

THE CAPSULE

Volume 17, Issue 21

September 2017

MESSAGE FROM THE NATIONAL PRESIDENT



Dear NARBW Members:

I am happy to report that we have finally entered jacket weather in Florida! That means that the holidays are around the corner and I couldn't be more excited! I will be kicking off the season early with a trip to the Magic Kingdom for the Very Merry Christmas party on Veterans Day. You can never start celebrating the holidays too early, right? Excited to be taking the trip with Albert, my sister Melissa, and two of my nieces, Clare and Teresa. Hope all of you get to spend some quality time as well with your loved ones!

On a more serious note, our 2017 National Woman of the Year Debbye Converse was severely impacted by Hurricane Harvey. Her house was close to being completely submerged underwater. While they had a flood policy that was grandfathered to them when they bought the house in 2010, they learned after the hurricane that NONE of the contents were insured. Her husband lost his work truck in the flood and had to buy a new one. They are filing with FEMA, but will have significant expenses they must bear on their own. I personally started a fundraising page for Debbye and, if you are able to contribute, the page is www.youcar-ing.com/HelpDebbye. Please pray for Debbye and her family during this trying time.

At our upcoming 2018 convention, we will be electing three national officers (National President, National First Vice President, and Treasurer). Nominations are due to Theresa Harper, National Nominating Chair, by February 1st. To be eligible for President and Vice President, you must have been a Chapter President and have spent at least one year on the National

Board and, to be eligible for Treasurer, you must have been a chapter member for at least a year. Please consider running for an office. I can assure you how rewarding it is to be on the National Board. If you have any concerns about running, feel free to chat with Theresa or any current or former National Board member. I treasure the time I have spent in the organization and especially my time on the National Board. I feel confident you would feel the same.

Speaking of convention, please don't forget to save the dates! Our 2018 convention will be held in Kansas City on May 18-19, 2018 with a pre-convention tour being held on May 17, 2018. Chrystal Tonkin, National Convention Chair, is busy making preparations and I look forward to seeing all of you there.

If you have any stories or photos from NARBW events, please send them to our National Publication Chair, Rhonda Gomez. We love reading and seeing them in the newsletter and would also love to share them on our website and Facebook page.

This will be the last Capsule before the holidays, so I would like to take this opportunity to wish you a safe and joyous holiday season. May the spirit of the holidays be with you throughout the New Year.

Sincerely,

A handwritten signature in black ink that reads "Laura Gutteridge Años".

Laura Gutteridge Años
National President

This issue:

National Board News.....	2
Chapter News/Website News...	4-10
Answers to Quiz	10
Learning Center Info.....	11
Quiz	12



NATIONAL BOARD NEWS



Mark your calendar now to save the dates for the
National Association of Railway Business Women

74th Annual National Convention—May 18-19, 2018

At the Westin Crown Center

hosted by The Kansas City Chapter

A pre-convention tour is being planned to include touring Union Station, Steamboat Arabia, and a ride on the KC Streetcar to have lunch at The Webster House on Thursday, May 17th

Additional details will be shared soon.

NARBW Convention Registration Form

74th Annual Convention in Kansas City, MO. May 18 - 19, 2018

The Westin Kansas City at Crown Center, One East Pershing Road

Kansas City, Missouri 64108, (816) 474-4400

All registrations must be postmarked by April 1st. No refunds after May 5th.



Use a separate form for each attendee. There are three sections to this form, please be sure to complete them all. This Registration Form may be photocopied or it can be printed from the NARBW website (www.narbw.org).

SECTION ONE: Personal Information

Please type or print clearly.

Name: _____	Please check one: <input type="checkbox"/> Delegate <input type="checkbox"/> Alternate <input type="checkbox"/> National Board <input type="checkbox"/> Emeritus Council <input type="checkbox"/> Member <input type="checkbox"/> Guest
Mailing Address: _____	
City: _____ State: _____ Zip Code: _____	
Telephone: _____	
E-mail: _____	
Chapter _____ : Railroad Affiliation: _____	
Emergency Contact	
Name: _____	
Phone: _____	

SECTION TWO: Registration Fees and Meals

Please enter the dollar amount(s).

Members:

_____ \$285 by April 1st
 _____ \$300 after April 1st

Covers registration and four convention meals.

Emeritus Council:

_____ \$207

Emeritus Council pays for
 Membership Luncheon, Fun
 Night and Banquet

Non-Members (Guests):

Guest

Name: _____

Convention Meals only (enter all that apply)

_____ \$43 President's Brunch
 _____ \$74 Fun Night
 _____ \$44 Membership Lunch
 _____ \$89 Reception and Banquet

Host Chapter Members:

_____ \$255

 \$0.00 **Registration Total (check should be made payable to NARBW)**

SECTION THREE: Survey

Please check all that apply to you.

_____ This is my first NARBW Convention.
 _____ I require vegetarian meals.

_____ Request Marketplace Table for _____ Chapter.
 _____ Interested in a roommate.
 _____ Special Needs/Requests _____

If you have any questions, please call Chrystal Tonkin (816) 474-4400 or email convention@narbw.org

Mail your check and this completed form to:

2018 NARBW Convention Registration

Julie Lane

129 Oakmont Drive

Papillion, NE 68133

Mail or email copy of form to Convention Chairman:

NARBW National Convention Chairman

Chrystal Tonkin

4515 Kansas Avenue

Kansas City, KS 66106

Complete Sections 1-3. Keep a copy of this form for your record. Your check amount should match the registration total in Section 2.

Revised 08/31/2017

Available at www.narbw.org

CHAPTER NEWS

ALBANY CHAPTER

During the month of July, the women took a cruise and went out to dinner after a delightful tour. It started to rain just as the tour ended. What great planning!

A picnic was held in August with everyone bringing a dish and no rain.

The Albany women held their first meeting for the 2017-18 season in September. Everyone is rejuvenated and ready for a productive year and also looking forward to a busy season after having a very relaxing summer.

We will be continuing all our charitable endeavors and our meetings will continue with a charitable theme to continue all our many charitable activities.

Wishing you all a great Autumn and Holiday Season!

ATLANTA CHAPTER

The month of August included helping at the Ronald McDonald house for brunch.

We are pleased to add that we added three new members to our chapter. We are continuing to work on increasing membership.

October's meeting included a speaker to discuss the importance of breast cancer awareness.

The chapter is preparing for our annual fundraiser.

CENTRAL FLORIDA CHAPTER

No news to report.

CHICAGO CHAPTER

July included a girl's night outing to see the movie Girls Trip on the opening day. It was really funny and also had great messages of unity and sisterhood.

August was filled with lots of activities for the Chicago chapter.

We demonstrated our culinary skills for a great cause by preparing dinner for families with hospitalized children at the Ronald McDonald House. The families really enjoyed the home-cooked meal of salad, baked and fried chicken, spaghetti and garlic bread.

We are grateful that Ronald McDonald House Charities provide such a valuable service to those in need.



CHAPTER NEWS

CHICAGO CHAPTER (continued)

Also in August, we had great fun and an awesome turnout at our meet and greet. We welcomed several new ladies to our Chapter.



Family Day Bowling Event



During the month of September, our chapter continued our recruiting efforts by participating in Metra's Family Day event, where we had a table and spoke to Metra ladies about our organization.

NARBW Chicago was a sponsor of the 2017 Arthur A. Burgess, Jr. College Trunk Charity hosted in July by the Sarai Court #1. Our recipient was Ms. Kennedy who will be attending Alabama A&M University majoring in Criminal Justice, with a goal to obtain a law degree. We wish her God's blessings, protection, grace & mercy.

Several ladies and their families attended our family day bowling outing in August. We gave school supplies to all the kids who came out. Everyone had a great time.

CINCINNATI CHAPTER

No news to report.

HOUSTON CHAPTER

Condolences to Linda Kovac in the loss of her husband. Funeral services were held in the month of June. Please keep Linda in your thoughts and prayers.

Prayers for our members who are facing health challenges or grieving. Please consider reaching out with a phone call or card to let them know we are thinking about them.

CHAPTER NEWS

HOUSTON CHAPTER (continued)

Our thoughts and prayers are extended to the family of Joe Orban, retired PTRAs engineer and husband of deceased PTRAs clerk and NARBW member Dee Orban. Joe passed away on August 11, 2017 at the age of 72.

Also NARBW member Cheryl Horne passed away. Cheryl was St. Louis WOY a few years back and was a genuinely sweet lady. She will be missed by her family and friends.

INDIANAPOLIS CHARTER CHAPTER

Our fundraiser bus trip to Rising Star Casino in Rising Sun, IN on August 10 was a huge success. A bus full of happy passengers enjoyed the day - we were all winners!

While we are sorry to hear of the loss of the Louisville Chapter, we welcome Doris Stemmer, Ruth Ann Spears and Mary Jane Metzmeier who transferred their memberships to our chapter.

We are already busy making plans for our annual Christmas party at Dye's Walk Country Club on December 4.

We'll be honoring past presidents at our October dinner meeting and will also be observing National Breast Cancer Awareness Month. We all look pretty in pink!

Our thoughts and prayers go out to all our NARBW sisters who were affected by Hurricane Harvey and Irma.

Gloria Jackson's mother-in-law, Martha Jackson, celebrated her 105th birthday in September.

On our get well/stay well list is Patty Stewart and Margaret Elston.

JACKSONVILLE CHAPTER

It is with great sadness we announce that our Chapter President's mother, Judith Anne Weiner, 73, passed away on Sunday, September 10, unexpectedly, yet peacefully at home in her sleep. Of course, she left her on a day she will never forget, in the middle of the largest hurricane in history. She always had to do things differently, right? She even made a grand exit in a SWAT truck!

Welcome to our new members Sandra Merwin, Clare Gutteridge and Stacey Perez. We are so glad you have joined our NARBW Chapter!

The school supplies this quarter are being collected and will be delivered to the Three Grains of Rice Mission. Next quarter's (Holidays) focus is also on the Three Grains of Rice Mission. Specifically, with a woman's focus. The list of needed items is extensive and includes: food/snack items, wipes, tissues, women's facial products such as moisturizers/lip gloss/mascara/eye shadow, and women's socks/hats/deodorant.

The women gathered to see the Dixie Swim Club, starring Morgan Fairchild during the month of September.

CHAPTER NEWS

JACKSONVILLE CHAPTER (continued)

Anna Mae Wright, our longtime and eldest member, who served as treasurer for many years, has moved into a very nice senior living facility (with a kitchenette) in Fernandina Beach, near her son Jason.



Please feel free to call, visit her or send her a note or card. She would appreciate that very much! She is very active in Bingo and many other daily activities. Her address is:

Anna Mae Wright
Savannah Grand of Amelia Island
1900 Amelia Trace Court #111
Fernandina Beach, FL 323034

Congratulations to Mia Rogers' daughter Krista, who was the recipient of the American Business Women's Association (ABWA) \$10,000 National President's Scholarship!



JACKSONVILLE CHAPTER (continued)

This summer, she had the opportunity to participate in two intensive study programs — one in Cambridge, UK, and the other with the Disney Institute in Orlando.

She currently serves as an administrative intern for the College of Arts & Media at Southeastern and will graduate in December with an MBA in Executive Leadership.

She is actively working on obtaining her dream job with the Walt Disney Company. Krista has a special place in her heart for the NARBW ladies for their inspiration, encouragement, financial support and being great leadership role models throughout the years.

KANSAS CITY CHAPTER

The month of August was very busy. We started off the month with a fun outing to a painting class. Everyone brought snacks and wine and picked out a painting we wanted to complete. It was a blast!



CHAPTER NEWS

KANSAS CITY CHAPTER (continued)

There was also an amazing meteor shower and the solar eclipse! So much excitement!

We then had our meeting and discussed fundraising ideas. We decided to start selling candy and raffle off another coin. We also brought up some volunteering ideas such as the Ronald McDonald House and collecting donations for clothes drives.

This month's meeting, we discussed our fundraisers. We have raised over \$400 with our raffle and candy sales. Great job, ladies! We will continue these sales throughout the year.

OMAHA CHAPTER

The Omaha Chapter of The National Association of Railway Business Women hosted a golf tournament at Shoreline Golf Course on Friday, August 11, 2017. This was the eighth annual tournament, per the event coordinator, Kay Leslie. The weather was perfect and the course was in great condition.

Everyone who played said they had a lot of fun; that is our purpose. We want them to have fun as they help us raise money for our local charity projects, a scholarship program for members and their relatives, and the Cancer and Alzheimer Foundations. Thank you to all who helped, participated, and/or donated cash and prizes.

OMAHA CHAPTER (continued)



Coleen Brabek's team

First and second place finishers in two flights were awarded cash prizes. Pin prizes were awarded to eight players, and all participants won a door prize.



Ladies gathering for monthly meeting



CHAPTER NEWS

PHILADELPHIA CHAPTER

We will be hosting the National Convention for 2019 and are working on ways to raise money to cover costs of our Convention. This will be a fun time for everyone!

I want to thank our members who have accepted Officer positions and those chairing on committees for their support. We now have three of our ladies who are serving on the National Board: Joan Waite, Finance; Rae Huebner, Scholarship; Monica Rodan, Jewelry & Revisions.

ROANOKE CHAPTER

Our Summer Outing was August 5. We had a nice buffet luncheon at Bellacino's in Daleville followed by a play "Kiss Me, Kate" at Attic Productions in Fincastle. In attendance, we had 23 members and one husband, who is fast becoming our unofficial photographer.

Just to bring you up-to-date, we had several successful fundraisers for Relay for Life, which was earlier this year. Our total funds raised were \$1,685.

Thanks greatly to our Relay Team headed by Amy and Tessa Muehlendyck and assisted by Mom Mona, and Aunt Joyce Higgs.



ROANOKE CHAPTER (continued)

Our Welfare Committee is working out a plan for our Chapter that will keep us active as well as help many agencies in our community.

Joyce Higgs, Ways and Means Chairman, is looking for lots of nut sales.

Joanne Perry is gearing up for another year as Scholarship Chairman. Our group represented three of the winners during the 2016-2017 year, and we were Platinum winners (raising over \$1,000 for National Scholarship). Our goal again this upcoming year is to be at the Platinum level and have several winners for 2017-2018.

ST. LOUIS CHAPTER

No news to report.

TOPEKA CHAPTER

The Topeka Chapter met in September and October, celebrating the 20th year of the chapter's existence. They also celebrated member Bonnie Hartzel's 90th Birthday.

Get well wishes go out to Virginia Arlint, Bonnie Hartzel and Dee Woodson. Dee has been diagnosed and is being treated for colon cancer. Prayers are with everyone. Nancy Lord had good news from recent bladder biopsies as they all came back benign! Her cancer is still in remission.

The chapter is looking forward to fall weather and happy holidays ahead!

CHAPTER NEWS

FOR SALE NOW THROUGH NARBW

National is selling a watch with a train that circles the face of the watch with the NARBW logo and is currently selling for \$135.00. Contact Monica Rodan at Jewelry@narbw.org for inquiries. See picture below.



In addition, we have charms from our last National Convention at Cincinnati, OH for sale at \$5.00 each. See picture below.



BYLAWS UPDATE

The National Bylaws has been re-formatted to an 8-1/2 x 11 version. The file will be uploaded to the NARBW website. All Chapters will be able to print the new formatted version to distribute to their members. If there are any issues with printing, please contact National. All new Members at Large will receive the version in a binder from 3rd VP/Membership Chair Ida Carmouche.



- Where was the locomotive invented?
 - Canada
 - England
 - France
 - The United States
- How did Eli H. Janney contribute to the railroad?
 - He patented a coupler
 - He drove the final spike
 - He wrote railroad songs
 - He patented the wedged spike
- What was the most track laid in one day during the construction of the transcontinental railroad?
 - 3 miles
 - 10 miles
 - 23 miles
 - 55 miles
- Who inspired others to invest in a transcontinental railroad?
 - Theodore Judah
 - John Henry
 - Grenville Dodge
 - Abraham Lincoln
- The Central Pacific Railroad began in:
 - Omaha
 - San Francisco
 - Sacramento
 - Promontory Point
- "Hell on Wheels" was the name of:
 - The fastest locomotive in the west
 - Lawless towns that grew up along the railway
 - An area of rocky terrain through the Sierra Nevadas
 - A band of outlaw train robbers
- In 1860s the transcontinental railroad was called:
 - The Union Pacific
 - The Pacific Railway
 - The Central Pacific
 - The Cross-Country Railway
- A transcontinental railroad first became a priority because:
 - Families missed their loved ones
 - Wagon makers went on strike
 - The Civil War made it necessary
 - Gold was discovered in California

Answers on page 12

LEARNING CENTER

Creating an Effective Resume, Part II

After your professional summary, we move on to employment history. Companies use this section of your resume to match the needs of their open position. You want to provide details on your past work history, but you also want to be clear and concise. Make sure you do not have any grammatical errors. Have a friend or colleague read over your resume. Read it yourself out loud. Lastly, to set yourself apart, tweak your resume for each different position you apply for. Read the job description carefully and make sure to highlight the experience you bring to the table that ties in to that position's requirements.

We talked about wanting to be detailed yet be concise. What does that look like? Here are some examples.

- Developed and implemented a security program to safeguard classified material.
- Improved efficiency by 30% resulting in a weekly savings of 120 man hours.
- Supervised an eight person maintenance section.
- Managed a supply account valued at \$10 million.

Your next section of your resume is education history. In this area, you want to list your highest level completed. If you are currently working on a higher degree, include that information as well with an expected completion date. For your school, you want to list your college or university name, major and minor, and the date of degree completion (if within last five years). Generally, you would not include your GPA in this section, but, if you must, be sure it is 3.0 or above. This section is not just about college degrees. You want to include any relevant continuing education, certifications and programs that you have participated in and/or completed.

You may have additional skills or other information that would be helpful to the position for which you are applying that were not obtained through work or formal education. If so, you will want to add a separate section to cover that. Depending on what you include in that section would determine what you might call. Titles that might be used would be Additional Skills, Honors and Awards, or Additional Information. Below are some examples of types of items you might detail in this section.

- Languages you can write and speak fluently
- Your volunteerism work or projects in the community
- Career related materials such as publications, whitepapers or blogs
- Honors and awards

Now that we have covered the major sections of your resume, let's talk about format. There are three types of formats: functional, chronological, combination, or target. A functional resume would highlight skills acquired from non-work experiences. This is ideal when you have little work experience in the field you are pursuing. Chronological does not highlight a specific job. This is the format of most resumes and is generally used when your most recent experience relates to the position you are pursuing. Combination resume highlights job seekers who are in transition between industries. Lastly, a target resume is highly tailored to the open position.

Next quarter, in our final installment, we will talk about recommendations and other considerations in creating an effective resume.



The National Association of
Railway Business Women

Rhonda D. Gomez
National Publications Chairman
2806 NW 90th Terr
Kansas City, MO 64154

ANSWERS

1. B. England Mining engineer Richard Trevithick invented the first steam power locomotive engine on rails in England in 1802.

2. A. He patented a coupler. While working as a shop clerk, Eli Janney invented a coupler that would become the standard for U.S. railroad cars. Janney was an accomplished whittler and carved his first model out of wood.

3. B. 10 miles In a race against time, Charles Crocker's crews set a record for the most track laid in one day, working from sunrise to sunset on April 28, 1869. At the end of the 10 mile stretch, the rails were within 3 ½ miles of Promontory Summit.

4. A. Theodore Judah Nicknamed "Crazy Judah" for his passion for a transcontinental railroad, Theodore Judah not only surveyed the western route for the railroad, but encouraged investors and lobbied Congress. Sadly, Judah did not live to see his dream come true. He died from an illness incurred on the long ship voyage necessary to travel from the west coast to the east.

5. C. Sacramento. Without fanfare, workers laid the first rails of the Central Pacific Railroad on October 26, 1863, in Sacramento.

6. B. Lawless towns that grew up along the railway Hell on Wheels was the traveling assembly of business establishments along the Union Pacific during construction of the transcontinen-

tal railroad. The towns were famous for their rapid growth and infamous for their lawlessness. Businesses typically included purveyors of equipment and supplies, as well as gambling houses, saloons, dance halls, and brothels.

7. B. The Pacific Railway When a transcontinental railroad was first proposed, it was seen as an overland route to the Pacific. The term was used in the Pacific Railway Act signed by Abraham Lincoln in 1862.

8. D. Gold was discovered in California. In January 1848, John Sutter discovered gold in the creek by his sawmill. In December of the same year, President James Polk announced the discovery in his final State of the Union address setting off the Gold Rush of '49.



The National Association of
Railway Business Women

The National Association of Railway Business Women stimulates interest and fosters cooperation within the railroad industry and its affiliates. We celebrate fellowship and participate in charitable and benevolent social welfare projects.

Join or start a chapter!

- Albany, NY • Atlanta, GA
- Central Florida • Chicago, IL
- Cincinnati, OH • Houston, TX
- Indianapolis Charter
- Indianapolis Circle City • Jacksonville, FL
- Kansas City, KS • Omaha, NE • Philadelphia, PA
- Pittsburgh, PA • Roanoke, VA • Saginaw, MI
- St. Louis, MO • Topeka, KS

Please email Chapter Newsletter or
Info to: Publication@NARBW.org
or mail to:

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