

# DALWORTH NEWSLETTER

Dalworth Association of Division Order Analyst

## President's Corner

Hello Everyone!

I hope you all have been having a wonderful and exciting 2010. It is such an honor to serve you as this year's DALWORTH President. With the help of the Board, this coming year, we intend to raise the bar and take our organization to new heights.

Our main focus this year is membership. Most of you might imagine this simply means we are seeking to grow our numbers. While growth is an element of our plan, it is only a small factor. More importantly, our goal is to make each of you feel honored to be a part of this organization.

By the end of this year, we hope that you all are excited to volunteer for 2011, not only to keep the momentum going, but also to give back to DALWORTH for what it has done and given to you.

To ensure this goal is met, we the Board, plan to do the following:

Create an unstoppable networking force

Communicate more effectively to the membership body through regular emails after each Board meeting and dinner event

Recognize new members and people in our industry at dinners, in emails, and in our Newsletter

Offer complimentary dinners to new members and people in our industry who are not yet involved

Create a section in our Newsletter, entitled Who's Who, where we can learn interesting facts about one another

Send welcome packets to all new members to include a current

Directory, DALWORTH pin, and welcome letter

Mail out birthday and holiday cards to our membership

Host DALWORTH sponsored study groups for those interested in taking the CDOA (TBA after new manuals are released)

Stress to everyone the existence of our new and improved website thanks to Board member Hanna Webster – [www.dalworth.org](http://www.dalworth.org)

As you can see, there is a lot we plan to accomplish this year. First and foremost, this is an organization that exists for you. We are more than just a free dinner and speaker every other month; we are a volunteer organization which offers a wide range of educational and networking opportunities. This year we will raise the bar to ensure you receive the most out of every meeting and time in between.

I am open to suggestions, comments, and even criticism, so please, just let me know. Together, we will succeed in strengthening an already remarkable organization. From this point forward, if we build it, they will come! See you all April 13<sup>th</sup> at Joe's Crab Shack in Grapevine, TX.

Yours truly,  
Kelsi White

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**PRESIDENT****Kelsi White**

XTO Energy, Inc.  
810 Houston St  
Fort Worth, TX 76102-6298  
(817) 885-3426  
[kelsi\\_white@xtoenergy.com](mailto:kelsi_white@xtoenergy.com)

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

Compass Royalty Management  
15601 N Dallas Parkway, ste 900  
Addison, TX 75001  
972-788-5829  
[ckeller@compassroyaltymanagement.com](mailto:ckeller@compassroyaltymanagement.com)

**SECOND VICE PRESIDENT****Krista Fletcher**

XTO Energy, Inc.  
810 Houston St  
Fort Worth, TX 76102-6298  
(817) 885-3057  
[Krista.Fletcher@xtoenergy.com](mailto:Krista.Fletcher@xtoenergy.com)

**THIRD VICE PRESIDENT****Karen Albritton**

Range Resources Corp  
100 Throckmorton St, Ste 1200  
Fort Worth, TX 76102  
817-869-4275  
[kalbritton@rangeresources.com](mailto:kalbritton@rangeresources.com)

**RECORDING SECRETARY****Patsy Wooten**

Compass Royalty Management  
15601 N Dallas Parkway, ste 900  
Addison, TX 75001  
972-788-5874  
[pwooten@compassroyaltymanagement.com](mailto:pwooten@compassroyaltymanagement.com)

**CORRESPONDING SECRETARY****Hanna Webster**

Compass Royalty Management  
15601 N Dallas Parkway, ste 900  
Addison, TX 75001  
972-788-5858  
[hwebster@compassroyaltymanagement.com](mailto:hwebster@compassroyaltymanagement.com)

**TREASURER****Angela Korthauer**

Compass Royalty Management  
15601 N Dallas Parkway, ste 900  
Addison, TX 75001  
972-788-5832  
[akorthauer@compassroyaltymanagement.com](mailto:akorthauer@compassroyaltymanagement.com)

**HISTORIAN****Joyce Andrews**

Southwest Petroleum  
P.O. Box 702377  
Dallas, TX 75370-2377  
214-361-5949 X108  
[Andrews@southwestpetroleum.com](mailto:Andrews@southwestpetroleum.com)

**DIRECTORS****Espie Zuniga**

XTO Energy, Inc.  
810 Houston St  
Fort Worth, TX 76102-6298  
(817) 885-2895  
[espie\\_zuniga@xtoenergy.com](mailto:espie_zuniga@xtoenergy.com)

**Jeremy Black**

XTO Energy, Inc.  
810 Houston St  
Fort Worth, TX 76102-6298  
(817) 885-3600  
[Jeremy.Black@xtoenergy.com](mailto:Jeremy.Black@xtoenergy.com)

**Vickie Coles**

Pioneer Natural Resources USA, Inc.  
5205 N O'Connor Boulevard #200  
Irving, TX 75039  
972-969-3677  
[Vickie.Coles@pxd.com](mailto:Vickie.Coles@pxd.com)

**Angie Gilbreath**

XTO Energy, Inc.  
810 Houston St  
Fort Worth, TX 76102-6298  
(817) 885-3590  
[Angela.Gilbreath@xtoenergy.com](mailto:Angela.Gilbreath@xtoenergy.com)

**Jennifer Dodgen**

XTO Energy, Inc.  
810 Houston St  
Fort Worth, TX 76102-6298  
(817) 885-3601  
[Jennifer.Dodgen@xtoenergy.com](mailto:Jennifer.Dodgen@xtoenergy.com)

**BOARD ADVISOR****Carol Pearson**

Northern Trust Bank  
16771 Dallas Parkway  
Addison Texas, 75001  
972-738-8475  
[cp9@ntrs.com](mailto:cp9@ntrs.com)

## February Meeting

Our first membership meeting of 2010 was at Cozymel's in Grapevine. Carolyn Dean, the President of NADOA this year was our speaker.

Carolyn shared what has been keeping NADOA busy and what they plan on implementing this year.

- Updated M&A directory and have it uploaded to the website
- Historical Institute Journals uploaded to website
- Printing of CDOA review manual – edition IV
- Completion of CDOA test – edition IV
- Montana Regional Seminar
- 37<sup>th</sup> Annual Institute in San Antonio

Thank you Carolyn for taking the time to speak to DALWORTH, we look forward to all NADOA has planned for the 2010 year.

## 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.

## DALWORTH TREASURER'S REPORT

January 19, 2010 – February 9, 2010

Bank Balance	\$10,954.78
Income	0.00
Less Expenses	335.15
Ending Bal 12/4/09	\$10,619.65

## WELCOME NEW MEMBERS

We are glad to welcome all our new 2010 members:

Lewis Box	XTO Energy
Paula Foley	XTO Energy
Jill Harmon	J-W Operating Company
Debra Henson	XTO Energy
Hank Hernandez III	J-W Operating Company
Delora King	J-W Operating Company
Elizabeth Murray	Harding Energy Partners
Priscilla Norwick	J-W Operating Company

## Birthday Corner

We think our members are pretty special and we want to take the opportunity to wish them a Happy Birthday on their special day!

### January Babies:

Mindy Stilwell	1/5
Sharon Gouffray	1/7
Espie Zuniga	1/10
Ranea Latham	1/22
Josh Lowery	1/22

### March Babies:

Paula Foley	3/8
Libby Chambers	3/16
Keyea Webster	3/18
Angela Korthauer	3/20
Patsy Wooten	3/22

### February Babies:

Brenda Rhoades	2/5
Heloyce Ford	2/7
Jennifer Dodgen	2/9
Angela Gilbreath	2/13
Trish Ballinger	2/19
Jean Ingram	2/21
Wayne Webb	2/27
Vicki Coles	2/28

In an attempt to learn more about our members we are starting the Who's Who section of our newsletter. If you would like to submit a wedding announcement, birth announcement, promotion or other such fact please email the information to Krista\_Fletcher@xtoenergy.com

## Who's Who

### **Jeremy Black**

Seems we now have in our midst someone who isn't afraid to make waves-Jeremy Black, Division Order Tech with XTO Energy. Two years ago, Jeremy was just short of his master's degree in Psychology, but opted out to join the oil and gas industry and already he is serving as the newest member on the DALWORTH Board of Directors. His favorite type of personality is one that is open and non-judgmental. And family and friends tend to go to him when a conflict needs resolving.

For Jeremy, a newlywed, life just couldn't be better...except maybe when he retires and can spend more time with his wife. He enjoys nature and with that, a good challenge such as hunting brings.

Jeremy's favorite charity is the Susan G Koman Foundation, having lost his mother to breast cancer.

His worst travel experience might be last Christmas Eve when he and his then fiancé were stranded due to I-20 West being shut down during the blizzard. With no vacant hotels, they spent most of the dark hours asleep in his car until a policeman woke them up and took them to a community center. They made it to her parent's home 24 hours later (it is usually a three and a half hour drive).

Jeremy's most exciting travel destination so far is Bora Bora and sometimes daydreams about living there. His tombstone will say: HERE LIES JEREMY, A MAN WHO WASN'T AFRAID TO MAKE WAVES. He hopes the following can be added: AND HE USED HIS YACHT TO DO IT.

## Recent Weddings

Elisabeth Halloran became Elisabeth DiCarlo on December 31<sup>st</sup>, 2009 in Dallas Texas. The ceremony was at East Dallas Christian Church and the reception was at Cityplace Conference Center. They spent their honeymoon in Bora Bora. Her husband's name is Zach and he is a marketing rep for Plains Marketing in Dallas.

Anglea Gilbreath became Anglea Roberts on January 23<sup>rd</sup>, 2010 in Las Vegas. Angie says she has been blessed with a wonderful husband and two stepchildren. Adyson is 7 and Austin is 10. They are looking forward to buying their first home in June and starting their family. Chad is a sales manager at Pronto Courier.

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

Address:

Fax Number: (     )

Telephone 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](mailto:kalbritton@rangeresources.com)

## Current Job Postings

### 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.

### BRIGHAM EXPLORATION COMPANY

#### Division Order Analyst

Brigham Exploration Company is a premier domestic oil & gas exploration and production company headquartered in Austin, TX. Brigham has an opening for an experienced oil and gas Division Order Analyst who has a desire to live in the Austin area. Applicants whom don't meet the minimum requirements will not be considered. Competitive salaries are commensurate with experience.

- Must have a minimum of 5+ years of progressively responsible experience with title and division order activities in connection with domestic producing properties as well as a strong math aptitude
- Should be proficient in Word and excel
- Experience with Excalibur a +

Brigham offers an excellent benefits package that currently includes:

- Medical
- Dental
- Life & AD&D
- LTD
- 125 cafeteria plan
- Incentive bonus plan
- 401K matching

To find out more about Brigham Exploration Company please visit our website at [www.bexp3d.com](http://www.bexp3d.com)

If interested email your resume and salary requirements to: [hr@bexp3d.com](mailto:hr@bexp3d.com)

Human Resources  
6300 Bridge Point Parkway  
Bldg 2, suite 500  
Austin, TX 78730  
Fax 512-427-3400  
Phone 512-427-3300

**COBRA PETROLEUM COMPANY****ACQUISITION POSITION**

Preferred Skills and Qualifications:

- 2 to 3 years of current experience in the Oil and Gas Industry
- Great Phone Skills
- Salesmanship Skills/Sales experience
- Division Order Knowledge
- Oil and Gas Lease Knowledge
- Understanding of Mineral Deeds and Warranty Deeds
- Land Title Experience (working in courthouse of in-house title curative)
- Microsoft Office/Excel/Word
- Drilling Info Experience
- Clean Background Check

This is a multi-tasking, challenging position in a fast paced but small office work environment.

Contact:

Mark Beatty or Jaclyn Beans

Phone 817-237-5440

Fax 817-237-8055

[Mark62@cobrapetroleum.com](mailto:Mark62@cobrapetroleum.com)

Fax or email resume

**ENERGY SEARCH ASSOCIATES****SENIOR LAND ADMINISTRATOR**

Privately held oil and gas company is looking for an experienced Land Administrator to join its Dallas, TX team. Must have in-house experience. Position will report to CFO.

**Responsibilities:**

- Compute, verify and process company and outside-operated division orders
- Update company ownership records and issue Division Orders or Transfer Orders as necessary
- Create and maintain ownership records, suspense records, and title records.
- Research and compile mineral, royalty and working interest division of interest ownerships for operated and non-operated properties.
- Set up and maintain lease records, contracts and division of interest of production properties.
- Set up and maintain well records, including property descriptions, company ownership in acreage.
- Analyze and interpret agreements, leases, assignments, contracts, title opinions and other land related documents to determine the company's interest, royalty rates, payment provisions and disbursements.
- Review and process escheat monies on a yearly basis
- Track and ensure monthly payments due for shut-in wells
- Handle gas balancing allocations
- Distribute AFEs to partners and monitor returns
- Assist accounting, geology, operations and engineering as needed.



**Qualifications:**

- Bachelor or higher degree in Petroleum Land Management, accounting or technical degree preferred.
- 10+ years experience in E&P and 5+ years land-related jobs required.
- Personable and able to work effectively with internal and external parties (royalty owners, landowners, non-op owners, attorneys).
- Computer proficient in Excel and Word. Experience with Excalibur, Dwights, Drilling Info, and HIS a plus.
- Familiarity with accounting and regulatory functions a plus.
- A team player, able to multi-task and excellent attention to detail.

Send your resume to [openings@energysearchassociates.com](mailto:openings@energysearchassociates.com)

Or apply online at [www.energysearchassociates.com](http://www.energysearchassociates.com)

Call 972-628-6432 for more information.

## Dalworth Scholarship

If you are a graduating senior, or individual returning to school, of Members and their immediate families then you are eligible to apply for the two \$500 scholarships Dalworth is offering.

To locate the scholarship guidelines or the scholarship application please go to [www.dalworth.org](http://www.dalworth.org). You will need to go to the resources tab and then the forms tab. Once there you will be able to access the guidelines and the application. We will be announcing the winners in May and we will award the scholarships in August.

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)