



# North Texas

## ACP

**THE ASSOCIATION OF CONTINGENCY PLANNERS**  
**MISSION**  
 To provide a powerful network for the advancement of the industry and the development of our business continuity professionals.

Volume 4, Issue 3

April, 2013



### President's Comments

April 2013 has been one for the record books when it comes to Disaster

Recovery! Our planet has experienced severe weather changes, temperature swings, massive rain and flooding and a new strain of Bird Flu-H7N9. In addition to natural occurrences, we also have the unforeseen human-made tragedies like the terrorist event in Boston and, a little closer to home, the awful explosion at the fertilizer plant in West, Texas. All of these real life events affect us, some more than others.

We all know that famous quote, "Failure to plan is planning to fail," but how does that relate to our world spinning out of control? North Texas ACP members, we are the planners for our company, showing others how to react, respond, restore and resume. How and where we respond will define how well we can restore and resume. Our speaker in May will show us

how to prepare for alternate housing of our critical staff (and their families), and what we should consider in making those decisions. This is another opportunity to bring your bosses and managers to our meeting to have them hear how the professionals do it. Fellow ACP member, Michelle Lowther of Continuity Housing will present and be able to answer any questions you may have.

Bring your thoughts and ideas on how we can make a difference to the West, Texas community. They have suffered a tremendous loss and their ability to restore and resume is just beginning.

Remember, come early, grab some lunch in the cafeteria and network. Our May meeting is at the National Headquarters of the Boy Scouts of America.

Have a good month!

*Susan*

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*The difference between a successful person and others is not a lack of strength, not a lack of knowledge, but rather a lack of will.*

*Vince Lombardi*

## NORTH TEXAS ACP CHAPTER MEETINGS

Meetings are held the first Tuesday of every month from 12:00 noon to 2:30 pm. The location varies, so check the Chapter Newsletter or Web Site for location information.

### Next Meeting

**Date** ----- Tuesday, May 7, 2013

**Time** ----- 12:00 Noon

**Location** ---- Boy Scouts of America  
1325 W. Walnut Hill Lane  
Irving, 75015

[Link to Map](#)

**Food** ----- Is available onsite for purchase

### Meeting Agenda

Topic	Speaker
Welcome .....	Susan Guinn
Upcoming Events .....	Grace Wright
Career Corner: Federal Employment Opportunities .....	Patricia Mancha
Program: Closed POD Update .....	Harlan Dolgin
Program: Housing After a Disaster .....	Michelle Lowther
Education Opportunities.....	Jesse Davis

### Meeting Schedule and Locations for 2013

*Schedule and location are subject to change!*

May 7.....	Boy Scouts of America
June 4.....	H5 CoLo
July .....	Field Trip
August 6 .....	Boy Scouts of America
September .....	Field Trip
October 1.....	H5 CoLo
November 5.....	Boy Scouts of America
December 3.....	Holiday Luncheon

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# Chapter Recognitions

Join us in offering a big Texas  
welcome to our new chapter  
members:

Tom Pittler

Charles Wallen



Be sure to offer your  
congratulations to our chapter  
members who recently earned a  
certification

Name Here received his/her  
Certification Here



## North Texas ACP Meeting Highlights

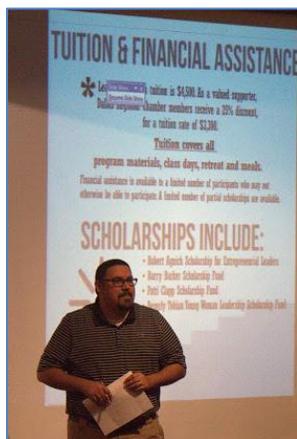
### April 2013

Greg Holdburg with BMC Software presented a **Spotlight** overview of their Business Continuity program which includes BIA light, CMT, departmental plans, pandemic and cyber attack plans.

Dr. James Wright from U.T. Dallas was our **Career Corner** speaker. He spoke about Leadership Development and How to Obtain Your Dream Job.



Our **Featured Program** speaker, Luis Tapia, presented information regarding the University of North Texas intern program. He gave an overview for managing expectations, both from the employer and the intern's points of view.



### March 2013

Our **Career Corner** speaker Colleen Dutton from U.T. Dallas discussed the Four C's of a Diamond Employee.

Fred Sebren, the Co-Chairman of the DRII commission, presented our Feature Program during which he spoke about the changes taking place in the DRII certifications. He also provided an overview of all the different levels of certification, and talked about the new industry standards ISO22301 and ISO22313.



Thank you to all of our featured speakers. We sincerely appreciate you taking time to share information with our group.

## Welcome To Career Corner

This column is devoted to our members from the perspective of the employee. We focus on:

- Your job classification:
  - Unemployed / in Pre-Employment
  - Under employed
  - Miserably employed
  - Gainfully and happily employed
- Jobs, which companies are hiring and how you can land the opportunity of a lifetime
- Career Development/ Empowerment
- Do's and Don'ts of Social Networking in a job search
- How broad you can go in your search to obtain an opportunity
- What internal HR is looking for
- How to effectively use head hunters
- How to assist the community and be recognized as a leader

*Please send any ideas or suggestions for topics to be included in the Career Corner to Claudia Tatum.*

## Performance Trumps Everything

*by Claudia Tatum and James Wright*



### Setting Standards

Are you making the career progress you want? When was the last time you discussed a raise with your boss? Today's article explains the basic formula for getting the promotion you desire. Although not all organizations are structured the same, one quick way to achieving the salary and advancement you desire is to quantify your deliverables. Outstanding employees are measured by their performance. Performance is measured by deliverables. Deliverables are the outcome of your performance efforts. Therefore, zero deliverables is equal to...well, you get the picture.

What would make your boss want to give you the advancement you desire? Is your current progress based on what you measure and present to your boss? It is your responsibility to quantify your

successes and to ensure that your boss is aware of them. When appraisal time comes, your boss should not be wondering about what you have contributed to the organization. I assure you that if nothing comes to your boss's mind, you will be rewarded accordingly. In other words, why should you get promoted? When opportunities arise, your name should be at the top of the list in response to your performance. To accomplish this:

1. Ensure that your boss knows the full scope of your work and responsibilities.
2. Report your deliverables on a frequent basis.
3. Keep your boss informed of your progress and productive activities.
4. Make your boss aware of your capacity, full potential and pursuit for more responsibility.

### Next Level Thinking

When asking for a raise or promotion, capture your deliverables. If you are one of many employees who is always busy with few visible results, you are hurting your chances of gaining the recognition you deserve. You are not expected to memorize every single task you have performed throughout the month, but you should be able to provide a monthly highlight report quantifying your deliverables. (You cannot improve what you cannot measure.) For example, a monthly highlight report may contain:

1. Accomplishments: last month's deliverables
2. Goals: next month's expected deliverables
3. Challenges: identifying obstacles and what you need to meet next month's goals
4. Opportunities for improvement
5. Resources needed (not limited to financial)

### Don't Compare Yourself to Co-Workers

When you talk to your boss, don't focus on what others are doing or not doing. That might affect

you negatively instead of getting you what you want. Instead, talk about you. Your boss wants to know what you have done for the organization. How much better has the organization become due to your contribution and performance? In addition, comparing yourself to your co-workers could be a waste of time and energy because your ultimate goal might be different from theirs.

**Manage Your Expectations**

Be realistic. If your current position is coordinator of telecommunications, don't expect to become the vice president of telecommunications overnight. Outline your objectives by identifying where you want to be within your organization's structure one year, three years, or five years from now. Identify the necessary steps that would take you from where you are to where your next goal (e.g. certifications, education) will take you.

**Measure Your Performance**

Rating your current performance can help outline your need for improvement. Use the table below to measure your performance.

1	2	3	4	5	6
80%	90%	100%	110%	120%	130%

*100% job performance is equal to 100% of your paycheck.*

The main question is whether you are currently performing at 80%, 90% or 100% capacity. Should you receive 100% of your paycheck based on your performance? One of the hardest things you will do is being objective about your own performance. For example, you might have rated yourself a 5, but your boss believes you are a 3. If you and your boss are not on the same page regarding your performance, make sure you have a clear understanding of your boss's expectation. That requires a clear understanding of what your boss is looking for, and then meeting and exceeding that expectation and using measurable deliverables to get there. Your job is not to try to convince your boss with words alone, but with actionable

accomplishments. As such, deliverables will create a pathway to your ultimate goals.

**Don't Obsess Over What You Can't Control**

Focus on the things you can control (e.g. your performance, results, and deliverables). To prevent misunderstandings and anxiety, communicate well and stick to the things that you can change and improve. Your boss will most likely be interested in a plan that will carry the organization forward, not a summary of wishful thoughts that neither of you can control.

In summary, individuals can control deliverables. Bosses expect individuals to deliver tangible and quantifiable results that promote the organization's goals and objectives.

**"Success is the sum of small efforts, repeated day in and day out."**  
**Robert Collier**



**Association of Contingency Planners**

Association of Contingency Planners  
 North Texas Chapter  
<http://northtx.acp-international.com/>

**Important Links**

- [Association of Contingency Planners](#)
- [Association of Contingency Planners, North Texas Chapter Web Site](#)