

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. 6

January 2006

MEMBERSHIP MEETING

1 Hour CPE
January 24, 2006

Topic: "Current Developments in State and Local Tax"
Speaker: Mark Scimemi
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. Thursday January 19 at 713-353-1942 or mnorton@bvccpa.com

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PRESIDENT'S MESSAGE

by: **Eileen Neucere**

I hope that everyone had a wonderful and blessed holiday season. Once again, I am thankful for the generosity of the members of our chapter. We collected enough donations to purchase a new electric stove for the Loaves and Fishes ladies shelter. They were so excited to get something new. Any of us would have thrown their old stove on the trash heap long ago. Thank you!

On Saturday, January 21, the mid-year planning meeting will be held at 10:00 am at my home. All members are welcome. We will be working on the future plans for the chapter and would like all possible input. Let me know if you plan to attend.

Lisa Wilson and the Membership Committee are planning a recruiting event for Saturday, February 11. They plan on offering a morning of continuing education at a bargain price. Please plan on attending and inviting your friends and colleagues.

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 February newsletter: February 7, 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	

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

CALENDAR OF EVENTS

- Jan 21 MidYear Planning Meeting—Eileen’s house
- Jan 23 FHPW Quarterly Meeting—Hess Bldg
- Jan 24 Membership Meeting—Briar Club
- Feb 11 Recruiting Event
- Feb 14 Board Meeting —AmGen Center
- Feb 28 Membership Meeting—Briar Club
- Mar 14 Board Meeting—AmGen Center
- Mar 28 Membership Meeting—Briar Club

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

The ASWA Memorial Fund acknowledges with gratitude the following contributions:

In memory of John Stigler by:

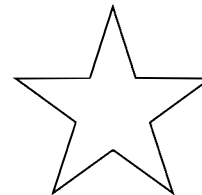
- Colene Blankinship
- Orapin Duangploy
- Joan Landreth
- Deborah McKenney
- Ellie Moore
- Eileen Neucere
- Kathy Pearce
- Eunice Reiter

In memory of Jerry Blankinship by:

- Colene Blankinship

In support of the Memorial Fund by:

- Loyce Anderson
- R. K. Borgeson
- Julianne Dorsett
- Suzi Martin



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

CHRISTMAS PARTY

The annual Christmas Party was held on Tuesday December 13 at Ellie Moore’s house in Missouri City. We had a wonderful time, eating the good food that was provided. The white elephant gift was such fun and we traded gifts several times. The wish cake was unusual this year. If you did not attend, ask us about it at the January meeting. Best of all we raised \$918 for the Memorial Fund.

Keeping Things Simple
Managing Time
Karen Levine

Submitted by Kathy Pearce

If you feel that you don't have time to complete things, break the job into smaller units. The garage needs organizing? Try attacking one wall at a time. No time to read a book? Maybe you do have fifteen minutes a day to read a few pages or a chapter...or better yet, try a short story.

Making lists is a crucial way to organize your life and keep things simple. But always make a list you know you can accomplish. At the end of the day you'll feel good about what you've done rather than overwhelmed by what you haven't done. Failure is exhausting.

Sometimes it's easy to forget the calls you need to make because you get to the office and get caught up in the day. To remember, make a list of calls to be made the next day every night before you leave the office.

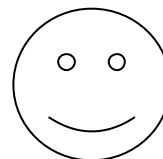
Learn to say "NO" at work, as well as at home. Women have an especially hard time with this. Practice in front of a mirror. Someone asks, "Could you possibly stay late today and help me with my presentation?" "No," you say. "I'm sorry I can't help. I've really got to get home."

Use your lunch time to regroup. If you've got an hour in the middle of the day for lunch, make the most of it. Perhaps you can find a quiet room to meditate in. On a sunny day, sit outside and read, or take a long, vigorous walk. Meet a friend in a nice restaurant. You design the break to suit you, but keep in mind that the idea is to return to work feeling as if you've had some significant time off.

Speaker Bio

Mark Scimemi is a Senior Manager and the State and Local Tax Practice Leader at UHY Mann Frankfort Stein & Lipp Advisors. Mark practiced law for several years before joining Arthur Andersen's state and local tax consulting group in 2000. While at Arthur Andersen, Mark's experience was primarily in state income and franchise tax consulting. Mark joined Ernst & Young in Houston in 2002 and continued to work in the area of state and local tax. There he gained extensive experience in state credits and incentives as well as sales and use tax. Mark joined UHY Mann Frankfort Stein and Lipp Advisors in 2004 and was named State and Local Tax Practice Leader in 2005. Mark also served as the Chairman of the Houston Franchise and Income State Tax Committee in 2005.

UHY Mann Frankfort Stein & Lipp Advisor's ("UHY") has more than 375 professionals that represent the fifth largest professional services firm in Houston and is part of UHY Advisors which is the 14th largest firm in the United States with offices in 12 states and the District of Columbia. UHY provides federal, international and state and local tax compliance and consulting services, Sarbanes-Oxley consulting, Business Process Outsourcing as well as forensic, litigation and valuation services. Through UHY Mann Frankfort Stein & Lipp CPAs, LLP the Firm provides assurance and business advisory services.



One Minute of Office Organizing Cruising Through Another Year

Denise Landers

“In preparation for your upcoming cruise, please choose among the available excursions for each of your stops. The icons will indicate the level of activity required for each one:

- **Moderate:** *Walking short distances over relatively level terrain.*
- **More strenuous:** *Walking intermediate distances and climbing stairs.*
- **Most strenuous:** *Participants should be physically fit.*

These were instructions I received in advance of an upcoming trip. Notable in using that exertion key is the point that you are not spending any more time on your excursion regardless of the level from which you are operating. The difference is that you have so many more options open to you and can cover more distance on your own if you are able to participate in the third level.

It struck me that these could be the same type of instructions that we might use in setting up a plan for getting organized to improve our work routine during the year. How much distance do you want to cover? How productive do you want your days to be? A person’s level of organization helps to explain why some people seem to accomplish so much in a day while others are left wondering where the day, or week, went because they have very little to show for it.

In an office setting, the same levels might be reflected as:

- **Moderate:** Focusing on what you “have to” do each day, working on the daily routines of looking at email, returning phone calls, attending mandatory meetings, and dealing with immediate requests. *(You are operating on level terrain.)* You rarely have the time or energy for anything extra.
- **More strenuous:** You also are involved in longer-term projects and manage to complete assignments at or close to the deadline. *(You are climbing stairs.)* Stress can build up from such crisis management, leading you to feel it was a strenuous day, that you overexerted yourself.
- **Most strenuous:** Scheduling projects in advance of deadlines, following up with project participants, and creating your own ideas and solutions for future company growth in addition to keeping up with daily work flow. *(You are physically fit.)* When you succeed at this level, you’ve worked hard, with significant results, but, if you’ve been operating in an organized state, you end the day feeling energized rather than drained and stressed.

How can you build up your office organizing skills so that you can choose to operate from the most strenuous level when you want to, being extremely productive while still wrapping up a day feeling motivated and energized? The following steps will help you to achieve this:

1. Start with your desk area. Choose one system that lets you operate from a clear space with your daily work prioritized. A basic tickler file, with the days of the month, is one way to help you achieve this by giving you a place to put the work you need to do today, tomorrow, and next week.
2. Group daily activities like email, returning phone calls, paying bills, and filing so that you can perform like tasks together. When you focus on one type of activity at a time, you are four times more productive.
3. Set aside a block of time each day where you focus on the projects that require concentration, the ones that really affect the bottom line of your company.

When you enter an organized area each morning, with your work already prioritized so that no upcoming deadlines are overlooked, you start out energized. You have achieved a level of organizing fitness that allows you to handle the strenuous activities of your department or company without the stress of overexertion.

Dear Chapter President and Chapter Secretary

The report of the National Nominating Committee for the 2006-2007 nominated slate of officers and directors is attached. The Committee is grateful to all chapters who submitted names of members for consideration and is confident that the affairs of the Society will be in capable hands if entrusted to the members listed.

In the event your chapter desires to place additional names on the ballot, attention is called to Article V, Sections 3 and 4 of the National Bylaws, which read, as follows:

Article V, Nominations and Election

Section 3. The Nominating Committee shall report their nominations for officers and directors to each chapter president and secretary prior to December 27. Additional nominees may be added to the ballot provided consent of the member has been obtained; a petition has been signed by at ten members from each of five chapters and is mailed to the President to be received not later than February 8

A. If no nominations have been received by the president by February 8, the president shall declare the slate elected and instruct the secretary to notify the members.

B. If additional nominations are received; voting shall be conducted by mail ballot. A plurality shall elect.

Section 4. To serve on the board of directors, the regular member must have served on a chapter board of directors. To serve on the Executive Committee, the regular member must have been elected to the national board of directors.

If you have any further questions, please contact National Headquarters at 703-506-3265

Sincerely,

ASWA National Nominating Committee

Suzanne Basuino, CPA Mary E. Burns, CPA Christi L. Olsen, CPA (Chair)

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS
REPORT OF THE NATIONAL NOMINATING COMMITTEE
SLATED 2006-2007 BOARD OF DIRECTORS

President Elected in the spring of 2005 for a term starting July 1, 2006

Joy N. Barron Birmingham Chapter

President-Elect To serve as National President in 2007-2008

Karen J. Gunther Boston Chapter

Vice Presidents	Sarah R. Wheatley	Denver Chapter
	Barbara W. Covington	Fort Walton Beach Chapter

(Continued on page 7)

(Expect More—Continued from page 6)

Secretary	Stacey L. Craig, CPA	Phoenix Chapter
Treasurer	Tracy L. Johnson, CPA	San Antonio Chapter
Directors To serve two years, July 1, 2006 to June 30, 2008		
	Jeanette Ding	San Diego Chapter
	Vivian L Moller, CPA	Milwaukee Chapter
	Violeta L Torres	El Paso Chapter
Director To serve one year July 1, 2006 to June 30, 2007		
	Monika P. Miles, CPA	Silicon Valley Chapter
Immediate Past President		
	Debbie L. Michael, CPA	Billings, Chapter
Directors To serve the second year of a two-year term; elected in the spring of 2005 to serve until June 30, 2007		
	Susan R. Tripepi	Akron/Canton Chapter
	Catherine A. Mulder, CPA	Ames Chapter
	Cheryl Willers	Flagstaff Chapter
Respectively submitted by the ASWA National Nominating Committee:		
	Suzanne M. Basuino, CPA	St. Louis Chapter
	Mary E. Burns, CPA	Tulsa Chapter
	Christi L. Olsen, CPA (Chair)	Omaha Chapter

AWSCPA News

Kathy Pearce

The Houston affiliate of AWSCPA has sent out the schedule for their 23rd annual seminar which will be held February 4, 2006 at the H.E.S.S. Building.

If you need CPE, this is a great way to obtain 8 hours. The program looks great again this year. If you need a registration form, please let me know and I will send you one.

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)

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
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Houston, Texas 77098

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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

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