



# ACP Orange County *UPDATE*

Volume 5, Issue 1

January-February 2002

## Message From the President

Welcome to the New Year. Here it is February already but welcome anyway.

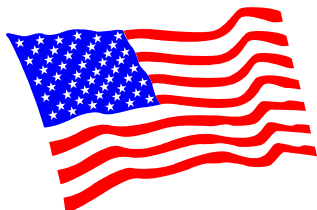
Have you seen the strange looks that you get when you ask someone about his or her New Year's Resolutions? It seems to bring up bad memories and unmet desires. I've never understood New Year's Resolutions because I've always asked myself the question, "If I want to do something that is good for myself, why wait until the New Year to start? Start now and I'll reap the benefits that much sooner!" Nice thought, I only wish I were that disciplined!

The New Year does give us the opportunity to slow down long enough to evaluate last year, thinking of those things that went well and even those things that did not. It is also a time to reflect on what the coming year will bring your way, both for yourself and your company.

Your local ACP chapter wants to encourage and challenge you to "Raise the Bar" in 2002 by doing what you do a little better than you did last year. We are not saying that what we accomplished last year was not good or even excellent. But even excellence can be improved upon. If, as business contingency planners, we are not always learning, changing and taking a leadership position within our companies, we will find our plans inadequate, our skills inferior and our careers sabotaged. So I want to encourage you to ask yourself, "In what area am I going to im-

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prove and how am I going to accomplish it?"

It seems like a hundred moons ago that I had breakfast with my good friend John Stead. John is from South Africa and had just arrived in the US a couple of months before. We met every week to talk about business, leadership and how to reach our goals. I loved talking with him because he had a different perspective than anyone else and always challenged my thoughts and views. His challenge was never threatening or belittling, but enlightening and encouraging. I learned a lot from John, a dear friend and a true brother.



PHIL LAMBERT

One morning I began talking about reaching a pretty big goal for myself. John, being the person that he is, asked me, "How are you going to go about doing that?" I replied that I really had no idea how, "I was just going to do it!" He told me that, "If you don't have a plan on how you are going to reach your objective, how can you know you will reach it in a reasonable amount of time?" He often asked good questions!

John began to write on one of those Realtor note pads, (those long but narrow pads they leave on your doorstep) four letters - S.W.O.T. John called it a SWOT analysis. He then began to explain that SWOT stands for: **S**trengths, **W**eaknesses, **O**pportunities and **T**hreats. John said, "Anytime you want to reach a goal, do a SWOT analysis on it and the results will help you to clarify and define how to achieve it."

*Continued on Page 3*

## How to Reach Our Executive Board

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## Membership News

Five new members joined ACP-OC in January. It looks like 2002 will be another great year! Welcome to all!

**Bill Savage**, dRay Tech, Inc.

**Anu Tando**, Ernst & Young

**Phillip McCabe**, Pacificare Health Systems

**Deborah Lozada**, Pacificare Health Systems

**Kurt Ebner**, Adexis

## 2002 Advertising Space Available

Advertising space is available in each publication of *The Update*. For information and rates contact our ACP Advertising Director, **Susan Jacobo**, Southern California Edison; 626.302.7012; [jacobosk@sce.com](mailto:jacobosk@sce.com).

Can you solve this apparent legal paradox?

*Brown and Brooks went out hunting. Brown killed Brooks deliberately but Brown was not guilty of murder. Why not?*

*Careful examination shows that Brown did not kill Brooks but IS prooks, which does not constitute murder.*

## 2002 Calendar of Events

All Events are subject to change.  
Unless otherwise indicated all Chapter meetings will be held the second Wednesday of each month at:  
**The Capital Group**  
**145 South State College Boulevard, Brea, CA**

### February 13

Are You Prepared? (Elder Care issues)  
Sandra Hagan & Diane Sandell

~~February 13~~  
Hospital Contingency Planning  
Paul Russell, D/R Coordinator, EMS

### March 13

Phil Lambert - TBD

### April 10

American Red Cross Tour & Speaker  
Don't Miss this Meeting!!!- Critical information from  
American Red Cross

### May 8

Dr. Ray Gerry  
"How to Relax in a Stressed Out Society"  
"Vocational Anxiety" "Self Esteem" and much more!!!!

### June 12

Armored Car Security/Contingency Planning\*  
Airline Security\*

### July 10

Review of Business Continuity Exercising\*  
Clarice Yamamoto and Ken Hanley

### August 14

DSI "Protecting Your Intellectual Property"\*  
Iron Mountain/Live Vault – "Real Time Electronic Vaulting for Windows 2000/NTServers"\*

### September 11

Simplifying the Continuity Process"  
Phil Lambert\*

### October 9

Education and Certification for Emergency Planners\*

### November 13

Cyberknights – Internet Security Issues\*

### December 11

Holiday Luncheon

*\*Indicates confirmation is pending*

*(Continued from Page 1)*

**S – Strengths:** List out all of the strengths that you already possess or have ownership of that will help you to achieve your goal.

**W – Weaknesses:** List out all of the weaknesses you can see that will stand in the way of achieving your goal.

**O – Opportunities:** List out all of the opportunities that can be used or implemented to create synergy in helping you reach your goal.

**T – Threats:** List out all of the threats that could block or sabotage your efforts in fulfilling your goal.

John than told me that once I have listed all of these issues, I could intelligently design a plan that would accomplish my goal and objectives. I have used the SWOT analysis all these years, it works and it's much easier than many of the other "goals programs."

So come every January I do three SWOT analyses so I can define and clarify what will be on my agenda for the year. The first SWOT is on myself as to my character, leadership and social skills. The second SWOT is with each of the associates who work on our team here at OOMC. I sit down with each associate, just the two of us, and together we go through the analysis and discuss the areas in which they want to grow and the areas in which the company would like for them to grow. The third SWOT would be centered about the company I work for, the department that I lead and the business continuity industry as a whole.

You see now how this definitive information helps me as a leader chart out a course of action that guides myself and others to successful completion of all that we have determined important. Let's "Raise the Bar" this year in each of our lives, for ACP Orange County and the companies that we all represent. Both you and those around you will be in a better place in December 2002 because we did.

Have a super duper day... Phil

## Out With the Old & In With the New



**ACP-OC 2001 Board Members**

*Left to Right*  
Phil Lambert, Susan Jacobo, Rona Slaughter, Monique Weiland, Clarice Yamomoto, Sandy Hagan, Carinda Mickelsen, Jan McArthur, Tonia Piccioni, Phyllis Gargano, Verna Lucero



**ACP-OC 2002 Board Members**

*Left to Right*  
Jim Tess, Tanya Staples, Phil Lambert, Susan Jacobo, Jan McArthur, Carina Mickelsen, Monique Weiland, Phyllis Gargano, Tonia Piccioni, Verna Lucero, Rhonda Wright



### Toys for Tots

LtCol James M. Connolly Jr.  
Executive Officer  
Security Battalion, MCB  
Camp Pendleton



### Happy Holidays

**Awesome Food, Friends and Conversation**

### We Invite Your Comments

The ACP-Orange County *UPDATE* Newsletter is published bi-monthly. Your comments are needed and appreciated. Inquiries and suggestions about *UPDATE* Can be sent to **Jan McArthur** at [kotacal02@aol.com](mailto:kotacal02@aol.com) or call her at 949.856.9684 . For advertising questions contact **Susan Jacobo** at 626.302.7012 or [jacobosk@sce.com](mailto:jacobosk@sce.com).

## February 13, 2002

Just how prepared are you to address these serious issues? You won't want to miss this meeting!

**Elder Care and Abuse**  
**HOSPITAL Preparedness**

## Web Site

Valuable information is located on the Orange County ACP web site. It continues to be a one of the most often visited sites within the ACP organization.

[www.acpoc.com](http://www.acpoc.com)

### White Paper

Sungard has written the White Paper "New Insights into Business Continuity for Financial Institutions." This paper is a "lessons learned" document based on the events of September 11, 2001. You can get a copy of this paper by visiting the website [www.sungard.com](http://www.sungard.com).



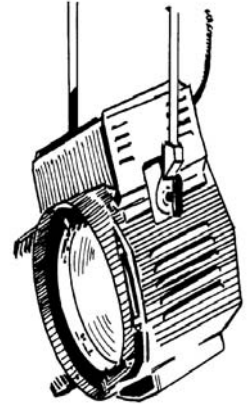
# ACP MEMBER SPOTLIGHT

*In each issue of the ACP Update Newsletter we will “spotlight” at least one of our members. We hope to gain insight into their success and tap into their areas of expertise. This month we are proud to profile Maurice Parkinson.*



Maurice receiving the Member Recognition Award from President Sandy Hagan at the 2001 Holiday Luncheon.

**MAURICE PARKINSON**, Manager of Records and Information Management at Allergan



*How did you get into this industry?*

Emergency preparedness is not the primary responsibility I have as the Manager of Records and Information Management but it is integral to all I do. I hold in trust the intellectual property as it relates to research and development that support all corporate activities. We manage hard, electronic, and all other mediums to support retention. Because this includes safeguarding the information, it is a natural extension of disaster recovery.

*How long have you been in the industry?*

Four years, when I was hired to fill this position.

*How long have you been a member of ACP?*

I've been attending since 1997.

*What is your expertise that you could share with other ACP members?*

My expertise is developing plans to document a business unit's recovery.

*What is your theme or mission statement?*

Every test is disaster prevention.

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## Other Upcoming Events

### DRJ

March 10-13,  
Sheraton San Diego Hotel & Marina on the San Diego Bay  
San Diego, CA

### CPM 2002

April 15-17  
Morial Convention Center  
New Orleans, LA