

SPWP News



This month's meeting will be held December 13th, 2018 at the Norris Conference Center, beginning at 7:30 a.m.

Please respond to the PunchBowl Invite letting us know if you will be joining us or not. Regrets and RSVPs should be sent to Kadie Rose via email or the PunchBowl Invite. If you do not RSVP, we may not have the space to accommodate you. If you RSVP yes and do not attend, you will be charged the cost of the breakfast.

Reservations can be made by credit card (MasterCard, Visa or American Express) at the breakfast meeting or via PayPal on our Web site: www.spwp.org.

Please remember to turn cell phones off or to silent during meetings.



PRESIDENT'S NOTE

Hello Ladies,

It's hard to believe we are at the close of yet another year. I am proud of how resilient and innovative our members have been to persevere through 2018 - another year of change, adapting, and surviving for those in the petroleum industry.

As I write my last president's letter it is a bittersweet moment. I'm happy to pass the torch on to an extremely capable incoming president and board. But I will miss the behind the scenes brainstorming and planning. I can't emphasize how much I appreciate you trusting me to lead SPWP the last two years. You ladies are such a source of strength, support, and friendship for me and I'm SO VERY THANKFUL. It has been such a privilege.

December's breakfast meeting is a lot of fun - we have various games with prizes for the winners and our traditional ornament exchange. If you would like to participate, bring a wrapped ornament with at least a \$10 value. And if you want to spread the joy, invite your colleagues and friends!

Krause Children's Center was chosen as SPWP's holiday charity this year. The gifts have been delivered and we had a great outpouring of donations from our members. They were very excited when the items were dropped off!! Know that your generosity is greatly appreciated and will be bringing smiles and squeals of excitement as the gifts are opened at Christmastime.

Wishing each one of you a happy, healthy and successful 2019!

Remember to "Like" and "Share" us on Facebook at Society of Professional Women in Petroleum, Houston.

With sincere gratitude,
Sylvia Garcia



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NOVEMBER MINUTES

President Sylvia Garcia called the meeting to order at 7:34 am on November 8, 2018 at the Norris Conference Centre. Sylvia welcomed all SPWP members and then introduced the 2018 Board of Directors.

Sylvia asked for a motion to approve the October 2018 minutes as written in the newsletter. Renee' Brown approved and Lellary Conaway seconded. No one opposed, so the minutes were approved as written.

Sylvia introduced each of the 2019 Board of Director Nominees who were given an opportunity to share a few words about themselves. Sylvia read a letter from Presidential nominee Erin Stroud, who was absent. The other board nominees are as follows: First Vice President - Gina McGinn, Second Vice President - Rhonda Bean, Treasurer - Mary Petricko, Secretary - Suzette Olivan, Member at Large - Suzanne Short, and Social & Development Director - Becky Lamson. The nominating committee, Jerri Babin and Sherry Adams, then distributed the ballots to members and collected and counted them once members finished making their selections.

Mary Petricko presented the annual Treasurer Report, referencing the handout provided on the tables, and highlighted the loss of income the organization has incurred as a result of not meeting our minimum breakfast attendee requirement for Norris. In response, Jerri Babin motioned from the floor to increase guest and member breakfast fees by five dollars in January 2019 (Member increase to \$30/ Guest increase to \$35). Sherry Adams seconded the motion. Members voted unanimously in favor of raising the 2019 breakfast fees by five dollars for members and guests.

Gina McGinn noted that member attendance is a factor for not meeting our minimum requirement as evident in the lack of attendance represented at this annual members only business meeting. Kelsey Hulett also noted that retention is an issue as well. There was a good discussion among members on ideas and needs that Sylvia informed attendees the SPWP Board has discussed extensively. Sylvia thanked members for their valued input.

Renee' Brown encouraged the organization to engage with members who have missed meetings as well as proposed the 2019 Board review options for addressing absent members who may be out of compliance with our bylaws.

Sylvia spoke to the 2018 board's accomplishments during her year in review, including resuming the Golf Tournament after taking a hiatus for 1 year as a result of the industry downturn, implementing a change to the bylaws to reduce the membership requirement, and adding a new board position - Social & Development Director - that increased our event and social media presence among other achievements noted.

Member at Large, Kadie Rose, announced the Featured Member of the Month as Maria French.

Secretary Gina McGinn presented new members Brenda Myers and Alma Barraza and provided them with their badges. She also noted that to date, a total of 6 new members joined in 2018.

Golf committee co-chair, Renee' Brown, provided an update for the 22nd Annual SPWP Golf Tournament. Renee' reminded committee members that the meeting would be held immediately following the breakfast meeting. Renee acknowledged that the response to the tournament has been positive and as documented in the Treasurer Report, over \$17,000.00 is estimated in revenue for scholarships.

Sylvia encouraged members to bring guests to attend our December Holiday Party Breakfast Meeting as well as reminded members she was collecting donations for the SPWP December Charity - Krause Children's Center which are due before our December meeting.

Sylvia wished a happy birthday to all of the members born in November and requested that all members consider submitting 2019 speaker suggestions to the board.

Sylvia opened the floor to announcements, but there weren't any.

The nominating committee announced the ballot results for the 2019 Board. All nominees were confirmed for their respective positions.

Sylvia congratulated the 2019 Board of Directors and reminded everyone that our next breakfast meeting is December 13th and to like and share SPWP on Facebook.

The meeting was adjourned at 8:21 am.

Respectfully submitted,
Gina McGinn

DECEMBER FEATURED MEMBER

Sylvia Garcia

- 1. How did you get started in the Oil & Gas Industry?** By chance! I attended OTC in 2002 and was in a line to get my pass. They couldn't find it and someone behind me in line said they could help. He got me in and I thanked him and gave him my business card. He said he was with Shell. Three weeks later, I get a call from him asking if I place O&G positions. I was in IT but of course I said "Yes!" He ended up being the VP of HR! I filled 5 roles and went to my manager and told him I wanted to work in O&G, not IT. He said do a business plan and he would consider it. I presented it and he approved. That moment truly changed my career. I built an O&G team there and at several other companies -- and have been working in the industry ever since.
- 2. Area of Specialty (i.e. Sales, Engineering, Accounting, etc.)?** Sales of technical and recruitment services in the upstream E&P niche and recruitment of technical experts.
- 3. When people come to you for help, what do they usually want help with?** Actually, a variety of things: It could be helping someone to find a job, assisting a client with getting a technical project completed on time and within budget, invoicing/payroll, creating proposals, contract negotiations, you name it and I am approached to help with it!!! I do volunteer work with animals and kids so I get approached for help with various needs around that as well.
- 4. Most influential person in your career and why?** The manager that approved for me to work in O&G and then let me build a team once there was too much business for just me. He believed in me to build a business in a new area, despite that it was male dominated, and to hire, develop, and coach a team. It was one of the most successful groups when I left the company for another opportunity. That manager helped me get into a career in an industry that I have a passion for.
- 5. Best career advice you've received?** There has been great career advice at various points in my career that applied at the time. But one that I think ALWAYS applies was from a manager early in my career when he promoted me to my first management role. He was one of the most genuine and caring people that I have ever met in my career. It is also something instilled in me by my parents. That advice was to care about each employee as a person first, not just a worker that can contribute to the company. My parents always emphasized that we "all put our pants on the same: one leg at a time", meaning each person deserves to be treated as a human being with value regardless of their status, income, race, etc. Because of these influences, I genuinely care about each individual as a person and appreciate the differences we bring to the table. As a result, this has helped in building successful teams that want to go above and beyond.
- 6. Were you born in Houston? If not, what brought you here?** Yes, I am a native Houstonian.
- 7. Favorite place in the world?** There are so many fantastic places that I have been to and many more left to see. So I like to think that I have yet to see my favorite place. I can tell you that my favorites so far do consist of being outdoors with spectacular scenery or something so amazing that you are in awe. Three of my favorite trips were to Ireland; to Banff, Canada; and to Jackson Hole, Wyoming.
- 8. Favorite book or movie?** I don't really have a favorite movie or book, but I enjoy reading trade journals and industry information.
- 9. What hobby would you get into if time and money weren't an issue?** I am involved in these hobbies but don't do them anywhere near as much as I'd love to if time and money weren't an issue: Traveling the world, fly fishing, and dog/animal rescue.
- 10. How did you become involved with SPWP?** I was at an AADE casino event and sat at a black jack gambling table with several ladies - Alicia Torben, Sandra Mourton, and Lellany Conaway. When I told them what work I do, they suggested that I attend an SPWP meeting and consider joining. I did....and I did. The rest is history!

SPWP ANNOUNCEMENTS

SCHOLARSHIP COMMITTEE UPDATES

2019 Scholarship Applications are officially open! Please share with anyone who meets the guidelines: Female, graduating from a Houston-area high school, and attending a Texas post-secondary institution. The application deadline is February 4th, 2019 at Noon CST. For more details, visit: <http://scholarship.spwp.org/>.

SPWP DECEMBER MEETING ORNAMENT EXCHANGE

If you would like to participate in this annual SPWP tradition please bring a gift-wrapped ornament valued at \$10 to our December Christmas Breakfast meeting on December 13th.

AADE CASINO NIGHT

AADE's Houston Chapter will be holding a Casino Night on Saturday, January 26th, 2019 at the Marriott Marquis Downtown. Stay tuned for more details.



December 17 Kayla Honza

December 31 Christina Allen



Name: Alma Sastre
Title: Inside Sales
Company: Turtle & Hughes, Inc.
Sponsored By: Maria Marquez
Committee Interests: Golf

Welcome Aboard!
New Members



SPWP SCOOP

So what is going on with you?



Kim Gonzales is engaged! Her fiancé, Chris, popped the question on November 24th (complete with a new puppy). Congratulations, Kim!



Kayla Honza and her husband, Scott, welcomed their son, Beau Ryan Honza, to the world on November 27th. Baby Beau weighed 7 lbs. 15 oz. and was 21 inches at birth. Congratulations on the addition to your family!



SPWP members (left to right) Erin Stroud, Kelsey Hulett, Maria French, Kim Gonzales, and Evalyn Shea attended the Women's Global Leadership Conference on October 29th and 30th.



Katherine Culbert has a new job! She is now the Senior PSM Coordinator for Southcross Energy. Best of luck in your new role, Katherine!

SPWP GOLF TOURNAMENT



SPWP held our 22nd annual Golf Tournament on Monday, November 12th.

Thanks to all the volunteers who helped raise money by getting teams, donations, sponsorships, and helping the day of the tournament. The tournament was a success despite the rain and cold, as we raised over \$12,000 for the scholarship fund. Money is still coming in and we should have a final number by the December 13th breakfast meeting.

People were excited that we brought back the tournament and we had previous participants along with some new participants, members, sponsors, and donors. We look forward to them participating again next year! Sherry and I want to once again thank everyone for their participation. We couldn't have done it without a team effort!



- Renee Brown & Sherry Adams, Golf Co-Chairs



CAREER CORNER

How to Avoid Falling into a Post-Holiday Slump at Work

It's the day after your holiday break and work now feels like a foreign land. You can't remember your password and you crave a nap. That sudden change of pace from your couch to cubicle, also known as the dreaded return to the office after the holidays, is a slog. But fear not: It can be overcome before anyone notices that you're off your game!

Before packing up your desk and heading out the door to enjoy some much-deserved downtime use these tips to leave yourself in the best position for when you return from your holiday break.

Finish high priority to-dos

"Before leaving work for the holidays, rather than reaching a middle point on multiple projects, finish the projects with the highest priority", says RaShea Drake, human resources specialist for Frontier Business. "For the projects you don't finish, write a recap on what you completed, what your plan is to finish, and how long it should take you to finish those projects when you come back". If deadlines and workload are a concern, have a candid conversation with your manager about what you can realistically accomplish now, and what will have to wait. That way, you can reprioritize tasks together if needed.

Set a proper auto-reply message

When you're away from usual lines of communication for an extended period it can be frustrating for those trying to reach you. The best way to be professional and have a worry-free vacation is to set a proper auto-reply which lays out expectations. Says Lori Scherwin, founder of Strategize That, "a good message strikes a nice tone, informs callers (or emailers) the dates you will be unavailable, if you will be unreachable or periodically available, when they can expect to hear back from you, and a contact person to reach out to for immediate assistance in your absence. Take it a step further and have specific coverage for individual accounts and projects".

Clear your calendar for the first day back

The first day back to the office after Christmas and New Years can be overwhelming: there are an overwhelming number of emails to read and reply to, projects to resume, and coworkers to check in with. As much as you can, plan for this chaos by blocking off catch-up time in your calendar. "Set expectations that you are back and available after that catch-up time", says Scherwin. "This strategy doubles as a helpful way to give you breathing room while you're on vacation so you feel less compelled to keep up every second of the day".

Break down larger projects into actionable tasks

It is likely that your list of post-holiday deliverables is lengthy. Wouldn't it be nice if you had an actionable list of tasks to start checking off as soon as you get back after your break? Preparing a to-do list before you leave for the holidays will help you transition back into work life upon your return by allowing you to focus on completing specific tasks rather than big abstract projects that your vacation-mode brain might not be ready to address. "Right before your return, evaluate your departure to-do list and turn it into more specific tactics (no more than 10 or you will feel overwhelmed)", advises Deborah Sweeny, CEO of MyCorporation.

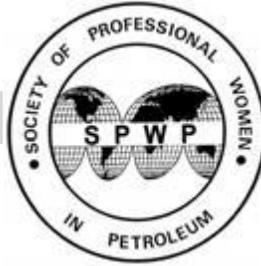
Find a time management strategy that works

Do the hours of each work day seem to get away from you? Do you have a hard time keeping focused? For 2019, make it a goal to identify and implement a time management method that works for you. "Find a time management or goal setting program that will fit your workflow and really make a difference in your new year", says Keith Sbiral, principal at Apochromatik. "These can range from David Allen's 'Getting Things Done' to Michael Hyatt's 'Best Year Ever' book and webinar".

Clean up your desk before you leave

The biggest gift you can give yourself this holiday season is a clean, organized desk to return to. A clear desk leads to a clear mind and increased productivity, according to a study published in The Journal of Neuroscience. Furthermore, by decluttering before you leave for the holidays you may uncover documents or deliverables that need attention. Take the time to clear your clutter before you go and wipe your mind free of work woes at the same time.

If you follow these tips, you'll be ready to tackle anything that comes your way when you get back to business in 2019!



The **Society of Professional Women in Petroleum** was formed in early 1981 to support professional career women in the Petroleum Industry, through networking, education, and the distribution of technology and information. SPWP is incorporated as a non-profit organization.

All aspects of drilling and production operations are covered through topical monthly breakfast meetings and industry speakers, and we constantly seek to further expand the knowledge of our members. We also feature professional development speakers and hold roundtable discussions on a rotating basis.

SPWP's membership consists of women who have active careers in the Oil & Gas Industry in fields including Engineering, Geology, Sales, Research, Finance, Law, Quality Assurance, Purchasing, Advertising, and Marketing.

SPWP is dedicated to furthering the careers of women in the Oil & Gas Industry and as part of our mission, we have a merit-based scholarship program that provides financial assistance to female Houston-area high school seniors entering a Texas college. Our annual fundraisers on behalf of this program are made possible through the tremendous support of companies within the industry, as well as through the tireless dedication of our members.

Mission Statement

Supporting career women in the petroleum industry through technology and information.



December Breakfast Meeting 12/13

January Breakfast Meeting 01/10

BOARD OF DIRECTORS

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Golf Committee

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comments, or questions to Erin Stroud at
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