

# Dateline Houston

Volume 41, Issue 4

Designing the future of technical communication

December 2001

## Realizing the Vision

by Melanie G. Flanders, Chief Information Architect, KnowledgeMasters, Inc.

**W**hen a company is extremely successful, sometimes the CEO is called a visionary.

It takes vision to achieve great things. But a company realizes its vision only when all employees share that vision.

Each department in the company must have a vision that is consistent with the common vision. Each employee's personal vision must be in harmony with the shared visions of the department and the company.

### Share It

*Everyone* needs to have involvement in developing the company vision because, without involvement, there is no commitment to the vision. To ensure *shared* vision, the vision should start from the top and flow down. Individuals and departments may not initially have all the elements needed to grow the company vision.

Vision can be defined as the framework which guides choices that determine the nature and direction of an entity (self or organization). It is *what* you want to be.

Vision lets you control your destiny, rather than allowing external forces to control it for you. When you have a vision, you start with the end in mind and then determine how you will get there.

A vision is much more attainable than a dream; it has goals that steer you toward it and objectives that are the milestones along the way. Goals constitute the framework that lets you realize your vision; objectives are the bricks you set in place when you achieve specific results within specific time frames.

### Visualize It

To create a vision, imagine where you want to be at a certain time; for instance, the year 2006. Visualize your surroundings at that time.

For a company, that might mean visualizing who your customers are, what the service or product that you are providing looks like, or what the size and location of your company is.

For an individual, visualization might include where you are living, what you are doing, what your financial picture looks like, what kind of car you are

driving, or what your family and other close relationships are like. Plant a clear image of the entire picture in your mind.

### Act On It

To translate your vision into action, you must first articulate it. Then, formulate a focused, strategic direction.

Create a mission statement that solidly expresses your vision and your values. The mission statement is refined and restated until it can be the criterion by which you measure everything else.

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## Dateline Houston

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## From the President

### Goals Met in 2001, Goals Set for 2002

by George Slaughter, Information Developer, BMC Software

**J**udy Glick-Smith, Society president, was one of the speakers at our Region 5 Conference. In one of her presentations she shared with the audience a quotation from business management consultant Peter Drucker that is apropos here: "The only way to predict the future is to create it."

STC Houston has a great future, because we have been busy creating that future as we enter 2002.

#### Goals for STC Houston, 2001–2002

STC Houston can take pride in having already met some ambitious goals. This newsletter you're reading is now exclusively online, and under new editors Rebecca Taylor and David Pacheco. The conference was a success, thanks to Nicole Wycislo and her conference steering committee. We now have an online job board, thanks to Gary Foster and April Cooper.

Yet we have much more to be excited about, both now and in our future. For example, our annual technical publications competitions are underway and will succeed, thanks to the leadership of Suzanne Stuckly-Taboada and Erika Frensley. Our satellite groups in Bryan–College Station and Louisiana have exciting activities this spring, and Heather Shelly is working with our colleagues in those groups to make those activities successful.

Ron Kirk and Linda Oestreich will lead two of our initiatives this spring. Ron will coordinate the creation of our five-year plan, and Linda will coordinate our chapter membership activity in March.

#### So What Are Your Goals?

Soon 2002 will be a reality, not a vision. What are your goals? How do you plan to make this new year better than the last?

For the professional technical communicator, STC Houston can help you find the answers. Your active service can help you develop your skills, learn tools, and create partnerships for success.

Happy Holidays to you and yours from STC Houston!



*George Slaughter*



# From the Director of Satellites

by Heather Shelly, Information Developer, BMC Software

**D**id you know that STC Houston has members in Bryan–College Station in Texas and in the state of Louisiana? These folks belong to the Bryan–College Station and Louisiana Gulf Coast satellites, which are hosted by our chapter. Satellites are created where there are not enough members concentrated in a geographic area to support a full chapter. This article provides information about the volunteers that keep our satellites running, and upcoming satellite events.

## Bryan–College Station

The Bryan–College Station satellite is small, with fewer than ten members. The organization is led by Karen Graber, who has been an active participant since the satellite was launched in 1996. Karen’s regular duties for the Bryan–College Station satellite include running an e-mail list and coordinating networking lunches for local technical communicators.

## Louisiana Gulf Coast

The Louisiana Gulf Coast satellite is larger, with more than 30 members. Members of the satellite are located all over the state and work in a variety of industries. The satellite keeps its members informed via an e-mail list, its newsletter *In the Kneaux*, and its newly redesigned web site at [www.stc-houston.org/~stcla/index.html](http://www.stc-houston.org/~stcla/index.html).

The following people are STC Louisiana Gulf Coast satellite leaders:

Co-managers:

- Marilyn Barrett O’Leary
- Stephen Brunet
- Julie Hebert

Webmaster:

- Cord Courrage

Newsletter Editor:

- Nina Laidlaw

Workshop Committee Chair:

- Gaye Farris

## What You Can Do

Professional organizations provide valuable networking opportunities. When you think of STC Houston, think of the Bryan–College Station and Louisiana Gulf Coast satellites, too. When you hear of employment opportunities within Bryan–College Station or Louisiana, forward them to satellite leaders. If your company employs technical communicators in the area, encourage those employees to join STC and become active in their satellite. Finally, attend the events that are held by our satellite chapters when you can. Their programs offer professional development opportunities for all technical communicators.

## Upcoming Activities

Plans are underway for the Louisiana Gulf Coast satellite’s 2002 Spring Workshop, which will be keynoted by Pulitzer Prize–winning author James O’Byrne. Watch *Dateline Houston* and [www.stc-houston.org/~stcla/index.html](http://www.stc-houston.org/~stcla/index.html) for details.

## Realizing the Vision

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Link the vision to goals and objectives that respond to and support your strategic choices.

Develop a set of metrics to ensure that your strategy is effectively implemented, maintained, and revised.

Develop indicators of success, track achievements, resolve critical issues that arise, and develop plans for ongoing review and revision.

Once these tasks are done, go forth and *have fun* while you are realizing your vision.

## Bibliography

Covey, Stephen R., *The Seven Habits of Highly Effective People*, © 1989, Simon and Schuster, New York

Tregoe, Benjamin B., et al., *Vision in Action*, © 1989, Simon and Schuster, New York

***Happy Holidays from STC Houston!***  
***Our next program meeting is Tuesday, January 15.***

# Cindy Pao and the Mistresses of Fun: December Volunteers of the Month

by George Slaughter, Information Developer, BMC Software

Cindy Pao and the Region 5 Conference Hospitality Committee are STC Houston December Volunteers of the Month for their work on the Region 5 Conference.

Those who attended the conference in October saw the results of this team's work. Putting together a major reception, complete with a mariachi band, is no easy task. Neither is compiling all the information that newcomers to Houston need in order to have an enjoyable stay in our city. Cindy, as hospitality manager, knew she would need help with these challenges, so she did what all great leaders have to do: she recruited her own group of volunteers.

The Mistresses of Fun, as they called themselves, were an upbeat, energetic group who continually demonstrated

that working on a volunteer project such as the conference can be enjoyable. They brought great team spirit to the Region 5 Steering Committee, and their good

*Despite all the balls she gracefully juggles, Cindy always has time for others.*

organizational skills made a difference as the conference planning took shape. One could easily see that esprit de corps in their photo on the conference hospitality page. How many other teams show up with everyone wearing sunglasses?

"Cindy was very organized, and all the committee managers benefited from

her master schedules and status reports," Deborah Silvi, conference treasurer, said. "I borrowed heavily from her reporting format."

Cindy, an information developer at BMC Software, is active in numerous volunteer activities. In addition to her role with STC Houston, she has also been active with her church and her daughter's involvement in the Girl Scouts.

"As with everyone on the conference planning committee, I've learned so much from Cindy," Nicole Wycislo, conference manager, said. "Despite all the balls she gracefully juggles, Cindy always has time for others."

STC Houston is pleased to honor Cindy Pao and the Mistresses of Fun as December Volunteers of the Month.

## Educational News

The 10th annual WinWriters Online Help Conference will be held February 10-13 in Seattle.

With more than 60 sessions dedicated to software user assistance, you'll get the latest on help for web sites and web applications, cross-platform help, management, windows help, information design, content development, usability, single-sourcing, dynamic server-based help, and authoring tools.

You'll learn and benefit from exciting keynote speakers, in-depth seminars, and a comprehensive exhibition of products and services.

You can check out the details at [www.winwriters.com](http://www.winwriters.com).



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### STC Mission Statement

*The mission of the Society for Technical Communication is to improve the quality and effectiveness of technical communication for audiences worldwide.*

# From the Editor

## The Importance of Your Contributions

by Rebecca Taylor, Technical Writer, Compaq Computer Corporation

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**B**y now you've heard much about the Region 5 Conference that our chapter hosted in October.

I'd like to share a comment made by Nicole Wycislo to the conference steering committee: "Thank you for honoring our commitment to creating a successful conference and to the growth and development of each person on the team. We faced seemingly impossible odds, but we did it simply because we gave our word—declared that we would make this conference the most successful Region 5 Conference."

More than anything else, my conference planning experience taught me that even the smallest contribution makes a huge impact. Amazingly, all those loose ends wove themselves into a wonderful tapestry of talent and dedication.

No matter the scale, whether it's a regional conference or a single program meeting, an e-mail posting or a newsletter, your involvement adds to the overall success of an activity, and the success of that activity furthers your own development.

### Start Small

If you're new to this volunteering thing, why don't you start small? Offer to help hand out flyers at a meeting. Perhaps you could add your editing expertise to our newsletter staff. (I know, shameless plug!)

Even better, look at the leadership page on the chapter web site, [www.stc-houston.org](http://www.stc-houston.org), to see where your talents might fill a gap.

If you're looking to fill a hot need, click the Help Wanted link in the lower left-hand corner of any page on the chapter web site, or contact our director of volunteer resources, Mary

Gwynne. You can reach Mary at [Mary\\_Gwynne@bmc.com](mailto:Mary_Gwynne@bmc.com).

### Think Big

As the new year approaches we tend to review and set career goals, so now may be a good time to consider holding a chapter office.

If you're hesitant to step forward because you fear that you lack experience, remember that many positions favor dedication over experience. And what better way to gain that experience than by jumping in feet first?

If you find yourself considering this scenario, talk to our chapter president, George Slaughter, about your options. You can reach George at [gslaughter@flex.net](mailto:gslaughter@flex.net).

While chapter leaders can declare that we're going to meet certain goals, your leadership and commitment makes those things happen.

## Striving for Immortality

by John Hedtke, Principal, JVH Communications, and STC Associate Fellow

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**I** have always felt that helping someone get a job was the best thing you could do for them. Lots of things go into this: teaching interview skills, helping them structure resumes to sell them more effectively, getting them up to speed on a new software package that's The Hot Thing, providing internship opportunities, even teaching them basic "dress-for-success" skills. All of this takes a lot of time and energy, but that's okay; this is my personal contribution to the Great Work, and I like doing it. But I have wondered why I do all of this and, over the years, I've come up with an answer.

Helping someone find a job gives you a good feeling right away. Someone comes to you in need, sometimes rather desperate need, and they need to find a job.

You can give them the hand up that they need, put them in contact with the person who needs someone with *precisely* their skill set, tell them that if they structured their resume a little differently it'd make all the difference. They take your advice, they get the job they're after, and *voila!* They're no longer in need. They feel good, and so do you.

Five years later, you're looking for a job yourself. And the people that you've helped are out in the community working, possibly not at the same job, but they're launched on their own careers and moving ahead.

The people you helped in the past can tell you about jobs that they now have to offer or positions they've heard about from peers. And, if nothing else, they can provide references about what you've done for them and others in the past. That will feel good, too.

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# New Member News

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## Marcus Bryant

Marcus Bryant has been working in documentation for three years now. Marcus works for Burr Wolff, where he is a documentation specialist. At Burr Wolff his work covers many aspects of technical communication, including software manuals, training guides, help files, and computer-based training files.

## Ophelia Wooley

Ophelia Wooley is new to the field of technical communication. After working as a secretary for many years, Ophelia decided to explore other career opportunities and, when she discovered the career opportunities that technical communication offers, she enrolled in Houston Community College.

Ophelia will graduate in May 2002. After graduation, she would like to get some work experience (she is particularly interested in online help).

Ophelia's long-term goal is to continue her education, working toward a Master's degree in Technical Communication at Rensselaer Polytechnic Institute.

Ophelia has lived in Houston for 15 years; she is originally from Indiana.

## Patricia Coogan

Patricia Coogan has been self-employed (d.b.a. Words and Pictures) for the past two years, providing desktop publishing, information design, writing, and graphic design services for short-term on-demand projects and long-term documentation projects.

As a generalist, Patricia works best in the background, supporting specialists. Clients bring a variety of on-demand projects, but her long-term projects have involved training manuals, employee benefits materials, and converting online and off-line documents to PDF format.

Patricia previously worked for a major corporation, where she provided services for two years in human resources and employee benefits areas and eight years in communication and training research.

## Joel M. Vincent

Joel Vincent is a technical writer for Compaq Computer Corporation, working in the iPAQ Engineering division. Joel focuses on engineering documents, customer advisories, online

content, and white papers. He has been with Compaq for three years and has lived in Houston for 10 years.

Joel attended the STC Annual Conference in Chicago earlier this year and decided that STC was a good organization that provided a way for communicators to network.

## Phyllis Moore

Phyllis Moore graduated from Rice University in 1961 and began editing technical papers for her first employer, a professor of genetics at Rice.

Phyllis became education curator at the Houston Zoo in 1969, and designed and wrote instructional systems documents there for 13 years.

Phyllis obtained credentials in Instructional Systems Design from the School of Allied Health in 1986. Since then she has worked full-time and contract positions on various assignments.

Phyllis is now working a contract assignment for ClearPoint Technologies, developing software documentation.

# Striving for Immortality

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Fifty years from now, you're going to be remembered by dozens, hundreds, possibly even thousands of people who you've been able to help get a

new job, break into a new career, or publish their first book. They'll remember you fondly for the help you provided without strings, the energy

you added to their lives. That's immortality. And it doesn't get any better than that.

## Networking Opportunities

AAP monthly meeting: [www.authorsandpublishers.org/upcoming-events.html](http://www.authorsandpublishers.org/upcoming-events.html)

AMWA meeting: [www.amwasouthwest.org/calendar.htm](http://www.amwasouthwest.org/calendar.htm)

IABC monthly meeting: [www.iabchouston.com/meetings\\_december.htm](http://www.iabchouston.com/meetings_december.htm)

# Director-Sponsor Report

by J. Suzanna Laurent, Region 5 Director-Sponsor

I firmly believe that what you get out of something is directly proportional to what you put into it. You learn new skills and discover hidden talents by participating in STC chapter activities. I stress the word “participating,” though, because “just being a member” does not produce the same results.

I found a new career that I really enjoy because of my involvement in another organization. After I volunteered to do the chapter newsletter, I started winning awards for it. So, when I finally started college, I studied writing. I earned a degree in technical writing, already knowing that not only did I enjoy the work, but I was good at it, too. These were a couple of great benefits I received from participating in activities.

One of the greatest challenges in STC chapters is getting members involved in chapter activities! Do you ever wonder why people hesitate to get involved when they have so much to gain from it? Let’s review some of their reasons and see my responses to them.

## “No one asked me to do it”

Have you asked them to do the job? Take the time to sit down with them to explain the benefits they can receive from doing the job, show them what needs to be done, and then ask them to do it. A phone call often works, but it is much more powerful to ask in person!

## “I don’t have enough time”

In today’s world there is so much to do that people choose what helps them

meet their needs best! By participating in chapter activities, they learn to juggle multiple projects and sharpen interpersonal skills, which in turn helps them to accomplish even more. Now, that’s a win-win situation!

## “I need to improve my job skills, not spend time volunteering”

Most skills that you learn while working on chapter projects can be used on the job. Those skills include:

- time management
- problem solving
- working with others
- marketing
- public speaking
- teamwork
- project management
- delegating
- assertiveness

To find out how members want to improve, ask them questions like

- “Why did you join STC?”
- “What do you expect to receive from your STC membership?”
- “What do you do on the job?”
- “What skills or traits would you like to improve?”

The answers can be used to match people to projects.

## “Networking doesn’t help me on the job”

Networking can be defined in many ways. Each time I have changed jobs, the lead came through an STC friend. Networking *can* mean getting job

leads, but it can also mean asking for help with a software program, discussing your projects with subject-matter experts, or building a successful consulting business.



Suzanna Laurent

## “I don’t know how to do it”

Do you have plenty of “how-to” information available for them? Is an experienced mentor standing by to answer their questions? Have you empowered them to do the job and allowed for some creativity? Sometimes all you need to do is make sure they have the resources to perform the work.

I hope this article gives you some ideas about how to get members involved, whether you need help with chapter leadership or staffing a committee. You must also remember that some people just don’t want to be actively involved, and that’s okay! Often, though, there are members who are just waiting for a chance to show what they can do. Their rewards are personal and professional growth, self-satisfaction, and a chance to make a difference in the technical communication field.

*For Suzanna’s previous director-sponsor articles, please visit [www.pages.prodigy.net/slaurent](http://www.pages.prodigy.net/slaurent). You can reach Suzanna by e-mail at [slaurent@prodigy.net](mailto:slaurent@prodigy.net).*

# Closing 2001 on a High Note

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**S**TC Houston members and guests enjoyed themselves at the November program meeting, the final chapter event for 2001. In addition to Silke Fleischer's keynote presentation, members voted to approve the nomination of JoCarol Gau, Lisetta Lavy, Mac Katzin, and Jim Hunt as the chapter's Nominations Committee for the upcoming chapter elections. JoCarol and Lisetta will manage the committee, which has the responsibility for soliciting candidates for the chapter's Administrative Council.

The next chapter event will be Tuesday, January 15, at the Hilton Houston Westchase & Towers. Don't miss it!



*Silke Fleischer, product solutions representative for eHelp, gives her presentation on Window control for browser-based Help systems.*



*Courtney Graves, JoAnn Green, STC Houston President George Slaughter, Silke Fleischer, and STC Houston Programs Director Paul Mueller pose after the November program meeting. Silke was the program speaker. Courtney and JoAnn are student members at Sam Houston State University.*



*Terry Lambert, left, accepts a certificate from Silke Fleischer. The certificate was for the next version of RoboHelp from eHelp Software. Terry won the prize at the November program meeting.*

# Society-Level Competition Judges, Volunteers Needed

## STC Houston to Host Publications, Art Competitions in April

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Now that the chapter competitions are over, the 2001–2002 STC international publications and art competitions are just around the corner. STC seeks experienced technical communicators and visual design experts who would like to participate in the international judging for the International Technical Publications Competition (ITPC) and International Technical Art Competition (ITAC) competitions.

Judging the competitions is a great way to get a sneak preview of what your colleagues are doing and to network with interesting people in a relaxed, fun atmosphere. You might even learn something new!

The judges for each team are responsible for evaluating the entries and providing each participant with constructive feedback. Awards are given to deserving entries based on the consensus of the judging team.

STC will provide transportation and lodging expenses for judges to attend the consensus judging meeting on April 5 in Houston.

The ITPC and ITAC judge coordinators are recruiting new and experienced international judges. STC hopes to have at least one judge from each region.

To be considered for a judge position, you must meet *at least two* of the following criteria:

- Master's degree or higher in technical communication, graphic arts or design, or a related field
- teaching experience in technical communication, graphic arts or design, or related field (five years full-time or seven years adjunct or part-time)
- seven years experience in the technical communication, graphic arts or design, or related field (art judges must have experience in the visual aspects of technical communication)
- strong publishing background (for publications: five articles or one book; for art: published graphic art or document design work)
- winner of an STC or other communication, graphic arts, or graphic design competition award

- certification by a communication-related professional organization (for example, in the art competition, certification by or association with a graphic arts or design organization)
- senior membership or higher in STC

The deadline for applying to be an international judge was December 15. However, STC Houston as the host chapter will provide additional judges and volunteers to help put on the event.

“STC Houston is honored to host the international publications and art competitions,” STC Houston President George Slaughter said. “To host the event is still more proof that we’re creating partnerships for success.”

For more information on the publications competition, contact Kit Brown at [kit\\_brown@lionbridge.com](mailto:kit_brown@lionbridge.com). For more information the art competition, contact Patricia Clark McDaniels at [pclark@utk.edu](mailto:pclark@utk.edu).

## STC Houston Competitions Running Smoothly

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The STC Houston Competitions Committee and judges have completed judging the STC Southwestern Ohio entries. STC Houston sent 137 entries to Southwestern Ohio for judging, and received 45 entries to be judged.

Competitions managers were Jessica Dickerson, technical publications; Dean Liscum, online communications, and Rene Gedaly, technical art. The Competitions Entry Return Party was held on Saturday, December 8, at BMC Software, and was organized by Heather Shelly.

“Jessica, Dean, and Rene did a superb job of overseeing their respective areas,” STC Houston President George

Slaughter said. “Heather took time from her own directorship to organize the judging party, and we had a great crowd there, especially on a cold and rainy day.”

Out of the 45 entries from Southwestern Ohio, 16 Merit awards, 13 Excellence awards, 2 Distinguished awards, and one Best of Show Award were given.

STC Houston expects to receive all its entries back from Southwestern Ohio by the end of December.

The STC Houston Awards Banquet will be held Friday, February 1, at the Hilton Houston Westchase & Towers. Invitations will be mailed soon.

# News from the Society

## Time to Renew Your Memberships

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**I**t's that time of year again – time to pay Society dues!

### Pay Now, Vote Early

The annual STC election will be held next spring, and only those members who have paid their dues by the February 28 deadline are eligible to vote.

Ballots for the STC election are sent out in two phases. For those who have paid their dues early (by mid-February), ballots will be mailed around February 20. Those who pay their dues between February 15 and February 28 will have their ballots mailed to them around March 10. The election closes April 15, so renew early and vote early!

### Renew Online

In October, you should have received an e-mail (if you elected to receive STC-related e-mail), alerting you to the Society's online dues renewal option. Help STC conserve funds by renewing your membership online. Online renewal is quick and convenient, and it reduces printing and postage costs, as well as costs to the environment.

To renew online at [www.stc.org/renew.html](http://www.stc.org/renew.html), you will need your postal/ZIP Code and your membership number. If you did not renew online before November 11, you will have

received a renewal invoice in late November.

### Deduct Your STC Dues

If the members of your chapter pay taxes in the United States, you may wish to remind them that STC dues are tax deductible. You can claim dues as a deduction in several ways.

### Charitable Expense

All STC members who pay taxes in the United States can deduct at least a portion of their STC dues if they claim this portion as a charitable donation. IRS publication 526 (rev. 2000) defines this option.

You may be able to deduct membership fees or dues you pay to a qualified organization. However, you can deduct only the amount that is more than the value of the benefits you receive.

As a 501(c)(3) organization, STC is a qualified organization. The only determination that you need to make is the amount that is more than the value of the benefits you receive. STC's tangible benefits can be estimated at \$30 (\$15 for the Society's quarterly journal, *Technical communication*, and \$15 for the Society's magazine, *Intercom*). The difference between the cost of membership (\$125) and tangible benefits (\$30) is \$95, and you may claim that amount as charitable contribution.

### Business Expense

Employees and self-employed consultants may claim the full amount of dues as a business expense.

### Miscellaneous Expense

Those who do not fall into the categories defined above may claim the amount of the dues as a miscellaneous deduction. (For miscellaneous deductions that can affect your taxes, the total amount of miscellaneous deductions must exceed 2 percent of your adjusted gross income.)

If dues are deducted as a charitable expense, business expense, or miscellaneous expense, they must be deducted from the tax return filed for the year in which they were paid. In other words, dues paid in 2001 can be deducted only on 2001 tax returns. If you have any questions, contact your local IRS representative or an accountant.

### Money, Not Time

In the past, the STC office has received questions concerning the deduction of time or services donated to STC. Please know that, while dues, contributions, and out-of-pocket expenses may be deducted, personal services cannot.

## Changing Your Address?

STC members changing their address can easily update their record with the STC office. Visit the address change page on the STC web site at [www.stc.org/address\\_change.html](http://www.stc.org/address_change.html) to make your switch.

Also, if you're changing your e-mail address, you'll want to make sure to subscribe to the STC Houston Mailing List. This e-mail list is an invaluable source for chapter news and events. To subscribe, visit the mailing list page on the STC Houston web site at [www.stc-houston.org/maillinglist.html](http://www.stc-houston.org/maillinglist.html).

# January 15 Program Meeting

## Finding Your Next Job Opportunity

STC Houston's January Program Meeting will be about helping you create partnerships for success through successful networking. At this meeting, you will learn how to develop your "soft-networking" skills and third-level contacts to find your next professional opportunity.

The presenter will be Terry Devlin, Manager of Client Services in the Houston offices of BernardHaldane Associates. Terry has a Master's degree in Counseling from the University of Houston and has worked with more than 5,000 clients during the past 11 years.

Terry is on the editorial staff of *Power and Gas Marketing*, a national trade journal, and writes a regular column on career issues.

For more information, go to the STC Houston Web site: <http://www.stc-houston.org/>.

**Date:**

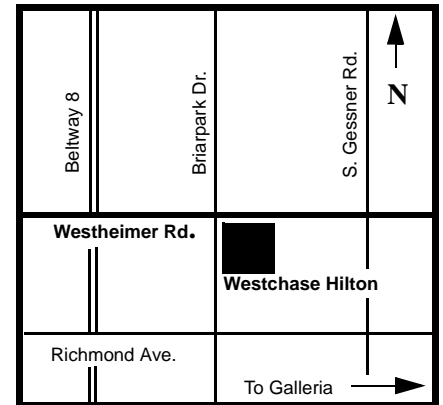
Tuesday, January 15

**Time:**

5:30 p.m. networking (hors d'oeuvres)  
6:20 p.m. announcements  
6:30 p.m. program

**Cost:**

\$10 (members)  
\$13 (non-members)  
\$3 (student and unemployed members)  
\$6 (student non-members)



**Drawing:**

A drawing for various prizes is held at the end of each general meeting. Proceeds benefit the Marx Isaacs Student Scholarship Fund.

### Calendar of Upcoming Events

Date	Time	Event/Topic	Location	Contact
Dec. 26	EBD*	Deadline for February newsletter	N/A	Rebecca Taylor rebecca.taylor@compaq.com
Jan. 8	6 p.m.	Administrative Council Meeting	To be determined	George Slaughter gslaughter@flex.net
Jan. 15	5:30 p.m.	January Program Meeting	Hilton Houston Westchase & Towers 9999 Westheimer Road	Paul Mueller answersforall@pobox.com
Feb. 1	7 p.m.	Competition Awards Banquet	Hilton Houston Westchase & Towers 9999 Westheimer Road	Erika Frensley erika_frensley@bmc.com

\*end of business day

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**Submissions**

Newsletter contributions are due by the 25th of each month in Microsoft Word or FrameMaker format. All submissions are subject to editing. Send submissions to Rebecca Taylor at [rebecca.taylor@compaq.com](mailto:rebecca.taylor@compaq.com).