

PRESIDENT'S MESSAGE



Margo Faulkner
Sewell Automotive Companies

"At times, our own light goes out and is rekindled by a spark from another person. Each of us has cause to think with deep gratitude of those who have lighted the flame within us."

Albert Schweitzer

Hello EWI of Houston!

I am so excited to be writing my first President's message. I have been writing this in my head for months in mostly anticipation and just a little bit of fear.

First, I'd like to say thank you to each and every one of you for having faith in me to fill this role. I am humbled and grateful for the opportunity to serve you this year.

My intention for this month is gratitude. I know it's not very original as we celebrate Thanksgiving this month, but when I find myself complaining about things, practicing gratitude changes my mindset for the better. There are so many things to complain about or things that could get us down these days. When I find myself focusing on those negative things, which are usually things I can't even control, I stop and think of five things I'm grateful for right at that moment. Sometimes my list is deep and meaningful and I think about my family, my friends, and my job. Sometimes my list is less deep and I'm really grateful for Starbucks and Netflix. I think most days I have a healthy mix of being grateful for the important things and the silly things. That gratefulness always redirects my thoughts which redirects my whole day.

One amazing thing I'm grateful for is all of you. As we plan and push ahead this year through the uncertainty of the future, y'all have definitely rekindled my flame. When I feel overwhelmed and like I'm failing before I've even begun, y'all never fail to help, support, and encourage me. I'm deeply grateful for each of you!

So this month we are DRIVEN to gratitude. I encourage you all to count those blessings and make it a daily habit to list things for which you are thankful. Today I'm grateful for the technology we have so that we can continue to meet virtually. Next month will be a virtual meeting. While we all want to be meeting in person, we must make the healthiest and safest decisions for all our members. Please always feel free to share your opinion with me, and thank you in advance for your grace and understanding as we navigate these new roads. Happy Thanksgiving!!



2020-2021

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Sewell Automotive Companies

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CHAPTER DATES

MONTHLY MEETINGS

- THURSDAY, DECEMBER 10, 2020 -VIA ZOOM
- THURSDAY, JANUARY 14, 2021 - LOCATON - TBA
- THURSDAY, FEBRUARY 11, 2021 - LOCATION - TBA
- THURSDAY, MARCH 11, 2021 - LOCATION - TBA
LUNCH WITH SUSTAINERS
- THURSDAY, APRIL 8, 2021 - THE CITADEL
EXECUTIVES' NIGHT
- THURSDAY, MAY 13, 2021 - LOCATON - TBA
- THURSDAY, JUNE 10, 2021 - LOCATION -TBA
BUSINESS MEETING & PAST PRESIDENTS' NIGHT
- THURSDAY, JULY 8, 2021 - LOCATION - TBA
SCHOLARSHIP NIGHT
- THURSDAY, AUGUST 12, 2021 - LOCATION - TBA
- THURSDAY, SEPTEMBER 9, 2021 - LOCATION -TBA
ANNUAL BUSINESS MEETING

BOARD MEETINGS

- TUESDAY, DECEMBER 15, 2021 VIA ZOOM
- TUESDAY, JANUARY 19, 2021 VIA ZOOM
- TUESDAY, FEBRUARY 16, 2021VIA ZOOM
- TUESDAY, MARCH 23, 2021 VIA ZOOM **THIS IS THE 4TH TUESDAY OF THE MONTH
- TUESDAY, APRIL 13, 2021 VIA ZOOM
- TUESDAY, MAY 18, 2021 VIA ZOOM *FULL LEADERSHIP*
- TUESDAY, JUNE 15, 2021 VIA ZOOM
- TUESDAY, JULY 13, 2021 VIA ZOOM
- TUESDAY, AUGUST 17, 2021 VIA ZOOM *FULL LEADERSHIP*

PROFESSIONAL DEVELOPMENT

- LEADING WITH CLARITY & CONFIDENCE - KELLI THOMPSON
- TUESDAY, DEC 1, 2020 @ 3PM ET

LCAM

- SEPTEMBER 16-18, 2021- ALBUQUERQUE, NM





Omni Hotels

12 years



Kori Peters

November 1st

Adelaide DeBow

November 1st

Eric Miller

November 3rd

Bari Ross

November 5th

David Jones

November 6th

Jessica Sebesta

November 24th





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⇒ Follow **EWI Corporate** on Instagram and Twitter:

@EWICorporate

⇒ Follow / Like **EWI of Houston** on Facebook:

<https://www.facebook.com/EWIHouston>

Check out the monthly meeting photos and tag yourself and your member firm

⇒ Click going to each of the monthly meetings in FB Events:

<https://www.facebook.com/events/3278772272194853>

⇒ And invite your network to join you as a guest using the Facebook invite

⇒ Follow / **Like EWI of Houston** on Instagram:

@EWIHouston



ewi **How Member Firms Benefit from EWI: RESULTS**

R RELATIONSHIPS

EWI is an organization that believes in long-term, highly valuable relationships. Member representatives build lasting, sustainable, and ultimately valuable business connections through trust and respect. Your employees form relationships that create associations between your organization and a diversity of other prestigious firms and executives in your city.

E EDUCATION

EWI offers professional development webinars and other resources each year on topics relevant to a member representative's professional and personal growth. Your investment provides affordable access to professionally produced training that would be difficult for many businesses to provide to their employees. To further your investment, member representatives are encouraged and expected to share their learning with other employees.

S SKILLS

EWI member representatives practice strong business ethics and build core skills such as public speaking, effective leadership, mentoring, strategic planning, and even how to effectively and efficiently run meetings with Robert's Rules of Order. There are additional opportunities for growth in EWI through Chapter and Corporate Board service such as preparing and managing a budget, managing a team, conflict resolution, and event planning.

U UNTAPPED POTENTIAL

Participation in EWI quickly raises your firm's visibility among your city's business community. This affords you the ability to promote your products and services to audiences you may not reach otherwise, both locally and throughout EWI's North American network. Your firm will also have the ability to build contacts by hosting Chapter Firm Nights or attending other Firm Nights and various business meetings throughout the year.

L LEADERSHIP

Many EWI member representatives cite leadership opportunities as a driving motivator for their participation. EWI offers a number of ways to build real-world leadership skills through Chapter leadership, Corporate Board participation, our Academy of Leadership program and other initiatives. Additionally, your membership positions your firm and your member representatives as leaders within your business community.

T TANGIBLE RETURNS

The EWI network is motivated to see your member representatives and your firm succeed. Representatives look to one another first when they need a specific product or service. Your firm will be listed in the EWI International Directory, which constitutes a network across the United States and Canada for the exchange of information and business matters. Member Representatives have immediate access to our online community to connect your firm with additional resources by delivering real time accessibility to all members through the EWI Mobile App.

S SUPPORT

Your member representatives will have a support structure of like-minded individuals outside of the office for career advice and other needs. EWI membership also provides you with an opportunity to support and recognize a top-ranking person within your firm by appointing her/him to represent your organization. Lastly, EWI offers your firm a number of ways to support your local community through good works, scholarship programs, and other philanthropic initiatives.



NOVEMBER MEETING RECAP



We met virtually on November 12, 2020 via Zoom. It was a fun time of catching up with everyone as well as brainstorming ideas for this year!

Our virtual meeting group shot!



PROFESSIONAL DEVELOPMENT

Submitted by Margo Faulkner, representing Sewell Automotive Companies

Setting and Maintaining Boundaries at Work for Your Time

From asaporg.com

February 25, 2020

Do your workdays run long on hours but short on productivity? Are you constantly searching for ways to better manage your time as an executive assistant? If you feel like you're always getting the short end of the stick when it comes to time management, it's time to learn the art of setting expectations and boundaries.

Setting Healthy Boundaries

The role of an executive assistant's often indefinable, changeable from one day to the next, and extraordinarily situational. That can make it difficult to draw the line on what is and isn't a good use of your time leading to frustration, resentment, and burnout.

Are there ways to set healthy boundaries without putting your job at risk? Yes, and doing so is good for you and those you work with.

The old saying "you teach people how to treat you" is never more true than when applied to a busy office environment. Here are 5 ways to establish healthy limits so you can work smarter.

Analyze the situation. A boundary "audit" helps reach clarity on where limits need to be set. Make a list of people and stressful situations that put too many demands on your time and keep you from accomplishing your daily to-do list. This is where you need to set, reset, or better communicate boundaries.

Seek advice. Ask your boss to make a list of what they expect you to accomplish on a daily basis. Compare it to your audit and, where there are discrepancies, ask for guidance on setting priorities.

Learn to delegate. "If I want it done right, I'll do it myself," is an easy trap to fall into, but knowing when to delegate work to others is the sign of a good leader—and an important skill to have if you aspire to higher positions. Fortunately, it's a skill that can be developed.

Create structure. Do people, including your boss, have a habit of just popping their head in for a "quick" question that's never quick at all, disrupting your workflow and pushing your schedule back? Create an agenda that puts you back in control. You might suggest set times for recaps with your boss. Co-workers can be taught to understand that, unless it's an emergency, you're only available at certain times of the day.

Just say no. This isn't easy, especially for executive assistants who believe their job requires making sure everyone's happy. If you're uncomfortable saying no, start small by saying no to non-work related things like a lunch invitation. Then start saying no to tasks or requests that fall outside your job description. Be direct and don't apologize or give reasons. Remember: your worth isn't measured by how much you say yes to others.

Continued.....

You can also impose limits on yourself. For example, stop checking work email early in the morning, late at night, or when you're on vacation. In Germany, it's against the law for employers to call or email staff out of office hours! If your job description calls for always being on call, talk to your boss or HR about how to get a better handle on it.

Reclaiming Your Time

In a world where technology allows us to lead 24/7 work lives with virtually no break, it's more important than ever to learn how to set and maintain boundaries. Prepare yourself for some pushback as others adjust to the new you and when a boundary is violated, address it immediately. Over time, you'll discover people respect you for placing your needs first and you'll find yourself feeling more confident, peaceful, and in control.



Fundraising Opportunity









Decorate your own home or spread some cheer this year with a gift from Lynchcreek Farms and support a great cause.

Choose from centerpieces, tabletop trees, garlands, and wreaths – with styles and designs to match all décor from farmhouse to contemporary.

Your purchases support EWI Houston scholarships and literacy initiatives. This year your help is needed more than ever to help our scholars and underserved schools!

www.lynchcreekfundraising.com/f/1411838











CONNECTIONS | CAREERS | COMMUNITY

EWI of Houston Vision Statement

EWI of Houston aspires to be the premier business organization of choice for member firms and their key individuals. Recognized by the Houston community as an avenue to achieve personal and professional excellence, every activity of the Houston Chapter will fulfill at least one of the objectives of the EWI Mission Statement.

Our Mission

EWI brings together key individuals from diverse businesses for the purpose of promoting member firms, enhancing personal and professional development, and encouraging community involvement.

Our Strategic Goals

- To strengthen, expand, and broaden membership.
- To provide member firms with meaningful benefits.
- To actively promote education for all representatives.
- To achieve a high level of community visibility through service.

Our Vision

To enhance professional growth and development within a diverse group of women while empowering them to make a difference as they inspire others.

EWI of Houston Connect Newsletter

**Feature your firm in a monthly Firm Spotlight!
Have news? Share it in the Connect Newsletter!**

Contact:

Naseeka Cox, 2020-2021 Communications Director
Naseeka.cox@sothebyshomes.com

Submission deadline: 3rd Friday of each month.

EWI Corporate Office

1288 Summit Avenue,
Ste. 107, PMB124
Oconomowoc, WI 53066

Direct: 262-269-5625
you may also text this number as it is a cell phone!

www.ewiconnect.com
ewi@ewiconnect.com
ewiconnectut.memberzone.com



2020-2021 BOARD OF DIRECTORS



PRESIDENT
Margo Faulkner
 Sewell Automotive Companies
mfaulkner@SEWELL.com
 713.851.7350



TREASURER
Cindy Baker
 Black Hawk Group
cindyb@sentrallc.com
 713.965.2909



COMMUNICATIONS DIRECTOR
Naseeka Cox
 Martha Turner Sotheby's
 International Realty
naseeka.cox@sothebyshomes.com
 713.558.1910



PRESIDENT ELECT
Shari Schiffman
 Douglass Elliman Real Estate
shari.schiffman@elliman.com
 281.652.5588



SERGEANT-AT-ARMS
Lily Portales
 EOG Resources
lportales@eogresources.com
 713.571.3956



FUNDRAISING DIRECTOR
Shannon McNair
 The Rose
smcnair@therose.org
 713.503.8577



PROGRAM DIRECTOR
Wendy Gonzales
 The Plaza Group
wgonzales@theplazagr.com
 713.266.0707



MEMBERSHIP DIRECTOR
Carole Pitts
 John Daugherty, Realtors
carolep@johndaugherty.com
 281.844.0494



DIRECTOR-AT-LARGE
LaTonya Perez
latonyaedmeade22@gmail.com
 832.316.4758



SECRETARY
Sandy Gracia
sandygracia2@gmail.com
 832.863.4639

ADVISORS



Kay Bart
 Skerl & Associates
kbart@bartcoh.com
 713.825.2750
 Past President 2003



Linda Petticrew
 Shell Energy Resources Company
linda.petticrew@shell.com
 832.337.3121
 Past President 2016



Rebekah Wesley
 Jackson and Company
rwesley@jacksonandcompany.net
 713.523.5780
 Past President 2020



2019-2020 LEADERSHIP TEAM



ASIST
Donna Turner
 Quantum Energy Partners
dturner@quantumep.com
 713.452.2187



EXECUTIVES' NIGHT
Open Position



PHILANTHROPY
Erlinda Quintanilla
 Hilcorp Energy Company
equintanilla@hilcorp.com
 713.289.2669



BYLAWS
Cindy Joutraw
 CenterPoint Energy, Inc.
cindy.joutraw@centerpointenergy.com
 713.207.5706



HISTORIAN
Open Position



PROFESSIONAL DEVELOPMENT
Open Position



COURTESY
Elisa Garcia
 Houston First Corporation
Elisa.garcia@houstonfirst.com
 713.853.8918



HOSPITALITY
Patti Strawther
 James J. Postl Interests
patti.strawther@shell.com
 713.222.7333



PUBLIC RELATIONS/
 SOCIAL MEDIA
Open Position



DIRECTORY
Michele Votano
 Atlantic Relocation Systems
Michele.votano@atlanticrelocation.com
 936.760.9655



MENTOR/ RETENTION
Mary Margaret Carroll
 MMCarroll & Associates
mmcarroll1@msn.com
 713.263.7005



STRATEGIC PLANNING
Jessica Sebesta
j_witek@yahoo.com
 281.602.3357



EWISP
Open Position



NOMINATING
Rebekah Wesley
 Jackson and Company
rwesley@jacksonandcompany.net
 713.523.5780



OFFICIAL PHOTOGRAPHER/
 WEB
David Jones
 D. Jones Photography
info@djonesphoto.com
 713.202.3633



PARLIMENTARIAN/ADVISOR
Marji Zamora
 Speedy Printing-Katy Freeway
marji@speedyprintingtx.com
 713.942.1511

