

ASWA FAX RETURN

American Society of Women Accountants — Houston Chapter No. 33

Member of *The Federation of Houston Professional Women*

VOL. 53 No. 5

November 2004

PRESIDENT'S MESSAGE

Ann White

Fall is in the air and the holidays are quickly approaching. It is a time for family and friends to gather together and share in the joy of the spirit.

It is a time to remember days gone by when life was simpler. A time when there were no cellular phones to distract us while away from home or outside the office. A time before the internet that keeps us occupied when at home or while at the office.

I see the benefits of today's technology, but long for the days of quality time spent with loved ones.

So take time this holiday season and enjoy more quality time with friends and family. Turn off your cell phones and shut down your computer and just listen.

Peace be with you!

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SPEAKER PROFILE

**Mandy Harris, Vice President
Harris Monroe Consulting LLC**

Mandy Harris's practice involves assisting public companies comply with The Sarbanes-Oxley Act, Section 404. Her practice focuses on Sarbanes-Oxley full-service internal controls, process & technology consulting and training.

Mrs. Harris has trained over 70 companies with her easy to use methodology that can be employed to comply with Sarbanes-Oxley and assisted numerous companies with systems and processes for over 200 companies in conjunction with the financial statement audit or business consulting projects.

Mrs. Harris has fifteen years of experience serving clients in the Financial Services, Oil and Gas, and Transportation industries. Eleven years of her experience was with "Big Five" firms. She was an auditor and business consultant. She performed financial statement audits, operational audits, logical security reviews, project controls assessments, data center reviews, process reviews and a number of software implementations.

Mrs. Harris is a second generation Houstonian. She received her BBA in Accounting and an MBA with a focus in Management Information Systems and Statistics from the University of Houston. She is a Certified Public Accountant.

Empowering Women In The Accounting and Financial Professions Since 1938

2004-2005 Officers & Committee Chairs

President H 713-974-6360 W 713-528-2771	Ann White awhitetx@yahoo.com awhite@cddacpa.com F 713-528-6423	Past President C 281-684-5495 W 713-528-2771	Ellie Moore emoore@cddacpa.com F 713-528-6423	Member Relations Meeting Arrangements
President Elect H 281-894-5253	Eileen Neucere aggie1978@earthlink.net	Database	Director H 713-926-2679 W 713-681-8481	Deborah McKenney dmckenney@immucor.co F 713-681-2223
Vice President H 281-469-0970 W 713-353-1942	Melanie Norton nortonmelt@hotmail.com C 281-381-3781	Publicity	Job Bank H W 713-623-4700	Karen Amoroso Karen.amoroso@accountemps.com F
Treasurer H 832-445-0578	Lisa Wilson lm_wilson@msn.com		Newsletter C 713-817-0318 W 713-924-9763	Colene Blankinship coblank@msn.com F 713-926-9960
Secretary H 713-688-4057 W 713-831-5412	Kathryn Pearce kathryn_pearce@aigvalic.com F 713-831-8653		Programs	Vacant

Deadline for January newsletter: January 8, 2004
 Newsletter Editor: Colene Blankinship
 Home: 713-817-0318
 Work: 713-924-9763
 Fax: 713-926-9960
 Email (work): colene_blankinship@petrochemintl.com

Additions and changes to the mailing list should be submitted to Eileen Neucere
 Home: 281-894-5253
 Work: 713-681-8481 X 3006
 Email: aggie1978@earthlink.net

Standing Reservations

Loyce Anderson	Melanie Norton
Colene Blankinship	Kathy Pearce
Ellie Moore	Eunice Reiter
Eileen Neucere	Ann White
Debbie McKenney	

The Chapter will bill for reservations that are not cancelled by noon Thursday prior to the meeting.

Please contact **Ellie Moore** to be added or deleted from the Standing Reservations List.
 281-684-5495 emoore@cddacpa.com

MEMBERSHIP MEETING
1 hour CPE
November 16, 2004

Time: 5:30 p.m. Networking
 6:15 p.m. Dinner
 7:00 p.m. Speaker

Topic: Sarbanes-Oxley Compliance

Speaker: Mandy Harris, CPA
 Harris Monroe Consulting, LLC

Prerequisite None Required

Course Level: Basic

Method: Discussion with Outlines Provided

Administrative Policy: Per ASWA standing rules, if you register and do not attend you will be charged the \$25.

Where: The Briar Club
 2603 Timmons Lane
 (corner of Westheimer and Timmons Lane)

Parking is available in the member parking area across the street from the Briar Club.

Meeting Prices

- \$25 Members with reservations
- \$30 Members who do not make reservations
- \$30 Guests
- \$15 CPE only (no dinner)

**RSVP by 11/11/04 to Ellie Moore at:
 281-684-5495 or emoore@cddaacpa.com
 Reservations need to be made by the Thursday
 preceding the meeting. Special dietary requests
 available on request.**

The chapter generally meets on the 4th Tuesday of each month except December (holiday party) and May (annual luncheon).

COMPLIANCE

The Sarbanes-Oxley Act, Section 404 makes reporting on internal controls for public companies mandatory. Compliance with the act has become a very large effort for most organizations. Harris Monroe Consulting has developed a methodology that can significantly reduce the amount of time a company will need to spend documenting controls.

During this session, Mandy Harris will take you through a streamlined, yet thorough manner in which to prepare internal control documentation. In addition she will discuss some of the recent events within the Sarbanes-Oxley arena as well as opportunities that exist within the Sarbanes-Oxley environment for accountants.

CPE Contact:

Ann White
 c/o Collector, Dart, DiCampli & Assoc.
 3000 Richmond Ave, Suite 270
 Houston, TX 77098

Official National Registry Statement

ASWA is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual courses of CPE credit. Complaints regarding registered sponsors may be addressed to the National Registry of CPE Sponsors: 150 Fourth Avenue, Nashville, TN 37219-2417. phone 615-220-4200. Web site: www.nsba.org

Houston ASWA Memorial Fund

The Houston ASWA Memorial Fund was chartered in 1973 with the two-fold purpose of:

- Providing scholarships to deserving accounting students
- Furthering the mission of the American Society of Women Accountants -- "To enable women in all accounting and related fields to achieve their full personal, professional and economic potential and to contribute to the future development of their profession".

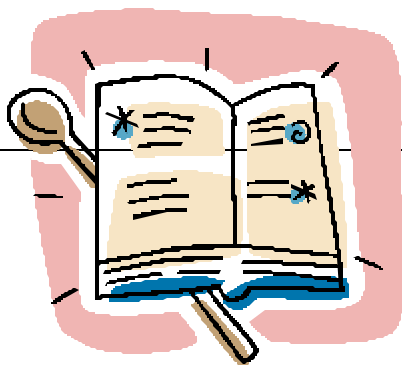
The Memorial Fund receives contributions, in lieu of flowers, for members and their loved ones during times of grief. We receive contributions to celebrate special occasions and in honor of special people.

Please consider the ASWA Memorial Fund as an opportunity to honor or to memorialize the people in your lives.

Contributions should be made payable to:

ASWA Memorial Fund
c/o Eunice H. Reiter
5005 Woodway, Suite 200
Houston, TX 77056-1789

If your contribution is in honor or in memory of someone, be sure to include information regarding where to send the acknowledgment.



THANK YOU

The ASWA Memorial Fund acknowledges with gratitude the following contributions:

In memory of Judy McMillian by:

Robin Hartman
Joan Landreth

and, as always, we appreciate contributions which Ann White makes each and every month in honor of the Houston Chapter.

CALLING ALL CHEFS

By Ann White

**Deadline for submissions extended—
November 20, 2004**

The Houston Chapter is putting together a cookbook of your favorite recipes. All proceeds from the sale of the cookbooks will benefit the Memorial Scholarship Fund.

The cookbook will be titled **COOKING THE BOOKS**. We would like for your recipe to be given a clever name incorporating the theme such as "In the Red Velvet Cake" or "Bottom Line Brownies"; you get the idea. If you can't come up with a clever name, we can help. We would also like to include some short stories that you may have about your experiences with ASWA. If you don't have a recipe to submit but have a story you want to include that would be great too. If your favorite recipe is from a published cookbook, it is okay to submit it. The ingredient are not copyrighted. However, you will need to rewrite the directions in your own words.

Recipes can be submitted by email to awhite@cddacpa.com, by fax to (713) 528-6423 or by US Mail to Ann White c/o Collector, Dart, DiCampli & Associates, 3000 Richmond Ave., Suite 270, Houston, TX 77098.

The recipes will be entered into a software program designed for recipes so it doesn't have to be pretty, just readable. If you would like the recipe returned, just let us know and we will gladly mail it back.

CALENDAR OF EVENTS

Special Events for November and December

By Ellie Moore

2004

- Nov 10-12 ASWA/AWSCPA Annual Conference
Chicago, IL
- Nov. 16 Membership Meeting—Sarbanes-Oxley,
Speaker Mandy Harris
- Nov. 18 “The Spirit of Women” Documentary (see
page 8)
- Nov. 20 Ellison’s Greenhouse, Brenham, TX—
Poinsettia tour
- Dec. 14 Holiday Party

Nov 20th 9 am Ellison’s Greenhouse –
Brenham, TX

Are you ready for the holidays? Is your house full of color? Come with us on a trip to Brenham to see poinsettias in 17 varieties and 25 colors.

This tour is available both Sat. and Sun. It is open from 10 – 4. Parking is available along the road and the cost is \$2 per person with these proceeds going to the 4H Club. They have snacks and drinks, so we may want to bring picnic items with us.

2005

- Jan. 8 Mid year planning meeting and scrap
booking (10 a.m.)
- Jan. 25 Membership Meeting—Tax Update
- Feb. 19 Murder by Chocolate
- Feb. 22 Membership Meeting—HR Forensics,
Dan White—a case study on corporate
crime
- March 22 Membership Meeting
- April 23 Loaves & Fishes (9 am.) cook and serve
lunch at the shelter
- April 26 Membership Meeting
- May Public Relations Luncheon
- June
- Sept 28-
- Oct 1 ASWA/AWSCPA Annual Conference
Philadelphia, PA

Lectures are given from Texas A & U Ag. Dept and various growers around the area. The drive is expected to be about 1 hour from Houston. It is my understanding that you can purchase the plants, at a fraction of the cost from stores, and they have gift items available. Please let me know if you plan to attend so we can coordinate the meeting place so we can ride together and or follow each other.

Dec 14th Loaves & Fishes—Women’s Shelter
Houston Chapter ASWA Memorial Fund

We will be raising money for a freezer for the Women’s Shelter of Loaves & Fishes. We also want to support our memorial fund. As usual, we pay the normal monthly dinner fee with all proceeds go to the fund. We will also have our annual “wish cake”, where you pay a dollar for a candle and make a wish. Of course, you are encouraged to do more than one. Additional donations are also appreciated.

For more information or to sign up, please contact Ellie Moore at emoore@cddacpa.com or by phone at 281-684-5495.

Location of the Holiday Party is still to be determined. Contact Melanie Norton for additional information. A



All of these events are fun and a great way to visit with other members and friends.
Ellie Moore 281-684-5495 or
emoore@cddacpa.com.

7 QUICK TIPS FOR GREAT LISTENING

By Marsha Sue Petrie

1. Create a positive atmosphere by being alert and attentive.
2. Use open body language.
3. Keep your anger and other emotions out of the interaction.
4. Clarify what you hear by paraphrasing.
5. Use noncommittal words and a positive tone of voice.
6. Dig deeper by asking “What do you mean” or “Whaddyamean.”
7. Don’t jump to conclusions – keep an open mind.

www.MarshaPetrieSue.com

LISTENING QUOTES

Almost all employees, if they see that they will be listened to, and they have adequate information, will be able to find ways to improve their own performance and the performance of their small work group. -- James O’Toole

The more faithfully you listen to the voice within you, the better you will hear what is sounding outside. And only he who listens can speak. -- Dag Hammarskjold

A man never listened himself out of a job. -- Calvin Coolidge

Special Event for January

Jan 8th 10 am Scrapbooking of ASWA History

Bring your supplies, your imagination, or both for a “crop till you drop” party. This is an opportunity to get together, visit, and work on the ASWA scrapbooks. Starting at 10 am at the office of Collector, Dart and Associates, 3000 Richmond, Suite 270, we will go until we finish, or get tired. The building is secure on the weekends, so you will need to call 713-528-2771 or use the security phone at the back door to gain access into the building.

Because the mid year planning meeting will also be going on, we may start a little later on the scrapbooking. For those of you not at the mid year planning meeting, you can be working on the books.

All of these events are fun and a great way to visit with other members and friends. Ellie Moore 281-684-5495 or emoore@cddacpa.com.

HARRIS MONROE CONSULTING, LLC

Harris Monroe Consulting, LLC is a full-service internal control, process & technology consulting firm. Their highly experienced senior-level people deliver pragmatic solutions quickly, effectively and efficiently. All of their consultants are former “Big Four” employees and Certified Public Accountants.

As The Sarbanes-Oxley Act of 2002 makes reporting on internal controls a necessity for SEC registrants, Harris Monroe, LLC assists clients with the tasks related to Sarbanes-Oxley or provides them with training on a rapid approach for complying with the requirements. They have gained a considerable amount of knowledge related to Sarbanes-Oxley and have studied the publicly available documentation of the ruling bodies and other Sarbanes-Oxley experts.

COSO, The Committee of Sponsoring Organizations, is the dominant model for the internal control structures. Their consultants have worked with the COSO framework since its release in the early 1990s and are very well versed in the concepts and components.

SETTING REALISTIC GOALS

By Linda Talley

How do you set goals in order to achieve the success you want? We have heard and read enough to know that we should or need to set goals but does anyone ever tell us how to set realistic ones? The trick is that when you have articulated something, you grant it power. When you have a written plan and work it, you create the future that you really want. Here are 10 steps you might want to try:

- 1. Create the desire.** If it's not something you really truly want, you won't go after it. KEY: Most people focus on what they don't want. Keep going! Discover what you really do want!
- 2. Write it down.** Remember, this grants it power. KEY: Don't write down what you really want and then continuously think about what you don't want. It won't get you there!
- 3. Set a deadline for achievement.** Otherwise, you might get passive or lazy. KEY: We have so many obligations being placed on us today, make sure your goal is a priority!
- 4. Identify obstacles.** Better to plan ahead than drive through the mountains during a snow storm. KEY: By identifying obstacles, you can take action, such as hiring a guru, taking a course, updating software, etc., that will help you overcome those obstacles.
- 5. List necessary activities.** These are the specific action steps you need to take to achieve the goal. KEY: Keep monitoring yourself to make sure you are taking the right actions to achieve your goal. These action steps could also be catching yourself/becoming aware of times when your mind is focusing on what you "don't want." Take action to stop that negative thought!
- 6. Visualize what you want.** You might even want to draw a picture. KEY: There are still a lot of people out there who say "I'll believe it when I see it." This is the best way to overcome that!
- 7. Be persistent!** Don't let anyone tell you that you can't do it. Don't be stupid! Be persistent! KEY: Persistence always pays off. Just make sure you don't leave before the train gets to the station.
- 8. Review your plan at least weekly!** This keeps you on track and motivated. KEY: Keep what you really want in front of you and focus on it every week! Some do this every day!
- 9. Analyze if something isn't working out—your plan is not in concrete.** Make changes as necessary to achieve your goal. Just don't make them too quickly and throw the baby out with the bath water. KEY: It's easy to get side tracked. Make sure you don't get side tracked and then get stopped.
- 10. Start again.** When you achieve a goal, set a new one. We are all goal seeking animals! Keep life and work interesting by starting the cycle over again.

ASWA
American Society of Women Accountants
c/o Collector, Dart, DiCampli & Associates, P.C.
3000 Richmond, Suite 270
Houston, Texas 77098

Return Service Requested

**Printing and Postage Compliments of
Collector, Dart, DiCampli & Associates, P.C..**

The FAX RETURN is the newsletter of ASWA Houston Chapter 33. It is published monthly, except December. You can receive the Fax Return by email or by snail mail. **Please let the editor know which form you would like to receive the newsletter.**

ADVERTISING RATES

The ads are to be emailed to the newsletter chair no later than the 1st of the month in which the ad is to appear.

\$300/ year—full page
\$160/ year—1/2 page
\$ 10/ month—business card size

The Fax return is published monthly except December.

Federation of Houston Professional Women (FHPW)

Web site: www.fhpw.org

ASWA Delegates:

Melanie Norton
Kathryn Pearce

ASWA Alternates:

Pam Ahlers
Ellie Moore

ASWA National Headquarters

800-326-2163

Web site: www.aswa.org

Email: aswa@aswa.org

Region 4—South Central Area Directors—
Mary Henn Burns, CPA—mehurns@ppco.com
Richelle A. Richoux, CPA—rrichoux@ekclcpa.com
Wendi C. Taber, CPA—taber2@cs.com