

Westport Wheel

Volume 68, Issue 10 July, 2009

Inside this issue:

President's Page	2
Westport Widoms	3
Meeting Announcement	3
Recipe	4
Fun Stuff	5
Missouri Division Photos	6
Westport Installation Photos	7

Schedule of Events

August 11, 2009

Team Building Program
Loose Park Rose Garden

September 8, 2009

"Everyone's A Leader"

Kay Enlow

Cardiovascular Consultants

October 13, 2009

Financial Seminar

Jennifer Hicks

MARC Offices

November 10, 2009

Holiday Dinner

Cinzetti's Restaurant

Overland Park, KS

January 12, 2009

Alphabet Soup

Cardiovascular Consultants

The Right Way to Take Time Off

Everyone needs a chance to escape the demands of the office, and there is no better time than summer. In fact, more than half of managers polled by our company said July and August are ideal for staff vacations. Taking time off allows you to recharge your batteries and remain productive. Of course, many people find it challenging to step away from work. But avoiding at least occasional breaks can sap your motivation and lead to burnout.

The following tips can help you get away without work-related worries:

Make a plan. Request time off as far in advance as possible. The sooner you notify your manager about your intent to take a vacation, the better your chances of securing the dates you want.

Call for reinforcements. Identify coworkers who can keep projects moving while you are away. Also talk to your boss about designating a point person who can make decisions on your behalf on time-sensitive initiatives. Offer to return the favor when this person is out of the office.

Redirect calls and e-mails. Provide alternative contact information in your voice-mail and e-mail messages so that incoming requests can still be handled promptly. Also notify key contacts — both internal and external — in advance so they won't be caught off guard and know who can address their needs while you are away.

Leave it all behind. Regardless of whether you are staying in town or going away, you need to disconnect from the office. Unless your job demands it, avoid checking your e-mail and voice mail remotely. Also resist the temptation to bring projects with you.

Advance planning can make all the difference in minimizing pre-vacation stress levels. You'll find it easier to put your work concerns behind you and relax during your days off.

OfficeTeam is the world's leading staffing service specializing in the placement of highly skilled administrative and office support professionals. The company has more than 325 locations worldwide, and offers online job search services at www.officeteam.com.

A Word from the President

Lori J. Wilson

Our deepest fear is not that we are inadequate. Our deepest fear is that we are powerful beyond measure. It is our light, not our darkness, that most frightens us. Your playing small does not serve the world. There is nothing enlightened about shrinking so that other people won't feel insecure around you. We are all meant to shine as children do. It's not just in some of us; it is in everyone. And as we let our own lights shine, we unconsciously give other people permission to do the same. As we are liberated from our own fear, our presence automatically liberates others. - Nelson Mandela

How apropos that during my daily readings over the weekend, I came across this quote by the great Nelson Mandela on his 91st birthday. As administrative assistants/professionals, working women/men, parents, grandparents, etc, we have “trained” ourselves to put other’s needs before our own. We must now step out of that role to “shine”. This positivity must and can start with you – banish your fears of negativity, pettiness, aggravation, and small-mindedness. Start small, step up to that big scary “plate” and hit that ball as hard as you can (it is still the sport of summer)!

Take a class at your local Community Center, or better yet, teach one! School is just around the bend (sorry kids!) – volunteer after school one day every week or two – with cutbacks, they can use us. We have such useful knowledge to impart. Some schools are open one night a week for the community to use their services (library, computers, etc) volunteer!

In our *Westport Wisdom’s* section, go online and check out some courses at MIT. You can always “name drop” saying you’re just taking a few classes at MIT!

Remember, whatever you do, LET YOUR LIGHT SHINE!!!

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Board of Directors

President: Lori J. Wilson
 Vice President: Janice Chronister CPS
 Treasurer: Thressa Allen
 Secretary: Doris Yonker

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Westport History

The Westport Chapter was chartered on October 12, 1943. Westport IAAP belongs to the Missouri Division, within the Southwest District.

Westport Mission

To be acknowledged, recognized leaders of office professionals; to enhance their individual and collective values, image, competence and influence; to provide education and training; and to set standards of excellence recognized by the business community in the Kansas City area.

Next Westport Chapter Meeting:

Tuesday, August 11, 2009

Loose Park Rose Garden

5:30 pm Networking

6:00 pm Team Building Program

Please RSVP

Thressa Allen by 11 am, August 7th

tallen@marc.org ~ or ~ 816.701.8371

Westport Wisdom's

Massachusetts Institute of Technology OpenCourseWare offers free lecture notes, exams and videos for 1,900 courses in undergraduate and graduate subjects. To check out the classes, go online to: www.ocw.mit.edu.

Start a "Random Act of Kindness" – it can cost you very little but make someone's day!

Project Gutenberg has 28,000 eBooks to download and print free. To check out the catalog, go to www.Gutenberg.org/catalog.

Customize a personal planner from DIY – there are over 100 templates to choose from. Check their site out at www.DIYPlanner.com.

Have an inventory of your belongings for emergencies. You can find this gem at www.KnowYourStuff.org.

Not sure how to build, make or construct something? An excellent (and strange) website to check out is www.instructables.com.

Want to find out the good, bad and ugly of a hotel/destination? Check out www.TripAdvisor.com. Real people tell it like it really is! TripAdvisor also has a sister website that will tell you about each airline's seats. Check them out at www.seatguru.com. It gives you tips and tells you where the "best" seats are on the plane.

A website that lists over 5,500 actual FREE programs for computers can be found at www.FreewareHome.com.

Missouri Berry Compote with Lemon Ice Cream

Missouri Berry Compote

3/4 cup Sugar
 1/2 cup Water
 1 cup Stemmed Strawberries
 1 cup red Raspberries
 1 cup Blueberries
 1/2 cup Lemon juice
 Zest of two Lemons

Lemon Ice Cream

6 Egg yolks
 3/4 cup Sugar
 2 cups Milk
 Pinch Salt
 1 Vanilla Bean sprout

For Compote:

In a sauce pan over medium heat combine sugar and water and heat until hot. Add berries, reduce heat and let cook for 2 minutes. Cool. Slightly before serving. Makes 3 cups.

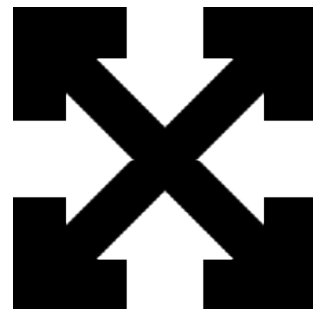
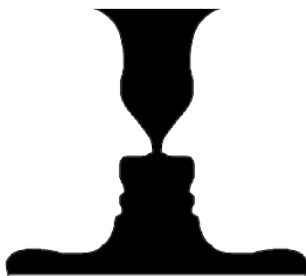
For Ice Cream:

In a medium sauce pan over medium heat combine egg yolks, sugar, milk, salt and vanilla bean. Cook until mixture coats back of a spoon. Add lemon juice and zest and stir to combine. Remove from heat. Chill over night. Remove vanilla bean from and freeze in an ice cream machine according to manufacturer's directions. Served topped with Missouri Berry Compote.

Recipe courtesy of Café' Sebastienne, taken from [Kansas City Cooks for Harvesters](#)

Reader's poll result from last month:

There were no wrong or right answers. Picture #1, out of the fifteen responses I received, six said that it was two faces, the rest said that it was a picture of a vase. Picture #2, was almost along the same lines. Ten said black arrows in a white box, five said white arrows in a black box.



Answers to Brain Teasers

1. Turn on the first 2 switches. Leave them on for 5 minutes. Once 5 minutes has passed, turn off the second switch, leaving one switch on. Now go through the door. The light that is still on is connected to the first switch, whichever of the other two is warm to the touch is connected to the second switch. The bulb that is cold is connected to the switch that was never turned on!!
2. Whatever color your hair is! Remember, you are the bus driver!

Fun Stuff

(Westport is not responsible if your Boss catches you!)

Brain Teaser #1

You are in a room that has 3 switches and a closed door. The switches control 3 light bulbs on the other side of the door. Once you open the door, you may never touch the switches again. How can you definitively tell which switch is connected to each of the light bulbs?

Brain Teaser #2

You are driving a bus. At the first stop, 2 women get on. The second stop, 3 men get on and 1 woman gets off. Third stop, 3 kids and their mom get on, and a man gets off. The bus is grey, and it is raining outside. What color is the bus drivers hair?

Brain Teaser # 3: What are these? I'll publish the answers next month. Answers for #1 and #2 are on page 4. No peeking!

1

**HISTORY
HISTORY
HISTORY
HISTORY**

2

ICE³

3

EMPLOY__T

4

**MIND
MATTER**

5

M1LLION

6

**_____
READ
_____**

7

How many times does the word July appear below

Y J U L Y U J U L Y U J U L Y
L J U L Y Y Y Y J L Y L U J U
U J J J J L Y L L U Y Y Y Y Y
J U U U U U L U U J L L L L L
Y L U J L J U J J J Y U U U
Y Y U J Y Y J U J Y U Y J J J
J L J U L Y L U J U L Y J U U
Y U U L U Y L U J U Y U L L L
J J L Y J Y J Y J U L Y J Y Y
U U J Y J U L Y L Y U L L L J
L L J U L Y L U L U J U U U J
Y Y Y Y L Y J Y J U J J L U J
J U L Y L Y L U J U J Y L U J
J U U U J U L Y L U J Y L U J
J U J U J Y J U L Y L Y L U J

Missouri Division 2009, St. Joseph, Mo



Terry, Pamela and Janice at the Pajama party

And after they spruced up a bit



Missouri Division Board Members 2009-2010

- Mary Madick CPS/CAP, Treasurer
- Terry Anderson, Secretary
- Chris Phillips CPS, President-Elect
- Cindy Busby CPS/CAP, President

Missouri Division Board Members 2008-2009

- Mary Madick CPS/CAP, Treasurer
- Linda Adair CPS/CAP, President
- Cindy Busby CPS/CAP, President-Elect
- Chris Phillips CPS, Secretary

Westport 2009-2010 Officer Installation

June 9, 2009

Aladdin Café, Kansas City, Mo



Pamela Creasman CPS/CAP and Past Missouri Division President installing Westport Officers for 2009-2010. Left to right, Lori Wilson, President. Janice Chronister CPS, Vice President. Doris Yonker, Secretary. Thressa Allen, Treasurer.



New President Lori Wilson and Immediate Past President Crystal Thomas CPS/CAP. That's right Lori, laugh now, while you can!



Janice, Mary Madick, and a guest enjoy dinner at the Westport Installation.



Thressa and Pamela share a smile