completed within the first two general meetings after the conference.

All members attending a conference must submit their report by the published deadline, **NO EXCEPTIONS**, failure to do so may result in a board vote to require member restitution of reimbursed funds.

Conference Donations:

A member or employer may make a donation to go towards our scholarship fund that will specifically contribute to the professional development of our members at ABWA conferences. This scholarship will be used as addition to funds to help with registration for current members at National and District conferences.

SBMEF Scholarship Fund:

The Stephen Bufton Memorial Educational Fund exists to provide educational grants and scholarships to women pursuing post-secondary educational goals as well as ongoing professional development in order to support their career advancement and to help them become the role models, mentors and leaders of the future.

VPEN will contribute money to the *Stephen Bufton Memorial Educational Fund* and the *ABWA Foundation* when funds are available, with the approval of the board.

VPEN Newsletters:

VP of Communication will develop and distribute a newsletter to the membership (4) times a year and will post to the VPEN's website and Community Connections.

VPEN Awards:

Award committee will obtain appropriate type award with first preference purchases to be made through ABWA store, if none exist for the category, outside vendors may be used for award purchase.

Acrylic/Trophies are to be engraved with the name of winner within 45 days of announcement.

Top Ten:

Top Ten Business Women International Guide eligibility requirements are ABWA standards and may not be altered.

Woman of the year/Protégé Award.

VPEN Eligibility requirements and judging process will be established and approved with a majority member vote.

VPEN Rules:

VPEN may consider any other rules governing the network which do not conflict with ABWA National or Express Network Bylaws.

Houston Area Council:

VPEN will be a member of the Houston Area Council paying \$300 in January of each year. (\$100 for yearly dues, \$100 for sponsorship and \$100 for Women Celebrating Women.)

VPEN will appoint a delegate and an alternate delegate for the HAC meetings, and the delegates will have voting rights at each quarterly meeting. If the delegate is unable to attend, the alternate delegate is expected to attend in their place.

VPEN will pay for the delegates or alternates meal cost. To be reimbursed, the delegate will be required to report the HAC meeting outcome to the VPEN members at the next scheduled board and/or general meeting.

ABWA's Proud Code of Conduct:

The Proud Code of Conduct was developed as a means of guiding all members in making ethical decisions. The broad statements of the code of conduct that are listed below are not expected to cover all conduct for all situations. This is why the Proud Code of Conduct was created as a living and fluid code.

- All members will serve as goodwill ambassadors for the American Business Women's Association.
- Members will not allow their personal beliefs and convictions to interfere with the representation of ABWA's mission.
- Members will always treat their member colleagues, guests, vendors and sponsors with honesty, respect, fairness, integrity, responsibility, kindness and in good faith.
- Members will maintain compliance with ABWA National, Chapter and Express Network Bylaws.
- Members will not use their personal power to advance their personal interests.
- Members will strive for excellence in their professions by maintaining and enhancing their own business knowledge and skills, and by encouraging the professional development of other members.

ABWA's Set of Core Values:

- Giving Members a Voice
- Treat People With Dignity (Proud Code of Conduct)
- Lifelong Learning
- Focus on Creating Value for Members
- Achievement
- Visionary Leadership
- Focus on the Future
- Focus on Results
- Manage by Fact
- Manage for Innovation

VPEN's Vision Statement:

To establish the premier networking & professional development organization, upholding the ABWA Mission Statement, for the greater Victoria, Texas area.

Thank you to all our 2019 -2020 Corporate Sponsors!



Want to be in the next
Newsletter or have something to
share with your fellow VPEN
sisters?

Let's Share the news!

Contact Megan Tuttle to find out how.

