



# GRC News Flash, Volume 5, Issue 1

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May, 2011

## 2010-2011 Meetings

### 2010

- July —Dark
- Aug 18—Microsoft Office 2007 Tips & Tricks
- Sept 15—An Administrative Professional through the Eyes of An Executive
- Oct 20—Communication 101
- Nov 17—Community Service Program and GRC's 9th Anniversary
- Dec—Dark

### 2011

- Jan 19—Project Management for Administrative Professionals
- Feb 16—Accelerating the Success of Your Project Team
- March 16— Writing Tips to be Right On
- April 20—GRC Cocktail Reception "Invest in Yourself with IAAP" and Exercise Your Imagination with Passion & Purpose
- May 18—Do Temperaments Match?
- June 15—Writing and Office Organization

### Meetings May Change Without Notice

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## President's Corner, by Linda Martin

**Congratulations** to our "Stars" who have already earned **Member of Excellence (MOE):**

**Cheri Miller  
Kathleen Smith  
Linda Martin  
Susan Robinette  
Theresa Souza**

While attending the most recent Leadership Forum, Terry Barragan, Theresa Souza, and I got a sneak peek at the criteria for the **2011-2012 Member and Chapter of Excellence**. Eight of 11 criteria must be met to earn MOE. The criteria for MOE are basically the same as last term, but be sure to document every criterion that you meet because one MOE application in 20 will be audited next term. Members will hear within three weeks of submission if theirs will be audited.

For Chapter of Excellence (COE), all submissions will be audited next term. There are fewer criteria for COE than last term, but all eight are mandatory. More information will be posted on our website as it becomes available, [www.iaap-roseville.com](http://www.iaap-roseville.com). **Save the Date** for upcoming Northern California Leadership

Forums (which might be renamed to reflect that these Saturday morning events are **professional development opportunities**):

### 2011

- **July 9** (this one will be especially good for incoming board officers to attend)
- **September 10**
- **November 5**

### 2012

- **January 14** (AEF/CDM site visit at the Marriott in San Mateo)
- **March 10**
- **May 12**

Do you have a suggestion for a **training topic** that you would like presented at a GRC meeting? Are you interested in being on a **committee** but want to know what it entails? Do you have a colleague who wants to learn more about **IAAP**? We want to hear from you. Email us at [grc.iaap@gmail.com](mailto:grc.iaap@gmail.com).

Get ready to fire up that grill (great recipes on page 6) and enjoy a safe Memorial Day weekend.

*"Become a possibilitarian. No matter how dark things seem to be or actually are, raise your sights and see possibilities - always see them, for they're always there."*  
~Norman Vincent Peale

*Linda*

*Linda S. Martin  
IAAP Greater Roseville Chapter President, 2009-2011*

*Member of Excellence 2009-2010  
Passion & Purpose -  
Everyone Makes a Difference!*

## Division News, Cheri Pierre

Plans are well under way for AEF/CDM in San Diego and we hope you have already registered! But if not, great news! **The early registration price for complete package has been extended until the event.** Please use the following link to register online: <http://www.iaap-ca.org/2011-AEF-CDM/register.shtml>.

We have planned an exciting and

educational weekend beginning with AEF on Friday, June 10<sup>th</sup> and concluding on Sunday June 12<sup>th</sup> with our International President-Elect, Tamra Goodall, CPS/CAP, discussing the *Joy of Conflict*.

When you're packing, please remember to pack something extra for our featured charity, Dress for Success San Diego. Suggestions for donations are listed in the registration

brochure.

Register soon. We guarantee you will leave this weekend with a new Passion & Purpose for your career and IAAP! See you all on June 10<sup>th</sup> in San Diego!

## Headquarter News!

### How to Prepare for Your Annual Performance Review,

By Susan Fenner, Ph.D., Education and Events Manager, IAAP World Headquarters—Most of us get just one opportunity each year to highlight our contributions in the workplace to justify a salary increase. Here are some things you can do to ensure that your executive notes your value-added worth and has ample documentation to support a recommendation for a bonus, merit pay raise, or both.

- Begin collecting supporting information immediately after your last review.
- Whenever someone indicates that they are pleased with your work, ask them for a letter stating their satisfaction so you can add it to your review file. Ultimately, it will be worth much more than a token gift of appreciation, as well as being more professional.
- Rather than passing along letters complimenting your work and asking your exec to place them in your personnel file, maintain your own file. Let him/her know that you are doing this to save him/her the time, hassle of filing them as they appear.
- Have all material organized to give to your exec approximately one month before the scheduled review date (usually the anniversary of your hire date). If you wait too long, he/she may have already completed the paperwork and you will not be able to influence the decision.
- Use whatever format that makes the most sense to display your information. But keep it simple, concise, with the pertinent information readily visible. Some use a one-inch, three-ring binder with dividers for the various sections. A highlighter can be used to bring attention to relevant paragraphs or phrases.
- Begin your notebook with a positive letter to your exec recognizing his/her efforts that helped you to perform so well. List the things that you appreciate about your working relationship with the company and your supervisor.
- Include an annual summary of achievements. This is not a list of routine tasks you performed as part of your regular job function. Rather, focus on ways that you have gone above and beyond the call of duty, with numbers to verify your contributions, to show that you have saved the company money, increased sales or profits, or provided a unique contribution that would have cost more had it been outsourced.
- Ask your exec if you may start the discussion by telling him/her of your proudest achievements for the year, then asking for a similar response from him/her. It sets a positive tone and spotlights your best, before any negatives are discussed.
- Be prepared for any problems or shortcomings that may be brought up. Tell how you will keep this from happening in the future (such as a course you have taken, a mentor you have found, etc.).
- Do not argue, especially about any perceived negatives being discussed. Whether they are true or not, they are your exec's perceptions. A phrase like, "I understand how you might have viewed it that way. Next time, I will handle it by doing such and such. I want to do whatever I can to strengthen our working relationship. I consider us a team."
- Tell your boss if there are things you need to better do your job (like dedicated time without interruptions during rush projects, a new software program, or the support of a temp for an especially busy period). Ask for his/her help. Don't complain, whine, or belittle others. Have a reasonable, workable solution to offer.
- Discuss your personal and professional goals. Get your supervisor's buy-in to prepare for a professional certification, enroll in a course or seminar to learn technology needed for the

future, subscribe to a publication that will enhance your skills, or resource material that will benefit you and others in the office.

- It is all right to indicate that you are disappointed with the increase you have been given. Ask for another review in six months when the budget is less tight or suggest a perk that could make you happier with the decision. Examples might be eliminating some duties, getting help from outside the department, or receiving an allowance to fund your membership in IAAP, attend a conference, or purchase educational materials.
- Listen without interrupting. Hold your temper. Remain professional. Remember, this is your opportunity to provide your exec with the ammunition he/she needs to make you shine and positively reflect on the past year. How you end this year will definitely influence how you begin the next.



### Annual Review

#### GRC SIDE NOTE:

Make sure you integrate IAAP membership and involvement into your performance plan or review. It's an easy way to earn #11 towards your Member of Excellence.



International Association of  
Administrative Professionals®

IAAP headquarters

website:  
[www.iaap-hq.org](http://www.iaap-hq.org)

California Division

website:  
[www.iaap-ca.org](http://www.iaap-ca.org)

Greater Roseville Chapter

[www.iaap-roseville.com](http://www.iaap-roseville.com)



**PASSION & PURPOSE**  
GREATER ROSEVILLE CHAPTER

## “More Than Paper Clips,” by Cheri Miller, GRC Member

Recently I attended the Greater Roseville Chapter’s Recruiting event “Invest In Yourself With IAAP” and “mini-meeting.” Looking back on the event, it was obvious that a good deal of teamwork went into making the well-organized night come together without a hitch. It makes me proud to be part of such an amazing, hard-working, selfless group.

When I walked into our meeting area, our VP, Joy White-Keeler, and her cousin Lauri (a guest) were busy setting up the “greeting and membership” table. On display were some giveaways and folders for guests. Meanwhile, Linda Martin, Kathleen Smith, and I were displaying our new chapter brochures and other information while Susan Robinette took one last peek at notes for her upcoming talk about the benefits of membership. A few moments later I caught glimpses of our beloved leader, Linda, welcoming the first guests. We were fortunate to have representatives from OfficeTeam available to talk to members in transition in the job market and to have a rep from Boston Market with catering information and great brownies. Cattlemens did an admirable job with the appetizers, wine, and beverages; the handouts were well received; and there was a good deal of networking. I hope my enthusiasm showed-I know Linda Martin’s did!

Soon we gathered together for the business portion of the meeting. After a few opening remarks from Linda, we welcomed our guest speaker, Judy Isaman from JGI Consulting, who spoke about “*Exercising your Imagination with Passion & Purpose.*” This was the perfect topic for our recruiting event!

Judy gave us one minute to come up with creative uses for a paper clip! Boy, did I do poorly! She explained the values of creativity: Generating new ideas, coming up with solutions, and having ongoing improvements and efficiencies. Judy went on to explain different types or levels of motivation.

The first level, Motivation 1.0 is based on our earliest motivators for survival (for example we need fire and clothing to stay warm which is a strong motivator)! This is where we find the creation of the “work ethic.”

Carrots and sticks are the drivers of the second level, Motivation 2.0. This motivational method implies that rewards or negative consequences motivate us; however, this has proven to actually discourage creativity and

inhibit our natural intrinsic creative force.

Motivation 3.0 is what author Daniel Pink describes as “the next generation of motivation” and is based on autonomy, mastery, and doing something for the greater good. The success of Wikipedia is an excellent example of this type of motivation.

Judy warned us that our strengths can also be our greatest weaknesses. For example, if you are analytical by nature it is important to realize you can overanalyze things to the point where you have “analysis paralysis.” We are wise to be aware of our strengths but to also be aware of how they can create roadblocks.

Judy encouraged us to find our passion which can lead us to work we love where we are likely to be successful. We do this by asking ourselves these key questions:

- What are you good at?
- What do you like to do?
- What excites you?
- What do you read about?
- What do you dream of doing?

After we give these questions serious thought, we should write down our answers and focus on the top three things we are passionate about. The next step is to research our findings and interview people doing similar work. In order to pursue our passion, we have to banish our fears and make the time to research and experiment with the ideas that come forth. This effort will take time and fine-tuning but might result in finding work you love—certainly a worthwhile goal!

Having creativity and passion expands your potential, helps you to become the resident expert on a topic, and opens many doors. It also provides opportunities to share your knowledge and to lead and motivate others.

Judy suggested some references on our journey to find passion and purpose in our work. They are:

- A book: [Drive, The Surprising Truth About What Motivates Us](#) (Author Daniel Pink).
- A book: [Strengthfinders 2.0](#) (Author Tom Rath)
- A website: [www.zenhabits.com](http://www.zenhabits.com) A short but powerful guide to finding your passion

Note: If you buy a used version of Strengthfinders 2.0 be aware that the unique code identifier will not work (for more than one person.)

Judy gave us a lot to think about, research and explore. We are grateful for her insight.

Next, Bobbette Wells, Roseville Chapter member, also spoke about what it meant to her to earn her Certified Professional Secretary (CPS) designation recently after much studying. She managed to pass the tests and was promoted as a result of this accomplishment. The potential promotion was her primary reason for taking the exam. It just goes to show what can happen with Passion & Purpose!

Then, member Susan Robinette spoke eloquently about the benefits she has gained from being a member of the Greater Roseville Chapter of IAAP. For her personally the benefits have been:

- Educational opportunities: Primarily from utilizing resources available on our website and from information obtained from meetings and presentations
- Networking with her peers
- Increased confidence (from volunteering to speak at meetings)
- Co-chairing committees
- Webmaster skills (again by volunteering)
- Meeting other professionals in her field
- Friendships

Susan did a great job sharing her heartfelt thoughts about what membership has meant to her.

Next we took care of some chapter business, most notably the announcement about who would run for office next fiscal year. We have a great line up! At various times throughout Linda Martin conducted drawings for fun, plentiful and thoughtful prizes.

We should all take pride in being part of a group of professionals who are not trying to “one up” each other. Instead of competing (as people in the business world often do) we support each other as we work toward individual and common goals.

I hope our guests felt it was a worthwhile evening and, hopefully, we’ll have a few new members as a result; however, regardless of the outcome, we definitely pulled off a fun, informative, and successful event!

**After all, more than paper clips hold the Greater Roseville Chapter of IAAP together!**

## Hunt's Headlines—Tips, Tricks and Ticklers from Todd Hunt

I've ranted about this before, so please indulge me again. Verbing. Using nouns as verbs. Saw it in the newspaper again yesterday:

"The board voted to site the new hospital on the vacant lot west of Cullerton."

What's wrong with "build?"  
I'll inbox you later." (Send a Facebook message.)

But this one gets me worst of all:

"We are *efforting* to find the cause of the fire."

Efforting? *Efforting??!* Do we think we sound more intelligent with such flagrant misuse of English? Let's all salute the reporter who wrote:

"The Chicago man hiking in the Colorado mountainside disappeared in October."



## 75 Ways To Stay Unhappy Forever, Dr. James M. Wendling, The Wendling Group

Dale Carnegie once said, "It isn't what you have, or who you are, or where you are, or what you are doing that makes you happy or unhappy. It's what you think about."

I don't think anyone could say it any better than that. I've watched so many friends search tirelessly for happiness by changing jobs, moving to new cities, pursuing intimate relationships, and tweaking all sorts of other external factors in their lives. And guess what? They're still unhappy. Because they spend all of their time and money adding positive externals to their lives when their internals are still in the negatives. So with that in mind, here are 75 ways to stay unhappy forever. Of course, I would highly recommend you read each bullet point and then move swiftly in the opposite direction.

1. Dwell on things that happened in the past.
2. Obsess yourself with all the things that might happen in the future.
3. Complain about problems instead of taking the necessary steps to resolve them.
4. Fear change and resist it.
5. Work hard, do your best and then condemn yourself for not achieving perfection.
6. Belittle yourself.
7. Hang out with other people who belittle you.
8. Try to control everything and then worry about the things you can't control.
9. Lie to yourself and those around you.
10. Keep doing the same thing over and over again.
11. Be lazy and follow the path of least resistance.
12. Hold onto anger. Never forgive anyone.
13. Always be right. Never let anyone else be more right than you.
14. Compare yourself unfavorably to those who you feel are more successful.
15. Let small issues snowball into big problems.
16. Never learn anything new.
17. Never take responsibility for your

own actions.

18. Blame everyone around you.
19. Don't ask for directions and don't ask questions.
20. Don't let anyone help you.
21. Quit when the going gets tough.
22. Be suspicious. Trust no one.
23. Get four hours of sleep every night and convince yourself that it's enough.
24. Never throw anything away. Even if you don't use it, hold onto it.
25. Say "yes" to everyone. Fill all your time with commitments.
26. Try to be everyone's friend.
27. Multitask, multitask, multitask! Do everything at once.
28. Never spend any time alone.
29. Don't help others unless you have to. Do only the things that benefit you directly.
30. Hang out with people who complain about everything.
31. Focus on what you don't want to happen.
32. Fear the things you don't fully understand.
33. Always seek external validation before you consider yourself good enough.
34. Take everything and everyone in life seriously.
35. Spend your life working in a career field you aren't passionate about.
36. Focus on the problems.
37. Think about all the things you don't have.
38. Read or watch lots of depressing news from broadcast media.
39. Set lofty goals for yourself and never do anything to achieve them.
40. Never exercise.
41. Only eat junk food and fried food.
42. Never check-up on your health.
43. Setup your lifestyle so it revolves around money.
44. Spend more than you earn and rack up lots of financial debt.
45. Don't say what you mean. Don't mean what you say.
46. Frown.
47. Never tell anyone how you feel or what you're thinking.
48. Make sure everything you do impresses someone else.

49. Always put your own needs on the back burner.
50. Get involved in other people problems and make them your own.
51. Make others feel bad about themselves.
52. Watch TV for several hours every day.
53. Gamble often.
54. Stay in the same place. Don't travel.
55. Don't play, just work.
56. Let your hobbies go.
57. Let your close relationships go.
58. Never finish what you start.
59. Take everything personally.
60. Do lots of drugs. Drink lots of alcohol.
61. Never say, "I'm sorry." Never say, "I love you."
62. Don't work hard at anything.
63. Always wait until the last minute.
64. Believe that, no matter what, you are entitled to things.
65. Let others make decisions for you.
66. Remember the insults. Forget the compliments.
67. Let it all bottle up inside.
68. Rely on others for everything.
69. Fail to plan.
70. Don't dream.
71. Don't think about the future at all.
72. Always disregard other people's opinions and suggestions.
73. Make promises you can't keep.
74. Don't decide on anything, ever.
75. Just keep going and going and going. And never ever stop.

And now that you know what not to do, let me tell you a secret about happiness. Nobody is happy all of the time. It's perfectly normal to experience considerable fluctuations in your level of happiness from day to day, month to month, and even year to year. In fact, according to a recent scientific study, overall levels of happiness decline from one's teens until one's 40s and then pick up again until they peak in one's early 70s. So the chances are that your happiest days are yet to come.

Hopefully that gives you something to smile about. Make this a Positive Day unless you have other plans!



## Stay Employed! Avoid the Seven Deadly Sins of Employees, By Barbara Pachter

I'm acquainted with a young woman that was recently fired. She hadn't shown any initiative in her fast paced, creative work environment. Employees who want to add value to their organizations should avoid the Seven Deadly Sins--the work traits that get them ignored, not promoted and even fired.

Seven Deadly Sins and ways to overcome them:

- **Not showing initiative**—Are you trying new or better ways to accomplish your work? Be proactive. Is your employer gaining anything extra from you? Most employers want you to go above and beyond.
- **Paying little attention to details**—Are there mistakes in your work? Notice the little things, proof your writings and double check any numbers. There can be consequences if you don't. One engineer wrote the wrong house number on a work order and his employees ripped up the wrong driveway.
- **Not offering to help**—You come across as a team player when you do. One young woman would ask her boss before she left for the day, "Is there anything else I can do for you before I leave." She quickly rose up the corporate ladder.
- **Not staying current with changes in your profession**—You don't want to be left behind. Continue learning. Stay abreast of any trends in your field. Take advantage of any training your company offers. Stay up-to-date with technology, including social media.
- **Not being friendly**—People don't like to work with others that ignore them. Smile. Make an effort to say "hello" "good morning," etc. to people that you know and don't know.
- **Not conveying enthusiasm for your job**—Show interest in your work. Be eager to get the job done. Arrive on time or early. Stay late when necessary. Give sincere compliments. Speak well of others, avoid downbeat topics and stop complaining. Don't criticize your employer, boss or co-workers on your social media sites.
- **Not having a professional demeanor**—You want to convey a confident and credible

image. Be aware of your verbal and nonverbal communication. Are you speaking too softly or loudly? Are you dressing appropriately for your position? Do you use filler words ("ok," "alright," "like") that take away from your comments?

### About the Author:

Author of nine books, Barbara Pachter is a leader in the business etiquette field, with over 20 years experience as an etiquette trainer and coach. Her first book, *The Prentice Hall Complete Business Etiquette Handbook* in 1995, helped set the standard for the field, and her most recent book, *GREET! EAT! TWEET!*, continues to establish etiquette guidelines for the ever-changing workplace. She has given more than 2,100 presentations throughout the world and has won numerous awards. Pachter holds undergraduate and graduate degrees from the University of Michigan. She resides in New Jersey. Visit her at <http://www.pachter.com/>

## May Meeting/Event Recap & Upcoming Meeting, by Kathleen Smith

**"Do Temperaments Match?" presented by Susan Robinette, GRC Member**—What an interesting training; everyone learned something new about themselves and how they can better communicate; and about group dynamics which is now a vital part of today's office environment.

Thank you to all attendees who completed the "pre-training assignment" (*The Keirsej Temperament Sorter test*).

Also at the May training/meeting, members of the Greater Roseville Chapter (GRC) voted on the nominees for the 2011-2012 GRC Board. The following members will be installed at the June 15th training/meeting:

- 2011-2012 GRC Board Members**
- Linda Martin, President

- Terry Barragan, Secretary
- Kathleen Smith, Treasurer

The following members have volunteered for:

### 2011-2012 GRC Committee Chairs

- Kathleen Smith, Certification Committee
- Kathleen Smith, APW/Education and Program Committee
- Theresa Souza, By Laws and Standing Rules Committee
- Kathleen Smith, Retirement Trust Foundation Committee
- Susan Robinette, Web Master

**"Professional Development Seminar Event (May 21st)"**—presented by the Greater Roseville Chapter. Again, GRC members did an awesome job with this educational seminar which included continental breakfast, light lunch, networking, and door

prizes.

Attendees enjoyed two dynamic speakers, **Joanne Linden** (co-author of *"Sitting on a File Cabinet Naked with a Gun"*) presented on *Recession Proof Your Job—How You Can Become Indispensable* and **Ronda Lawson**, Trainer for Administrative Professionals, presented on *Maximizing E-mail Effectiveness* and *How to Excel as an Administrative Professional*.

**GRC's JUNE Training/Meeting—Writing and Office Organization** by Mike Tobin, Sanford.

**Installation of the 2011-2012 GRC Board of Officers** and end of term celebration.



## Office Tips—by Administrative Professionals

**Office Tip by Kathleen Smith**  
Removing permanent marker writings from white board (dry erase board). Write/scribble over the permanent marker marks with any dry-erase board marker; and watch them disappear.

**Office Tip by Vanessa Pflaum**  
Microsoft Word Tip—Little tip for Microsoft Word I thought I would share. You may already know this. If you want to put a picture in and not have it square use these steps: 1) Insert the

shape with the rounded corners then under shape fill go to picture then you drop your picture inside the shape.

*If you have an office tip to share, please send to*



## Yet Another Virus Warning - Dell Settlement, IT Technician

Yep, those virus-writing culprits are at it again.

Some of you may be receiving e-mails at either a business or personal e-mail address, discussing the recent settlement of the court case regarding Dell and their at-home service contracts. The opening paragraphs will be something like:

Dell Customer:

You previously received notice of a class action settlement in *Fiori, et al, v. Dell Inc., et al., United States District Court for the Northern District of California, Case No. C09 01518 JW*. This settlement has now been finally approved.

*This is a reminder that you may be eligible for cash benefits for each Dell computer you purchased during the class period of January 1, 2000 to July 31, 2010, by completing a simple "check the box" online (or mail in) claim form. No documentation or signatures are required. The claim deadline is May 31, 2011, so please make your claim soon.*

*Here is the link to the settlement website: <http://www.servicecontractsettlement.com/>*

Now, this is an ACTUAL e-mail, with the ACTUAL real-life lawyer's names, with an actual lawsuit – however, in the spam e-mails, the link **redirects** you to a

virus-laden porn site. They've taken the real, legal case settlement e-mail, and made the link go bad.

If you get an e-mail like this, **PLEASE check the link** before you try it. In fact, it's good procedure to always check and see that the link you are clicking on actually goes to the place it says it is. If you hover your mouse over the link, it will show you where it is actually going.

(FYI – if you DID use the Dell services, you can get \$10 back from the settlement).

## South of the Border Steaks with Corn on the Cob, Pampered Chef Casual Dining

**STEAKS**—Fire up the grill for a weeknight fiesta showcasing these tender, juicy steaks—prep time is 15 minutes, grill time is 15-18 minutes (yield: 4 servings).

### Ingredients:

3/4 cup small tomato, chopped  
1/4 cup snipped cilantro  
1 lime  
1/2 cup (2 oz) shredded Mexican cheese blend, divided  
1 teaspoon Pantry Southwestern Seasoning Mix  
2 garlic cloves, pressed  
1/2 teaspoon salt  
2 boneless beef top loin steaks, cut 1" thick (about 1 1/2 lbs.)

### Directions:

Prepare grill for direct cooking over medium coals. Chop tomato, snip cilantro, juice lime to measure 1 teaspoon and combine all with 1/4 cup of the shredded cheese and the seasoning mix; set aside.

Combine pressed garlic and salt; spread garlic mixture evenly over both sides of steaks.

Place steaks on grill, uncovered, 15-18 minutes (medium rare/145° F to medium/160°F) doneness, turning occasionally. About 2 minutes before steaks are done, remove from grill, top with tomato mixture and sprinkle with remaining cheese. Return steaks to grill, cover. Continue cooking until steaks reach desired doneness and cheese is melted.

*Nutrition per serving: 310 calories, 2g carbohydrate, 14g fat, 42 protein, 125mg cholesterol, 490mg sodium. (Diabetic exchanges per serving: 1/2 vegetable, 5 1/2 meat).*

**CORN**—Dress up corn to match South of the Border Steaks or just about any main dish—prep time is 10 minutes, cook time is 30 minutes and cool time is 30 minutes (yield: 6 servings).

### Ingredients:

1/4 cup butter or margarine  
1 lime  
1 teaspoon finely snipped cilantro  
1/4 teaspoon salt

### Directions:

Place butter in bowl; zest lime and finally chop to 1 teaspoon, add zest to butter; juice lime to 1 teaspoon, add juice, snipped cilantro and salt to butter; mix well. Place in corn buttered or butter container and refrigerate for 30 minutes.

Bring 4 quarts water to a boil over high heat. Trim ends from ears of corn, twist corn cob knobs into ears, and carefully add corn to boiling water. Cover, return to boil, turn off, cover and let stand 8-10 minutes.

*Nutrition per serving: 160 calories, 21g carbohydrate, 9g fat, 3 protein, 20mg cholesterol, 190mg sodium, 2g fiber. (Diabetic exchanges per serving: 1 starch, 2 fat—1 carb).*



South of the Boader Steaks



Cilantro-Lime Buttered Corn on the Cob

TO CONTRIBUTE  
ARTICLES OR  
SUGGESTIONS TO  
THE GRC NEWS FLASH,

CONTACT:  
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