

“MAKING THE IMPOSSIBLE POSSIBLE”

Newsletter
Spring 2015

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For positive inspiration, contact Bazyn Communications,
“Making the Impossible Possible”

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Letter from the editor

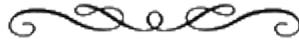
Dear Readers,

My first quarter was very full of activities. I am constantly reminded that positive feedback and communication are key to my personal success and for the many volunteer ventures in which I participate. Therefore, the two articles in this newsletter are meant to help you in your business and nonprofit organization relationships. Please pass them along to those you feel would benefit.

This year, my travels have included: Las Vegas, NV; Washington, DC; Sacramento, CA; and Tucson, AZ. In the next few months, I have scheduled trips for Washington, DC; Columbus, OH;] Seattle, WA; Dallas, TX;] Sioux Falls, SD; St. Cloud, MN; Minneapolis, MN; and Oklahoma City, OK.

For discounted speaking fees, I try to coordinate events and trainings. Please let me know about events in these and other areas, since I'm always adding cities to my itinerary.

Have a wonderful spring and summer!
Ardis Bazyn



Building Good Relationships

- Be direct and totally honest. Quality communication is necessary.
- Listen actively to all sides of an issue. Reciprocity is expected. Respect others' opinions. Realize that everyone has different values than you do.
- Ask questions when controversy arises. Ask why others feel differently. Negotiation is necessary to be successful.
- Be willing to compromise.
- Agree that disagreement is ok. If there is a major conflict or disagreement, elect someone to mediate
- When decisions are made, move forward without reservation.
- voting is important and members need to consider the best person for the job making sure they are able to do the job and understand the purpose of the organization.

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Successful Meetings

When, Where, and How?

When do you hold meetings? Are they convenient for most people to attend?

Where do you hold meetings? Do you consider your preferred audience?

How do you invite people to meetings? Do you have phone trees, email lists, flyers, PSAs or ads on radio and in newspapers?

Do you plan your meeting in advance? Do you have speakers, topics of discussion, and a prepared agenda? Giving out this information in advance might help attendance.

Does your president or chair run a good meeting? Is there a greeting, welcome to newcomers, and a positive atmosphere? Are difficult people handled well such as “thank you but we must move on?”

Is your meeting organized? For example, is there an order for regular reports, old business, new business, speaker or program? Are meetings interesting and/or challenging for most members? Is there a mix of advocacy, support mechanisms, networking, as well as socializing? Does your meeting incorporate some networking and getting acquainted time? Do you have a lunch, dinner, or snack time either before the meeting starts or afterward to facilitate relationship building?

The following guidelines may facilitate everyone being heard respectfully.

1. The Chairperson or designee will facilitate the meeting. This means that he or she generally does not take part in the discussion other than to clarify or summarize.
2. Members need to wait to be recognized by the meeting facilitator. This allows for hearing impaired members to more easily follow the conversation and discourage several people talking at once, which is difficult for all to follow.
3. The Facilitator will make sure that everyone who wants to speak on a topic does before second comments from the same person are taken.
4. Discussions should be focused on the issue at hand without side conversation.
5. Speakers are reminded to use “I” statements when speaking. “You” statements are often received as attacks and can derail a fruitful discussion.
6. Every participant is encouraged to help keep the agenda moving.
7. Cell phones and pagers will be silenced during the meeting. If a call must be taken, the participant must leave the room.
8. Participants need to let the speaker finish his or her statement. Interruptions are rude and can sidetrack the speaker from his or her train of thought.
9. Participants should focus on the topic at hand, not the person. Personal attacks usually don’t change people’s views.
10. If you have strong feelings about a topic that is not addressed during the meeting, please bring your feelings to the Chairperson to handle the topic.

Gossip and other talk behind closed doors will not lead to positive solutions.

(For assistance with your organization, contact Bazyn Communications)



Products and Services

Bazyn Communications continues to offer inspirational and motivational speaking, business coaching, and writing. A free consultation by phone or in person is available upon request. For a list of speaking or coaching topics, visit www.bazyncommunications.com.

Does your organization need strategic planning and/or action plans for the future? Contact abazyn@bazyncommunications.com for more information.

We're also available for a variety of writing projects: business plans, marketing plans, articles, and copy for most types of media for small businesses and nonprofits.

Order books and products from the Product link on my website.

If you wish to receive a text version of this newsletter or receive any past issues, please email: abazyn@bazyncommunications.com or call (818) 238-9321.



Contributions Accepted

If you wish to contribute an article to a future newsletter, or make any suggestions, please send an email to abazyn@bazyncommunications.com. Each article received will be read and will be printed if it meets the newsletter criteria.



Recommended Links

Check out the links of organizations in which I participate:

| | |
|---|--|
| American Council of the Blind | www.acb.org |
| Burbank activities | www.burbank.com |
| Burbank Business Network International | www.bniburbank.com |
| Burbank Chamber of Commerce | www.burbankchamber.com |
| California Council of the Blind | www.ccbnet.org |
| California Voter Empowerment Circle | www.calvec.org |
| Coaching and Speaking Internationally | www.247coaching.com |
| Democracy Live Accessible Voting | www.democracylive.com |
| Independent Visually Impaired Entrepreneurs | www.ivie-acb.org |
| Randolph Sheppard Vendors of America | www.randolph-sheppard.org |
| Speaker Match | www.speakermatch.com |
| Success Simplified | www.successsimplified.com |
| Xlibris Publishing | www.xlibris.com |



Contact Information

Bazyn Communications
Ardis Bazyn
818-238-9321
abazyn@bazyncommunications.com
www.bazyncommunications.com



Favorite Quotes

“I’m convinced that about half of what separates the successful entrepreneurs from the non-successful ones is pure perseverance” - Steve Jobs

“You can have everything you want by helping enough other people”

"The right idea with no follow-through is dead on arrival"

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Ardis Bazyn
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