



The Publication of Houston NAIW, Inc.—P. O. Box 925713, Houston, TX 77292-5713—Website: www.naiw.net/houston.htm

Presidents Message:

It is nearly Thanksgiving and I hope everyone has plans for a safe and wonderful holiday.


I wish to thank all the members and guests for attending the October meeting for helping make it a very successful and enjoyable event. I understand that there was around 80 calendars sold along with the many extra monetary contributions that were made. I invite all our guests to please come, visit and become a member. Remember, membership cost is cut in half after January 1. Mark your calendar for our Christmas meeting, December 13th.

Our next meeting is November 15th and we are introducing our new charitable organization, “ Angel by Nature” which is an emergency shelter for children. Come listen to Roderick Batson, Program Director, tell us about the place and don’t forget to bring your items for him to pick up. If you need more information contact me, Sharon or Norma. We will continue to support them through out the year and will take further donations to them.

I also want to take the time thank all the officers and membership for their continued support of me and more importantly HNAIW. You are what makes this a great and professional association.

Terry Webb, CPIW





Few Keep Inventory of Home Property

It only takes one fire, tornado or hurricane to completely destroy everything you own. Insurance adjusters frequently work with homeowners who have lost everything, but for those who have not taken an inventory of their personal property, the entire process is much more difficult.

Ron Rogers, an insurance claims adjuster for Hochheim Prairie Insurance Co., says reimbursement for your personal property comes from knowing what you lost. “I have been adjusting insurance claims for 33 years and I’ve never met a homeowner who had taken an inventory of their possessions prior to losing everything.”

Most consumers purchase Homeowners insurance to repair or replace their residence should it be damaged by perils such as fire or catastrophic weather. However, they typically lose sight of the fact that their home is also filled with valuable personal property. In the aftermath of a loss, it’s challenging to remember everything you have accumulated over the years.

Rogers said homeowners are initially faced with the trauma of losing everything and wondering what they’re going to do and where they’re going to go. Insurance adjusters are not far behind in helping each homeowner with relocating and settling their insurance claim.

Jerry Reich, Property Claim director for Kemper Insurance, said homeowners who have lost everything, are under a lot of pressure. “Many of these people still have jobs that require their full attention as well as getting their children to school and planning for the future,” said Reich. “We try to work as closely as we can with these homeowners to recreate a virtual inventory of what was left. It can be a difficult process.”

Continued on page 2

Few Keep Inventory of Home Property—continued from page 1



Reich says he has been adjusting claims for 23 years and during that time he has met only two homeowners who had conducted inventories, and their homes were destroyed by California wildfires.

“Keeping an inventory of one’s possessions is like a second insurance policy,” said Mark Hanna, a spokesman for the Insurance Council of Texas. “Having an inventory of your personal property will make the claims settlement process much easier and eliminate a lot of headaches.”

Reich recommends a “running narration” while videotaping the inside of your house. “Look at it as a family bonding experience where you join your husband or wife in videotaping all your rooms, inside cabinets, silver collection, garage and other areas pointing out your valuables,” said Reich.

Taking photos or video of every room in the house including closets and bathrooms is recommended. Those photos should be stored outside the home either in an office, a friend or relative’s home or a bank security box. The photos can be downloaded to a computer or flash drive.

The Texas Forest Service says 2,700 homeowners have lost their homes this year to wildfires making it the costliest year on record in Texas. Many of those homeowners are still in the process of recalling what possessions they lost as they settle their insurance claims



3330 Dairy Ashford, Houston, TX 77082

Keeping Hope Alive

Angel By Nature Emergency Children’s Shelter’ which is a 501(c) 3 non-profit organization. Angel By Nature Emergency Children’s Shelter is run under the umbrella of the parent 501 (c) 3, Angel By Nature, Inc., that was incorporated in 2008.

Our purpose is to provide 24 hour residential care for abused, abandoned, and neglected children between the ages of birth to 17 years that have been detached from their families through custody of Child Protective Services, Houston Police Department, Fort Bend County Sheriff’s Office and surrounding law enforcement agencies.

The children, who walk through our doors at the shelter, have endured tremendous amounts of stress, abuse and/or neglect, at such a young age. To them, childhood consisted of struggles instead of laughter and learning. Amidst the chaos of being detached from their families, we want to offer them an inviting warm environment of safety, structure, love, and well-being.

The shelter is designed to house up to 30 children daily coming from all walks of life and is focused toward providing a plethora of services to ensure the healing, nourishment, and growth of each child.

This facility will be the city’s first and only Emergency Children’s Shelter. Various other shelters in the city offer a safe haven to parents and children, runaways and homeless teenagers, but not to children exclusively.

We have just negotiated the contract on our new facility where the children’s shelter will be located (address listed above), but in order to open our doors to make a difference in the lives of these children, we will incur a lot of expenditures from food, beds, TV’s, clothing, toys, to personal hygiene products, just to name a few. These donations are critical in helping us to aid such undeserving youth and to help raise awareness of Child Abuse & Neglect. Any monetary help towards these expenses will be highly appreciated and will never go in vain.

In return for your generosity, your name and/or the name of your company will appear on our posters, banners, advertisements, and brochure. We will also provide you with a letter of receipt and a certificate of recognition to those who contributes which is useful in tax deductions and accepted as proof for income tax deductions.



The New Version of Robert's And Why You Should Care!

By Nancy Sylvester "The Parliamentarians' Parliamentarian"

The 11th edition of Robert's Rules of Order Newly Revised was released at the 2011 National Association of Parliamentarian's Convention on September 23. If the bylaws of an organization state that the organization's parliamentary authority is "the current edition of" Robert's, then the 11th edition is now that organization's parliamentary authority. It is also the parliamentary authority for organizations whose bylaws establish Robert's Rules of Order, Robert's Rules of Order Revised, and Robert's Rules of Order Newly Revised. Since approximately 95% of the organizations in the U.S. prescribe Robert's as their parliamentary authority, the 11th edition is most likely the parliamentary authority for all organizations you are involved in.

In this article, I am going to highlight some of the major changes that are most likely to have an impact on organizations. The areas I will cover are: rules for small boards and committees, electronic meetings, notice sent electronically, Point of Information, offering a series of amendments in one motion, and the minutes of the meeting. There are other areas of major change, such as discipline and resolving election disputes that I will not be covering in this article, but can be found in the list of changes found on the Robert's Rules Association website (see information at end of article).

Rules For Small Boards And Committees

The rules for small boards and committees now apply to all committees, irrelevant of size, both standing and special. Members may seek recognition by raising a hand instead of rising.

The small board chairman, as well as any committee chairman, may make motions, speak in debate, and vote. Motions to close or limit debate are in order in board meetings, but not in committee meetings.

Electronic Meetings

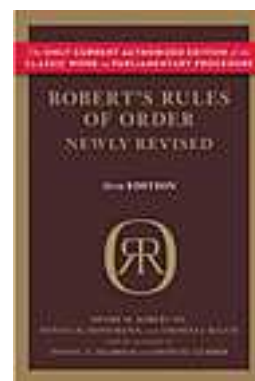
Because of the variety of methods of electronic meetings that are now available, this may be the most important changes in the 11th edition.

There is a new section on Electronic Meetings which covers the following subjects:

- Extension of Parliamentary Law to Electronic Meetings
- Types of Electronic Meetings
- Electronic Meetings in Committees
- Additional Rules for the Conduct of Electronic Meetings

To have a legal meeting other than an in-person meeting requires authorization in the bylaws.

Meeting should allow for "simultaneous aural communication among all participating members equivalent to those meetings held in one room or area."



Committee Meetings

Because electronic meetings for committees may be authorized, the provision in the 10th edition that a committee may work by correspondence is eliminated in the 11th edition.

Committees that are established in the bylaws (usually standing committees) can hold electronic meetings if authorized to do so in the bylaws.

Committees not established in the bylaws may be authorized to meet electronically in the organization's standing rules or in the motion that established the committee.

Notice of electronic meetings must include description of how to participate (e.g. call in number and code)

Additional rules for electronic meetings are recommended in the 11th edition. Some of the subjects that could be covered in the rules include:

- Method of establishment and maintenance of a quorum
- Method of seeking recognition
- Handling of interrupting motions
- Method to submit motions in writing
- Method for taking and verifying votes.

Notice Sent Electronically

This change can be a huge money saver for some organizations. Sending out notices of meetings using US Mail can be very expensive. The new edition allows notices to be sent electronically (email, text, or fax) if the member has agreed to it being sent that way. So, here is how I see it possibly working. With the dues statement or any other communication to the member, the organization asks permission to send all notices electronically. That can be done as easy as the member checking a box giving permission. It should also include the statement that the permission will remain in effect until the member specifically notifies the organization otherwise, so you don't have to get permission periodically.

The Houston NAIW, Inc. 2011 to 2012 officers:

President— Terry Webb, CPIW

President Elect—Membership—Judy Koudelka, CISR

Vice President—Education—Mary Browder

Secretary—Jane Bock

Director 1—Immediate Past President—Joanne Pearson, CIC, CPIW, ACSR

Director 2—Treasurer—Margaret Parker

Director 3—Public Relations—Norma George, CPIW

Director 4—Finance—Carolyn Tennison

Director 5—Program—Sharon Klien, ACSR



Safety Tip: A 36 year old female had an accident several weeks ago. It was raining, though not excessively when her car suddenly began to hydro-plane and literally flew through the air. She was not seriously injured but very stunned at the sudden occurrence! When she explained to the highway patrolman what had happened, he told her something that every driver should know - **NEVER DRIVE IN THE RAIN WITH YOUR CRUISE CONTROL ON.**

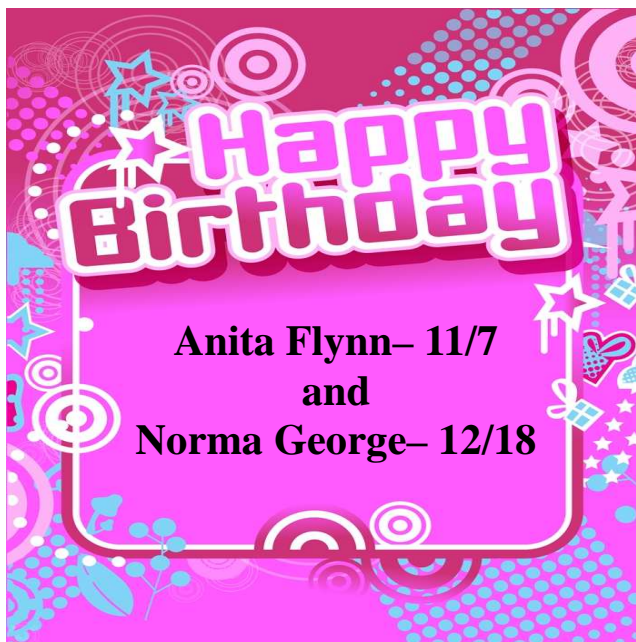
She thought she was being cautious by setting the cruise control and maintaining a safe consistent speed in the rain...



But the highway patrolman told her that if the cruise control is on, your car will begin to hydro-plane when the tyres lose contact with the road, and your car will accelerate to a higher rate of speed making you take off like an aeroplane. She told the patrolman that was exactly what had occurred. The patrolman said this warning should be listed, on the driver's seat sunvisor - **NEVER USE THE CRUISE CONTROL WHEN THE ROAD IS WET OR ICY**, along with the airbag warning. We tell our teenagers to set the cruise control and drive a safe speed - but we don't tell them to use the cruise control only when the road is dry.

The only person the accident victim found who knew this, (besides the patrolman), was a man who'd had a similar accident, totalled his car and sustained severe injuries.

NOTE: Some vehicles (like the Toyota Sienna Limited XLE) will not allow you to set the cruise control when the windshield wipers are on. Even if you send this to 15 people and only one of them doesn't know about it, it's still worth it. You may have saved a life.



Calendar 2011/2012

- November 15—Thanksgiving Meeting
- November 24—Thanksgiving
- December 13—Christmas Party
- December 25—Christmas
- January 1— Happy New Year
- January 24—CE Program
- February 28—Birthday Month
- March 1-3—Region VI Conference, Norman,OK
- March 27—CE Program
- April 24—Election of Officers
- May 22—Industry Appreciation Dinner
- June 6-9—National Convention, Dallas, TX
- June 26—Installation of Officers