



Westport Wheel

Volume 68, Issue 13 October, 2009

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Schedule of Events

November 10, 2009

Holiday Dinner
Cinzetti's Restaurant
Overland Park, KS

December 2009

No Meeting

January 12, 2009

Alphabet Soup
Presented by
Pamela Creasman CPS/CAP
Cardiovascular Consultants

February 9, 2010

The Heart Truth
Rita Rogers-Stanley, M.D.
Cardiovascular Consultants

March 9, 2010

Impact /Open House
MARC Offices

How to Talk Money With Hiring Managers

Today's tough job market can make even the most seasoned professional nervous about the hiring process, particularly when it comes to broaching the topic of compensation.

A recent survey conducted by our organization, however, could help put your mind at ease, at least somewhat. More than half (56 percent) of senior executives surveyed said they are comfortable with applicants asking about compensation in the first or second interview.

Here are some tips to help you prepare for the conversation:

Do your homework. Before you talk with the hiring manager about salary, review government data, trade association reports and compensation surveys such as OfficeTeam's annual *Salary Guide*. Also consider the current job market, the unique expertise you offer and your experience level when establishing a desired salary range.

Remain flexible. Enter salary discussions with an open mind and positive attitude. While there may be some aspects of an offer you're unwilling to negotiate, be prepared to compromise on items that are less critical to you, such as the number of vacation days, for example.

Don't fixate on just one aspect. When evaluating an offer, look at the total compensation package, including nonmonetary, but highly desirable, components such as healthcare benefits, paid time off and flexible scheduling.

Get it in writing. Once you've agreed on terms, ask the employer to draw up a letter of agreement that outlines the specifics of the offer, such as the position's key responsibilities, salary and any special arrangements that resulted from the negotiations.

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

Lori Jean Angela Coombs. . . I don't want to forget her. As a daughter, sister, friend, wife, aunt, mother, grandmother, employee, adult, we are pulled in many directions.

We wake up in the mornings and the time in the shower is our time. But as women, what are we really doing? Thinking what needs to be done that day, going over in our minds everything for that day, making lists so everything will be done, nothing forgotten, everyone taken care of.

With the holiday's coming up, these are the months women do not take care of themselves and are forgotten the most. It is assumed we will handle everything for everyone. This is why when surveyed, over 61% responded found holidays to be not only stressful but unhappy moments. Shopping for gifts, groceries, making the dinners or dishes to share, having family over, going to visit the family, traveling by plane/car/train, it's enough to make a person scream! And of course, your significant other is mentally, emotionally and physically unable to do anything the "right" way during any of this.

Use Time Management for the holiday's as you would for anything else. Make lists, learn to say no, get that early start (after all, the dates are written down and don't change), get help (there are services that wrap gifts, put up lights, mail cards), shop online to avoid rushing around, call ahead if you need to shop at the store, slow down – the tree can be decorated over a course of a few nights, relax and enjoy the event! These are things we should not look at as spending extra money but being financially sane during insane times (remember all the helpful savings from *Westport Wisdoms*).

A few others things we must do for ourselves to relieve holiday stress are: listen to relaxing music, foot soaks/wax (if you have a home wax paraffin machine), face masks, hand soaks/wax, and a long soak in the bath with a fizzy bomb. Most of all BREATHE!

Whatever you do, you need to make it your time. However much I love being Lori Jean, Sis, Hon, Mom, Aunt Lori, Grandma, Mrs Wilson, and the journey of how I have become Lori Jean Angela Coombs Wilson, there are times I miss Lori Jean Angela Coombs and I need to take care of her more often.

L.

Board of Directors

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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, November 10, 2009

Holiday Dinner

Cinzetti's Restaurant

7201 W. 91st St, Overland Park, KS

5:30 pm

White Elephant Exchange and Food Donations for Harvesters

Please RSVP

Thressa Allen by 11 am, November 6th

Tallen@marc.org - or - 816.701.8371

Westport Wisdoms

For financial/household finance information and help, check out www.mint.com. There are useful applications for budgets, advice and free software.

Even though this is a website geared towards newlyweds, www.thenest.com, is filled with ideas on real estate, money, decorating tips and recipes.

For those that just can't give up the Starbuck's but want to save money, instead of ordering a Café Latte (which is made with espresso coffee), order Café Misto (made with regular coffee). This is a savings on average of \$1.50 per drink. Not only would that be \$7.50 for a work week, but \$360 per year! That could buy you an espresso machine which would save you more money!!

Though you can already enjoy a significant number of Yale University lectures and interviews on iTunes U, now you can sign up for entire courses in *Game Theory*, *Frontiers of Biomedical Engineering*, *Milton*, and others by subscribing to the newly available Open Yale Courses. Yale offers free access to a variety of introductory courses in a variety of disciplines "to expand access to educational materials for all who wish to learn." Other featured providers are: American Public Media, Library of Congress, ResearchChannel, Stanford, MMOA and Cambridge University. There are multiple categories of Business, Health & Medicine, Language, Social Science and others. What a great way to educate yourself for your job. Check out iTunesU! Thank you to: <http://www.apple.com/hotnews/>

A free resource with multiple templates that can be adapted for many business uses can be found at www.businessballs.com/freeonlineresources.htm. Per their website, these free templates, examples, samples, diagrams, tools and articles help the process of management and development of people, organizations, sales and business. Some of the tools and materials are based on traditional well-used methods; others are newer.

Pralines

1.5 cups granulated sugar	1.5 cups packed brown sugar
1 cup half & half or light cream	3 tablespoons butter
2 cups pecan halves	

Butter sides of a heavy 2-quart saucepan. In saucepan combine sugars and half & half. Cook and stir over medium-high heat till mixture boils. Clip a candy thermometer to pan. Reduce heat to medium-low; continue boiling at a moderate steady, steady rate, stirring occasionally, till thermometer registers 234 degrees, soft ball stage, (16 to 18 minutes).

Remove pan from heat. Add butter; do not stir. Cool without stirring, to 150 degrees (about 30 minutes).

Remove thermometer from saucepan. Stir in pecans. Beat vigorously with a wooden spoon till mixture just begins to thicken but is still glossy (about 3 minutes). Working quickly, drop candy by spoonfuls onto waxed paper. When firm, store in a tightly covered container. Makes about 36 pieces.

Chocolate Pralines:

Prepare as above, except add 2 ounces unsweetened chocolate, finely chopped with the butter.

Taken from the Better Homes and Garden Cook Book, 11th Edition

Answers for September Brain Teasers:

Using all of the letters A to Z, each once only, complete these words:

ban*	Bank
*a*i*et	Cabinet
aiz	Maize
s**th	Sixth
na*e*	Navel
eco	Deco
ocu	Focus
*la*e	Glaze
**nk	Junk
f*x	Fox
be**re	Beware
e*ui*	Equip
ot*er	Otter
wis*	Wish
*oast	Roast

E	Anything Anything Anything Anything
---	--

Ready for Anything

Blue
o
l
t

Bolt out of the Blue

H	P
O	O
P	H

Hop up and
down

What number comes next in this sequence:

0 10 1110 3110 132110 1113122110 ==?==

311311222110: each terms describes the previous one.

We start with 0, which is one zero = 10. 10 is one one, one zero = 1110. 1110 is three ones, one zero = 3110, etc.

As I was going to St. Ives, I met a man with seven wives. Each wife had seven sacks, each sack had seven cats, each cat had seven kittens. Kittens, cats, sacks, and wives, how many were going to St. Ives?

One, "As I was going to St. Ives"

Fun Stuff

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

Brain Teasers: What are these? I'll publish the answers next month.

Hidden in the grid below are 6 hidden animals, once you have crossed of the hidden animals, you should be left with seven letters, which spell another animal. The letters are hidden in sequence using the move of a chess knight. For example, if the first letter of one of the animals was the top-right F, then the second letter could only be either F or A.

O	I	A	A	L	T	F
R	E	E	R	F	N	H
K	P	G	L	N	A	E
G	D	A	N	L	E	T
O	A	O	A	H	G	E
A	O	R	M	P	E	P
S	O	T	T	A	E	R

What four related words are merged here:

SWAS PURI UINM NTTU MGER MNER

What number comes next in this sequence:

$1/1$ $3/2$ $7/5$ $17/12$ $41/29$ ==?==

Once upon a time, and old lady went to sell her vast quantity of eggs at the local market.

When asked how many she had, she replied:

Son, I can't count past 100 but I know that.

If you divide the number of eggs by 2 there will be one egg left.
 If you divide the number of eggs by 3 there will be one egg left.
 If you divide the number of eggs by 4 there will be one egg left.
 If you divide the number of eggs by 5 there will be one egg left.
 If you divide the number of eggs by 6 there will be one egg left.
 If you divide the number of eggs by 7 there will be one egg left.
 If you divide the number of eggs by 8 there will be one egg left.
 If you divide the number of eggs by 9 there will be one egg left.
 If you divide the number of eggs by 10 there will be one egg left.

Finally. If you divide the Number of eggs by 11 there will be NO EGGS left!

How many eggs did the old lady have?

Microsoft Office Hints:

Can I make my own toolbars?

Yes! To make your own toolbar:

1. Choose **Toolbars** from the **View** menu.
2. Select **Customize**.
3. Click on the **Toolbars** tab, then click on the **New** button.

Give the toolbar a name.

You can also choose to make this toolbar available to the **Normal** template (all documents) or the current document only. A small toolbar palette will appear on the screen. Click on the **Commands** tab, select a **Category**, then drag the commands you want onto your new toolbar.

Can I copy more than one block of text to the clipboard, then paste everything into my document?

Yes! This feature is called "Collect and Paste." Just copy up to 12 blocks of text (24 blocks in Word XP/2003), then, when you're ready to paste use the **Clipboard** toolbar in Word 2000 or the task pane on the right side of the screen in Word XP/2003. You can paste everything at once, or individual items in different locations. Hover the mouse over the icons on the **Clipboard** toolbar or on the task pane on the right side of the screen to get a preview of the content.

Can I keep different versions of a document in the same file?

Yes. Word calls this "versioning". One file will contain all the versions and will increase the file size. You can also extract any version and save it as a separate file. To use the version options:

Choose **Versions** from the **File** menu.

Click the **Save Now** button to save the current state of the document. Word records the author and the time and date of the version. You can also add comments to distinguish each version.

If you check the **Automatically save a version on close**, Word will do just that. You can still use the **Save Now** option to save other versions of the document. To view your version history:

Choose **Versions** from the **File** menu.

Select a version then click on the **Open** button to view that version in a separate window.

To keep a particular version, use the **Save As** command on the **File** menu.

In WordPerfect, I could point to a blank part of the page and start typing. Can Word do that?

Word calls this feature "Click and Type". All it does is automatically insert enough blank paragraphs and possibly a tab to position the insertion point, then you can start typing or insert a graphic. To use **Click and Type**:

1. Make sure that **Click and Type** is turned on: Choose **Options** from the **Tools** menu, click the **Edit** tab, select the **Enable click and type** check box, and then click **OK**.
2. Switch to **Print Layout** view or **Web Layout** (on the **View** menu or use the little toolbar in the lower left corner of the screen).
3. In the document, move the pointer to a blank area where you want to insert text, graphics, or a table.
4. Click to enable the **Click and Type** pointer.
5. The pointer shape indicates how the item will be aligned (left, center, or right, depending on where you place the pointer).
6. Double-click, and then start typing text or insert an item as usual.

Westport Chapter Fundraiser 2009

That's My Pan!

Contact any member of Westport Chapter for ordering details, or call
 Pamela Creasman CPS/CAP, Westport Fundraising Chair at 816.274.8208

That's My Pan! Personalized pans make a great gift for that cook on your Christmas list that has everything. Personalized stoneware mugs are a good way to let everyone in your home have their own "germ free" mug. A stainless steel, personalized water bottle could save you hundreds of dollars a year in bottled water and keeps thousand of plastic bottles out of landfills. If your serving ware never seems to make it back to you after being borrowed, solve that problem with personalized utensils. Lots of other items to choose from at www.thatsmypan.com



Cake, pie and lasagna pans with covers. Wooden and plastic utensils. Tempered glass and solid oak cutting boards. Personalized hardwood recipe boxes, all make wonderful Christmas gifts for family, friends and co-workers.