

### Inside this issue:

Officers, Directors and Advisors	Cover
President's Message	Cover
Member Firm	2
Splitsville Photo	2
March Meeting Invite	2
Safari of Fun at Busch Gardens	3
Top 12 Tips for Organizing	4
Avoiding the Courthouse	5
Calendar March/April	6

March 2010



**Dear EWI Tampa Bay Chapter Members,**  
**Congratulations to all of our members who helped make our February team building event at Splitsville such great fun. We divided into two teams.**

**Careers and Connections.** The competition was fierce but Careers came out the winner by a few pins. The members present were able to rekindle some seasoned friendships along with acquainting themselves with some of our newer members. Many thanks to Melissa Gross with Sheraton Riverwalk for organizing the event. We look forward to our next visit to Splitsville.

**I can't believe it.** Spring is right around the corner. It is time for new beginnings. We'll be dusting off the cobwebs of winter, trying to analyze our first quarter efforts and continuing to plan the wonderful programs in store for our Tampa Chapter of EWI. Our EWISP Scholarship Program is in full swing. Phyllis Corr of Sykes Enterprises is our chairperson and she has jumped in with both feet. Along with Melissa, Marla and Brenda's guidance we are well on our way to what promises to be a terrific program.

**Speaking of Spring...**I have received several emails regarding the EWI Spring Conference hosted by The Memphis Chapter. "Taking Care of Business" (Elvis's TCB) is the motto boasted for the event. The conference is scheduled for April 22<sup>nd</sup> through the 24<sup>th</sup> at the Holiday Inn, University of Memphis. If you plan on attending, please book your reservations prior to March 22, 2010 to get the EWI special rate discount. Log on to [ewimemphis.org](http://ewimemphis.org) for all the details.

**Carol Talone and Anna Miller** are graciously hosting our March Business Meeting at Yale of Florida on March 10, 2010. We have several items on the agenda that we would like to finalize before the end of the month.

**I look forward to seeing you March 10<sup>th</sup> for CUBAN NIGHT at Yale.**

**My best regards,  
 Linda**

### LOCAL BOARD

**Linda Helton**, President  
 Carey Limousine of Tampa Bay  
 lkhcareyflw@earthlink.net

**Dana McDonald**,  
 Vice President/President Elect  
 Busch Gardens of Tampa  
 Dana.mcdonald@buschgardens.com

**Bonnie Smith**, Secretary  
 Hellmuth, Obata & Kassabaum  
 Bonnie.smith@hok.com

**Sharon Hewitt**, Treasurer  
 KPMG, LLC  
 shewittrogers@kpmg.com

**Patti Jako**, Sergeant-at-Arms  
 Humana, Inc.  
 pjako@humana.com

**Carla Pirez**, Membership Director  
 Weichert Realtors, Yates & Associates  
 tampamoves@tambabay.rr.com

**Melissa Gross**, Program Director  
 Sheraton Riverwalk Tampa  
 mgross@sheratonriverwalk.com

**Anna Miller**, Publication Director  
 Yale Lift Trucks of Florida & Georgia  
 amiller@yaleflorida.com

**Tina Spinks**, Ways and Means Director  
 Spinks Law Firm  
 tina@spinkslawfirm.com

**Carol Talone**, Chapter Advisor  
 Yale Lift Trucks of Florida & Georgia  
 ctalone@yaleflorida.com

**Phyllis Corr**, EWISP Chair  
 Sykes Enterprises, Inc.  
 Phyllis.corr@sykes.com

# Member Firms

Anna Perrott Jewelers  
Aon Risk Services  
Busch Gardens/Adventure Island  
Carey Limousine of Tampa Bay  
Creative Design Ideas  
Hellmuth, Obata & Kassabaum  
Humana, Inc.  
KPMG LLP  
Levy Awards and Promotional Products  
Sheraton Tampa Riverwalk  
Sykes Enterprises  
Syniverse Technologies  
TECO Energy, Inc.  
T. Edmund Spinks, Esq. P.L.  
Tomlin Tested Staffing  
The University of Tampa  
WEDU—Florida West Coast Public  
Broadcasting, Inc.  
Weichert Realtors, Yates & Associates  
Yale Lift Trucks of FL and GA

**March Member Program  
on Wednesday, March 10th  
at**

**Yale Lift Trucks of Florida and Georgia  
5:30 pm Meet & Greet / 5:00 pm Dinner  
2230 North U.S. Highway 301  
Tampa, FL 33619  
(813) 621-4671**

**Located on U.S. Highway 301 between State  
Road 60 and Broadway. There is no entry if  
you are heading North on U.S. Hwy 301**



**Our February meeting was held at Splitsville in Channelside on  
February 10th. As this picture reveals, fun was had by all that attended!**



## BUSCH GARDENS TAMPA BAY WELCOMES PRESCHOOLERS FOR FREE IN 2010

It is a remarkable year for Busch Gardens as Elmo, Big Bird and all their friends arrive at *Sesame Street Safari of Fun*. To commemorate this new signature attraction's premiere, Busch Gardens is offering a **FREE Commemorative Busch Gardens Preschool Pass** to kids ages 5 and younger during 2010, so kids can take advantage of all the fun and adventures *Sesame Street Safari of Fun* has to offer.

The signature attraction will be filled with kid-size rides, cool water fun, memorable adventures and shows that celebrate the spirit of Africa. Only at Busch Gardens will you have the opportunity to encounter unique **African-themed versions of the characters** and go on safari with the beloved friends.

In addition to the rides and play areas, families can share **breakfast or lunch with Elmo and friends** in a brand-new dining facility adjacent to the *Sesame Street Safari of Fun* area and view "Sesame Street Presents: Lights, Camera, Imagination!" in the park's 4-D theater, located in Timbuktu.

The FREE Commemorative Busch Gardens Preschool Pass is an online exclusive offer for Florida residents ages 5 and younger that is valid through Dec. 31, 2010. To register, go to...

[SesameStreetSafariOfFun.com](http://SesameStreetSafariOfFun.com) >>

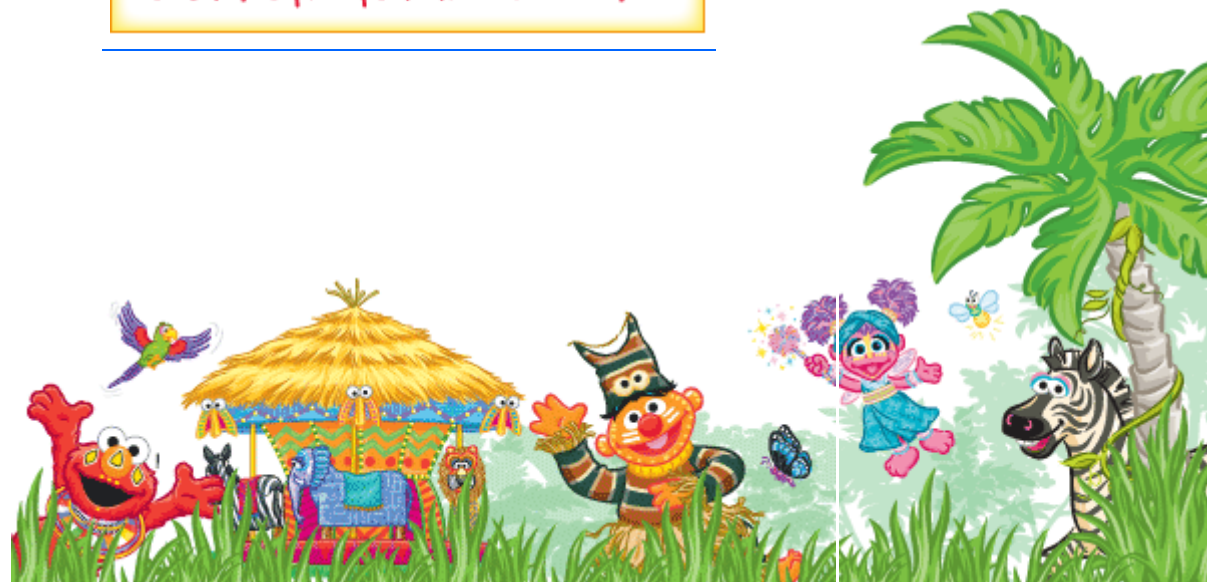
**Busch**  
GARDENS.  
TAMPA BAY

™/© 2010 Sesame Workshop  
© 2010 SeaWorld Parks & Entertainment. All Rights Reserved.

[Click here](#) to view our privacy policy.

To continue to ensure delivery of this email please add BuschGardensTampa-Bay@bgt.mail.worldsofdiscovery.com to your address book. If you would like to unsubscribe from Busch Gardens Tampa Bay communications please [click here](#).

Busch Gardens Tampa Bay  
3605 Bougainvillea Ave.  
Tampa, FL 33612





## Top 12 Tips for Organizing Electronic E-Mail Files

-Written by Barbara Hemphill

The statistics on lost productivity due to “email dysfunction” are staggering! It may be impossible to control how other people use email, but you can control how *you* manage it. Here are 12 tips to get you started:

### When You Send E-Mail

- Use the e-mail subject line to clearly describe the purpose of your e-mail. For example, “Proposed Itinerary for Chicago-10/20/10 – CONFIRM by 10/10/10.”
- Include only one subject per email message. Not only will this method simplify e-mail filing and retrieval, but it will eliminate the possibility of someone reacting to the first issue, and missing the second, or forgetting to go back and deal with it.
- Be judicious in your use of forwarding. When you do forward an e-mail, add an explanation of why you sent it.
- Avoid communicating other people’s e-mail addresses without their permission:
- When sending an e-mail to multiple addresses, put recipients in the “BCC” line. When forwarding an e-mail, delete the addresses automatically included in the body of the forwarded e-mail.

### Managing the E-Mail You Receive

- Practice “The Art of Wastebasketry®.” Ask yourself, “What is the worst possible thing that would happen if I didn’t have this e-mail?” If you can live with your answer, hit “Delete.”
- Create folders to file the e-mail you want to keep to read later. (You probably won’t, but it gives you an option.) Organize e-mails by topic, project and/or individual names.
- If the subject line of the e-mail you receive doesn’t accurately describe the contents, change the subject line before you move it to a folder.
- Your “In Box” is not a filing cabinet, a calendar, an address book, or a bookmark list. Although you have no control over the number of e-mails you get, you do have total control over the number you leave in your “In Box.”

### Invest in Yourself and Your Future

- Click on “Help” in the tool bar at the top of your e-mail program to find a searchable index that will answer dozens of questions about your e-mail program.
- Attend a class or hire a consultant to address the specific e-mail program you use.

### The Most Important Tip of All

- Don’t let your e-mail control you. Before you leave work each day, identify the most important thing to accomplish the *next* day. Then do it – BEFORE you start reading e-mail!

### Mediation might be appropriate if

- ✦ you have an ongoing relationship with the other person;
  - ✦ you don't feel unduly pressured, coerced, or under duress from the other party to do something you don't want to do;
  - ✦ you feel that you can negotiate and speak in your own best interest;
  - ✦ you are emotionally invested in the issues at stake;
  - ✦ the case involves more than money;
  - ✦ you want or need a quicker, more expedient outcome than court would allow;
  - ✦ there are no lawyers involved (although attorneys can be involved if you want);
  - ✦ you think it would help the situation if you could speak directly to the other side;
- multiple people are involved in the dispute.

### Mediation might not be appropriate if

- ✦ there is ongoing abuse of one party by another;
- ✦ there is a history of domestic violence between the parties;
- ✦ the other party is not trustworthy or negotiating in good faith;
- ✦ the issue is not negotiable;

## Avoiding the Courthouse

*Provided by the law firm of T. Edmund Spinks, Esq. P.L.*

Judging from the morning newspaper, evening news, and nightly television lineup, viewers might conclude that every legal dispute eventually ends up in court. However, this simply is untrue. The fact is that the vast majority of disputes are resolved before they ever get to trial; many are resolved through what is called alternative dispute resolution (ADR), which includes mediation and arbitration.

In **mediation**, a trained mediator helps you and your opponent resolve your disagreement by identifying, defining, and discussing the things about which you disagree, in an effort to help you reach a mutual agreement. This is an informal, cooperative problem-solving process, and does not necessarily require you to know the law or to hire a lawyer, although often the parties find it useful to do so.

**Arbitration**, on the other hand, is a more formal proceeding in which you and your opponent are asked to present

evidence and witnesses to an arbitrator, who issues a decision, usually in writing, to resolve the dispute. Arbitration may be binding or nonbinding. If the parties agree to a binding arbitration, it means they must accept the arbitrator's decision as final.

In some cases, decisions reached through binding arbitration can be vacated or disqualified (meaning overturned). However, these circumstances are very limited. According to the Federal Arbitration Act, parties may be able to have binding arbitration decisions vacated if they can prove, within three months of the decision being rendered, that

- ✦ the decision was won by corruption, fraud, or undue influence;
- ✦ the arbitrator was biased or corrupt;
- ✦ the arbitrator was guilty of misconduct or misbehavior that prejudiced the rights of any party; or the arbitrator exceeded his or her power.

Cases can get into ADR through a variety of methods. You could elect to take a dispute to ADR; for example, if you have a dispute with your neighbor over a bush that straddles both of your property lines, you both might agree that this issue is better resolved if you work things out informally, preserving a civil relationship and keeping everyone out of court. On the other hand, ADR is sometimes required by a court order or contract. Prior to trial, in order to encourage settlement, courts will sometimes order parties into nonbinding mediation or negotiations. Other times a contract might state that all disputes concerning the contract must be resolved through binding arbitration. Common examples of contracts that include arbitration clauses include credit card agreements, insurance policies, and bank loans.

If you are about to enter ADR, you shouldn't hesitate to contact your attorney if you have any questions or concerns. If you are unsure about whether to bring your attorney into the mix, here are some questions to consider. **First**, how important is the issue? If the dollar amount is low and no other important matters are at issue, a lawyer's help may not be necessary. However, if the dispute involves substantial money or an important matter such as custody of your children, a lawyer's help is very important. **Second**, how certain are you that you understand the issue and your rights? **Lastly**, how emotionally involved are you? A key factor in deciding whether to represent yourself should be your level of emotional involvement and your ability to assume a detached view of the controversy. ■



*The law firm of T. Edmund Spinks, Esq. P.L. is a member firm of EWI and practices in the area of litigation, representing those injured as a result of others carelessness or negligence, as well as disputes regarding residential and commercial landlord tenant eviction and contract disputes. He can be reached at 813-254-2770 or ed@spinkslawfirm.com*

# March 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	EWI Meeting @ Member Firm Yale Lift Trucks	Mary Alvarez B-day	12	13
14 	15	Tina Spinks B-day	17  St. Patrick's Day	18	Dana McDonald B-day	20 Vernal Equinox
21	22	23	24	Board Meeting	26	27
28	29	30	31			

# April 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1  April Fools' Day	2	3
4  Easter Sunday	Easter Monday	6	7	8	9  Good Friday	10
11	12	13	EWI Chapter Meeting—TBA  Anna Miller B-day	15	16	Carla Pirez B-day
18	19  Patriot's Day	20	21	22  Earth Day	23	24
25	26	27	28	29	30  Arbor Day	