

# DALWORTH newsletter

DALWORTH ASSOCIATION OF DIVISION ORDER ANALYSTS

## President's Corner

As 2009 draws to a close I hope you all have had a very Merry Christmas and will have a great New Year. I have enjoyed serving as your President this year. Reflecting back, we have had very good year. Our website was the big plus for this year. Hanna Webster worked diligently to get a new design on board. Please contact her with updates and comments. Marsha Miller stepped in to take on the 2009/2010 Directory in addition to her position of Chairman of Hospitality. The Directory cover is beautiful thanks to Cameron and Mindy Stilwell. Ram Energy made a large contribution to the cost of printing. The result of all this joint effort is a beautiful and well done Directory for our Membership.

We had a great Spring Seminar in May. With the economic situation our attendance was down a little but the quality was top notch. Thanks to Kiki Bradford and Compass Royalty Mgmt. for all their hard work. We will be looking to Chuck Keller in 2010 to 'keep up the good work.'

Dalworth will continue to provide scholarships in the future as our budget allows. We had two recipients in 2009. Our annual Christmas donation this year was voted on by the Board to go to the local area Food Banks as there is great need there at this time of economic downturn.

Your new board members were installed at the December Annual Meeting at Texas Land and Cattle in Arlington, Texas on Dec. 3 2009. We are excited about all the new board members. The names and contacts are listed below.

Moving to the Board Advisor in 2010, I will be looking for replacement Board Members to serve in 2011. Please let me know if you are interested in serving or you know someone who is or would be a good prospect.

**Carol Pearson – Northern Trust Bank**

Thank you for your support this year. I join all of our membership in looking toward 2010 to be a bigger and even better year for Dalworth.

Carol Pearson  
President  
Dalworth - 2009

### PRESIDENT

**Kelsi White**  
XTO Energy, Inc.  
810 Houston St  
Fort Worth, TX 76102-6298  
(817) [885-3426](tel:885-3426)  
[kelsi.white@xtoenergy.com](mailto:kelsi.white@xtoenergy.com)

**FIRST VICE PRESIDENT**  
**Chuck Keller**

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**972-788-5829**  
[ckeller@compassroyaltymanagement.com](mailto:ckeller@compassroyaltymanagement.com)

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**RECORDING SECRETARY**

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**HISTORIAN**

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**DIRECTORS**

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**BOARD ADVISOR**

**Carol Pearson**  
Northern Trust Bank  
16771 Dallas Parkway  
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972-738-8475  
[cp9@ntrs.com](mailto:cp9@ntrs.com)

**2009 DALWORTH COMMITTEE  
CHAIRPERSONS**

CONTACT	Patsy Wooten	972-788-5874
DIRECTORY/ WEBSITE	Hanna Webster	972-788-5828
FINANCE	Angela Korthauer	972-788-5832
HOSPITALITY	Espie Zuniga	817-885-2895
	Jennifer Dodgen	817-885-3601

HOUSE	Angie Gilbreath	817-885-3590
MEMBERSHIP	Karen Albritton	817-869-4275
PROGRAM	Chuck Keller	972-788-5829
PUBLICITY/PR	Krista Fletcher	817-885-3057
SCHOLARSHIP	Vickie Coles	972-969-3677
BENEVOLENCE & NOMINATING	Carol Pearson	972-738-8475

REMEMBER...these committee chairpersons are here to serve you. Please contact them if you have any comments or suggestions, or would like to volunteer your time to assist.

This Newsletter is published for the benefit of our members to keep them informed of not only oil and gas industry issues but also, personal issues. If you have any interesting tidbits you would like to share with your professional peers, please submit articles to Krista Fletcher [Krista Fletcher@xtoenergy.com](mailto:Krista.Fletcher@xtoenergy.com)

### CHANGED YOUR NAME OR ADDRESS?

Contact Karen Albritton -  
[kalbritton@rangeresources.com](mailto:kalbritton@rangeresources.com)

### DALWORTH TREASURER'S REPORT

September 1, 2009 – December 4, 2009

Bank Balance	\$11,882.44
Income	2,628.66
Less Expenses	2,351.61
Ending Bal 12/4/09	\$12,159.49

### MEMBERSHIP UPDATE

Current Members	89
New Members	41
Lifetime Members	23
Board Members	<u>14</u>
TOTAL	167

Invite your co-workers to come to our next meeting and ask them to join.

### WELCOME NEW MEMBERS

We are glad to welcome all the new members that have joined in 2009.

\*\*\* Members please be sure to welcome visitors and new members sitting around you.

### THANK YOU

A special THANK YOU goes out to:  
MARY LOU CASSIDY

Stubbeman, McRae, Sealy, Loughlin & Growder,  
Inc  
Midland, Texas

For donating her time and being our guest speaker at our October 27<sup>th</sup>, 2009 Joint Meeting with DFW /ALTA

It is companies like yours that make DALWORTH such a success !

### JOB POSTINGS

We have three current job postings listed below. Continue to check the website for updates between newsletters.

### 2010 Membership is due by March 1st

Be sure to get your membership dues and application in by March 1<sup>st</sup>. The application is attached

Please fully complete the **REQUIRED INFORMATION SECTION AND SHARED INFORMATION AUTHORIZATION**. If you are applying for membership, secure the sponsorship of a DALWORTH member **DALWORTH ASSOCIATION OF DIVISION ORDER ANALYSTS**

**MEMBERSHIP APPLICATION OR RENEWAL**

*Dear Dalworth Member or Applicant for Membership;* and have that person sign the form where indicated. Our 2010 directory will close on **March 1st**. Please sign & mail this form with your **\$25.00** dues to the address below. If your membership renewal or application for membership is received by **March 1st**, your name will appear in the 2010 DALWORTH Directory.

**REQUIRED INFORMATION**

Name:  
 Company:  
 Address:  
 City/State/ZIP: E-Mail  
 Telephone Number: (     ) Address:  
Fax Number: (     )

**SHARED INFORMATION AUTHORIZATION**

Periodically, other industry related organizations request membership lists for use in providing notifications of educational opportunities and events. Would you like your information shared with these organizations?

- 1. For the purpose of educational opportunity notifications? Yes\_\_\_ No \_\_\_
- 2. For the publication of a new directory that is inclusive of other industry related groups as well? Y\_\_\_ N \_\_\_

**VOLUNTARY INFORMATION**

By completing this **VOLUNTARY INFORMATION SECTION**, you will enable us to collect statistics and data to help us better serve your needs as a member.

- 1. How many years experience do you have in Division Order work? \_\_\_\_\_
- 2. Are you a member of the National Association of Division Order Analysts? \_\_\_\_\_  
If yes, are you a C.D.O.A.? \_\_\_\_\_
- 3. Please list any DALWORTH offices you would consider running for. \_\_\_\_\_
- 4. Please list any committee(s) on which you would like to serve. \_\_\_\_\_
- 5. Please list any seminar topics you would like to see presented \_\_\_\_\_
- 6. Please list any specific field of expertise you would consider sharing in a seminar presentation. \_\_\_\_\_

\_\_\_\_\_  
 SIGNATURE                      DATE

\_\_\_\_\_  
 SPONSOR'S SIGNATURE                      DATE  
(Needed for first time member only)

**Mail check and this form to:**

**Karen Albritton  
 Range Resources Corporation  
 100 Throckmorton Street, Ste 1200  
 Fort Worth, TX 76102**

**Make checks payable to: Dalworth Association of Division Order Analysts or use the abbreviation Dalworth.**

Have questions? Call Karen Albritton at 817-869-4275 or email at kalbritton@rangeresources.com

**NOBLE ENERGY**

Job Reference #: 9Q3-24r

Location: Denver

Associate Lease Analyst

**General Summary**

Analyzes and interprets provisions of various leases, deeds, rights of way, mineral records and agreements involving company assets for assigned areas. Maintains payments for leases. Analyzes legal changes that impact minerals and operations and incorporates those changes into work process. Records all necessary instruments in the county records.

**Principle Duties and Responsibilities**

- Analyzes, prepares and maintains lease and mineral records for operated and non-operated properties
- Conducts research, calculates interest and verifies titles for leases, mineral deeds, conveyances and assignments
- Sets up Divisions of Interest according to prospects and ties producing properties to appropriate leases
- Monitors, analyzes and submits documents for rental, minimum-royalty and shut-in payments
- Determines working interests and burdens associated with interests based on title analysis of deeds, assignments, purchase & sale agreements, probate documents, leases and royalty agreements
- Acts as liaison to Accounting, Marketing and Operating departments, when necessary, to respond to property related inquiries
- Updates system on Final Reports, Sundry Notices, Disposition Letters, and 1st Pay Notices
- Oversees duties performed by Clerks and assists in their training

**Job Specifications**

- High School Diploma or equivalent and four or more years lease records/division orders experience or Bachelors degree
- Working knowledge of land operations and administration in the oil and gas industry
- Advanced computer and software skills
- Excellent communication and interpersonal skills

**Working Conditions**

Normal office environment.

\* Will hire at level appropriate with experience.

**How To Apply**

Please go to [https://oracledmz.nobleenergyinc.com/OA\\_HTML/IrcVisitor.jsp](https://oracledmz.nobleenergyinc.com/OA_HTML/IrcVisitor.jsp), register your account and submit your resume for consideration.

Thank you.

**HUNT OIL COMPANY**

As a Senior Division Order Analyst you will perform all tasks associated with a specific geographic area (general knowledge of all major producing States a plus) with minimal supervision or assistance. You will generally work independently and make decisions, take appropriate action and direct others based upon contract interpretation and personal judgment. The ideal candidate will prepare and circulate division order documents for execution, and act as a "point of contact" for company payees. Other responsibilities include compiling information and reports on the company's producing properties and maintaining this information in databases. Requirements: College degree in PLM, Real Estate for Accounting/Finance preferred. 5+ Years experience as a Division Order Analyst with an operating company. Capable of analyzing and developing solutions to complex leases, contract and ownership problems. SAP and Tobin experience a plus.

Anyone interested in the position may contact me @ (214) 978-8019  
orsswearingen@huntoil.com. If you have any questions please let me know.

**Aerotek Energy****Division Order Analyst**

Aerotek has teamed with a privately held exploration and production company, who has successfully conducted petroleum operations for over 70 years. Today, they are one of the world's leading independent energy companies.

**Responsibilities will also include, but aren't limited to:** \* Analyze division order title opinions

- \* Prepare division orders and monitor title curative for operated wells
- \* Develop spreadsheets as to before and after payout interests and percentage sharing of lease burdens
- \* Review changes of ownership documents
- \* Issue transfer orders or short form change memos

**Experience:**

- \* 3 years of Division Order Analyst Experience

**Location:** \*Downtown Dallas

**Term:** \*3 Month Contract

Please contact: Jessica Ray, Aerotek Energy

EMAIL: [JERAY@AEROTEK.COM](mailto:JERAY@AEROTEK.COM) PHONE: 972-295-8569