

June 19, 2007 T-PrO Member Meeting

Members in Attendance - Sharon Harn, Annemarie Korp, Sue Zepeda, Rosa L. Moreno, Kate Armstrong, Jill Janis, Erika Dattner, Bea Rector, Barbra Russell, MaryLynn St.Germaine, Carolyn Sanger

Guests Winona Smith, Mary Fredona, July Jennifer Connors and her brother Josh, Wendy Webster, and Yolanda Valenzuela

Speaker – Sue Zepeda's client and friend, Jody Horton, is our speaker today. Jody runs her own PR business, IDEAS @ WORK, Inc. here in Tucson. She invented a "handy dandy filing system" like *PaperTiger* only simpler. It requires only hanging file folders, manila file folders, and a computer with Microsoft Access or Word. She provided a one page handout titled "IDEAFILES...A quick and easy way to file and retrieve an eclectic collection of papers" and described how it works. The really great thing about this method is that you don't have to remember a system. All you need for finding something is a keyword you associated with it when you entered it into the database. The computer will quickly search out the numerical file where you stored it! Jody welcomes T-PrO members to contact her at jrhorton@theriver.com.

In return for sharing her ideas with us, Jody asked for our thoughts on dealing with a huge amount and variety of family heirlooms she inherited. We suggested she take digital photos of the objects, make a video, start a charitable trust fund, donate items to a museum, and make a book. (perhaps self-publish or use a dot com like Blurb?)

Before Sharon started the business part of the meeting, Sue shared a great "Clutterholic" song by a NAPO member, Lois Morton. It's funny and upbeat. You can email the songwriter at: LoisMorton@optonline.net

Business:

Bylaws - Chairperson Sharon passed around a signature sheet for our approval of the changes to T-PrO By-Laws. A copy of the finalized version will be kept in the secretary's notebook of minutes along with The Code of Ethics, which is now a separate paper.

One thing to note is that January is our new date for annual renewal of both the regular membership dues (\$50 until July, then \$25.) and the optional website bio page fee. (\$50 all year)

Go-Month - January is "GO MONTH" (Get Organized) and we want to be prepared well in advance! That means we need to decide next month (when there's no meeting) what kind of project we'll be doing and fine-tune the idea in August. We've been considering several possible one-day events: the usual organizing of a non-profit, holding a "Shredathon", which Jean volunteered to chair, collaborating with the cable company that does home makeovers (or U of A?) or doing a *Messy Desk Contest* with 1-800-GOTJUNK? **Please** submit your specific ideas with contact info for the people you've already talked with to Sharon via email **ASAP**.

New Member Folder - Membership Chair Carolyn recently updated the folder for New Members which includes:

- Welcome Letter from the President (now Sharon Harn)
- Member Directory
- Code of Ethics
- By-Laws
- Acknowledgement of receiving the by-laws (form)
- Top 10 Considerations in Becoming a Professional Organizer
- Especially for New Organizers (by members of SF Chapter of NAPO)
- Business Resource List
- Helpful Info for Within T-PrO (e.g. password to Members Only part of website)

Tidbits of informal discussion:

- MaryLynn provided copies of the AZ Daily Star's 6/17/07 "I Love My Job!" Classifieds column about her.
- Members have had some advertising success with the Desert Leaf and Explorer newspapers. Our brand new (19th) member, July Jennifer Connors recommends www.craigslist.org
- Sharon recommends the book Websites for Dummies
- Wendy Webster (guest) represents International Concierge & Errand Association's Southwest chapter. She says she'll "do just about anything legal". Toll free number is 866-684-5801. Talk to her also about *Networking Entrepreneurs of Tucson*, a leads group without a professional organizer, that meets 2 Wednesday mornings/month.
- Sue passed around a 2-page article about her and her mom from a recent *Inside Tucson Business* and said she's learned not to take jobs without first doing a \$50 on-site consultation and getting advance payment for half the expected charge of the future appointment scheduled.
- Secty Bea typed up a list of 16 events T-PrO has done between 10/5/03 and 3/3/07

Next meeting is August 21, but the site has not yet been confirmed! Carolyn is working on this but still open to suggestions. Watch for an email about it! Tentative Agenda includes: GO MONTH, business promotion advice from Veronica Phillips of IAP Consulting, and the table topics "Most Embarrassing Moments" & "Mistakes to Learn From" [September meeting will be noon to 2 pm on Thursday the 20th at Omega Wall Beds store. Lunch provided.]