

October 2004

<http://www.napmutah.org>

## President's Message

### NEXT STEPS

What are your NEXT STEPS in your career? Are they baby steps? Are they walking steps? Are they running steps? Are they lengthening steps?

Do they include CERTIFICATION for your C.P.M. or your A.P.P.? Do you see yourself making \$15,000.00 more per year than you do now? You could, if you certify.

Why certification, you may ask. Well, I'll tell you why. It makes you the best you can be.

- ❖ It shows a real commitment to your professional career.
- ❖ It promotes continuous professional growth and development.
- ❖ It promotes lifelong learning.
- ❖ It has become a universally accepted standard for identifying and recognizing supply management professionals.
- ❖ It has world-wide recognition.
- ❖ It proves your commitment to yourself, your employer, your customers and suppliers to hold yourself to a professional ethical standard of conduct.

BUT maybe you say, "I only want to take baby steps. How can I take baby steps toward certification?" I'm glad you asked.

You could do one or several of the following:

- ❖ Commit to a realistic timeline. Perhaps your timeline has room for a CPM Seminar. All you have to do is look at the NAPM newsletter for the next one. (There is one coming up sooner than you think.) Then, perhaps your timeline could include the test for that module.
- ❖ Create an environment for yourself that encourages you to study and participate. Perhaps that environment includes coming to our meetings each month.
- ❖ Develop a meaningful way to recognize your "Baby Step" achievements. Perhaps a "baby-sized" ice cream cone for every chapter covered in the Study Guide.
- ❖ Work with ISM. Do you remember [www.ism.com](http://www.ism.com)? It's a great resource!
- ❖ Budget for a seminar or a class or a test or.....
- ❖ Help management at your company understand the value that certification brings to your work.

With all the things you will have learned, they are bound to help you in your "Purchasing Foundation".

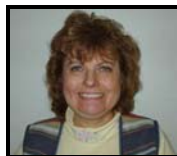
So, what are your NEXT STEPS?

Take a blank piece of paper and write the following:

### MY NEXT STEPS

(See? That was easy.)

Julie Anderson  
President ☺



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Affiliated with:



## Professional Development

I hope that everyone that attended the all-day Don Wood's Seminar and Dinner Meeting last month enjoyed it as much as I did. I am very happy that we were able to have him speak to us. I am still trying to sort through the vast amount of information provided for us at the seminar.

This month we are privileged to hear from **Cheryl Ransom, C.P.M., A.P.P.**, Senior Supply Chain Specialist for Kitco/Wencor, at the Professional Development Workshop on "C.P.M.: Best Warranty in the Workplace", "C.P.M. Prep and Testing Techniques". Cheryl has always been a great motivator to acquire the C.P.M. and she teaches a very good class for all those interested in preparing and testing for the C.P.M.

Cheryl has been a purchasing professional for more than 20 years. She received her lifetime status in 2001. Cheryl has a Bachelor's Degree from B.Y.U. and a Masters degree from the University of Phoenix in Human Relations and Organizational Behavior. Cheryl has been a purchasing and supply chain management consultant and is currently the Senior Supply Chain Specialist for Kitco/Wencor in Springville, Utah. Cheryl has been teaching supply chain classes at the University of Utah and at Utah Valley State College/Mountainland Applied Technology College for the past five years.

Cheryl is a past President of NAPM-Utah, a recipient of the Gordon B. Affleck Purchasing Person of the Year Award, a past Marketing, International Chair for NAPM District I, on the Leadership Training Committee for the Institute for Supply Management. Cheryl is involved in the community with appointments to serve on the 2002 Olympic Subcommittee writing policies and procedures for the procurement of all goods and services. Additionally, she has served as Chairman of the Board of Directors for the Utah County Fair. In

her "spare" time, Cheryl enjoys reading and attending the theatre, boating, camping, fishing and hiking with her family.

At our Dinner Meeting, we will hear from **Chuck Wach**, Director of Materials Management for Nature's Sunshine Products. He will speak to us about Purchasing, Procurement, and Supply Management – What's the Difference?

**Chuck** is responsible for global procurement, operations planning and supply management. He oversees contract manufacturing, strategic sourcing agreements, supplier certification and establishes inventory policies. He is actively involved with Marketing and R&D in the development of new products. With more than 15 years of broad-based international experience, he has worked in various operations and purchasing functions with industry leading companies such as Nestle, Heinz and Frito Lay. He received his B.S. in business finance from Brigham Young University's Marriott School of Management and his MBA from Utah State University.

**Nature's Sunshine Products**, a 32 year-old, publicly held (NATR), direct-selling company, manufactures and markets tablets and encapsulated herbal products, high quality natural vitamins, food supplements, skin care and other complementary products. With annual revenues exceeding \$300 million NSP has operations in the United States and Internationally, distributing products to 34 markets through a network of over 500,000 distributors worldwide.

We look forward to a great year with many great speakers and events scheduled for NAPM-Utah. Hope to see everyone at the meetings this month, members are free, \$35 for guests at the door. Please RSVP On-line Now: <http://www.napmutah.org>

Karl Harward, MBA  
Professional Development  
Chair ☺



## Upcoming Events:

**October 13, 2004, 11:45 am**  
*Central Utah Branch Luncheon*  
"Undue Influence"  
Jim Phillips, C.P.M.,  
UDOT

**October 14, 2004, 4:30 pm Professional Development Workshop**,  
"C.P.M.: Best Warranty in the Workplace"  
Cheryl Ransom, C.P.M., A.P.P.  
Kitco/Wencor

**October 14, 2004, 5:45 pm**  
*Dinner Meeting*, "Purchasing,  
Procurement and Supply Management -  
What's the Difference?"  
Chuck Wach, Nature's Sunshine  
Products

*Main Course:*  
Grilled Salmon with Lemon Butter Cream Sauce

**October 21, 2004, 8:00 am**  
*Satellite Seminar*, "Best Practices for  
Negotiations and Contracting"  
(see registration form in the newsletter)

**November 5, 2004, 8:00 am**  
*C.P.M. & A.P.P. Seminar*,  
"Module II – Supply Environment"  
University of Utah Professional Education

### *Additional Satellite Seminars:*

**February 10, 2005**  
Finding and Keeping the Best Sources

**April 14, 2005**  
Supply Chain Research Trends and  
Market Intelligence

**June 9, 2005**  
Discovering Supply Management's  
Social Conscience



## The V.P.'s Comments

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Hey members,

I would like to get some participation in a few committees we are looking to set up.

We would like to have some volunteers for the Purchasing month's meeting,

This is held in March, and we would like to have an Ad Hoc committee, it would be for the next few months. I think it would be fun, and good exposure for anyone who wants to see how the association works, and to contribute as a volunteer on a short-term basis.

Please feel free to contact me [Pattip@xmission.com](mailto:Pattip@xmission.com)

Or Karl Harward [karl.harward@slcgov.com](mailto:karl.harward@slcgov.com)

Also, anyone who would like to be on the Professional Development Committee with workshops, dinner meeting, seminars, luncheons, etc. would be able to get some valuable experience being involved with the board. We will be planning next years speakers and events soon and need your input.



Patti Pittman  
Vice President  
[pattip@xmission.com](mailto:pattip@xmission.com) ✉

## Marketing & Certification

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### Standardization...

According to Dobler, Standardization in the business arena is applied in two different areas. The first is concerned with the standardization of things--their size, shape, color, physical properties, chemical properties, performance characteristics, etc. The second application is concerned with the managerial aspects of business activity--standardizing such things as operating practices, procedures and systems. This type of standardization is often termed "managerial" standardization.

The Father of Standardization is Eli Whitney who is best known to most of us for in his invention of the cotton gin. The cotton gin is an important machine, but standardization is the prerequisite to mass production.

Whitney's work on standardization started in 1801 when he accepted a contract to furnish 10,000 muskets to the United States government. It appeared that Whitney had fallen behind on his contract. He was summoned to Washington by Thomas Jefferson to explain his delay. The explanation is a little-known but extremely important landmark in American history. Whitney took with him a box containing the parts of ten muskets. On a table before his congressional interrogators, he separated these parts into piles of stocks, barrels, triggers, firing hammers, and so on. He asked a congressman to pick a part from each pile. Whitney then assembled these parts into a finished musket, repeating the process until all ten muskets had been assembled.

After his demonstration, it was easy for Whitney to explain his apparent delay. Rather than furnishing a proportional number of guns each month, as an artisan gunsmith would have done after individually making the parts for each gun and then assembling each gun in turn, Whitney had been working to design machine tools and dies with which he could mass-produce parts which were interchangeable with each other. He had standardized the parts. When his machine tools were completed, he was able to produce the 10,000 muskets in a period of time during which an artisan gunsmith could have produced only a few muskets. This effort gave birth to the techniques of mass production.

(Purchasing and Supply Management, Sixth Edition, p. 179).

The use of standards permits an organization to purchase fewer items, in larger quantities and at lower prices. Thus, fewer items are processed and stocked. This reduces purchasing, receiving, inspection, and payment costs. Stocking fewer items makes controlling inventories easier and less costly. Consequently, the purchase of standardized materials saves money: lower prices, lower processing costs, lower inventory carrying costs and fewer quality problems.



Cheryl Ransom, C.P.M., A.P.P.  
Marketing & Certification Chair  
[cransom@wencor.com](mailto:cransom@wencor.com) ✉

### **E-Mail Note:**

Are you receiving the email notification when the newsletter has been posted to the web? If not, make sure your email address is added to your membership record or check to make sure it is current. Each month, about 1/2 of the members are not notified by email because they haven't provided an email address, or the email listed isn't valid.

### Employment Coordinator

I've got three things to share:

First, NAPM-Utah has some great news for those people looking for employment in the purchasing field. We have attached the NAPM-Utah Employment Coordinator Updates into the website to provide all interested job-searchers access to open positions listed in the Utah area.

Every 10 days, I search various resources online for purchasing positions. I compile these positions into an employment update that I email to interested job searchers. If you want to be added to this list, contact me at jcarpenter@thecanyons.com with your email address.

Second. FREE. That word is seldom used in our line of work. A little known fact is this: Your dues are FREE for up to 6 months if you unemployed. To take advantage of this offer, contact one of the officers or board members in NAPM-Utah.

You know there is no such thing as a "FREE Lunch" and the same applies to this deal too! Though your dues are free, your luncheon or dinner payment is not FREE. Since NAPM-Utah must pay for the luncheons and dinners, likewise you must too!

Third. Here is a helpful checklist for job searchers going out on interviews. It comes from Monster.com as a handy reference tool.

#### Interview Planner

- Purchase correspondence paper (stationery and matching envelopes).
- Keep enough paper on hand to print your resumes, cover letters and other correspondence on matching stationery and envelopes.
- Know the standards for writing cover letters and thank-you notes, and when

to phone.

- Keep stamps on hand at all times!
- Keep track of all career-related written and verbal correspondence.
- Identify your basic interview wardrobe: Select one or two outfits or suits that are considered fairly conservative for your field.
- Locate your local overnight or one-hour dry cleaner.
- Polish your business shoes.
- Always have extra, clean copies of your resume with you.
- Carry a list of professional and personal references. This might be important when you interview and also when you are going to fill out a job application.
- Keep an interview folder to bring with you on interviews. It should contain: a few resumes in a plastic sleeve, some reminders for yourself about your skills and goals, and a pen and some paper to make notes before and after the interview.
- Bring to the interview: your interview folder, the names of the people you are meeting and the address with directions. You may also want a comb, tissues and breath mints.
- Know where you're going in advance.
- Leave yourself plenty of time to get there. You want to arrive a little bit early, not just on time and never late.
- Follow up with thank-you letters immediately.
- Make sure you can be reached, whether by phone, fax or email.

John Carpenter  
Employment Coordinator ☎

### Satellite Seminar

**What:** Best Practices for Negotiations and Contracting

**When:** 7:30 a.m. to 12:00 p.m., Thursday, October 21, 2004. (30 minute break after 2 hours)

**Where:** Old County Courthouse  
USU Extension Svc, Room 206  
Center St & University Ave  
Provo, Utah

**Cost:** \$35 for nonmembers; \$25 for NAPM Utah / ISM members.



**Oct. 21st Satellite Seminar  
Registration Form**  
"Best Practices for Negotiations and Contracting"

Name \_\_\_\_\_

Employer \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Member of:  
 -NAPM/ISM      -Other

Amount enclosed \$ \_\_\_\_\_

I will bring  
 -Purchase Order,  
 -Voucher, check  
 -Other form of payment on day of seminar.

If using credit card, please call Cheryl Ransom at (801) 794-2600.

**Or remit to:**  
**NAPM-UTAH**  
**P. O. Box 27245**  
**Salt Lake City, UT 84127**





**December Social (put this one on your calendar and R.S.V.P. today!)**

Our December Social will be held at the Red Lion Inn – same time, same place, Dec 9th, but the entertainment will be nothing like we’ve had in the past:

Get ready for a terrific murder mystery and a great buffet dinner.

**Hunt Mysteries will be Presenting:**



***Godfather of the Bride***

*Chicago’s No. 1 Crime boss, Don Donatello Giovani invites you to his opera lover’s convention Hall (speakeasy), where he’s hosting a wedding reception for his about-to-be designated No. 2 man, Fingers Vinerelli, and his new bride, Bunny Beckenstein. ...But something dastardly interrupts the festivities!*

You can see a video clip of the show by going to <http://www.huntmysteries.com/pages/press.html>, go toward the bottom of the page and click on 16 Feb 2001.

We will need an R.S.V.P. and you can get them to me any time.

Email to: [Pattip@xmission.com](mailto:Pattip@xmission.com) ☞



**Tech Tips**

Are you familiar with the term “spyware”. If you have a computer and connect to the internet, statistically you have probably had a close encounter with this insidious form of marketing, or worse, invasion of your privacy. Spyware, Adware or Malware, no matter the name can slow your system and cause you to lose productivity and even your privacy unless controlled or eliminated. Here’s a link to an article from InformationWeek that can provide some information and solutions to this growing problem.

<http://www.informationweek.com/shared/printableArticle.jhtml?articleID=26800193>

Also found in this article are links to several companies that have developed anti-spyware software that will search your computer for known forms of spyware and adware and eliminate them, similar to virus scanning software. I have been using Ad-Aware from Lavasoft to keep my computers free from spyware. Similar to Virus scanning software, these programs require periodic updates to get the most recent data files for the most effective elimination of spyware.

Bryan Hemsley, A.P.P., CPPB  
Web Engineer ☞



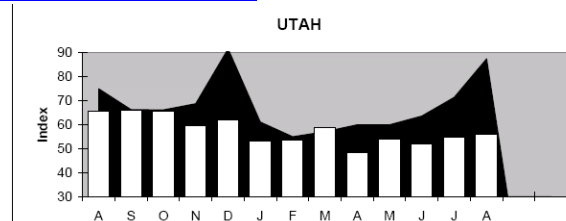
**Economic Outlook**

**Mountain States Data, Utah, August 2004**

The overall index from the monthly survey of Utah supply managers and business leaders rose for August. The index climbed to 55.9 from July’s 54.6 and June’s 52.0. Components of the overall index were: new orders at 55.6, production at 65.0, inventories at 35.0 and employment at 60.2. “Utah supply managers reported vigorous in August. Both durable and non-durable goods manufacturers reported solid economic conditions for the month. As in past months, the state’s information industry experienced stable conditions, but with little growth for August. Utah experienced annualized employment growth of 2.1 percent for the first eight months of the year. Based on our survey and government data, I expect the job growth rate to approach 2.5 percent for the remainder of the year,” said Goss.

Courtesy of Ernie Goss & Creighton University

<http://www.outlook-economic.com> ☞



# PRO-D & DINNER RESERVATION FORM



## RSVP

For October 14, 2004 meetings  
**Attention: Patty Pittman**  
 Vice-President  
 NAPM-Utah



Please R.S.V.P. no later than 3:00 p.m. on **Friday, October 8, 2004.**

**Company** \_\_\_\_\_

Name(s) Attending	Member	Guest	Pro-D Workshop (4:30)	Dinner (5:45)
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please remember that the association currently pays for the meal at one monthly meeting for Regular and Lifetime Members. In order to spend our association dues wisely, we rely on your RSVP to provide an accurate meal count to the hotel.

(For Guest registrations, please check web for details).

### RSVP by any of the following:

**Online:** <http://www.napmutah.org>

**E-Mail:** [ppittman@lifetime.com](mailto:ppittman@lifetime.com)

or [pattip@xmission.com](mailto:pattip@xmission.com)

**Fax:** (801)728-1921

**Phone:** (801)728-1259

**Mail:** **Patty Pittman**  
**Lifetime Products**  
**P.O. BOX 160010**  
**Clearfield, Utah 84016**

### MISSION

NAPM-Utah serves as a center of excellence in the development of world class purchasing and supply management professionals by providing education; certification, leadership, and networking opportunities for its members.

### VISION

The National Association of Purchasing Management-Utah will be recognized as a center of excellence in establishing, and promoting best-in-class professional standards of competency, ethics, education, and certification for its members. We value and seek a diverse membership, and there are no barriers to full participation in the association.

**LUNCHEON RESERVATION FORM**



# OCTOBER NAPM LUNCHEON

Please plan on attending the October Luncheon of the 2004-2005 NAPM-Utah Central Utah Branch on Wednesday, October 13<sup>th</sup>, at the Provo Holiday Inn, 1460 S. University Avenue (exit 266).

We have invited Jim Phillips, C.P.M. to present "Undue Influence". James T. Phillips has been a purchasing professional for more than twenty-five years. His experience comes from both Public and Private arenas. He has worked for a major worldwide organization, a small food and hospitality operation as well as 2 government agencies. For several years he worked in Retail as well as Industrial Sales. Affiliated with the National Association of Purchasing Management Utah, Inc., he has served as their Immediate Past President, President, Vice President, Marketing Chair, Professional Development Committee Member, and the Employment Chair and as a member of the Board of Directors for 2 years. Jim has conducted workshop sessions for ISM at five international conferences.

Ruby River will be catering the luncheon. You may choose either the Raspberry Chicken w/Rice or the High Noon Steak w/Potato. Please indicate your choice below on your RSVP. We will start seating at 11:45 a.m. and will begin serving the entrée promptly at noon.

Please RSVP by Friday, October 8<sup>th</sup>, to Dominique Bird at Nature's Sunshine Products by fax: (801) 342-4688 or by email: dbird@natr.com. See you there!

## OCTOBER PURCHASING LUNCHEON RSVP

COMPANY \_\_\_\_\_

MEMBERS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

CHICKEN \_\_\_\_\_

STEAK \_\_\_\_\_

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## Vacant Position(s)

**Historian**

Please contact Julie Anderson at (801) 451-8026 if you are interested in the vacant position.

Photo Release: From time to time, we use photographs taken at meetings, seminars and training courses in Newsletters, on our Website or in other promotional materials. By virtue of your attendance, you agree to the use of your likeness in such materials.