

ADDC *Insight*

Volume 2, Issue 4

April 2014

Easter spells out beauty, the rare
beauty of new life.

~S.D. Gordon

(1859-1936, Christian Author, Missionary, Lecturer)

TABLE OF CONTENTS

ADDC PRESIDENT'S LETTER	2
REGION I DIRECTOR'S LETTER	4
REGION II DIRECTOR'S LETTER	5
REGION III DIRECTOR'S LETTER	6
REGION IV DIRECTOR'S LETTER	7
REGION V DIRECTOR'S LETTER	8
REGION VI DIRECTOR'S LETTER	9
REGION VII DIRECTOR'S LETTER	10
ASSOCIATION DISTRIBUTION OFFICE LETTER	11
EDUCATIONAL OPPORTUNITY	12
EDITOR'S CORNER	13
YOU'RE INVITED	14
FROM YOUR BOARD	14
ADDC WEBSITE	17
UPDATES FROM THE COMMITTEE CHAIR	18
ABOUT OUR ASSOCIATION	22



Courtesy of Nell Lindenmeyer, Desk and Derrick Club of Farmington

ADDC President's Letter



Board of Directors

PRESIDENT
Linda Rodgers
Process Equipment & Services, Inc.

PRESIDENT ELECT
Lori Landry
Bean Resources Inc.

VICE PRESIDENT
Connie Harrison
Valero Energy Corp.

SECRETARY
Barbara Pappas
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Artistic Promotions LLC

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Sheryl Minear, RP
Sojourner Drilling Corp.

REGION I DIRECTOR
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Lang Surveying

REGION II DIRECTOR
Stacy Tate
Brehm Oil, Inc.

REGION III DIRECTOR
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Rainbow Rental & Fishing

REGION IV DIRECTOR
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Petroleum College International

REGION V DIRECTOR
Philana Thompson
Merrion Oil & Gas

REGION VI DIRECTOR
Abby Johnson
Frontier El Dorado Refining LLC

REGION VII DIRECTOR
Christina Forth-Matthews
AOG International

April 2014



Linda Rodgers
President

lindar@pescoinc.biz

Spring forward, fall back. Each year we change the clocks, signifying the coming of a new season. This is a year of change in the Association as we move ever forward. We are embracing technology; we are reviewing our manuals and our procedures; and we are streamlining procedures throughout the ADDC.

We started with our first interactive survey, when we asked you – the members – for your opinions and suggestions. We then took those replies and formulated a strategic plan. Now we are implementing that plan. As I mentioned in last month's letter, several ad-hoc committees have been established. The Leadership Development group, headed by Barbara Pappas, is creating a whirlwind of excitement. Not only is the group presenting a leadership quote of the week, Barbara and Christina Forth-Matthews have devised leadership guidelines for club presidents. In addition, the group has found several webinars on leadership that have been uploaded to the ADDC website.

The website has been a pet project of the Technology Committee. Maggi Franks, April Lang, Keith Atkins, Pam Berg, Andrea Pernel, and Andre Martin have revised, reorganized, and increased the marketability of the home page. There is a new Testimonial section. Currently, it contains testimonials from John White (Vice President of Valero Aviation), Paula Mace (1962 ADDC President), and Dixie Lee (1978 ADDC President), with more to follow. The Upcoming Energy Events section is likewise generating excitement. This corner lists various educational programs – free and tuition-based alike – offered across the country. Each is an education opportunity not to be missed.

Taking place in the background (but no less important) is a revision of all the committee manuals. If you have served on a committee in the recent past, you know that some of the manuals are quite out of date. Rena Shaffer and the Manuals Committee have charged all of the committees with revising and updating their manuals. This is a thankless but necessary task, for which I applaud Rena and her Committee.

As the RDs have mentioned in their letters, May 15th is the deadline to submit your TAXE1 form to Shelly Hildebrandt, Tax Exempt Chairman. Your club and region are also required to file the appropriate IRS 990 or 990EZ form (over \$50,000) or the 990N form (under \$50,000).

It is also time to think about where you are now and where you want to be next year. Nominating chairman, Angie Duplessis, has posted the nominating information and the deadline for nominations for the ADDC Board has been set at June 6, 2014. The Association is going through some very exciting times and if you have been waffling about running for a position on the Board, now might just be the time to take that next step.

ADDC President's Letter (cont.)



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April 2014 – Continued:

As you can see the volunteers who are manning our committees have been very busy in the first quarter of this year. A lot goes on behind the scenes in planning meetings, meeting deadlines, following procedures and getting the communication out to everyone. Please remember that we are all volunteers, and things sometimes do go wrong. Please be patient and lend a helping hand when you can.

The next two months will be filled with the excitement of the Regional Meetings and from what I have seen of the packages, they all offer exceptional, educational opportunities and great speakers. Be sure to take a look at the individual packages that are now posted and available. If you get the opportunity to travel to a meeting outside your Region, please take it.

As stated above, the Association is undergoing a transformation. I have outlined just a few of the changes happening now. As the seasons bring the promise of tomorrow, the ideas and goals of our members shape the future of the Association. You shape the future. In the near term, you will have an excellent opportunity to make your opinions known. Each of the upcoming regional meetings will have an open forum. You can help mold the Association into a vibrant, vital organization that recognizes its past while solidifying its future. President Elect Lori Landry will be recruiting committee members for 2015. Quoting Dixie Lee: "Get involved! Try it, you will like it."

Linda Rodgers

Upcoming events:

Region III Meeting – April 2-4

Region II Meeting – April 24 – 26

Region V Meeting – April 24 – 26

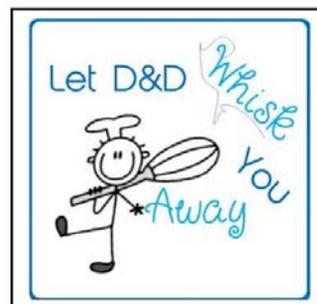
Region VI Meeting – April 24 – 26

Region I Meeting – May 15- 18

Region VII Meeting – May 22-24

I learned that we can do anything, but we can't do everything...at least not all at the same time. So think of your priorities not in terms of what activities you do, but when you do them. Timing is everything. –Dan Millman

Region I Director's Newsletter



April, 2014

April Lang
2014 Region I Director

Lang Surveying
1059 Lafferty Lane
Bradford, PA 16701

814-368-4139

april@langsurveying.com

Members of Region I,

Are you ready to be Whisked Away to Ligonier, PA?! I certainly am and hope that many of you will be as well. Friday will be jammed packed with the field trip and educational opportunities. The **Flight 93 Memorial** will be first thing in the morning and I anticipate this will be a very moving experience. Then we are off to the **Powdermill Nature Reserve** for a tour of their solar building and certified gold Green building. While we are enjoying our lunch we will be listening to a presentation on the biology of the Laurel Highlands. And then we have a golden opportunity to tour **Frank Lloyd Wright's Fallingwater**. I personally have been to a few of his homes, however this one remains my favorite. And when we return that evening we will be have a **Culinary Experience** with the Ramada Chef. Who amongst you are cooks? Hmmm, guess we will find out....

We have much to discuss at the **delegate meeting on Thursday** and during our **business session and open forum Saturday**. So come prepared to listen and participate! Another educational opportunity will be the **geothermal energy presentation** during our Saturday luncheon. Who knew so many varied presentations could happen in one weekend? During the Saturday evening banquet the **Awards of Merit** will be presented and then we will be entertained with "**Sentimental Jukebox Journey**". I am getting so excited to see "old" friends and anticipating meeting new ones. The weekend will go by quickly so watch out or you will be whisked away!

I know the members of Region I appreciate all that Diane McKee and the West Penn Energy Association are doing to plan for our arrival and the events of the weekend. It will be one to remember! **Registration deadline is April 15th**.

Last month I listed the regional representatives on the 2014 ADDC Committees. However, we had one more position to fill and I want to thank Julie Wagner for agreeing to be the ADDC Manuals Review Rep. Thank you again to all for being **committed** to ADDC and for your spirit of **volunteerism**.

The ADDC website is a work in progress so please keep checking it often. It now offers testimonials, webinars and now has a members' corner and another area to meet the current board--be watching as yours truly will be featured as well. There are new leadership training tips and the manuals should be updated this year as well.

March was D&D Awareness Month. Some of the special things done by the clubs in our region included: a display at a local library; brochures distributed at an engineering function; radio and newspaper ads; membership letters and emails being sent out to prospective companies and members. Region I IS getting the word out about D&D. I applaud your efforts and sense your **enthusiasm!!!** We will focus on this more at the regional meeting.

Please consider this year's Convention September 24-27 in Lafayette, LA.

GO REGION I !!!!!!!!

APRIL

Buckeye

Candi Miller

cmiller@marathonpetroleum.com

Ohio Valley

Theresa Righter

tmrighter56@gmail.com

PYOGA

Sheryl Carls

sakcarls1@hotmail.com

Three Rivers

Cheryl Charie

chcharie@rangeresources.com

Tuscarawas Valley

Mandy Beighley

abeighley@atlasenergy.com

West Penn Energy

Diane McKee

Diane.mckee@peoples-gas.com

West Virginia Club

Kay Hillabold

Kay.hillabold@chk.com

Region II Director's Newsletter



Pump It Up For Energy

Stacy Tate
Region II Director
addcstacy@gmail.com

April 2014

Dear Members,

March seems to have come in like a lamb and left like a lamb. The lion part was all in the middle therefore I hope that April will truly bring spring to us! April is a time of preparation as we expect the showers of the month to produce the flowers of the next month. So, too can it be time for our membership; to prepare ourselves in much the same way that so that we might be a more vigorous part of the larger garden we call Desk and Derrick. Region II convention is a great place to begin that preparation as they have a very action packed, educational weekend planned that can provide the energy we need to grow!

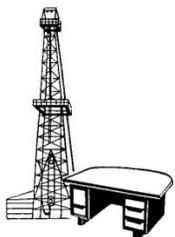
Our industry is in a unique stage and it is a very exciting time to be part of industry leadership committed to teaching children and adults (including ourselves) about our natural resources and the gifts they offer.

In addition the 2014 63rd Annual ADDC Convention is now ready for you to sign up. It will be another opportunity to be fed in order to grow! Both literally and figuratively speaking since this year we meet in Lafayette, Louisiana and we know they love to have a good time! In fact their theme is "Livin, Lovin, Lafayette". Save the date, September 24-27 and book your room at the Hilton Hotel Lafayette!

And last but certainly not least, I invite you all to please join me in thanking the Little Egypt Club for their service to the industry and to ADDC as they celebrate their final year as a club. Their experience in the industry and their gifts to ADDC throughout the years has been immeasurable. Notes may be sent to Marsha Bundy at mbun13@yahoo.com.

Hope to see you all in Michigan and Louisiana this year!

Stacy Tate
Region II Director



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Region III Director's Newsletter

Sharon Blackwell

Region III Director

blackwell288@yahoo.com



- CONNECT
- ENGAGE
- COLLABORATE
- LEARN

April, 2014

Members of Region III,

Hello and welcome home from Region III Meeting in Baton Rouge to all of those who were able to attend. The Baton Rouge Club did a fantastic job this year. Please share with your home clubs your experiences and encourage them to make plans to attend next year. Stay tuned until the May newsletter for more Region III Meeting details. I am pleased to see the activities that each club in Region III has been involved in so far this year and I am looking forward to learning all of the of the exciting events, seminars, etc. that each club has planned for the rest of the year

Please begin, if you have not already done so, to make your plans to attend ADDC convention in Lafayette in September. ADDC Convention is such a huge learning experience that you will never forget.

In closing, I would like to encourage each member of Desk and Derrick to consider being a part of leadership for 2014. We still have 3 regional rep positions available. Go to the ADDC website and look into the information for each of the positions listed below:

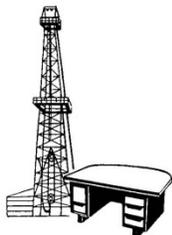
ADDC Manuals Review Committee, Long Range Planning Committee and Publications Committee

If you have any questions I will be happy to help you in any way I can.

Till Next Month

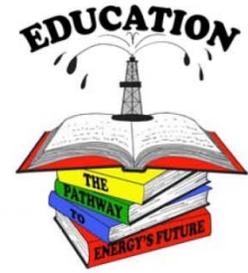
Sharon Blackwell

Quote of Month: "Tell me and I forget. Teach me and I remember. Involve me and I learn." Benjamin Franklin



ASSOCIATION OF
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Region IV Director's Newsletter



April 2014

Rebecca Perez
Region IV Director

perezr@petroleumcollege.com

Desk and Awareness month is over. I am interested in knowing what your club did to entice prospective new members to join. An email will be sent out asking for a short write up and I will put it in next month's letter.

Spring has arrived and the Region Meeting in Tyler, TX is just around the corner on April 24-26. I hope everyone has sent in their registrations and are ready to enjoy what the Tyler Club has in store for us. Here are a few guidelines for those not sure what to wear. For the seminars and business meeting, business casual or business attire is appropriate. The Saturday night banquet can be after-five, cocktail, dressy or business attire. The social functions depend on the type of get-together and can range from very casual to "costume." During Open Forum we will be discussing the ADDC By-laws and Standing Rules Amendments via e-mail, the purpose statement from the strategic planning meeting and the updating of the ADDC brochure. Feedback is needed and encouraged.

Each club is required to file an Annual Tax Exempt Report Form TAXE1 by May 15th. The form and instructions (TAXE2) are available on the ADDC website in the Forms section. Certain criteria are outlined on Form TAXE2 for clubs to also file either Internal Revenue Service Form 990 or the Form 990N e-postcard. This information must be filed with the IRS by May 15th. When the report has been filed a copy of the form and the electronic e-notice must be sent to Becky Perez, Region IV Rep for the US Tax Exempt committee.

Do you need an idea for a meeting? How about the ADDC Video Library? A list of the titles and the donation form is found by clicking on Forms on the ADDC website and going to the VHS and DVD list. They received a large number of DVD's supplied from member clubs but could always use more. If you haven't had a chance to utilize the website please take some time to use it as a research tool when looking for information about Desk and Derrick members, events and other related topics. If you do not know the password please ask your president.

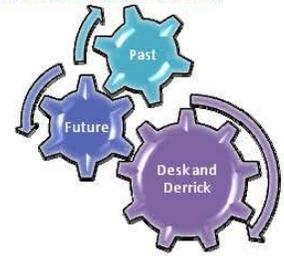
For those clubs that have social media websites please keep them up to date as possible especially if you are posting meeting dates and speaker or program information. Web sties with last year's information do not present your club well to prospective members or the industry.

Are you interested in being an ADDC officer? Nominations are being accepted with June 6, 2014 as the deadline. The ADDC Officer Nomination and qualifications forms are found on the website under forms.

Convention will be here before you know it. It is in Lafayette, LA September 24-27 at the Hilton Hotel Lafayette. You don't have to wait to make your reservations. There is a link to Hotel Lafayette Reservations under Convention Information on the Member's Menu.

Becky





Region V Director's Newsletter

Philana Thompson

Region V Director
Merrion Oil & Gas Corp

pthompson@merrion.bz

Board of Directors

President

Linda Rodgers
Process Equipment & Services Inc

President Elect

Lori Landry
Bean Resources Inc

Vice President

Connie Harrison
Valero Energy Group

Secretary

Barbara Pappas
Cobra Oil & Gas Corp

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Maggi Franks
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Immediate Past President

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Executive Assistant

Elaine McDowell
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Sojourner Drilling Company

Region I Director

April C. Lang
Land Surveying

Region II Director

Stacy Tate
Brehm Oil, Inc

Region III Director

Sharon Blackwell
Rainbow Rental & Fishing

Region IV Director

Rebecca Perez
Petroleum College International

Region V Director

Philana Thompson
Merrion Oil & Gas Corp

Region VI Director

Abby Johnson
Frontier El Dorado Refining LLC

Region VII Director

Christina Forth-Matthews
AOG International

Happy April!

April is the time of new beginnings, springtime and of course our Regional meeting! Region V meeting is coming up quickly; it is not too late to sign up. The Amarillo Club has been working their fingers to the bone to make this year's regional meeting a memorable and educational time. So save the date April 24th – 27th, 2014 in Amarillo, Texas; final registration is due by April 3rd, 2014.

The main ADDC website is turning into a fantastic tool for information and educational ideas. Please check out the website at www.addc.org. If you have any ideas on how to make it more user friendly please let me know so that I can pass your comments and suggestions on. This is your website, the valuable information that is shared on the website is for you to utilize.

Last but not least don't forget to save the date and get registered for this year's convention in Lafayette, Louisiana September 24th-28th, 2014. Registration packets will be heading your way soon, and I must say they have gone out of their way for a convention of a lifetime. The educational and leisure activities that they have in store for us are excellent.

Happy Spring!!
Philana Thompson

Region VI Director's Newsletter

Abby Johnson
Region VI Director

abby.johnson@hollyfrontier.com



I am pleased to announce that on the website are three new webinars. I would encourage you to use these when your speaker cancels at the last minute or you are having a difficult time with the program. We would also like to ask any clubs that would like to record your speakers or seminars to share. Permission from the speaker and their company is required before you start recording. If you see cameras at region meeting, we are recording to share with clubs from other regions and members who could not attend.

Please fill out and email me the club sales approval form from the website before your club sales anything as a fundraiser or prints the logo or any form of the wording Association of Desk and Derrick Clubs. Approval is required as stipulated in Association's Standing Rule 8. Please ask questions and I will get you answers. The form for Social Media is also on the website for your club to fill out and submit for approval. I encourage clubs to use all forms of communication with the members, more is better.

Shopping, Shopping, and Shopping! It is time to hit the mall and start getting all those new outfits, suits and dresses to wear to region meeting. We would like for you to look your best to convey a positive and professional image for Desk and Derrick, but we are not going to turn away any member from attending region meeting for dress code violations. For me it is a good excuse to go buy new clothes that I would wear to work, but do you really need a new fancy dress for just the one night? My perspective is that it is more important to come to region meeting to take part in all the educational opportunities then it is to set a new fashion statement. So, shop in the back of your closet and we will see you at region meeting.



See you at the starting line in El Dorado!

Abby Johnson
Region VI Director

Region VII Director's Newsletter



April 2014

Welcome to Spring! I can't wait for the flowers to bloom and see some green grass!

It has been another busy month, so much going on this year....

The new **Energy Saver ads** are posted on the ADDC website, if you want to add your club information, please forward to Maggi Franks.

The **ADDC Insight**, please make sure you take some time to read them. Glad to hear some of you really like the idea.

The **ADDC website** has some great information on there. New is meeting the board, with a write up on each board member. Webinars to tap into, up coming events, past president messages, and energy links. There has been a lot updated and more to come.

Regional Director needed for 2015, if you are interested please put your name forward to Lenore Summers – Nominating Chairman.

We hope to see you at the **Region VII Meeting** this year. Please make sure to get your registration in as soon as possible. I am excited with all that is going on. There will be amendments to the Region VII Fund, proposals coming this year for our Regional and also the ADDC Convention. We want to hear from you at open forum this year. ADDC President, Linda Rodgers, and ADDC President Elect, Connie Harrison, will be attending our Region VII Meeting. Bring your questions, feedback and ideas to share about ADDC. Our President's Meeting will be jam-packed and will include discussion about ADDC Convention 2016 in Denver.

ADDC Convention this year will be in Lafayette, LA. I can't wait to see the registration package to see what they have planned. It is going to be a great time.

Thank you to everyone who is helping on a committee, doing reports, or updated our committee policies as it has been a big job. With many hands helping, it lightens the load.

Ready! Set! Go!
Christina

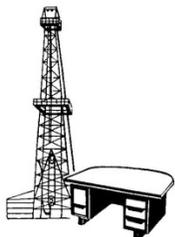
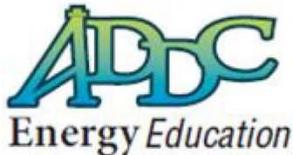
Up coming events:
Region VII Meeting
Convention

May 22 to 24, 2014

September 24 to 27, 2014

Edmonton, AB

Lafayette, La



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Association Distribution Office Letter



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Frontier El Dorado Refining Co.

REGION VII DIRECTOR

Christina Forth-Matthews

AOG International

André Martin
Association Distribution Office Manager (ADO)

ADDC
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Tulsa, OK 74135

(918) 622-1749 O
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April Greetings!!!

ADO in April

Do you remember the 1958 movie *Auntie Mame* with Rosalind Russell (not the other knockoffs ☺)? Do you remember the scene when she gets the job as a telephone switchboard operator for Widdicombe, Gutterman, Applewhite Bibberman and Black? (Unfortunately if you've not seen that segment this joke may be lost on you ☺). Well, it's a lot like that here at ADO!!! With mailings for 4 Regional Meetings, Certificate creation, continuing with Renewals/New Member Application input in the database and so on . . . it gets a bit frenetic around here.

ADDC New Member Packets – We've continued to receive many New Members in the end of Feb/beginning of March. We have been holding off in order to get to a place to create all these packets and send them out at once.

Please Only Use Forms from the Website – We are working hard to standardize and keep all the forms easy to use. Please help us out in keeping them this way. For example, many Clubs put the New Member Application form in their own newsletters. It would be of most help if you do not alter this form in any way. Thank you.

Once again, thanks to all the Clubs for submitting your Renewals (and New Member Applications). We are updating directory information on the website as it comes in and will continue to do so. I would like to encourage each one of you to go to the website and check everything under your individual directory listing. We try to be as thorough as possible catching every change possible, but sometimes we miss. If there is a small change, feel free to just send and/or email to me and we'll get that updated. If you have moved, changed name, a job change, etc., please fill out the **Change of Address** form found on the *Members Only* side of the website and email that to the ADO address.

I hope you all have a wonderful month . . . and as a sidebar . . . rent *Auntie Mame* if you need a good laugh!!!!

André Martin

Association of Desk and Derrick Clubs

Educational Opportunity

2014 Certification Program

The purpose of the Association of Desk and Derrick Clubs' (ADDC) certification program is to provide an educational program covering the subjects within the established curriculum at the annual ADDC convention.

The program this year will be **Basic Oil and Gas Accounting** and will be presented on **Thursday, September 25**.

Don't know anything about oil and gas accounting? This is the perfect opportunity for you to become familiar with this aspect of the industry.

The committee encourages you to make plans to attend this educational program.

Registration: \$ 75 for members
\$125 for non-members

Leadership

The leaders who work more effectively, it seems to me, never say "I". And that's not because they have trained themselves not to say "I". They don't think "I". They think "we"; they think "team". They understand their job to be to make the team function. They accept responsibility and don't sidestep it, but "we" gets the credit.... This is what creates trust, what enables you to get the task done."

~Peter Drucker



Editor's Corner

If you have any announcements that require a quick response from your clubs or regions, please forward it to me at htrujillo@rlbayless.com and we will let the Association of Desk and Derrick Clubs know.

We will complete the ADDC Insight by the **5th of each month**. If you would like to be a co-editor on this venture, let me or Linda Rodgers know and let's collaborate!

We encourage every member, every club and every region to contribute. All suggestions are welcome.

Thank you to all that have contributed articles, items and ideas for the ADDC Insight. **A special thank you to Barbara Pappas, chairperson of the Leadership Committee for her encouraging "Leadership Quotes of the Week".**

Information, views or opinions expressed in the ADDC Insight newsletter originates from many different sources and contributors. Please note that content does not necessarily represent or reflect the views and opinions of the Association of Desk and Derrick or their clubs. Articles are merely to educate and inform.

~Helen Trujillo
Desk and Derrick Club of Farmington, NM

"Control is not leadership. Management is not leadership. Leadership is Leadership. If you intend to lead, spend at least 50% of your time leading yourself – your own purpose, ethics, motivation, principles, and conduct. Invest 20% of your time leading those who have authority over you, and 15% of your time leading your peers."

~Dee Hock, Founder and CEO
Emeritus, Visa

The Desk and Derrick Journal - DDJ

Deadline for Submission of articles for publication

July 1st

October 15th

Check your mailing address for accuracy to insure prompt delivery of your Journal



Submit articles for publications to
Diana Walker (dwalker@sjoc.net)
Audra Horton (grcabilene@midlandmap.com)



You're Invited

REGION V CLUBS

invite you to attend
the 2015 ADDC CONVENTION



to be held at

The Overton Hotel & Convention Center

Lubbock, Texas

September 16-20, 2015

Desk and Derrick Room Rate \$139 + tax (Single, Double, Triple, Quad)

Call 1-806-776-7000 or www.overtonhotel.com for reservations.



[THINKING ABOUT CONVENTION...]

SEPTEMBER 24 - 28, 2014

**THE 63RD ANNUAL CONVENTION
PACKETS ARE AVAILABLE ON THE ADDC
WEBSITE NOW!**

BOOK YOUR SEMINARS AND TOURS
BEFORE THEY FILL UP!

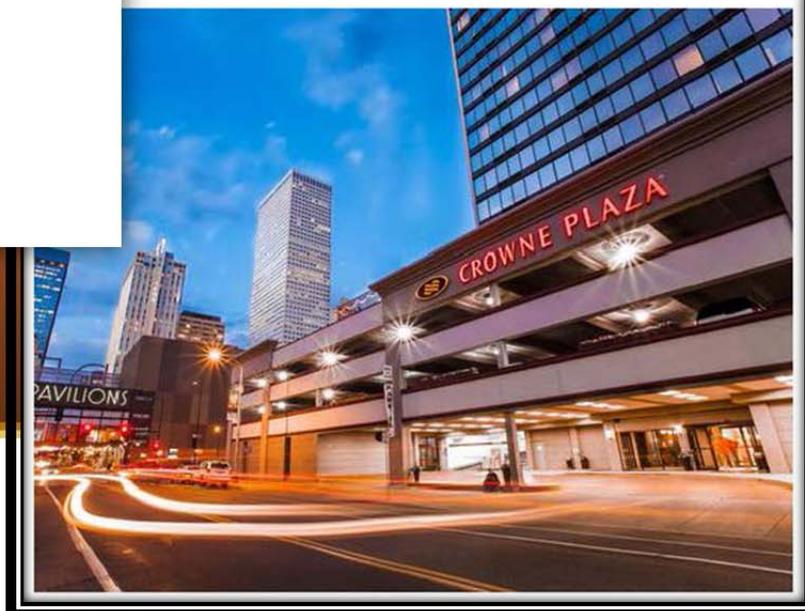


2016 ADDC CONVENTION

Mile High Adventures in the Mile High City

Downtown Denver Crowne Plaza Hotel

September 21-24, 2016



From Your Board

MINUTES PREPARATION

SUBMITTED BY SHERYL MINEAR
ADDC PARLIAMENTARIAN

Minutes are the legal records of the actions of a deliberative body, records that have been approved by vote of the body. Accurate, concise, and complete minutes are of utmost importance to an organization. Minutes should be written using correct grammar as they are an official document. Minutes are the official history or permanent record of the proposals, reports, and decisions of the members.

Minutes also serve to remind the members of what took place at the last meeting as well as to inform those who were absent. As soon as possible, the secretary should prepare the minutes in the third person from notes taken at the meeting. He/she signs the minutes, indicating that, to the best of his/her knowledge, they are an accurate record of the proceedings of the meeting. No personal opinions should be included.



Contents:

1. Kind of meeting--regular, special, or recessed (adjourned)
2. Name of organization or assembly
3. Date, time, and place meeting was called to order
4. Name of presiding officer and pro tem officers, if any
5. Number present to establish a quorum
6. If a special or called meeting, a copy of the call or notice of meeting should be attached to the minutes
7. Action taken on minutes of preceding meeting, with corrections, if any
8. Summary of financial statement by treasurer (detailed treasurer's report should be attached to the minutes)
9. All main motions, whether carried, lost, or otherwise disposed of, with the name of the proposer (not the seconder) and the exact wording of each motion as voted on; if referred to a committee, name of chairman, committee members, how selected, and instructions, if given; debate is not reported unless specific information is necessary for future reference. Motions withdrawn before the chair states them are not recorded. Motions that have been presented to the assembly and withdrawn with the approval of the assembly should be included in the minutes and how they were disposed of (generally a motion to withdraw and a vote).
10. Points of order, appeals, whether sustained or lost, with reasons given by the chair
11. Each report, with name of member presenting it and any action taken. An important report may be summarized from facts presented (never highlights or opinions) or may be attached but not copied in the minutes.
12. Any other action worthy of record
13. Hour of adjournment
14. Signature of secretary or pro tem (*Respectfully submitted should not be used*)

From Your Board (cont.)

MINUTES PREPARATION (CONT.)

Comment: Read from the copy to be corrected, signed, or approved. Never read from original notes that are to be copied later.

After the minutes have been presented, record the fact that this copy has been approved with the date, initial of the secretary, and often the president's signature (sometimes on each page) attesting to the approval by the assembly.

Corrections:

1. Corrections are to be made in the margin. There are to be no erasures. The motion is to be circled.
2. If opinions differ on a correction, a majority vote decides.
3. Anything that the rules require to be put in the minutes cannot be omitted or struck out except by a 2/3 vote. This does not modify the action taken.
4. Rescinding and expunging from the minutes requires a majority vote of the entire membership and a notation in the minutes, but they must not be defaced beyond legibility. A single line should be drawn through or around the offending words, and the words "Rescinded" or "Ordered Expunged" with the date and secretary's signature. Rather than expunging, it is usually better to rescind the previous action and then, if advisable, to adopt a resolution condemning the action which has been rescinded.
5. Minutes may also be corrected at a later time, providing proof of the error has been submitted, by use of the motion to Amend Something Previously Adopted.

Executive Committee Minutes: They are not read in assembly. Specific information should be read only if it is relative to the progress of the organization's business. A 2/3 vote of a majority of the membership is required to demand reading of said minutes, if there is opposition.

Every member has the right to examine the minutes of the organization at a reasonable time and place, but board or committee minutes are available only to the board or committee members.

Sheryl Minear is a member of the American Institute of Parliamentarians (AIP) and the National Association of Parliamentarians (NAP). She received the status of Registered Parliamentarian from NAP in 2002. She is currently serving as the ADDC Parliamentarian.

Image courtesy of Stuart Miles/FreeDigitalPhotos.net



ADDC Website

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Association of Desk and Derrick Clubs

Home
About ADDC
Education
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Activity Book

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Convention
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Celebrating 63 years of service to our members and industry!

Motto
Greater Knowledge — Greater Service

Purpose
The Association of Desk and Derrick Clubs (ADDC) is a non-profit, international organization whose purpose is to promote the education and professional development of individuals employed in or affiliated with the petroleum, energy, and allied industries and to educate the general public about these industries.

Mission Statement
Our mission is to enhance and foster a positive image to the global community by promoting the contribution of the petroleum, energy, and allied industries through education by using all resources available.

Meet Your Board

If you know Barbara, you know she is a dynamic and energetic person with drive and determination that will aid the Association in the goal of embracing the future.... [Read more...](#)

Barbara Ann Pappas
2014 ADDC Secretary
Wichita Falls Club
Cobra Oil & Gas Corporation

Regional Meetings start April 2, 2014!

Are you registered yet?

See [Regional Meetings](#) under [About ADDC](#)

Upcoming Energy Events

2014 Pipeline Conference and Cybernetics Symposium

- View the complete list of courses and online seminars
- Updates about new courses and events

2014 PALTA SPRING SEMINAR

Thursday, April 10th, 2014
Midland County Horseshoe
Education Building

Registration & Breakfast Buffet | 7:30AM-9:30AM
Presentations | 9:30AM-5:00PM

- Registration Form: [2014 PALTA Spring Seminar](#)
- Speaker Details: [PALTA Speakers](#)

[Complete Upcoming Energy Events List](#)

Shoveling Sand — A Testimonial

Encouraging participation in Desk and Derrick is the most effective thing a good manager can do to build morale and to increase productivity. There is nothing that I know of that can return more to the business and to the employee.... [Read more...](#)

John V. White
Vice President Aviation
Valero Energy Corporation

Musings from a Sixty-Year Desk And Derrick Member

EDUCATION, the art of learning, was a deciding factor — it was apparent that I could be more proficient, having an opportunity to learn more about the varied facets of my work. Therefore, joining Desk and Derrick was a no-brainer, and I had the complete support and encouragement of my employer.... [Read more...](#)

Paula R. Mace
PRM Enterprises, Ltd.
1962 ADDC President

A Message from ADDC 1978 President

Looking back, the knowledge I learned — from fusing plastic pipe to North Slope and Norway's Ekofisk was an educational experience you can't buy. An added bonus was the personal development and friendships that were made.... [Read more...](#)

Dixie Lee
1978 ADDC President

Convention 2013 Photo Gallery

[Complete Convention 2013 Photo Gallery](#)

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Website design by K & E Computer Services.



WOW

Have you checked out the ADDC Website lately?

If not, you're missing out!



www.ADDC.org



Updates from the Committee Chair...

...2014 ADDC NOMINATING COMMITTEE



Board of Directors

PRESIDENT

Linda Rodgers
Process Equipment & Services, Inc.

PRESIDENT ELECT

Lori Landry
Bean Resources Inc.

VICE PRESIDENT

Connie Harrison
Valero Energy Corp.

SECRETARY

Barbara Ann Pappas
Cobra Oil & Gas Corp.

TREASURER

Maggi Franks
Artistic Promotions LLC

IMMEDIATE PAST PRESIDENT

Marilyn Carter
Canadian Natural Resources Ltd.

EXECUTIVE ASSISTANT

Elaine McDowell
W/O Operating Company

PARLIAMENTARIAN

Sheryl Minear, RP
Sojourner Drilling Corp.

REGION I DIRECTOR

April Lang
Lang Surveying

REGION II DIRECTOR

Stacy Tate
Brehm Oil Inc.

REGION III DIRECTOR

Sharon Blackwell
Rainbow Rental & Fishing

REGION IV DIRECTOR

Becky Perez
Petroleum College Intl.

REGION V DIRECTOR

Philana Thompson
Merrion Oil & Gas

REGION VI DIRECTOR

Abby Johnson
Frontier El Dorado Refining Co.

REGION VII DIRECTOR

Christina Forth-Matthews
AOG International

Angie Duplessis
Nominating Committee

1802 Farmington Place
Gretna, LA 70056

(504) 656-3221 O
(504) 656-3000 F
(504) 367-9202 H

aduples1@p66.com (o)

March 10, 2014

To: All Club Presidents

From: 2014 ADDC Nominating Committee

Re: Nominations for 2015 ADDC Officers

2015 Officers of the Association of Desk and Derrick Clubs will be elected at the 2014 ADDC Convention to be held in Lafayette, Louisiana. The ADDC Nominating Committee is currently accepting nominations for the following 2015 ADDC Officers:

President-Elect
Vice President
Secretary
Treasurer

Requirements and procedures for submitting nominations and the duties of the Officers are described in the Association Bylaws and can be found on the ADDC Web site in the Manuals section. A candidate for nomination to one of the above offices shall:

1. Have served or be serving as Regional Director
2. Be employed in the petroleum, energy or allied industries
3. Be bondable

A candidate for the office of President-Elect must possess all of the above qualifications and shall have served, or be serving, as an officer on the ADDC Board.

A candidate for the office of Secretary shall possess the skills to accurately record and prepare the minutes of the board meetings and convention business sessions within the deadlines for reporting to the membership.

A candidate for the office of Treasurer shall have an accounting background and computer experience.

The ADDC Officer Nomination Form (NOMN 1) and Candidate's Qualifications Form (NOMN 2) are available in the Forms Section on the ADDC Web site.

To submit nomination(s), please send THREE sets of the forms listed below by Certified Mail-Return Receipt Requested **OR** by overnight service (UPS, FedEx, etc.) **OR** e-mail one complete set including photo. If you file by e-mail, be sure to verify your e-mail and attachments were received by the Chairperson (everyone experiences e-mail problems from time to time, and we do not want to miss any nominations due to a downed transmission line.) In compliance with the Association Bylaws and as approved by the 2014 ADDC Board, **all nominations must be received no later than Friday, June 6, 2014.** Nominations **RECEIVED** after the deadline **WILL NOT** be considered!

Updates from the Committee Chair...(cont.)

...2014 ADDC NOMINATING COMMITTEE (CONT.)

Nominating Committee Letter
March 3, 2014
Page 2

SEND NOMINATIONS TO:

Angie Duplessis
ADDNominating Committee Chairman
1802 Farmington Place
Gretna, LA 70056
e-mail: aduples1@p66.com

The **THREE** sets of nomination papers must include:

1. NOMN 1 – ADDC Officer Nomination Form
2. NOMN 2 – Candidate's Qualification Form
3. Candidate's Goals (100 Words or Less)
4. One Photograph (color preferred)

The photograph of the nominee should be suitable for publication in *The Desk and Derrick Journal* and may not contain any restrictions as to authority to copy or publish.

When submitting nomination(s), be absolutely clear as to the office for which each candidate is being nominated. Each candidate may be nominated for only ONE office.

The Association Standing Rules state that the names of candidates for the ADDC Board are not to be published by any Club prior to the release of the official announcement by the Association. Please do not publish the name of any candidate in your Club's newsletter prior to the official announcement by the Association.

Our Association has many qualified members with leadership abilities. Our continued success depends on these members stepping forward to accept the opportunities and responsibilities associated with leading the Association in 2015 and beyond. Please share this request for nominations with your club, and forward your club's nomination(s) by **June 6, 2014**.

If you have any questions or need additional information, please do not hesitate to phone or e-mail me.

Angie Duplessis

2014 ADDC Nominating Committee Chairman



Updates from the Committee Chair...(cont.)

...LEADERSHIP COMMITTEE

SUBMITTED BY MARILYN CARTER

LEADERSHIP RESOURCE COMMITTEE – SHARING IDEAS THAT WORK



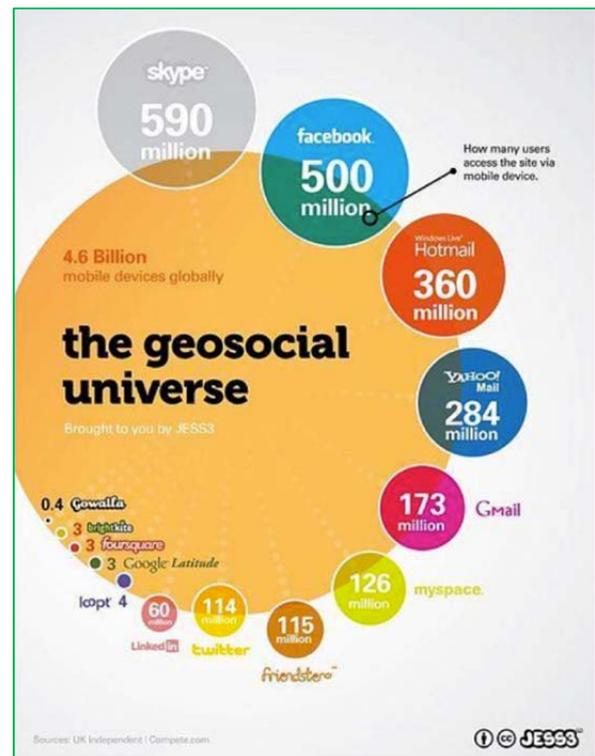
Infographics are becoming one of the hottest ways to engage customers, employees and members by providing information in a visually appealing graphic.

What are they? They are graphic visual representations of information, data, and knowledge intended to present complex information quickly and clearly. It is the utilization of graphics to enhance the human visual systems ability to see patterns and trends. As humans we receive input from all 5 senses, yet 50% of the brain is dedicated to visual functions. Images are processed faster than text and 65% of the population are visual learners. You have heard the old adage “A picture is worth a thousand words.”

An infographic is comprised of three parts; the visual, content and the knowledge. The visual is made up of colors and graphics (theme and reference). The content is the statistics and facts. Knowledge is one of the most important aspects of the infographic because it contains some sort of insight into the data being represented. The sample infographic on the right contains all of these elements.

Some great ways to use infographics are:

- Recruiting. Use an infographics in your bulletin, on your website or on your social media site to highlight the benefits of Desk and Derrick or the core values of your Club or members.
- Presenting Numbers. Whether you want to present survey data or membership figures, infographics can make the information easier to digest for people, who can look at a graphical representation rather than scouring through lines on a spreadsheet.
- Providing instructions. A graphical image depicting your organization’s processes, committee responsibilities, or Board functions are often much easier to grasp than verbal or written instructions.
- Comparing data. Use an infographic in your membership orientation to show new members how your club fits into your Region and the Association, or to show membership growth year to year.



(Information obtained from Communication Briefings, wikipedia.com, piktochart.com)

Updates from the Committee Chair...(cont.)



...SCRAPBOOK COMMITTEE

Association of Desk and Derrick Clubs Scrapbook Committee Report for Region Meetings

The ADDC Scrapbook Committee is charged with the responsibility of providing a visual memory throughout the year which will preserve the events of all of our Clubs. We will then present this visual memory to our 2014 ADDC President, Linda Rodgers. It will be a fun job but one which will require much input from you—the members. Linda has expressed her interest in having an “Electronic Scrapbook” so please keep this in mind when providing information.

This Committee will strive to provide Linda with a wonderful history of what our clubs were involved with during the year. We want those pictures and mementos of when Linda is in attendance and even when she is unable to attend. So please keep track of them; *and* if possible, assign a member of your club to see that this committee receives those pictures and mementoes, which can be in the form of newspaper clippings, event agendas, flyers, etc.

It is our desire to have all Association clubs represented and in order to do this we ask that you please take those pictures and gather those articles from your functions and share them with us. But remember that if we can't be there, we might not know what the event is or who is in it; therefore labeling is *VERY* essential.

You may send items to your Regional Representative, via the postal service, or digital photos may be emailed. Otherwise, you may also send items to me the ADDC Scrapbook Committee Chairman, at the address below.

Special thanks to my committee representatives:

Region I – Kathy Tawney, Region III - Tiama Smith, Region IV - Susan Wrobbel, Region V – Helen Trujillo, Region VI – Abby Johnson, and Region VII – Donna Hayduk.

We look forward to all you can share with us and providing this great collection of memories for Linda's year as the ADDC President.

Thank you!

Submitted by,
Maggi Franks
2014 ADDC Scrapbook Chair
maggi@promosolver.com
C/O Artistic Promotions
2306 Charles Ave
Dunbar, WV 25064

A 3D-style button with a green-to-yellow gradient and a dark border. The text "Send in your Photos!" is written in a blue, italicized font on the button.

Send in your Photos!

About Our Association

2014 ADDC Board of Directors

President	Linda Rodgers	lindar@pescoinc.biz
President Elect	Lori Landry	llandry@beanresources.com
Vice President	Connie Harrison	connie.harrison@valero.com
Secretary	Barbara Pappas	barbara@cobraogc.com
Treasurer	Maggi Franks	maggi@promosolver.com
Imm. Past President	Marilyn Carter	marilyn.carter@cnrl.com
Executive Assistant	Elaine McDowell	elainemc12@aol.com
Parliamentarian	Sheryl Minear, RP	sheryl@sojodrilling.com

Our Motto, Purpose and Mission

MOTTO

Greater Knowledge ~ Greater Service

PURPOSE

The purpose of this club shall be to promote the education and professional development of individuals employed in or affiliated with the petroleum, energy and allied industries and to educate the general public about these industries.

MISSION STATEMENT

To enhance and foster a positive image to the global community by promoting the contributions of the petroleum, energy and allied industries through education, by using all resources available.

“Leadership is 85% Emotional Intelligence.”

~Daniel Goleman

Emotional Intelligence (EI) is the ability to comprehend your emotions and manage them effectively. Research shows that people who show high levels of emotional intelligence skills are stronger leaders, better decision makers, foster better relationships, and increase team efficiency in the workplace. It also suggests that EI is a more accurate predictor of success at work and in life than the more traditional IQ test.

Check out the ADDC website under “Webinars” for an audio book of Daniel Goleman talking about EI.