MESSAGE FROM THE PRESIDENT

Happy autumn and welcome to ANUW’s 21st year! ANUW enjoyed tremendous organizational growth and success over the last year, and our goal is to build on it. As we look forward together, I’d like to reaffirm the importance of belonging to a group such as ANUW.

Twelve months from now, what will you have accomplished?

No matter what your professional goals are, your connections will play an important role. You may have heard of the term “social capital”—it’s a bit of a buzzword lately, but the term is an important one for us to be familiar with and reflect on as professional women. While intellectual capital (your smarts) and work ethic (the sweat you’re willing to put in) are extremely important in your job, don’t forget about your social capital. Keep in mind that your social capital is as important to your current position as it is to your “next” position.

So what is your social capital? Your connections—the number of them, the breadth of them and the depth of them. Your reputation. Your influence. Your references. Your access to ideas and talent through your connections. Your access to resources through your connections. Your saved-up favors. Your accomplishments. And the social capital of those with whom you have relationships. Even the potential of your distant connections matters.

While social networks are tools to achieve social capital, it is the connections—the people—within them that matter. You never know where a connection will lead. So be broad and be bold. Make a commitment to invest and re-invest in your professional relationships this next year. Let ANUW help you. ANUW is a fantastic place to help you build your social capital, and create relationships that are professionally as well as personally rewarding.

I’m excited to learn and grow with you in 2009-2010!

Elizabeth Adams
Submitted by Carol Michelini, Past President

This past year ANUW completed its 20th anniversary. It was a great year with many accomplishments. I think it’s important to remember that ANUW is an organization that was conceived by women for women. That means that we all have the opportunity to contribute and shape the organization so that it fulfills its mission to enhance the career development of staff women at NU. Read on to review all that we did in fiscal year 09.

ANUW grew its paid membership to 185 which included 67 new members far exceeding our modest goal of adding 20 new members. Our retention rate last year was 88% and while we always lose a few members due to turnover and people’s ever busy and changing lives, we are proud that we continue to attract new members. We’ve set a goal to recruit 40 new members this year with a special focus on Chicago membership and to increase our retention to 90%.

Last year we set an attendance goal of 25 members for each of our eight monthly programs. I am proud to say that we surpassed those numbers for each of our programs. Here is a quick recap:

♦ October 2008: Annual Fall Breakfast = 85  
♦ November 2008: Speak Up! A Woman’s Guide to Presenting Like a Pro = 28  
♦ January 2009: Career Resolutions: Your Best Year Yet = 35  
♦ February 2009: Putting Your Best Foot Forward: How Image Links to Success = 30  
♦ March 2009: Conversation with Gene Sunshine = 45  
♦ April 2009: Pathways To Success Panel = 43  
♦ May 2009: The Blank Canvas Process: Goal Setting to Design Your Life = 31  
♦ July 2009: Tour of Frances Willard House and Lawn Reception = 44

In terms of outreach and collaboration, ANUW strengthened its ties with the Women’s Center by designating two Board Member-at-Large positions to serve as liaisons and assist with Take Our Daughters to Work Day. We continued to serve as an organizational co-sponsor for the Women’s Leadership Breakfast Series in downtown Chicago. And we sponsored the second Annual Coffee Hour for the 12 ANUW Past Presidents who are still at NU.

All of ANUW’s progress can be attributed to the work of many hands on the Board. We’ve stepped up our publicity by designing attractive flyers advertising our monthly programs. We’ve increased our communication through updating our website and producing our bi-annual newsletter. We’ve balanced our programs by inviting both internal and external experts to address our membership. And we hope that by hosting programs in different venues on campus we’ve made it fun and accessible to all.

I strongly believe that membership in ANUW is a great way to invest in yourself. I hope you will spread the word and invite your co-workers to join you in supporting ANUW and creating another great year!
Part of ANUW’s mission is to facilitate the networking of women across departments and campuses. Please take the time to reach out to a new member (you can find contact information in the online directory), introduce yourself, and perhaps schedule lunch to get to know someone in a different department.

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Committed to encouraging and supporting all women at Northwestern University who are interested in professional development

Andrea Stoit  Kellogg Alumni Relations  Evanston
Laura Anne Stuart  Health Service Administration  Evanston
Michelle Suran  Chemistry of Life Processes Institute  Evanston
Martha Tanner  Materials Research Science and Engineering Center  Evanston
Jill Wohl  Kellogg Marketing & Communications  Evanston

Interview with Past President

By Deborah Coleman, Newsletter Editor

Meet Bridget Calendo, who served as ANUW’s president from 1999-2000.

Bridget began her career at Northwestern in the Chemistry department. She remembers feeling very isolated from the rest of campus, and was looking for opportunities to meet others. While attending the Benefits orientation, she received a flyer about ANUW, and thought joining would be a good way to get involved, and meet other staff from across campus. She was also searching for a mentor and thought joining ANUW might provide an opportunity to meet one.

Bridget first joined the ANUW Board when she became Chair of the Programming Committee. At the time, Bridget saw the Programming Committee as the most exciting place to serve, since ANUW events are at the hub of the organization. After Meg McDonald was elected ANUW President, Bridget was asked to serve as Vice President, and she considered this invitation a great honor.

One thing Bridget enjoys most about ANUW is “the idea of senior level administrative women, such as Jean Shedd, Janet Stevens, Ginny Darakjian, Cathy Grimsted, etc., giving of their time to other women at Northwestern so that we might benefit from their experiences, expertise and wisdom”. Bridget is certain that without ANUW, she might not have had the opportunity to meet as many senior-level administrative women on campus. She also found it a great help to know she could email or call someone from the ANUW membership list if she had a question or problem in their given department or area.

According to Bridget, “ANUW was such a positive influence on me - professionally and personally - which is why I still support the organization today.”

When asked to share the best career advice she has received, Bridget replied, “Give back. No matter what stage in find yourself in your career, whether a Vice President or a Program Assistant, begin looking for opportunities to give back to others something you have learned.” Bridget has noticed that many of us are often too focused on driving our own careers forward that we forget to look back or look around for opportunities to give of ourselves.” Said Bridget, “Someone could use your help with updating a résumé, or with their interviewing skills, or may benefit from a contact you have in another department. Northwestern University is a place rich in opportunities, resources, and people. It is a privilege to work here, and serve others. I encourage the members of ANUW to get involved and look for ways to give of themselves and make a difference. They may end up surprised at how much is gained in return.”
New this year! You may pay your dues with a VISA, Master Card or American Express credit card. Please access this URL to register online:

Instructions are provided on the web site.

If you prefer to not pay with a credit card, please remit your check for $10.00 made payable to Northwestern University. Sending cash through campus mail is not advisable.
Send payment via Campus Mail to:
Helen Hutten, ANUW Treasurer
Chemistry of Life Processes Institute
Northwestern University
2200 Campus Drive, Rm 1123
Evanston Campus

If you have not already done so, please renew your membership today!

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**ANUW SUMMER EVENTS**

**Annual Member Appreciation Event**

By Deborah Coleman, Newsletter Editor

The 2009 annual member appreciation event was held at the Frances Willard House Museum, Library and Archives. Frances Willard was Northwestern’s first Dean of Women, and one of the most prominent social reformers in 19th century America. She formed her landmark organization, the Women’s Christian Temperance Union, while living in Evanston. Willard rallied support for many other important reform movements including woman's suffrage, women's economic and religious rights, prison reforms, education reforms and labor reforms. Under her leadership, the WCTU grew to be one of the largest women's organizations in the 19th century. The house served not only as her home, but also as a boarding house for WCTU workers. The Library and Archives contain documents, diaries, and books associated with WCTU’s organization and chapters. Frances Willard’s portrait hangs in Hardin Hall on the Evanston Campus, which underscores her prominent role in the history of Northwestern University. After our tours, we gathered in the backyard for light refreshments.

For those who were unable to attend this event but would like to see the house, you can contact the museum to arrange for a tour. Information can be found on the Museum’s web site at http://www.franceswillardhouse.org/
Members current and new gathered at the Allen Center for ANUW's Annual Fall Breakfast on October 13. We enjoyed the usual tasty fare offered at the Allen Center, and as always, the made-to-order omelet line was the big attraction. Ninety-seven women attend the event which exceeded all previous breakfast attendance.

Outgoing President, Carol Michelini introduced our incoming President, Elizabeth Adams. ANUW is grateful for the great years of leadership Carol brought to the office of president, and we look forward to another great year with Elizabeth as our president.

The guest speaker for this year’s breakfast was Coleen Burrus, Director of Corporate Relations in the Office of Alumni Relations and Development. Coleen also serves the City of Evanston as Alderman of the 9th Ward. Coleen shared her experiences running for public office and sitting in on City Council Meetings. Coleen believes that women have a unique responsibility to become involved in politics, whether actually running for an office or serving as a volunteer in a campaign. Some of the reasons Coleen decided to serve the people of the 9th Ward were to give back to the community where she lived, provide mentorship opportunities and be a role model to others. Some of the challenges she faces as Alderman include learning how to work with politicians. Coleen noted that two types run for public office: politicians and public servants. Coleen considers herself a public servant rather than a politician. It takes special abilities to work with colleagues on the City Council who are politicians rather than public servants. Another challenge is one not unique to the City of Evanston and that is working within a tight budget in the current economy. There is always difficulty determining how tax monies are spent, and she finds it difficult to make the hard decisions, especially if cuts mean loss of jobs. Finally, she does have to face the ever-present conflict of what she calls the "Town / Gown" issues, meaning the delicate relationship the University has with the City. Coleen noted it takes bravery and a thick skin to be in public service, especially during election campaigns. But she has looked to her political heroes, such as Hillary Clinton, as role models. When asked if she would run for public office again, Coleen noted she is asked this question frequently. She responded that it’s day-to-day because of the challenges.

In her final remarks, Coleen shared with us the lessons she has learned: that women vote, and they tend to vote for women. Secondly, campaigns should be conducted by going door-to-door to meet the voters in person. Using technology is fine, but she learned that nothing beats direct contact with people. A third lesson learned was to remember to stay focused on the issues during debates, and not get side-tracked by responding to dirty tactics of opponents; to keep a positive attitude throughout the campaign. Lastly, remember who “brought you to the dance” and always acknowledge those who helped you along the way.
Transform Your Space, Transform Your Life!

By Carol Michelini

How many times have you said to yourself “I’ve got to get organized”? But how do you start? At ANUW’s November meeting Linda Smith, owner of Linden Organizing Solutions, showed us how with the Clear and Simple system of organizing. This three step approach, See It, Map It, and Do It helps us deal with clutter and bring control and order into our lives. In the first step, See It, you identify the source of your clutter and your feelings about it. Linda noted that anytime you undergo a major life change, clutter can occur. Suggestions for helping you see your clutter include photographing it and writing or drawing a story about it which will help you understand the emotions behind the clutter. The second step, Map It, brings clarity by specifically laying out either in words or pictures what you really want. The third step, Do It, uses the STACKS approach: sort, toss, assign a home, contain, keep it up, simplify.

The STACKS approach gives you the principles behind organizing clutter. For example, sort means to put like things together. In this step, Linda recommends that you do nothing but sort. Do not attempt to make any decisions about the clutter, just sort it into categories. Linda recommends using bankers’ boxes as they are uniform in size and can be stacked. Tossing is a decision-making step which requires you to ask questions like “Do I use this, Do I love this, Does this item serve or support me in my life today. Never ask if it’s useful. Most objects are and their useful aspect can be a trap that gives you permission to hold onto things that you really need to let go of. Assign a home means that things should be put where they are used or needed. Linda recommends dividing space (like the top of your desk or your office or cubicle) into zones such as communication, storage and files, supplies, reading, action items etc. Contain refers to setting boundaries and limits. It’s best to leave 25% of your space open to accommodate easy access and growth. Always use consistent containers for storage to aid in maximizing your space. Keep it up means if you take something out, put it away; if you bring one new item into the house, throw or give away one item. Assign regular times for paper upkeep; thirty minutes every day at work and once a week at home. Simplify calls for following the Pareto Principle also known as the 80/20 rule. According to the Pareto Principle 80% of what you save never gets looked at. Or to put it another way, you wear 20% of your wardrobe 80% of the time!

To be organized is to find what you need when you need it and to get things done when they are due. Following the Clear and Simple method will ensure that you on the path to managing your clutter and in turn managing your life.

Upcoming Events

Please mark your calendars for these exciting events we have planned in the coming year. We encourage you to periodically check our web site for any updates.

http://www.northwestern.edu/anuw/calendar

We hope to see you there!

December 8, 2009         Women Staff Holiday Luncheon on Chicago Campus
December 11, 2009        Women Staff Holiday Luncheon on Evanston Campus
January 14, 2010         Career Resolutions: Social Networking and LinkedIn
                         Speaker: David Fisher
                         Time and Location to be determined
February, 2010  Event Topic: Pathways to Success  
Speaker: Dean Sarah Mangelsdorf, Weinberg College of Arts & Sciences  
Date, Time and Location to be determined

March 8, 2010  International Women’s Day Program  
TBD

March, 2010  Conversation with Gene Sunshine  
Chicago Campus  
Date, Time, and Location to be determined

April, 2010  Event Topic: Women’s Health  
Date, Time, Speaker and Location to be determined

April 22, 2010  Take Our Daughters To Work  
Co-Sponsored with The Women’s Center – Volunteers will be needed!

May, 2010  Chicago Event  
TBD

June, 2010  Special Member Cooking event at Now We’re Cooking  
(Note: there will be a small charge and space will be limited)  
Date and Time to be determined

July, 2010  Annual Member Appreciation Event  
History of Northwestern University and Optional walking tour of the Evanston Campus  
Speaker: Kevin Leonard, NU Archives  
Date/Time to be determined

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Elizabeth Adams – President  
Emily Higgins - Vice President  
Carol Michelini - Past President  
Debra Gibson Tice – Secretary  
Helen Hutten – Treasurer

Members-At-Large:  
Beth McDonald - Women’s Center Liaison, Evanston Campus  
Kathy Mustea - Women’s Center Liaison, Chicago Campus  
Shericka Pringle-Jackson  
Beth Clifford Smith  
Susen Taras  
Mary Tobin

Committee Chairs:  
Claire Maurello – Membership Committee  
Kate Dargis – Publicity Committee  
Suzanne Auburn - Web Site Editor  
Deborah Yordy Coleman – Newsletter Editor

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