



North Texas

MISSION

To provide a powerful network for the advancement of the industry and the development of our business continuity professionals.

ACP



President's Comments

Wow, September is almost over! What have you done for National Preparedness Month?

The Federal Government's theme is "Be Disaster Aware, Take Action to Prepare. If you are still looking for ideas, go out to the website <http://www.ready.gov/september> for additional information.

For those of you at the September meeting, I'm sure you will agree it was a fantastic learning opportunity! Your Secretary (Dianne) prepared an excellent recap of both Career Corner and of our main guest speaker. Look for her notes later on in the newsletter. Speaking of Career Corner, you may remember Greg Holdburg took over that role earlier this summer. Both Greg and I are receiving job postings very, very frequently. If you want to be added to our list of members who are actively looking, let Greg and me know. We will send out notices as soon as we get them. We also post open positions to our Linked-In page. Send your open positions to Greg and me to have them included.

How many of you conducted Fire Drills or invacuations this period? A part of the SafeAmerica promotion, (<https://safeamerica.org/>). I would like to know if you held any

drills. Please send me a note so I can pass on total participation to National.

Did you know we are in the election season for new chapter

officers for the 2015 year? The nominating committee is made up of Ray Abide (r.abide@gmail.com) , Mike Carver (michael.carver@tx.rr.com) and Mark Pousard (mark.pousard ldbw@statefarm.com) . They will solicit names of

candidates for all the positions. All positions on the Leadership Team are open, however to lead on the executive team (President, Treasurer and Secretary), you must have held any other position within the chapter for one year. Want to try something fun and exciting??? Run for an office!

We are still evaluating restaurants for our annual holiday party. Do you have a favorite we can consider? Would you like to be on the selection committee? We received our first commitment for give aways for the party. Are you saving things for us? Remember, it can be something small like a pen or large, like Cowboy tickets. We will take anything that is legal!

We have plenty in store for our meetings for the rest of the year. A field trip in November, Holiday Lunch in December and the complete first quarter planned. I'm looking forward to another exciting year with ACP, how about you?

Susan

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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, October 7, 2014

Time ----- 12:00 Noon

Location ---- Quest Diagnostics
2655 Villa Creek
Dallas, TX 75234

[Link to Map](#)

Food ----- Is available onsite for purchase

Info ----- Quest Diagnostics is in the office complex closest to the Denton Drive side of Villa Creek

Meeting Agenda

<u>Topic</u>	<u>Speaker</u>
Welcome	Susan Guinn
Chapter Business	Susan Guinn
Spotlight: 7-11	Jodi Ouellette
Program: Understanding the new ISO standard for Business Continuity.....	Carol DeLatte

Meeting Schedule and Locations

Schedule and location are subject to change!

September 9	Boy Scouts of America
October 7	Quest Diagnostics
November 4	Verizon Field Trip
December 2	Holiday Luncheon
January 6	Boy Scouts of America
February 3	Boy Scouts of America
March 3.....	TBD

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Chapter Recognitions

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



*Congratulations to the winner of
the Chapter Survey Participant
\$50 VISA Gift Card:*

Heather Rister



North Texas ACP Meeting Highlights

September, 2014

By Dianne Stephens

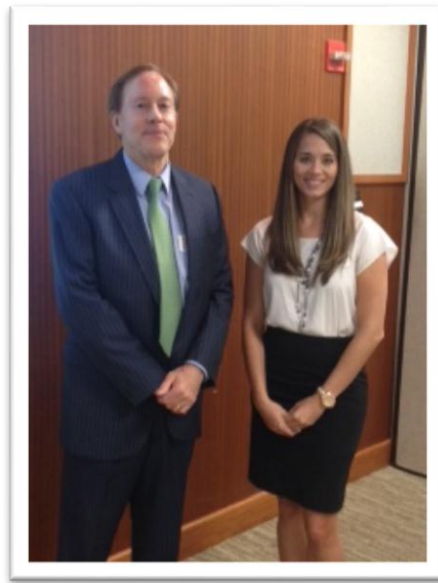
Torrey Jordan, a recruiter from Citibank, provided humorous and insightful feedback into creating great resumes! Some of her topics included why resumes get screened out and what makes a compelling resume. Our thanks go to Torrey for her fun presentation and for helping us succeed in getting our foot through the door.

Our guest speaker was Jim Gleaves from Wortham Insurance, who spoke to us about all the different parties involved in the insurance industry (Brokers, Agents, and Retail Brokers etc.). We learned about the many types of insurance available to our companies. Did you know it was possible to even purchase "Rain Insurance" for your large outdoor events??

Jim stressed the importance of developing consistency in our approach to managing risk, including:

- Avoiding risk
- Reducing risk
- Reducing the impact of risk
- Transferring the risk (which is where insurance comes in)

We also heard details about Property and Casualty insurance and the levels of exposure. We were encouraged to understand more about the risk appetite for our companies as well as the loss profile.



Jim Gleaves and Lauren McDougal from Wortham Insurance

Thank you Jim, for coming up from Houston, and for providing us with details on how we can help keep our companies from financial failures.

Both presentations can be found on our website under the "Events" Tab.

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 Greg Holdburg.



Phone Interview Tips

By Alison Doyle

Telephone Interview Tips and Techniques

Employers use telephone interviews as a way of identifying and recruiting candidates for employment. Phone interviews are often used to screen candidates in order to narrow the pool of applicants who will be invited for in-person interviews. They are also used as a way to minimize the expenses involved in interviewing out-of-town candidates.

While you're actively job searching, it's important to be prepared for a phone interview on a moment's notice. You never know when a recruiter or a networking contact might call and ask if you have a few minutes to talk.

Be Prepared to Interview

Prepare for a phone interview just as you would for a regular interview. Compile a list of your strengths and weaknesses, as well as a list of answers to typical phone interview questions. In addition, plan on being prepared for a phone conversation about your background and skills.

- Keep your resume in clear view, on the top of your desk, or tape it to the wall near the phone, so it's at your fingertips when you need to answer questions.

- Have a short list of your accomplishments available to review.
- Have a pen and paper handy for note taking.
- Turn call-waiting off so your call isn't interrupted.
- If the time isn't convenient, ask if you could talk at another time and suggest some alternatives.
- Clear the room - evict the kids and the pets. Turn off the stereo and the TV. Close the door.
- Unless you're sure your cell phone service is going to be perfect, consider using a landline rather than your cell phone to avoid a dropped call or static on the line.

Practice Interviewing

Talking on the phone isn't as easy as it seems. I've always found it's helpful to practice. Have a friend or family member conduct a mock interview and tape record it so you can see how you sound over the phone. Any cassette recorder will work. You'll be able to hear your "ums" and "uhs" and "okays" and you can practice reducing them from your conversational speech. Also rehearse answers to those typical questions you'll be asked.

During the Phone Interview

- Don't smoke, chew gum, eat, or drink.
- Do keep a glass of water handy, in case you need to wet your mouth.
- Smile. Smiling will project a positive image to the listener and will change the tone of your voice.
- Speak slowly and enunciate clearly.
- Use the person's title (Mr. or Ms. and their last name.) Only use a first name if they ask you to.
- Don't interrupt the interviewer.
- Take your time - it's perfectly acceptable to take a moment or two to collect your thoughts.
- Give short answers.
- Remember your goal is to set up a face-to-face interview. After you thank the interviewer ask if it would be possible to meet in person.

After the Interview:

- Take notes about what you were asked and how you answered.
- Remember to say "thank you." Follow with a thank you note which reiterates your interest in the job.

Reference

Doyle, Alison.

<http://jobsearch.about.com/cs/interviews/a/phoneinterview.htm>

Did You Know?

Business Continuity and Disaster Recovery training is available at UT Arlington. The three-day course is Fridays, from October 3 through 17.



The CPM Symposium is coming to the Gaylord Texan Resort in November. ACP Members get a 15% discount on their registration.



Continuity Shop is offering **The Business Continuity Institute's Good Practice Guidelines Training Course and Exam** in Dallas October 6-10, and ACP Members get a 10% discount.



More information about all of these opportunities is attached in the email with this newsletter!



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](#)

