

ASWA FAX RETURN

American Society of Women Accountants — Houston Chapter No. 33 www.aswahouston.org

Member of *The Federation of Houston Professional Women*

VOL. 54 No. 5

November 2005

MEMBERSHIP MEETING

1 Hour CPE
November 29, 2005

PRESIDENT'S MESSAGE

by: **Eileen Neucere**

Topic: "Excuse Me, Do you Have a Minute?"
—Dealing with Interruptions

Speaker: Denise B. Landers
Prerequisite: None required
Course Level: Basic

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

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

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

Meeting Prices: \$25 Members with reservations
\$30 Walk-Ins
\$30 Guests
\$15 Students
\$15 CPE only (no dinner)

Reservations should be placed with Melanie Norton by 6:00 p.m. Tuesday November 22 at 713-353-1942 or mnorton@bvccpa.com

IN THIS ISSUE

AWSCPA News—p.1
Calendar of Events—p.2
Christmas Party—p.3
Delegating Article—p.5
FHPW Meeting—p. 7
Keeping Life Simple—p. 6
Mad Potter Article—p.6&7
Memorial Fund Information—p. 3
Officer & Committee Chair Info—p. 2
President's Message—p. 1
Scholarship Fund Raiser—p..3
Special Event for November—p. 4
Speaker profile—p. 4

Believe it or not, it is already November! This is the time of year to take stock of the blessings we each enjoy and be thankful for them. It is also the time of year for us to consider those who are less fortunate than ourselves. The Houston chapter has made the Loaves and Fishes Soup Kitchen, and the small ladies shelter housed above the soup kitchen, its special pet project for the last few years. Last year with the generosity of our members, we were able to donate a new dryer, along with toiletries and linens, for the ladies shelter. They are always very thankful for all of our donations.

This year, the ladies shelter can use a large refrigerator with a freezer section and/or an electric stove. The soup kitchen can use new drink coolers and, of course, industrial size food staples for the pantry. We will be collecting donations at the November 29 dinner meeting and at the Christmas party on December 13. Monetary donations from those who cannot attend either event can be mailed to me at 10318 Minturn Lane, Houston, TX 77064. If you have goods to donate, contact me at 281-894-5253 and I'll make arrangements to pick up the goods.

The generosity of our chapter makes me proud to be a member of this special group of ladies!

2005-2006 Officers & Committee Chairs

President H 281-894-5253 W 281-894-5253	Eileen Neucere eneucere@earthlink.net F 281-807-1520	Database	Past President C 713-459-5874 W 281-313-9400	Ann White ann.white@rbgltd.com F 281-313-9444	Programs
President Elect H 832-445-0543 W 713-499-7623	Lisa Wilson comberge@yahoo.com C 713-301-3145	Membership	Director H 713-660-8728 W 713-221-8596	Orapin Duangploy duangployo@uhd.edu F 713-226-5238	Student Activities
Vice President H 832-242-5386 W 281-558-1847	Joan Landreth jlandreth@net1.net C 713-542-0198	Member Relations	Director H 713-688-4057 W 713-831-5412	Kathy Pearce papandkap@aol.com F 713-831-8653	Newsletter
Treasurer H 713-927-2679 W	Debbie McKenney mckdeborah@yahoo.com C 713-927-2679		Meeting Arrangements	Melanie Norton nortonmelt@hotmail.com mnorton@bvccpa.com	
Secretary H 713-817-0318 W 713-926-9936	Colene Blankinship coblank@msn.com F 713-831-8653		Publicity H 281-261-8016 W 713-528-2771	Ellie Moore emoore@cddacpa.com F 713-528-6423	

Deadline for January newsletter: January 9, 2006
 Newsletter Editor: Kathryn Pearce
 Home: 713-688-4057
 Work: 713-831-5412
 Fax: 713-831-8653
 Email (home): papandkap@aol.com

Additions and changes to the mailing list should be submitted to Eileen Neucere
 Home: 281-894-5253
 Fax: 281-807-1520
 Email: aggie1978@earthlink.net

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.**

Standing Reservations

Loyce Anderson	Kathy Pearce
Colene Blankinship	Eunice Reiter
Julianne Dorsett	Ann White
Ellie Moore	Lisa Wilson
Suzi Martin	
Eileen Neucere	
Debbie McKenney	
Melanie Norton	

CALENDAR OF EVENTS

- Nov 13 Board Meeting—American Gen. Center
- Nov 19 “Ellison's Greenhouse” Special Event
- Nov 29 Membership Meeting—Briar Club
- Dec 13 Christmas Party
- Jan 10 ‘06 Board Meeting—American Gen. Center
- Jan 24 Membership Meeting—Briar Club

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

Please contact **Melanie Norton** to be added or deleted from the Standing Reservations List.
 713-353-1942 mnorton@bvccpa.com

For more information or to sign up, please contact Melanie Norton at mnorton@bvccpa or by phone at 713-353-1942.

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

CHRISTMAS PARTY

The annual Christmas Party will be held on Tuesday December 13. The location of the party has not been confirmed yet. A separate email will be sent to the distribution list sometime next week.

Scholarship Fund Raiser

What is a "Pledged Asset" Pad Thai or "Bean Counter" Brownies or Hot Cocoa "Merger" Mix?

Now is your chance to find out. The cookbooks will be at the November Membership Meeting.

Member Price

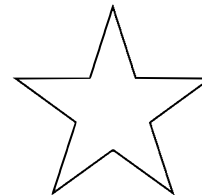
\$10 for one or
 \$15 for two

Sell Price to non members

\$15 for one
 \$25 for two

Remember that the money from this fund raiser will go to the Memorial Fund in memory of Judy McMillian.

Please take some of the cookbooks with you to sell to your co-workers.



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

Special Event

Joan Landreth

Nov 19th 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. We plan to go on Saturday, November 19 and meet at 9 am on 290 outside the Beltway. (The place will be determined later).

Ellison's Greenhouse 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 or eat lunch in Brenham. Lectures are given by the Texas A & M Ag. Dept and/or 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 you would pay in a store, and they have gift items available.

Please let me know if you plan to attend so we can coordinate the meeting place and ride together and/or follow each other. We wouldn't want to start without you. As always, bring a friend. Joan Landreth 713-542-0198 or jlandreth@net1.net.



Speaker Bio

Denise Landers, founder and CEO of Key Organization Systems Inc., earned a Bachelor's degree in education, and a Master's degree in Counseling and Human Services from Boston University. A native New Yorker, she spent several years overseas in Germany working with the Department of Defense (DODDS).

When she and her family returned to the United States, they settled in Houston, Texas. After teaching for a few years in Houston, she saw a need, and in 1993 founded one of the earliest private child support enforcement companies, which developed offices in thirty states within its first three years. Seven years later, Denise turned over the daily management of the company to establish Key Organization Systems, Inc.

With KOS, Denise shares her experience and expertise in developing effective, efficient systems to deal with daily workloads and to cope with periods of rapid growth. Her education background in human services lets her tie in the business aspects with individual personalities to produce a unique model for each situation.

She has membership in the National Speaker's Association, National Association of Professional Organizers, The Dover Club, Metropolitan Business Alliance and Women's Business Forum

For more information and articles go to www.keyorganization.com.



Contributed by Colene Blankinship

Some say delegating is what a manager/business owner must perfect in order to be effective. I think it's part of it. Our world is filled with too many things to see, hear and do for us to be able to do it all! Keep in mind, delegating does not mean passing off your work so you don't have to do it. What it does mean is that you are letting others in your organization experience leadership skills by giving them authority, responsibility and accountability.

I started working on delegating when a friend asked me why I was doing \$10/hour jobs when someone else could do them better and free me up for the higher end jobs. It really hit me between the eyes and I told myself right there that I had to change. It hasn't been easy because I am such a control freak, however, I am getting better. Note that I don't seek perfection, I just want to improve every single day and if I can do that, I'm pleased!

How do you begin to delegate and what does it take?

1. You must have a relationship and trust your staff. Someone once came up to me and said "I don't trust my staff enough to delegate" I then asked "Then why do you have them working for you?" Keep in mind that the trust you don't have is due to lack of training: lack of on time feedback, criticism vs. coaching, micromanaging vs. partnership. The problem may also be that you have delegated responsibility but not the authority. Both need to be delegated together!
2. No one will ever do the job as good as you could do it, so get over it and get smart! Some one said, "Seek not for perfectionism" but establish a standard of quality and then train, coach, train and coach and then train and coach on the some more.
3. Tell them the result you want and let them find their own path. This works especially well with the younger generations! Remember, they are random thinkers— not logical like this Boomer Baby!
4. Realize that if you are in an ownership/management position, you must work ON the business and not always IN the business. If you don't delegate, when will you work ON the business?
5. You truly develop your leadership skills when you delegate because this is when you maintain the relationship as the other person is learning what you are an expert at. Can you accept errors without going ballistic? If you can't, you don't need to be in a leadership role!
6. Create an effective follow up method so that you know what's going on with the projects you have delegated. As you become more comfortable delegating, you can relax some of this follow up.
7. Acknowledge, acknowledge, acknowledge for what they have done right. Give direction for errors, however, look for what they do right vs. wrong and give praise! AS some one else said, "Catch your people doing something right!"
8. Don't take on any monkeys. What I mean by this is: if you ask an employee to do a project and they ask you to do parts of it, you have just taken on their monkey. You say that you would never get caught doing that but it's easy. For instance, if Joe Blow gives you a preliminary report and asks you to review it before he makes final changes and you say YES< he is now managing you because you took his monkey.
9. When delegating, use different leadership styles for each person. There is no one style that fits all! Some people need more attention as their skills grow. Identify what leadership style you need with each of your direct reports.
10. Delegate down to the lowest level. Why try to make decisions for people who actually do the work? Ask them for their input and be sure to listen!

Federation Banquet

by Joan Landreth

The Federation Banquet was an entertaining evening and a very moving tribute to Judy. When it came time to honor her, there was a single red rose on a chair with a picture of Judy on the 2 large screens.

Eileen accepted Judy’s award from the President of the Federation and presented it to Robin, Judy’s husband. Everyone was glad they were able to share in this moment to honor Judy our friend.

More Federation notes:

This was a first attendance for Julianne Dorsett and Suzi Martin and they were amazed at the presentation. They thought the tribute to Judy was very classy. I think that was a good observation about Judy. She was a classy lady.

Keeping Life Simple

Karen Levine

Submitted by: Kathryn Pearce

If you’ve hosted the traditional family Christmas, Chanukah, Easter, Passover for the last ten years, think about taking a year off and finding a place to be the guest!

Family traditions are magical for children. In my family, my mother and I polished the silver candlesticks every year before the Passover ceder. I do it now with my two boys and they genuinely love it... because it’s a holiday tradition. Another family I know makes popcorn balls every year for Christmas. Yet another climbs a hill and flies kites every Easter Sunday. Your children may remind you of such customs — they often find great comfort and satisfaction in building traditions.

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.

MAD POTTER

Joan Landreth says “What a great way to spend an afternoon with friends. Everyone painted a special item and then left it at the shop to be fired and cured. If the opportunity arises to go back with a group, I will be one of the first to sign up to try my hand at painting other things.”

Ann White says “I had so much fun painting at Mad Potter that I went again the following weekend (to a different location) with my husband. I can be creative mentally but it doesn’t transmit to my hands. However, this was just fun! It was fun to paint and see what others were doing. I can’t wait to see the final product. I highly recommend it for all ages.

More Mad Potter note:

Kathy Pearce: I had a wonderful time visiting with everyone and painting. I did not know I could do the painting so I picked something simple. I can hardly wait to see how they turned out. I will give one of them as a Christmas present even if it looks odd.

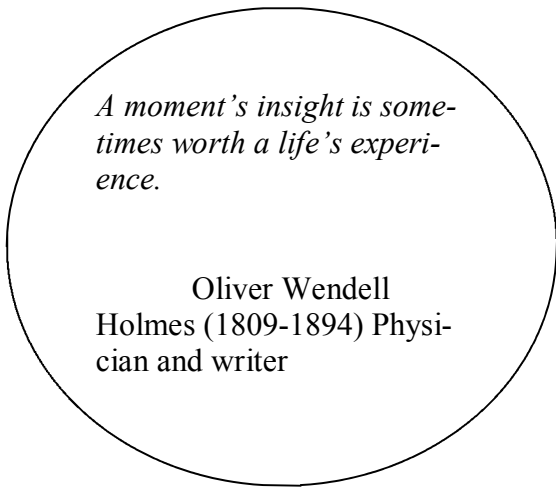
This trip was delightful and if you were not there then you missed a lot of fun. Be sure and try to join us on the trip to Ellison's Greenhouse.

AWSCPA News

The Houston affiliate of AWSCPA is busy planning their 23rd annual seminar which will be held February 4, 2006 at the H.E.S.S. Building.

I have seen a preliminary schedule and it looks like it will be another successful seminar. If you need CPE and are not on the AWSCPA distribution list, let me know and I can get you a brochure when they are distributed.

Kathy Pearce



STORAGE REQUEST

Our historian, Ellie Moore, has had to move all of the old boxes from her work storage facility to her home. She now has over 20 boxes in her living room. We are looking for a place to store all of our old ASWA information. If you have space at your office or in your office/home storage facility, please let Ellie know.

Also if you have any old boxes, please let Ellie know how many you have. We would like to get an accurate count of how many boxes we will need to store. So look in your attic, closet or garage soon.

Federation of Houston Professional Women (FHPW)

The Federation of Houston Professional Women is an alliance of women's professional organizations chartered by the state of Texas as a non-profit, non-partisan business league. If you are a member of ASWA then you are a member of FHPW.

The next quarterly event is January 23, 2005.

For more information go the website:

Web site: www.fhpw.org	
ASWA Delegates:	ASWA Alternates:
Melanie Norton	Pam Ahlers
Kathryn Pearce	Ellie Moore

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..**

ASWA National Headquarters

800-326-2163

Web site: www.aswa.org

Email: aswa@aswa.org

Region 4—South Central Area Directors—

Rita Borne, CPA—rita@bornecpa.com

Jacqueline Vassar, CPA, CIA, CISA, CCSA—
jvassar@deloitte.com

Empowering Women In The Accounting and Financial Professions Since 1938