



Chesapeake Professional Women's Network, Inc.
Building Relationships. Growing Businesses.

Newsletter

WELCOME ..

JANUARY 2011

to the all new E-Newsletter! We welcome your input and ask that you send any feedback to the editor at Melissa_harbold@ml.com

Want the hard copy?? Just hit PRINT!

This Month -

Publisher
The Chesapeake Professional Women's Network

Assistant Publisher
Melissa Harbold

Editor
The CPWN Newsletter Committee

CPWN
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Bel Air, MD 21014
410-297-9722

January's Speaker: Janis Encapera

Janis Encapera's lifetime passion has been to teach children, young adults and adult's confidence about control in social situations in life. Her grass roots, one person at a time approach, helps the understanding of children's and adult's need in people skills.



Paying close attention to the tools needed for confidence and gaining control of life, she created her "Eti-Kit" program in 1998 "common sense for tomorrow's leaders."

Her programs have been taught to colleges, special needs educational programs, private schools, department of social services, Girl Scouts in multi state regions and recreation programs.

The mission of her program is to empower children, young adults and adults with the techniques and tools to succeed in life with social skills.

January Sponsor:

Melissa Harbold with Merrill Lynch

Melissa Harbold is a Certified Financial Planner with Merrill Lynch. Melissa is part of a wealth management practice that is dedicated to providing families with a road map to reach their financial destinations. Just as your car's GPS plots a course for a trip, her team provides that for a client's financial picture; whatever it may be, retirement planning strategies, retirement income planning strategies, education planning strategies, charitable giving or passing on assets. They utilize all of the client's relevant data to craft a strategy in order to help them cross the financial finish line. Along the way they quantify client's progress and results, then assign a probability of success using the state of the art tool, Wealth Outlook from Merrill Lynch.



Continued on Page Six

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EVENT CHECK IN

For record keeping purposes, please remember to check in at all events, even if you have pre-paid.

President's Message

Happy New Year CPWN members! I hope that everyone had a wonderful holiday season and that you are well on your way to recovering from a hectic holiday season. Christmas was especially exciting for me this year because my little one just beamed as he opened his presents from Santa. He just couldn't believe that Santa actually brought him the "Thomas the Tank" trains he asked for. All the excitement caused him to be under the weather for our New Years Eve celebration so now I am trying to recoup, reenergize and refocus.

I would like to thank all of the members and guests who attended our annual Holiday Party at Beachtree in Aberdeen. Beachtree did a great job hosting us. The room was beautifully decorated and filled with lots of wonderful women. We had approximately 90 people attend which is a record for our Holiday Party. It was really nice to see everyone and celebrate the season while giving back to two of our local charities, Open Doors Career Center and SARC. Because of the generosity of our members we were able to give both organizations checks for \$5000.00 each. I would like to thank Chris Sengstacke for the wonderful music. I would also like to thank our sponsor, Traci Petty of the Y of Central Maryland for sponsoring our event and providing such a nice raffle item.

If you are looking to start your new year off right then we have the perfect event for you. Please join us at Bellissimo's in Bel Air from 11-30-1:30 on January 11, 2010 for speaker Janice Encapera who will be starting the year off by talking about business etiquette. Our meetings are a good opportunity for women to support and mentor each other in both business and personal aspects of their lives. What better way to start 2011!

May 2011 be filled with much success for each and every one of you. I look forward to helping all our members make this the best year ever.

Sincerely,

Mary Ann



WOMEN HELPING WOMEN: A List of Organizations that CPWN Supports

As the Holidays approach, its time to reflect on gifts we have received throughout the year. It is also a tie when many consider how they can share with the less fortunate. Please take a moment to visit these causes and help make the holidays brighter.

Athena Award – CPWN is a sponsor of the Athena Award, which is an award recognizing women who demonstrate excellence in their business or profession, devote time and energy to the community and generously assist women in attaining their full leadership potential. Of the Harford County recipients of the Athena Award, we are proud that four are members of CPWN (Kim Wagner, Debi Williams, Sheryl Davis-Kohl and Content McLaughlin). For information, contact Pat Hogan at 410-836-4713.

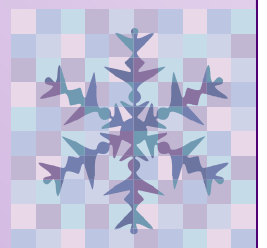
New Visions for Women – A fun, power-packed day of workshops and sessions designed to energize and invigorate you and to celebrate women as unique individuals and as a collective force in the community. The annual event is held at Harford Community College. CPWN is a sponsor and member of the Committee, often our members are presenters.

Anna's House – A non-profit organization that provides transitional housing for women and their children and also offers case management, counseling, career skills training and employment assistance. To support Anna's House, CPWN sells the "Lucinda" Women and House Pins as a fundraiser at CPWN events.

Open Doors Career Center – A not-for-profit social services agency, whose mission is to empower individuals in need of life and employment skills by providing opportunities and resources to encourage them to discover the keys to their success. CPWN founded the "Bridge to Success" program and CPWN members donate appropriate business clothing to Open Doors. For information contact Robyn Burke at 410-638-0187.

Scholarship – CPWN sponsors a \$1000 scholarship for Harford Community College, to be awarded annually to a "female student who exemplifies professionalism and commitment to the community", and who meets certain academic criteria. Funding is from special raffles and events. For information contact Mary Ann Bogarty at 410-638-2037.

Bridge to Success – This program was created by CPWN in conjunction with Open Doors to establish and maintain a fund used by Open Doors' clients to help them pay for unsupported expenses, such as child care, transportation, etc., in order to help them in their job search. Attractive "Bridge" Pins are available at \$20 each to support this program.



MEMBER NEWS & ITEMS OF INTEREST

COMMITTEE CHAIRS

Ambassador & Membership

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Sandy Glock
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Fashion Show

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Membership Dues: \$85
Meeting Sponsorship: \$150
Plus meal and door prize

www.cpwnet.org



Sappari Solutions LLC will be holding a Contest in January, **Harford' Messiest Closet**. Submissions will be accepted from January 1-20th. Please submit a short description (200 words or less) to info@sapparisolutions.com. Sappari Solutions will review the applicants and pick one to have a one day closet makeover! For information contact Nettie Owens @ 443-904-5412 or nettie@sapparisolutions.com

"Get in The Race- \$5,000 Smyth Shopping Spree" The Arc Northern Chesapeake Region.

Only 150 changes will be sold at \$100 each to purchase a Smyth box which contains three freshwater pearl bacelets from Smyth Jewlers. Two lucky winners will be drawn at the Derby After DArc Celebrity Chef & Auction Even scheduled for Saturday, March 26, 2011. Pre Sales have started. For information contact Elaine Orbino @ 410-879-6785 or email eorbino@arcncr.org.



Correction from the December Newsletter

Traci Petty of the Y of Central Maryland's phone number was incorrectly published. The correct phone number is 410-679-9622

CPWN is currently looking for Sponsors for our 2011 Meetings. Please contact Renee McNally for more information at Renee@hrsolutionsllc.com

Technology Etiquette for the 21st Century

Article from: <http://hubpages.com/hub/Technology-Etiquette>

You think about it all day, you see it everywhere; admit it, you just can't keep your hands off. Be it Blackberry, laptop, iPod, or cellular phone, your fingers ache for that cool plastic.

What makes the latest and greatest so compelling? Obviously, it must be that sense of true connectivity with other human beings. Like who, you ask? Why, like that charming couple shooting guided missiles at the back of your head as you sit gabbing on your Sidekick in the middle of their romantic evening.

Technology: +1Interpersonal relations: -20

Manners for this Millennium

Don't put your elbows on the table, don't chew with your mouth open, and don't answer your cell phone in the middle of a doctor's appointment. Although the rules seem very straightforward, the sad truth is that we all tend to forget this simple advice while erring on the side of our gadgets.

To maintain that fragile peace which exists between individuals, "civilized" society has developed rules of courtesy which enable humans to meet, exchange a few pleasantries, and then move on. However, when courtesy is not shown, people may fall prey to their more savage instincts. This in turn leads them to commit certain, costly acts, such as chucking someone's \$600 iPhone into the nearest fountain. However, to avoid such confrontations, we shall now examine a few do's and don'ts regarding those techno-favorites, the cell phone, and my personal bane, the iPod/mp3 player.

Hell (Cell) Phones

1. Safety - Pay attention to the road, not your phone

The tech-savvy never use a mobile phone while driving unless it is "hands free." As a result of not fiddling with buttons or trying to tilt your shoulder at an odd angle to keep the phone to your ear, hands-free phones make it much easier to focus *on driving*.

2. Volume - Speak softly, or you might get whacked by a big stick

Here's a little secret, all cells have sensitive microphones that are able to pick up a soft voice, so feel free to speak quietly. Moreover, the extensive network of nerves within our skin feeds information constantly to the brain concerning our surroundings and ringing mobiles, so the "vibrate" setting is ideal for places like the movies, theatre, office meetings, or your aunt's funeral.

3. Proximity - Keep your distance

When strangers come into our personal space, it can make us feel uncomfortable. When your conversation and obnoxious chatter invades my space bubble, it can make me feel homicidal. The smart cell phone user respects others by trying to speak in places 10-20 feet or more away from the closest person.

4. Content - Keep business private; you're not Paris Hilton, we don't want to know

Many personal and business conversations contain information that *should* remain confidential or private. A lack of discretion can have dangerous consequences for business deals, relationships and future plans. Some stories and conflicts should be saved for later... *much later*.

(Continued of Page 9)

(January Meeting Sponsor Continued from Front Page)

Melissa concentrates on working with clients to advance their progress towards the financial finish line. Often this even includes assisting with less traditional, but extremely important issues such as mortgage and lending advice, cash management and banking services. Melissa will also facilitate and coordinate the interaction between clients and other advisors, such as tax and estate attorneys, accountants, and insurance professionals.

Melissa is married to her high school sweetheart, Brad. They live in a historic home in Port Deposit, which they are currently restoring. On summer weekends you can find Melissa and Brad boating on the Susquehanna or the bay. In addition to being an active member in CPWN, Melissa is also very involved in the Town of Port Deposit, and currently serves as Chair of the Historic Area Commission for the town.

Melissa welcomes the opportunity to meet with you, to see if she can help you along the path to the financial finish line.

Melissa Harbold

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More 20th Century Technology Etiquette

iPods and other It's-all-about-me (Mp3) players

I confess, I love my iPods. My only true addiction, these gizmos are appropriately named ShOt (my Mini) and PiNt (my Nano). However, as with most addictions, there are certainly times when I and other Mp3 aficionados need an intervention. Here are a few tips that we might hear at an IAA meeting.

Earphones are a social cue: Wearing earphones are the new "do not disturb" sign. Like sleeping or a newspaper, they can help you avoid too much interaction with others around you in places like on a bus or [plane](#). However, because this *don't-bug-me* message is so implicitly stated while wearing headphones, take care not to wear them while conversing with friends, family, coworkers, or sales clerks.



Continues on Page nine



10 Every Day E-mail Etiquette Resolutions for 2011

December 28, 2010 by [Judith](http://www.netmanners.com/email-etiquette/10-e-mail-etiquette-resolutions-2011/#more-193) : <http://www.netmanners.com/email-etiquette/10-e-mail-etiquette-resolutions-2011/#more-193>

It's that time of year — time to make your resolutions. I've been online helping folks for over 16 years now (Wow! Time flies when you are having fun!) and there are still some issues that onliners struggle with or, to be honest, refuse to embrace.



So raise your hand and repeat after me...

1. I will configure my e-mail program to reflect my proper name in the From: field. First Name, Last Name; both properly capitalized. Not in all small case; not in all caps. This will help to ensure my e-mails are recognized and look legitimate instead of being misidentified as spam.
2. I will refrain from using bold or red text to reflect emphasis in my e-mail's tone. Doing so leaves the level of emphasis up to the other side which can cause misunderstandings. Instead, I will choose my words carefully to reflect my intent and meaning.
3. I will not forward e-mails that say "forward to all your friends" because I know by forwarding an e-mail to a bunch of people really is not personal and carries no special meaning at all. If I find a message that truly pertains to any of my real "friends", I will send a copy to each one individually with a personal note about why I am forwarding them that message. Now that's thoughtful!
4. I will not list all my contacts in the To: or Cc: field. This will expose their addresses to strangers and is a serious breach of privacy and trust. When e-mailing a group of people that do not know each other, I will always use the Bcc: field.
5. I will start every e-mail with a nice greeting and sign off with a closing and my name. One sentence e-mails without these efforts are perceived as demanding, terse and/or rude.
6. I will never send unannounced large attachments without first asking if the person on the other side would be interested in what the attachments contain and when would be the best time to send them so they can keep their inbox clear.
7. I will continually work on my writing and communication skills so that my e-mails are not misunderstood or disregarded. Lack of spell checking, grammar and proper sentence structure reflects a lack of education or concern about being taken seriously.
8. I will always check my junk or trash folder to see if any e-mails were filtered there by mistake before I send off follow-ups or e-mails insinuating lack of response from those I am communicating with.
9. I will ensure the Subject: field of every e-mail is clear and concise about the topic of my communication and will make the effort to change the Subject: field when the conversation changes direction.
10. I will make a point of thanking those who help me via e-mail. Whether it be a Web site, Blog, discussion board or friendly Netizen who answers my questions or offers assistance when I e-mail them, I will thank them and let them know their efforts on my behalf are truly appreciated.

HAPPY NEW YEAR

New Members

Jeanne Bieschke

Long and Foster
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410-24407796
Jeanne.bieschke@longandfoster.com

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Www.ywgcrealty.com



Continued from Page Six

2. Respect no-Pod zones: In general, Mp3 players are not invited to weddings, funerals, classrooms, or places of worship. You should also avoid using Mp3 players in restaurants and waiting rooms because you want to be sure that you order the right thing and see the right doctor.

3. Be a professional: If you work in any job that deals with interacting with people, iPods are a definite "no." No one should have to feel like they're interrupting you to get help.

4. Remove your earbuds to interact: This is like the whole not leaving your "cell phone ear-piece on" thing. Basically, you look like you're not listening. Removing only one earbud says that you hope a conversation won't last too long, or that a person is not important enough to warrant your full attention.

5. Keep the volume moderate, and no *American Idol*: No one else should be able to hear your music; not through your earphones, nor through your own personal rendition.

1.



7. Timing - No cell phone before it's time, and no, it's not time

There are many situations where it would be rude if a phone rang and interrupted the business at hand. When stepping up to a service counter, entering a restaurant, joining a meeting, attending a show, or visiting the doctor, turn off the phone and let it go to voice mail.

8. Screening Calls- You must actually answer your phone now and again

Avoiding communication with others requires a refined technique. However, some people are disgracefully obvious when it comes to screening. Remember, you're allowed to do it; just not too often, and especially not more than five times with the same person. If you really have no interest in talking, it may be easier just to get a new number.

9. Earpieces and Bluetooth- Mass schizophrenia

"*Thou shalt not wear thy earpiece when thou art not on thy phone-*" Dan Briody, InfoWorld. When confronted with an individual who does this, it's very similar to being on the phone while carrying on a conversation with another person; it's as confusing as it sounds, and unsettling because no one ____

10. Txtting- \$\$\$ & :(

Not everyone texts, including yours truly. In fact, it is quite costly for my phone to except 20 or so of your messages. Moreover, texts can be very, very difficult to understand because they are not written in any comprehensible language and are very abusive towards vowels, which is not gr8t or something that makes most people lol.

Article from: <http://hubpages.com/hub/Technology-Etiquette>



Chesapeake Professional Women's Network, Inc.
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CPWN MEMBER BENEFITS

Monthly meetings to network and promote your service or product.

Advertising in our online membership directory with website and e-mail links.

Varying meeting dates, times, and locations to meet your busy schedule.

Topical speakers on issues pertaining to women and business.

Opportunities for women to support and mentor each other in both business and personal aspects of our lives.

Special events & Meeting Sponsorship

A monthly newsletter with calendar of events, networking tips, member updates, and articles of interest.



UPCOMING EVENTS

January Meeting

Bellisimo

1/11/2011 11:30 am -1:30 PM

Speaker: Janice Encapera, Etiquette

Sponsor: Melissa Harbold; Merrill Lynch

Cost: \$20 Mbrs/ \$30 Non-Mbrs

February Meeting

Richlin Ballroom

1/11/2011 11:30 am -1:30 PM

Speaker: Dr. Golladay; HCC

Cost: \$20 Mbrs/ \$30 Non-Mbrs

rsvp at www.cpwnet.org or 410-297-9722

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