

# ASWA FAX RETURN

American Society of Women Accountants — Houston Chapter No. 33 [www.aswahouston.org](http://www.aswahouston.org)

Member of *The Federation of Houston Professional Women*

VOL. 58 No. 4

## Membership Meeting November 17, 2009

Speaker: Victoria Odom, CPA

Topic: : “Tackling the New Form 990”

CPE: 1 hours Level: Update Prerequisites: 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:  
6:00 p.m. Dinner  
6:45 p.m. Speaker (including Q&A)

### Early bird reservations by Wednesday 5:00 pm prior to meeting:

Members and 1st time guests	\$30
Returning guests	\$35

### Late reservations and walk-ins:

Members and guests	\$35
Returning guests	\$40

CPE portion only	\$15
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Administrative Policy: Per ASWA standing rules, if you register and do not attend, you will be charged for the regular meeting price.

**Reservations need to be made by the Wednesday preceding the meeting to Julianne Dorsett at meetings@aswahouston.org.**

Please contact Julianne with late reservations, even on the day of the meeting. Special dietary requirements available upon request

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## PRESIDENT’S MESSAGE

By: Melanie Norton

Hello all! This year is going by fast, and I think it will go even faster in the next few weeks. Our November meeting is just a few days away. Don’t forget that it comes a week earlier than usual to work around Thanksgiving holidays.

Our Chapter’s Holiday Party is on December 8, only a month away. We have already started making plans for the Holiday Party, and we need your input to finalize the theme and activities for the event. Sign-up sheets for appetizers, side dishes, and desserts, etc. will be available again at the November meeting. Lien Le has volunteered to hold the Holiday Party at her house in Friendswood, so we can give some of our members who live in that sector of the greater Houston area a break from driving a long way to Chapter events every month. In addition to socializing with others in a relaxed environment and taking a break from monthly CPE, the Holiday Party is also an excellent time to make contributions to the ASWA Memorial Fund and get that extra tax deduction in place before the end of the year. The ASWA Memorial Fund is used to fund scholarships for accounting students that the Chapter awards each year in May, so please consider making a donation to the Memorial Fund in November or December so that we can offer scholarships again this year. As a reminder, the Chapter also has the Current Fundraiser Online program in place, which helps raise money for scholarships. You can start your holiday shopping early and help contribute to the scholarship fund at the same time. Tell your friends and relatives!

As always, please send any ideas you have regarding topics of interest for future meetings, extra-curricular events, increasing membership and meeting attendance, etc. to me or any of the officers and committee chairs. We serve at your pleasure and are interested in meeting your needs. Also, please send notices of personal newsworthy events, such as promotions, job changes, engagements, birth announcements, and other family news to Ursula Cornish to include in the newsletter. We want to celebrate these events with you and keep up to date with your activities outside of ASWA.

I hope you are all well and look forward to seeing you soon!

*Melanie*

**2009-2010 Officers & Committee Chairs**

<b>President</b> H 281-469-0970 W 713-353-1942	<b>Melanie Norton</b> president@aswahouston.org	<b>Director</b> H W 281-884-5183	<b>Suzi Martin    Member Relations</b> relations@aswahouston.org F 281-884-5199
<b>President Elect</b> H 281-478-0778 W 281-884-5184	<b>Julianne Dorsett    Meeting Arrangements</b> meetings@aswahouston.org C 832-563-3840	<b>Database/Bylaws</b> H 281-894-5253 W 281-894-5253	<b>Eileen Neucere Career Center</b> webmaster@aswahouston.org F 281-807-1520
<b>Vice President</b> W 713-353-1962 C 713-292-6183	<b>Lien Le            Student Activities</b> scholarships@aswahouston.org		
<b>Treasurer</b> H 281-550-3675 W 281-504-8655	<b>Kathleen Long</b> treasurer@aswahouston.org		
<b>Secretary</b> C 281-773-1530 W 713-552-2105	<b>Ursula Cornish    Newsletter</b> newsletter@aswahouston.org F 713-622-1366		
<b>Past President</b> W 713-584-6451 F 713-935-7701	<b>Kristi DeNardo    Membership</b> membership@aswahouston.org C 832-595-5587		

Deadline for January newsletter: January 8, 2010  
 Newsletter Editor: Ursula Cornish  
 Cell: 281-773-1530  
 Work: 713-552-2105  
 Fax: 713-622-1366  
 Email: newsletter@aswahouston.org

**Additions and changes to the mailing list should be submitted to Eileen Neucere**  
 Home: 281-894-5253  
 Fax: 281-807-1520  
 Email: webmaster@aswahouston.org

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.**

**CALENDAR OF EVENTS**

**Standing Reservations**

- |                    |               |
|--------------------|---------------|
| Colene Blankinship | Eunice Reiter |
| Adrienne Brown     | Ann White     |
| Ursula Cornish     | Kathy Long    |
| Kristi DeNardo     |               |
| Julianne Dorsett   |               |
| Suzi Martin        |               |
| Eileen Neucere     |               |
| Melanie Norton     |               |

The Chapter will bill for reservations that are not cancelled by 5pm Wednesday prior to the meeting.

Please contact **Julianne Dorsett** to be added or deleted from the Standing Reservations List.  
 832-563-3840    meetings@aswahouston.org

**Nov 17– Membership Meeting–** The Briar Club  
**Nov 17–** Board Meeting

**Dec 8– Holiday Party– Lien Le’s Home**  
 706 Hidden Woods  
 Friendswood, TX 77546

**Jan 26– Membership Meeting–** The Briar Club  
**Jan 26–** Board Meeting

**Feb 23– Membership Meeting–** The Briar Club  
**Feb 23–** Board Meeting

**Mar 23– Membership Meeting–** The Briar Club  
**Mar 23–** Board Meeting

## 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 acknowledgement.

### Charitable Project

Please remember to gather your sample toiletries when you travel and donate them to Miryam’s Hostel which is on the second floor of the Loaves and Fishes Soup Kitchen. It is a place where 6 – 8 women can spend the night, wash their clothes, take a shower and sleep in a bed. Then they are back out on the street. It is sponsored by Magnificent House which is affiliated with the Catholic church. They can use toiletries, towels, twin bed sheets, pajamas etc.

## 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.

## 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, Nash-

## Current Fundraiser

Our chapter has been registered with the Current Fundraiser Online program. It is very simple—all you have to do is shop online at [www.CurrentFun.com](http://www.CurrentFun.com), and when you check out, select:

State: **Texas**      Organization: **ASWA – Houston**  
City: **Houston.**

Our chapter will receive a check quarterly for 50% of online sales that are attributable to our organization. Tell your friends and relatives, and help raise money for our scholarship fund. You can save some money for yourself and get some great products, and at the same time, contribute to the scholarship fund. What a deal!

**Federation of Houston Professional Women**

Web site: [www.fhpw.org](http://www.fhpw.org)

ASWA Delegates: Kasi Wieding  
Eunice Reiter

Alternates: Melanie Norton  
Colene Blankinship

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**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. Each FHPW member organization, although diverse in style and structure, has professional or businesswomen members focused on education, networking, specific careers or community service.

FHPW offers quarterly events designed to bring its diverse membership together to promote a place of POWER and INFLUENCE. Quarterly events are open to both members and guests and allow Houston professional women the opportunity to network, have some fun and learn something new.

If you are a member of ASWA then you are automatically a member of FHPW.

**Congratulations, Kristi!**

**Kristi DeNardo, Immediate Past President of the ASWA Houston Chapter, was elected at the recent October FHPW meeting to serve as Treasurer for FHPW for 2010.**

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**MOVE ON PURPOSE: Using Your Palms For Power!**

Some people talk with their palms in a palm down position. It's better than finger pointing, however, it still indicates dominance over someone. Remember "Heil Hitler"? The palm down signals power and authority. Yes, there are times when you do want to show this non-verbally, however, we do it more than it needs to be done.

**FIX:** Instead of keeping your palm parallel with the ground or facing the person you are talking with, flip it 180 degrees so people can see your palms. This is more accepting, non-threatening, open and considerate.

It says:

“I have a point and I'm willing to listen to your point too!” You will get a much better response from the people you are talking with when you use the flat up palm facing gesture.

I've started to tweet, should you care to follow my suggestions for using body language to gain the competitive edge, start following me at [lindasbodytalk](http://lindasbodytalk).

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## Victoria L. Odom, CPA

*Tax Manager*

Vicki has 16 years of experience providing tax, audit and accounting service to nonprofit entities, companies in a variety of industries, and high-net-worth individuals.

Vicki is a certified CPA in the states of Texas and New Jersey. She is a member of the American Institute of Certified Public Accountants (AICPA), the Texas Society of Certified Public Accountants (TSCPA) and its Houston Chapter.

Vicki earned a BBA degree in Accounting from Pennsylvania State University.

### Career Center

Please remember to encourage friends and colleagues to register and that there is not cost to individuals to post their resumes. Members can help by letting their HR Departments at work know about the site. Using the site is a win-win-win-win proposition because 1) employers gain access to a pool of specialized job seekers, 2) individuals seeking employment in accounting and finance can easily connect with employers/recruiters looking for candidates with those skills, and 3) the ASWA raises funds that it uses to 4) provide scholarships to worthy individuals.

Support a worthy cause by spreading the news about the ASWA Career Center today!

## Turning quiet employees into team players: It is possible The Shy newbie doesn't feel comfortable in groups

Good employees bring the total package: superior work ethic and team-player personality. But what if an employee has one of those traits-and not the other?

That's the situation Stacey, a manager, faced with a talented new worker who was too shy to express herself and interact with her co-workers.

### Keeps to herself

"How is your new hire doing?" Jason, a fellow manager, asked Stacey.

"Oh, you mean Dana?" Stacey asked. "Well, she's awfully quiet. She sure didn't seem this quiet in the interview."

"Yeah, I noticed she keeps to herself a lot," Jason said. "Maybe you should talk to her and see how she's doing."

"It could be that it's just taking her a little longer to adjust."

Stacey nodded thoughtfully. "Yeah, that's probably a good idea."

### 'You're doing great, but...'

Later that afternoon, Stacey called Dana into her office. "Dana, I think you've been doing great work so far, but I wanted to check in with you and make sure everything was OK," Stacey said.

"I think everything has been going fine," Dana replied. "I know I'm kind of quiet..."

"That's actually what I wanted to talk to you about," Stacey said, "It's important to be a hard worker, but I'd also like to see you connecting with your colleagues and speaking up in meetings."

### Is it a requirement?

There was a long pause before Dana spoke up. "What if I'm not comfortable doing that?"

"You're not comfortable speaking up?" Stacey asked.

Dana shrugged. "I've just never liked talking in front of people," she said slowly, "I guess I'm not the most outgoing person."

"But I didn't think either of those things was a requirement for this job."

### The big question

Clearly, Dana had a more introverted personality. And while she was doing great work so far, Stacey wasn't sure how long it would last.

After all, everyone needed a balance—and Dana would surely burn out if she continued to focus only on work. Then there was the other issue—that Dana wasn't acting like much of a team player.

If you were in Stacey's situation, what would you do? Perhaps one of the ideas offered below might provide you with some guidance.

#### **What you need to know:**

To deal with introverts:

- Give them one-on-one time
- Urge them to sign up for seminars on public speaking, and
- For more confidence-building tips, go to [snipurl.com/build221](http://snipurl.com/build221)

## How Two Managers Would Solve the Above Communication Problem

### 1 Work on helping Dana adjust

I'd have quite a bit of one-on-one counseling with Dana to work on bringing her out of her shell. The goal would be to get her to feel comfortable expressing herself in a group setting—so I'd also have to make sure the atmosphere in our meeting was a comfortable one. This means I wouldn't tolerate anyone who belittles others' ideas or behaves in some other unprofessional way. If I speak to her beforehand and I know she had good input, I might say something like, "Dana mentioned an idea to me the other day ... Dana, can you explain it further?" I've found this is a good way to get the quiet ones to share their thoughts.

*Denise Prestinari, Manager  
Global Technologies, Inc., Melville, NY*

### 2 Initiate more group activities

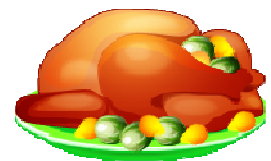
Dana needs to feel comfortable in her own way. So I'd suggest she write down several ideas she has that she could talk about at the next meeting. Or I could let her know of certain topics beforehand, so she has time to sit down and think about what she wants to say. I might also set up a group project, so she gets used to working with other people. Obviously, not everyone enjoys speaking in groups—but I'd want to show Dana there are many positive effects from interacting with others and being considered a "team player."

*Leah Dodson, HR Manager  
GF Gaming Corporation, Central City, CO*

Article from Communication Bulletin for Managers and Supervisors



# Thanksgiving



ASWA  
American Society of Women Accountants  
Ursula Cornish  
12639 Ashford Meadow #F  
Houston, TX 77082

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**ASWA National Headquarters**

800-326-2163

Web site: [www.aswa.org](http://www.aswa.org)

Email: [aswa@aswa.org](mailto:aswa@aswa.org)

Region 4—South Central Area Directors—

Patti Bell —[pattim@cheneybrothers.com](mailto:pattim@cheneybrothers.com)

Mesha Shelburne —[mesha.shelburne@ey.com](mailto:mesha.shelburne@ey.com)

Janice E. Bass —[janbass@charter.net](mailto:janbass@charter.net)

—Regional Director for Houston

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