

**TUCSON PROFESSIONAL ORGANIZERS
GENERAL MEETING MINUTES
August 2009**

The general meeting of Tucson Professional Organizers was called to order at 5:00pm on August 18, 2009 at Ronald McDonald House by MaryLynn St.Germaine, standing in for Sue Zepeda.

PRESENT:

Wanda Baader, Erika Dattner, Sharon Harn, Jill Janis, Nannette Palmer, Ori Parnaby, Barbra Russell, Jean Slagel, MaryLynn St.Germaine

GUESTS:

Jenny Bergdoll, Linda Brown, Julie Christen, Chandra Claw, Susan Fagotti, Judi Fragomeni

APPROVAL OF MINUTES:

Ori moved to approved the June 2009 minutes, as amended.

Jean seconded the motion.

The minutes of the previous meeting were unanimously approved as distributed.

OLD BUSINESS:

NAPO

The next Phoenix chapter of NAPO meetings are 9/8/09 and 10/3/09. Meetings are from 1-3pm, with 3-3:30 for networking. Cost to attend is \$10.

A bunch of us will get together for the October meeting. More details to come about carpooling, etc.

Name badges

MaryLynn handed out the magnetized name badges – individual organizer’s names on a generic T-PrO badge. They look very good; thanks MaryLynn for organizing that! Bring your badge to the Women’s Fair coming up.

SPEAKER:

Jean Slagel spoke about speaking engagements – what to do, what not to do.

Make sure you are formally introduced. This will add to your credibility. Write the introduction yourself.

Jean showed her Speaking Engagement Profile Sheet, a good tool to make sure you have all your info about the talk in one place.

Jean gave a handout to help plan a talk –

P – PURPOSE - know what your purpose is

(Write a one-sentence statement to declare it)

A – AUDIENCE – know who your audience is (and speak to their issues)

(age group, financial bracket, where do they live, what do they do?, etc)

M – MATERIAL – know your material

Have a theme for your talk. Having a structure for your talk will empower you, help you if you get stuck.

Learn to be flexible and roll with the punches. Maintain a positive attitude.

Be real, authentic, vulnerable. You don't have to be perfect.
Tell stories to illustrate points.

Have a repertoire of topics you know you can speak on.

Be the expert. You already are an expert; sound like one. Be confident.
Statistics and quotes can help add credibility.
Be a bigger expert; pull in the other experts.

Some resources to use:

- photos (always take before and after photos from the exact same spot in room)
- NAPO statistics
- Power Point presentation
- handouts (eg. list of resources, books, websites, etc.)

If you criticize something, have an alternative.

Jean handed out a Speaking Event Checklist, to help organize what is needed to do and bring.

NEW BUSINESS:

By-Laws

Ori handed out copies of the latest by-laws with proposed changes and went over them point by point. Members were given a form to use to vote on the separate points. Members will have one month to vote. Members will be emailed the voting form.

Gadget minute

MaryLynn showed a binder for organizing important life documents, available at Target or Solutions.com.

MEETING WAS ADJOURNED at 6:15pm by MaryLynn.
Motion to adjourn made by MaryLynn. Seconded by Wanda.

We had an informal, post-meeting chat with the guests. Record number of guests attending – good job, Ori!

DATE AND LOCATION OF NEXT GENERAL MEETING:

Tuesday, Sept. 15, 2009 at 5:00pm
Ronald McDonald House, Campbell and Allen

MINUTES SUBMITTED BY: Jill Janis, Secretary