



UPCOMING INDUSTRY EVENTS

- **AHR Expo**
Jan. 31st - Feb. 2nd, 2011
Las Vegas, NV
www.ahrexpo.com
- **Builder Show**
January 12-15, 2011
Orlando, FL
www.buildersshow.com
- **Women in HVAC/R
Happy Hour**
January 31, 2011
BB Kings Blue Restaurant
Las Vegas, NV
- **HARDI
Western Regional
Meeting,**
March 20-22, 2011
Hilton Americas - Houston
Henderson, NV
www.hardinet.org

Member Insider

Volume 4 ♦ Issue 1

January 2011

Presidential Address

I am very proud to be the 2011 President of this extraordinary organization, Women in HVACR! It is a distinct honor to be part of this dynamic group of women leaders in our industry.

I am thrilled to watch the growing impact that women have in this industry, from manufacturers to contractors to suppliers to trade associations, and even more excited to be united with an organization that can shape the future of women in the HVACR industry.



Ladies and gentlemen, that group is YOU!

I encourage each and every one of you to get involved and take an active part in your organization. Join the Face Book, TWITTER, and Linked In accounts created especially for the Women in HVACR. Post a comment or pose a question when you would like some feedback. I promise you, the resources we have to draw upon are phenomenal. Attend one or more of the events planned for our members; make the most of the networking available to you.

Your Board of Directors is made up of volunteers working hard to make this membership a valuable tool for all of us in our personal and professional growth. Get involved and volunteer to serve on one of the committees designed to bring you member benefits. We want to hear from you. What do you want to see from this organization? Drop us a note to let us know how we are doing.

2011 promises to be another year of exciting events, networking opportunities, educational resources, partnership developments and more! As our membership grows we look forward to expanding the resources and opportunities that are available to our members.

Encourage the women leaders you know to join us as we share our talents and reach out to one another across the country. We are all dedicated to empowering women to grow and succeed within the HVACR industry.

Respectfully,

Nita M Brooks
2011 WHVACR President



Educational Session at the AHR Expo

Developing the OSHA Champion within your Organization

Speaker: Sharon McGee

Monday January 31st

9:00 am - 10:30 am

Room N103



Understanding, interpreting and complying with the law... Where does your company rank in compliance of OSHA regulations?

Discussion includes:

*Policy and Procedures

*Record Keeping

*Competent Person

*Work place violence and an emergency action plan

Sponsored by:



Become a part of the first international organization for Women in the heating, ventilation, air conditioning and refrigeration industry, Women in HVACR! www.womeninhvacr.org

Taking Control of Your Career

Goal setting is a powerful process that helps women to take control of the direction of their future and personal development! Your commitment to achieving goals will guarantee higher performance in your career.

Do you know what level you want to reach in your career?

By identifying the goals you want to reach in your career, you begin the process of taking charge of your own future. When done properly, goal setting will help you change your life and accomplish objectives that may otherwise be just "hit or miss".

■ **Start with a Vision of What YOU Want to Achieve**

Create a simple statement of how you see yourself in the future. Make certain that you have a genuine passion for reaching that vision. Your commitment is critical to the success of reaching your goals. By creating a vision statement, you are visualizing the future and starting along the path of reaching your career objectives.

■ **Write Down Your Goals**

Keeping written goals in front of yourself will help to keep your focus on reaching those goals. One reason why people do not accomplish their goals is because it is very easy to get distracted. Writing down goals and referring to them often will help you keep focus on what needs to be consistently done to make real progress in your career.

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Member Insider



JOIN US
for a Women In HVACR Happy Hour
in conjunction with the AHR Expo!

B.B. King's Blues Club at The Mirage
3400 Las Vegas Blvd S, Las Vegas, NV 89109
Tuesday, January, 31st at 6:30 PM



Taking Control of Your Career

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■ **Create an Action Plan**

Clearly defined goals and action steps to describe your path will help you to measure your progress towards achieving your objectives. With a specific action plan, you will be better equipped to recognize where your efforts should be focused. In addition, you will be better able to avoid distractions from the course of action you have planned.

■ **Identify Milestones that Support Your Goals**

Break your vision down into smaller targets that you must hit to reach your desired goals. These will become the stepping stones to reach your vision in a realistic way. The steps identified in your action plan will guide your progress to reach these milestones. Take the time to celebrate your victories along the way.

■ **Track Your Progress**

The key to achieving career goals is to constantly review your objectives and measure your progress. You will probably need to adjust your plan based on the progress you are making. That's OK. Rarely does a plan follow the exact path you originally envisioned. Update your plans to keep your advancement on the road to reaching your vision.

■ **Use Your Time Wisely**

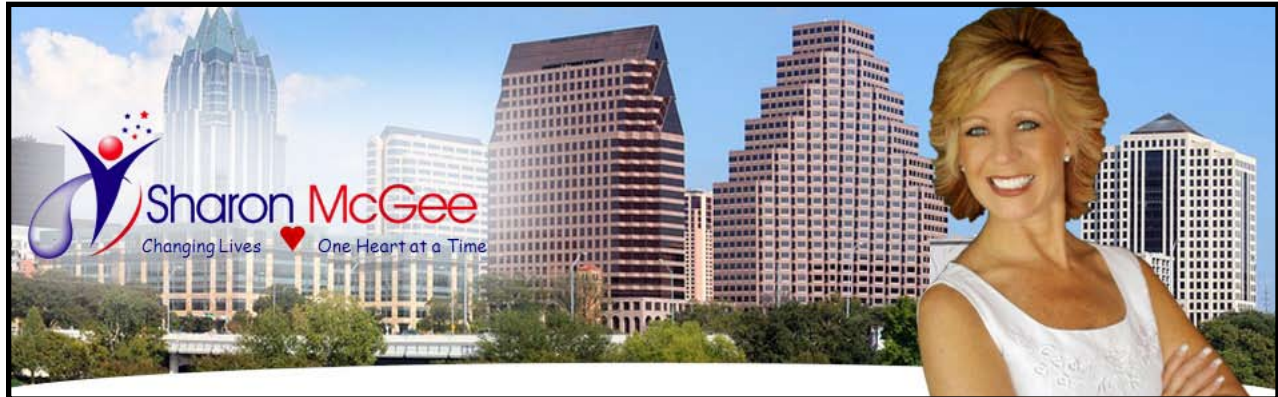
Make sure you are not side tracked on a course that does not support your career vision. Use your time wisely on the things you can do that will move you towards your goals. Take the opportunities that are presented that will help you learn and progress in your career.

■ **Build Habits and Behaviors that Support Your Goals**

Properly set goals should become a motivation for the actions and behaviors that will support your progress. If you have defined the right steps, the right behaviors should follow that will help you achieve your vision. Keeping your goals realistic will be helpful in building goal supporting behaviors and habits. The right behaviors should lead to performance results that will propel you to your career goals!

*Contributed by Nita Brooks
President, Women in HVACR*

Sponsor Spotlight



Sharon McGee Enterprises

What distinguishes the good Athlete from the great Champion? The good Manager from the great Leader? The good Organization from the great Enterprise? Some would say talent, resources, opportunity, knowledge or experience. Sharon McGee says Heart. Greatness, whether for the individual or a huge business enterprise, resides in the ability to trust your instincts, embrace your true potential and courageously create your vision. Heart.

Sharon McGee, through her message, instills both the pragmatic tools and the passion required to lead from the Heart and achieve Greatness. Whether you are looking for a Keynote Speaker to motivate and ignite a passion for excellence, sales training to take your business to the next level or a topical Program specifically designed to help you create the building blocks of personal growth for your success, Sharon engages the audience, helping them unlock their potential and inspiring them to action.

Among other training qualifications, Sharon is a Certified Safety and Health Official and a Master Trainer for the National Center for Construction Education and Research (NCCER), holding Certifications from NCCER in Project Management and Construction Site Safety Management.

Sharon is a featured author in a book titled “Leadership Defined” and her second book ~ Best of the Best in Customer Service. Sharon is an “award-winning” adjunct instructor for TEEX/OSHA and TEEX Center of Leadership Excellence and a certified Leadership Trainer for Maximum Impact Speakers/ Dr. John Maxwell.

Serving as a Disaster First Responder for American Red Cross, she was named a Hero in Central Texas by the American Red Cross and was named Volunteer of the Year by United Way. Sharon believes in giving her time and resources back to the community. Sharon is a Past Chairman of the Board for Associated Builders and Contractors. Sharon is on the Advisory Board of the Samaritan Health Care Ministries, a Board Member of the National Association of Women in Construction, is actively involved in the Alumni of Leadership Texas and is a member of Women in HVAC.



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Featured Book Of the Month

Monday Morning Leadership for Women

Monday Morning Leadership for Women by Valerie Sokolosky is a quick-read, power-packed handbook for new, as well as, seasoned managers who want to hone their management skills both professionally and personally. Susanne, a successful, high-profile executive agrees to mentor Taylor, a recently-promoted manager who is overwhelmed by juggling the demands of her new position while keeping up with the needs of her husband, two young sons and home. As their paths crossed during yoga classes, Taylor opens her heavy heart to Suzanne who agrees to 'eight-weeks' of mentoring where Suzanne's experiences provides Taylor with relevant action items that she could immediately utilize before her next weeks' session.

I'm quite sure you will find this book to be a proper and fitting way to begin your New Year! During a recent trip, when I generally maximize my flight time by reading collected trade publications, I found myself in the airport bookstore looking for something that would sharpen my management skills and provide some direction. **Monday Morning Leadership for Women** was perfect -- Before my flight ended, I had underlined, highlighted, plus filled the front and back flaps with my "Action Plan". Remember, we retain what we hear or read when we commit it to paper -- Less than 5% commit their goals and ideas to paper (or your computer, kindle or wherever your list is kept). Join this elite 5% group and enjoy your journey to a more fulfilled and rewarding life! "We are what we repeatedly do. Excellence then, is not an act, but a habit." ----Aristotle

For those who have a kindle or received one for Christmas, why not download **Monday Morning Leadership for Women** now or take a moment to order it from www.amazon.com while it's on your mind. You won't regret having this book ready to read during your next trip or when you have a few hours to invest in YOU – Your time will be well spent with a tremendous ROI.

*Contributed by Ruth Ann Davis
Board Member, Women in HVACR*



2011 Board of Women In HVACR

Officers:

President <i>Nita Brooks</i>	Vice-President <i>Patti Ellingson</i>	Treasurer <i>Karen Riffice</i>	Co-Treasurer <i>Barbara Keil</i>	Secretary <i>Tammy Smith</i>	Past President <i>Kimberly O'Neal</i>
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Board:

Ruth Ann Davis Alyssa Peluso Kathy Corr Leslie Titcomb

Advisory Board:

Adrienne Breedlove Gwen Hostnik Valerie Stakes Ruth King

Chapter Update



Chicago Chapter to hold their next quarterly meeting!

Porter Pipe 303 South Rohlwing Road Addison, IL 60101

When Thursday, 2/24/11 at 6:00 PM

- Bouna Beef, salad, beer, wine, or pop

-Technical topic and tour of Porter Pipe

-Stand up comedian Joe Kilgallon from <http://redbarcomedy.com>

For more inforamtion please visit us at: <http://chicago.womeninhvacr.com/>

Sponsor Spotlight

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Sharon was named “Woman of the Year” by the National Association of Professional and Executive Women in November of 2008. She was awarded the 2006 National Leadership Award for her outstanding service, assistance and leadership in promoting a pro-business agenda including tax reform and fiscal responsibility. Sharon was also awarded a 2006 Congressional Medal of Distinction, 2007 Republican of the Year, and 2007 Congressional Order of Merit for her unyielding support, outstanding leadership in business and contributions to the local economy. Sharon knows it takes both men and women to make it in today’s world.

Believing in the importance of mentoring, Sharon is a mentor for Women in HVACR, she is also a mentor to youth at the Austin chapter of the Boys and Girls Club and is a mentor for the Ann Richards School for Young Women Leaders, that opened its doors in August, 2007 which is a unique all-girls public school founded to educate young women and give them the confidence and skills necessary to succeed in college, in their careers, and in their communities.

Sharon has expanded a successful training, consulting and public speaking business, continues to write, run marathons, giving back to her community and actively participating in her church. Sharon loves spending time with her children and their incredible spouses along with her beautiful grandchildren. Above all, she loves to serve God and changing lives~one heart at a time.

For more information on Sharon McGee Enterprises go to www.sharonmcgee.com



*Contributed by Patti Ellingson
Vice President, Women in HVACR*

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