

the Connector

June 2006

A Newsletter for Members of the Professional Business Women's Association

Vol. 06/Issue 6

networking notes

MONTHLY NETWORKING MEETING

Wednesday, June 7, 2006
The Purple Iris at Hartwood
June Luau!

MONTHLY NETWORKING BREAKFAST

Wednesday, June 21, 2006 • 8:30 to 9:30 a.m.
Shepherdstown Breakfast networking Meeting
Shepherdstown Sweet Shop
German Street, Shepherdstown
Phone: 304-876-2432.

MONTHLY NETWORKING MEETING

Wednesday, July 5, 2006
The Purple Iris at Hartwood
12 Noon • \$12.00 at the door
Topic: Health & Fitness

MONTHLY NETWORKING BREAKFAST

Wednesday, July 19, 2006 • 8:30 to 9:30 a.m.
Shepherdstown Breakfast networking Meeting
Shepherdstown Sweet Shop
German Street, Shepherdstown
Phone: 304-876-2432.

CONNECTING WITH THE CONNECTOR

To have your news items included in the next issue of The Connector, enclose them in the body of an email or as a Microsoft Word attachment and send by the 20th of each month to: terry@thewritemarket.com

2006 MANAGEMENT COUNCIL

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NEW MEMBER CORNER

Cathy Jo Boggs
Independent Distributor for Tahitian NONI Interntational

Jane Jenkins
Persident of Hibernia, Inc.

Gail Kennedy
Admissions Director at Valley College

Carole Keyser
Agent-Owner of CLK Insurance Services, Inc.

Linda O'Brien
Resorative Breathwork Facilitator

Jean Radish
Owner of Red Rover Graphics

Katina Webster
Consultant/Kiosk Owner of Color Me Beautiful

MONTHLY 50/50 RAFFLE

We're continuing to offer our 50/50 raffle. Bring those extra dollars to lunch! At the end of the year, all monies raised will be donated in PBWA's name. (charity still to be determined).

MEETING TOPICS

Meetings: Based on the responses at the January meeting, the 2006 Management Council has planned the following events for the year:

- July: Health and fitness panel
- August: Meeting in Shepherdstown at The Clarion
- September: SBDC
- October 4- 4th Annual Women in Business Expo
- November: Open
- December: evening Holiday Gala

TESTIMONIALS

I would like to commend Carla King, at King Physical Therapy for her excellant care during a recent injury "Kudos to Carla". ~ from *Judith Friend*.

I wanted to point out how much Susan Wisniewski, of Insight Services, has helped me. I went to her after surgery and ended walking away with several *other* anxieties fixed!
~ from Terry Kent

ANNOUNCEMENTS

Thanks to Traci Morris and Monia Christo for sharing with us two perspectives on Time Management at our May meeting. Monia used the "OATS" model- what are your Objectives, what are the Activities to achieve the objectives, how much Time do you need to accomplish the activities, and Schedule your time. Remember time is just a concept, you define it. Traci talked about her process for preparing information for the meeting, how she prioritizes and the concept of Dominant Intent- what project will have the greatest effect. She also talked about the Pareto Principle- 20% of your effort produces 80% of your results. She ended with the idea of scheduling time for you each day.

Thanks to Traci and Monia for being our May program, and to the others who also shared ideas. July we will have several PBWA members talk about health and fitness. September we will be helping celebrate the SBDC's 20 years and having PBWA members who worked with the SBDC share their successes.

Paula Tremba of One Two Kangaroo recently attended the national meeting of her trade association, the American Specialty Toy Retailing Association. While many of the new "toys" were computer games, Paula continues to focus on toys that meet her motto: "Your source of unrivaled playthings for children's healthy development."

At the meeting, Paula made contact with manufacturers or distributors of small manufacturing companies and have booked four special events at her stores with these companies. These special activities and other events are listed on her website: www.onetwokangaroo.com.

June 1st will be the grand opening of the new kennels at Greensburg Bed & Biscuit according to Elizabeth Hostler and Michelle Rademacher.

Su Carroll won another gold medal in swimming at the Veteran's Golden Age Games in Virginia- Congratulations, again!

JUNE 2006 MOUNTAIN HERITAGE ARTS & CRAFTS FESTIVAL

Come join your friends at the 35th Annual Mountain Heritage Arts and Crafts Festival on June 9-11, 2006, from 10:00 a.m. until 6:00 p.m. each day. Enjoy "new" attrac-

tions including wine tasting and sales for off-premise consumption of selected West Virginia wines. Special activities have been added throughout the festival for kiddies along with the main feature of the festival, the lovingly created work of approximately 200 juried artists and craftspersons from 22 states!

Quality arts and crafts; finest West Virginia wines; live bluegrass music; activities for children; and outstanding food - all in the unparalleled outdoor beauty of Wild and Wonderful West Virginia approximately one hour northwest of Washington, DC. There is no better way to spend a June weekend!

West Virginia wineries participating in this year's spring event are: Forks of Cheat Winery, Morgantown; Lambert's Vintage Wines, Weston; Potomac Highland Winery, Keyser; West-Whitehill Winery, Moorefield; and Wolf Creek Winery, Wolf Creek. We remind everyone that it is a violation of West Virginia law for anyone under the age of 21 to consume or buy wine or other alcoholic beverages, so be prepared to show valid identification for tasting and/or purchasing wine products!

Watch for the familiar Mountain Heritage Arts & Crafts Festival signs and follow them to Sam Michaels' Park, just off Rt. 340 between Harpers Ferry and Charles Town. Admission is \$6 for adults, \$3 for children 6-17. Parking, arts/crafts demonstrations, wine tasting, live bluegrass music, and some children's activities are included in the price of admission; there is a slight additional charge for pony rides sponsored by Jefferson County Parks & Recreation Commission and for the moon bounce sponsored by Great Inflatables.

We politely remind you that pets and all alcoholic beverages must be left at home. The festival is open from 10:00 a.m. to 6:00 p.m. each day. For further information, please call (800) 624-0577 or (304) 725-2055 or write: Jefferson County Chamber of Commerce, P. O. Box 426, Charles Town, WV 25414. Look for us on www.jeffersoncounty.com/festival.

ENTERTAINMENT SCHEDULE

FRIDAY-JUNE 9, 2006

12:45- 1:30 JAY SMAR
1:45- 2:30 COLIN DUNBAR & SLEEPY CREEK
2:45- 3:30 JAY SMAR
3:45- 4:30 COLIN DUNBAR & SLEEPY CREEK
4:45- 5:30 CAPITOL SQUARES

SATURDAY-JUNE 10, 2006

11:45-12:30 PATENT PENDING
12:45- 1:30 CRITTON HOLLOW STRING BAND

1:45- 2:30 THE PICK OF THE CROP
2:45- 3:30 PATENT PENDING
3:45- 4:30 CRITTON HOLLOW STRING BAND
4:45- 5:30 THE PICK OF THE CROP

SUNDAY-JUNE 11, 2006

11:45-12:30 CRITTON HOLLOW STRING BAND
12:45- 1:30 PATENT PENDING
1:45- 2:30 THE PICK OF THE CROP
2:45- 3:30 CRITTON HOLLOW STRING BAND
3:45- 4:30 PATENT PENDING
4:45- 5:30 THE PICK OF THE CROP

Tom "Cat" Reeder, M.C.

Submitted Mary Via.

TOP 7 TIPS FOR EMAIL PRODUCTIVITY

By Jennifer Irving

Set up rules in your email. Do you subscribe to newsletters? You can set up a rule for each newsletter that will send the email to a specified folder when it arrives, instead of going into your inbox. You can now read those newsletters when it is convenient for you, instead of as soon as they arrive to your inbox.

Turn off auto-check. If you have your email set up to check messages every minute, that's 60 potential times you'll be sidetracked each hour. And each time you stop to read an email, it takes 1-2 minutes, and there's more time lost. Have set times where you read email, and only check for new messages then.

Create templates. Do you send out standard replies to customer's questions on a steady basis? By creating a template with the information, you can tailor it toward each request, but it will save you time in typing the same thing over and over again.

Delete unneeded emails. You know if after you read an email if you will never need to see it again. If you do not have any further action to take on the email, delete it.

Folders. Don't be afraid of folders. Every client should have his or her own folder where all incoming correspondence is kept. It not only cleans out your inbox, but it also makes helps when you're on the phone with your client, and you can instantly see all the mail, and you don't have to ask them to hold while you look it up.

Jennifer Irving is the co-owner of Executive Administrative Solutions. She saves business owners up to 3 months a year by working with them to take care of their administrative, bookkeeping, and personal assistance needs. Sign up for EAS' FREE monthly newsletter and receive 20 Cost Cutting

Tips your company can implement today to save money at <http://ExecAdminSolutions.com>.

GOOD NEWS MOUNTAINEER GARAGE DROP-OFF DAY

By Grace Murphy

Good News Mountaineer Garage is having a Drop-Off Day on June 17th at Trinity United Methodist Church at 220 W. Martin Street in Martinsburg between 10:00am and 3:00pm. Anyone wishing to donate a vehicle just needs to come by with the vehicle and their title and we will take the vehicle and provide them transportation home. For more information, contact Grace Murphy at 725-5070.

JEFFERSON COUNTY FARM DAY 2006

By Jane Tabb

Jefferson County Farm Day 2006 will be held on Saturday, June 17, 2006 from 10am to 5pm. Four farms will be open to the public and feature a wide range of agricultural enterprises. Matilda Bay Farm, Shepherdstown, has champion Arabian horses and Bernese Mt. dogs. Honeysuckle Hill farm, Leetown, is home to a llama herd. Drilake Farm, Rippon offers a fantastic view of the mountains, acres of crop land and three barns. Mount Pleasant Farm features sheep and Texas Longhorns. Bring the family to enjoy the beauty and wonder of Jefferson County Farms.

Cradled by the Potomac and Shenandoah Rivers and nestled between North Mountain and the Blue Ridge, Jefferson County is the garden of West Virginia. Over 300 farms operate in this valley of fertile soil and produce a diversity of items . . . fruit, vegetables, horses, dairy, beef, hogs, chickens, sheep, grain, hay and straw and an ever broadening array of specialty items (trout, llamas, peacocks, etc). Bring the family and spend the day visiting a sampling of our "working" farms. The sights, sounds and smells will delight both young and old. Farm Day is a self-guided tour showcasing local, active farms. The purpose is to educate the public about farms, farmers and farmland. It is sponsored by Jefferson County Farm Bureau, Potomac Headwaters R,C & D Council, the Jefferson County Development Office and the Small Business Development Center of CTC Shepherd.

PARENTS SHOULD SUPERVISE THEIR
CHILDREN WHILE ON THE TOUR.
PLEASE RESPECT FARMERS' PRIVACY &
ONLY VISIT THE DAY OF THE TOUR.

Featured Farms:

MOUNT PLEASANT FARM

Mount Pleasant Farm's long lane offers a step back from our busy world. Here the Berkeley family, (Keith, Laura, Preston and Nell) indulge in their love of the land and animals. Come see the registered Texas Longhorn cattle and their impressive heads and horns. Watch a sheep being shorn from the flock and touch the raw wool. Quarter horses graze the pasture and enjoy their new horse barn.

DRILAKE FARM

See if you agree with Irvin King when he claims to have the prettiest view in all of Jefferson County. Drilake Farm includes over 1,000 acres and three generations (mother Nellie, Irvin and Mary Jane plus son, Ronnie). A huge grain storage and drying complex, silos and three barns demonstrate that many acres are under tillage. Dairy heifers are raised here too in the shadows of the Blue Ridge Mountains.

MATILDA BAY FARM

Black board fences sculpt the acreage of Matilda Bay Farm leading visitors to the horse barn complex. Established in 1992, owners Susan and G.T. Schramm breed and show Arabians, offer horse boarding and raise Bernese

Mt. dogs. Come see the home of 17 US and Canadian National Arabian Champions, enjoy the beauty and grace of horses and watch new foals frolic in the fields.

HONEYSUCKLE HILL FARM

Anyone that is known as "llama mama" must have a passion for the critters. Sue Mellott, along with husband Charlie, started their herd of Peruvian llamas with 2 females in 1991. The current herd of 15 easily maintains their rolling pasture land. Touch and see samples of llama wool and yarn. Be charmed by the natural curiosity, alertness and personality of these unusual creatures.

For more information, contact Jane Tabb, Vinemont@frontier-net.net, Kellie Boles, kboles@jctc.org or www.jeffersonfarms.org.

