



## President's Corner

*Benny Jo Sasser*  
C.P.M., A.P.P.

I would like to begin by saying a special thanks to Joe Szewc, a member of our affiliate and guest speaker at February's Dinner meeting. Everyone appreciated the very informative program he prepared on the topic of buying in the Pacific Rim.

ISM's Annual Conference will be held in St. Louis, MO, May 4-7, 2008. If you have not attended one of these conferences, I encourage you to do so. The deadline to register for the discount pricing is April 20<sup>th</sup>.

Please let me know if you're interested in C.P.M. certification or information regarding the CPSM testing program. High marks have been given to the CPSM pilot exam with more than 2,700 registrations, from 56 affiliates and more than 30 companies.

This year has gone by quickly and it is now time to prepare for the election of the 2008-2009 slate of officers. Please consider serving in one of the positions noted on the attached nomination form. Feel free to sign up for several areas and let the election results make the choice. I'll need your completed nomination form by April 25, 2008.

In closing, I would like to extend my appreciation to the Executive Board who has so graciously assisted me this year. They are always ready to listen and answer my many questions.

Thank you!!

*Benny Jo*

## E-Mail Etiquette

You've all received those e-mails from friends, family and associates with an arm's length list of e-mail addresses in the To: field. This is one of the biggest boo-boos one can make when it comes to looking like you are tech savvy. Doing this makes it clear you are not!



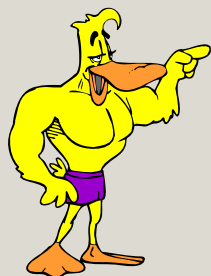
Always use the Bcc: field (short for blind carbon copy). This helps to protect the privacy of all the folks you are e-mailing. If you have a general request or are sending something to a bunch of on-liners where the only thing they have in common is you, there is no reason to broadcast their e-mail address to strangers.

Never publish other's email addresses publicly along with a list of folks that don't know each other. This is a serious privacy issue and one that those you communicate with will appreciate that you understand!

When forwarding e-mails to others, take time to type a quick note to the person receiving the e-mail. Just because you think an issue is important, virtuous or funny, doesn't mean it will be taken in kind by the person on the other side.

If someone nicely asks you to stop forwarding stupid jokes, chain letters, propaganda or political commentary, don't get mad. They have the right. Simply honor their request without making it an issue. That's why taking the time to write a short note to the specific person you are forwarding to explaining why you are forwarding them that specific email is so important.

Tips for E-Mail Etiquette are provided as a courtesy by <http://www.NetManners.com>.



## Increase Your Word Power

### Knowledge Scale:

9 or 10 - Brilliant  
7 or 8 - You can flaunt it  
5 or 6 - You've got muscle  
Below-Opportunity abounds

1. Bailment
  2. Bar Code
  3. Base Stock
  4. Batch Processing
  5. Benchmarking
  6. BATNA
  7. Break Bulk Point
  8. Bricks and Mortar
  9. Bullwhip Effect
  10. Burden
- A. Number of employees on vacation at a given time
  - B. Selected practices and results of one organization compared to those of another.
  - C. A term referring to the physical assets where activities occur
  - D. Amount of overhead
  - E. Advantage is reduction in error rate and count accuracy
  - F. Possession & Control of property without ownership
  - G. Consolidated shipments are separated into smaller lots
  - H. Best Alternative to a Negotiated Agreement
  - I. Increase in the variability of orders upstream even when the actual customer demand is fairly stable
  - J. Transactions are gathered and performed at regular, set days and times
  - K. Best Answer to a Negotiated Agreement
  - L. Inventory management with immediate replacement of used/sold items

**Answers:** 1F, 2E, 3L, 4I, 5B, 6H, 7G, 8C, 9I, 10D