

ASWA FAX RETURN

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

Member of *The Federation of Houston Professional Women*

VOL. 57 No. 6

Membership Meeting January 27, 2009

Speaker: Mr. Rene Lozano, CPA

Topic: Federal Tax Update

CPE: 1 hours Level: Basic Prerequisites: None

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

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 Brandi Lucher at brandilucher@yahoo.com. Please contact Brandi with late reservations, even on the day of the meeting. Special dietary requirements available upon request

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Ladies,

Happy New Year to you all! I hope you had a wonderful, joyful Christmas!

We are trying to have our mid-year planning meeting this Saturday (January 17th) at Ann White's home. I encourage you to attend if at all possible and share your ideas for the chapter for this spring and summer. We want to have speakers and outings that are interesting and relevant to our membership. Please let Eileen know if you are able to attend.

We have a great speaker lined up for our Tax Update in January, and I hope you will all make an effort to be there. Yes, I know that taxes can be dry (to put it mildly), but we all have to deal with them on a personal level, and many at a professional level, so it is best that we educate ourselves.

I would like to take this opportunity to thank Ursula Cornish for stepping up and taking over the Fax Return from me. She is doing a great job, with many obstacles, such as a president who has been too ill to write a President's note!

Please join me in extending sincere condolences to Ursula's family. She lost both an aunt and a grandmother over the holidays. Death is always difficult, but it seems more so during a time which is meant to be filled with joy and laughter.

Our Student Activities Committee is working to get applicants for scholarships, so if you know of some deserving student, please have them apply. Debbie McKenney is chair of that committee.

The St. Louis ASWA Chapter is planning a regional conference June 12 – 13. Save the date – you can get lots of good CPE as well as networking opportunities.

Well, I must sign off – I am snowed at work, as I am sure you all are. I look forward to seeing you at the meeting on January 27th at the Briar Club!

Kristi

2008-2009 Officers & Committee Chairs

President W 713-584-6451 F 713-935-7701	Kristi DeNardo kdenardo@igloocorp.com C 832-595-5587	Director H 713-591-8282 W 713-333-4340	Jerilyn Barthel jbarthel@gddcpa.com F 713-621-6907	Membership
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Past President H 713-927-2679 W	Debbie McKenney Student Activities debbie.jensen93@gmail.com C 713-927-2679			

Deadline for February newsletter: February 3, 2009
Newsletter Editor: Ursula Cornish
Cell: 281-773-1530
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Email: payables@thebriarclub.com

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

- | | |
|--------------------|-----------------|
| Jeri Barthel | Debbie McKenney |
| Colene Blankinship | Brandi Lucher |
| Adrienne Brown | Carrie Morris |
| Sonia Calloway | Eileen Neucere |
| Ursula Cornish | Melanie Norton |
| Kristi DeNardo | Eunice Reiter |
| Julianne Dorsett | Ann White |
| Suzi Martin | |

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

Please contact **Brandi Lucher** to be added or deleted from the Standing Reservations List.
713-436-1445 brandilucher@yahoo.com

CALENDAR OF EVENTS

January 27—Membership Meeting—Briar Club

January 27—Board Meeting—Briar Club

June 12-13 —St. Louis ASWA Regional Conference

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 Magnificat 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, Nashville, TN 37219-2417. Web site: www.nsba.org.



Webster’s Dictionary defines calibration as: A set of gradations that show positions or values. Often used in the plural. And that is exactly what you do when you manage your time, you prioritize your “to do” list.

I hear people saying: “I don’t have enough time” and this is a self-fulfilling prophecy. They are recalibrating themselves to NOT have enough time.

When someone tells me, “I don’t have time to talk to you” I know this is a recalibration of my phone conversation with them to a lower status or value.

We always have enough time. If someone tells me they don’t have enough time to meet me for lunch, I know there is something more important for them to do.

So every time you say “I don’t have enough time _____” you are recalibrating your time to prioritize what is important to you and what is not.

This is not rocket science, this is the plain simple truth.

RENE LOZANO, CPA

Rene is a Tax Manager at BRIGGS & VESELKA, CO. and has been employed with the firm for eight years. His area of specialty is small to mid-size privately held companies, and he has extensive experience in the construction industry, multi-state tax compliance, and IRS representation.

Rene is a Certified Public Accountant and a member of the Houston Chapter of TSCPA and a committee member of the Relations with Taxing Authorities Committee at the Houston Chapter of TSCPA. He was also a Commissioner for the 2008 Charter Review Commission for the City of Jersey Village.

COMPASS

JOIN COMPASS AND TAKE CONTROL OF YOUR LIFE TODAY!

Just like a compass helps you chart your course, determine your direction, and keep you on track, the Compass Coaching Network is a community of women, life coaches, and resources dedicated to helping you find your direction and achieve the life you want. Compass provides you with the tools necessary to navigate life. We encourage you to understand your strengths, get clear about what you want, and take the steps necessary to CREATE your best life.

Try 10 Days of the January MAP™ for FREE! January 1st - 10th. Make it happen. Create a powerful Change in Your Life in Just One Month

To register: www.mylifecompass.com/cleitschuh

Are you tired of making the same New Year's resolutions year after year and dropping the ball entirely by Valentines Day? Well this year WILL be different! You have what it takes to make a powerful change in your life and Compass is here to help. So what are you waiting for - let's Make It Happen!

In this month's MAP™, Dr. Susan Meyer will help you to:

- Design your ideal future and start creating that reality
- Discover the skills, assets, and support you already have to work with (and get the ones you need)
- Tackle your obstacles, navigate the transitions and create the action plan you need to make your change a success

Dr. Susan Meyer is passionate about helping people make the connections that allow them to think and act differently. Susan has 20 plus years of experience in education, counseling, coaching and executive training.

To register or for additional information: www.mylifecompass.com/cleitschuh

Federation of Houston Professional Women

Next Meeting: January 26, 2009
Web site: www.fhpw.org

Location: H.E.S.S. Building
5430 Westheimer (between Chimney
Rock and Yorktown)

ASWA Delegates: Melanie Norton,
Arlene Dilworth

Alternates: Pam Ahlers
Debbie McKenney

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.

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!

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, 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 do some of your Christmas shopping, saving some money for yourself and getting some great products, and at the same time, contribute to the scholarship fund. What a deal!

Successful Succession Planning

“Planning is bringing the future into the present so that you can do something about it now.” — Alan Lakein, author

If you're one of the many baby-boom-age accounting and finance managers planning to retire in the next few years, have you thought about developing a succession plan? Surprisingly, few financial leaders have taken this prudent step. A majority (83 percent) of chief financial officers polled in a recent Robert Half International survey say they have not identified a successor for their positions.

Succession planning might seem like a low-priority endeavor during tough economic cycles, but it's critical to prepare for contingencies — and protect your organization's future — now. By training a protégé to fill your shoes, you'll ensure a smooth transition and provide much-needed stability to your department during times of change. Here are some succession-planning tips:

Know what you're looking for. The first step is to identify and prioritize the professional and personal qualities you consider most essential for success in your role. Your goal should be to identify a promising up-and-coming employee who has the potential to hone the full range of skills and abilities necessary to perform your job.

Offer exposure. Once you've identified your would-be successor, introduce him or her to situations and assignments common in your position. No matter how talented and sophisticated the protégé, professional development in advance of assuming the new role is key. For instance, you might boost the person's visibility by encouraging him or her to tackle some high-profile responsibilities, such as reengineering an important business process or giving presentations to the company's board or an important client.

Embrace mentorship. As your protégé wrestles with real-world management challenges, provide plenty of behind-the-scenes coaching and feedback. And be sure to facilitate the transfer of not just nuts-and-bolts insights for performing certain tasks and managing projects, but also the less-tangible institutional and “insider” knowledge you've acquired over time. Set regular dates to assess your protégé's progress and offer your support as he or she gains the confidence and expertise necessary to lead the department or organization.

*For more advice on management and career issues, listen to *The Management Minute*, Robert Half's podcast series at www.rhi.com/podcasts.*

Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 360 offices worldwide and offers online job search services at www.accountemps.com.

Strategic Staffing Embraced

More and more organizations are staffing strategically by thinking in terms of needs, not just jobs. Businesses are increasingly turning to project professionals to cost-effectively handle workload peaks and provide specialized expertise that doesn't exist internally. Concerned about making hiring mistakes, many companies use these temporary assignments as a cost-effective way to evaluate project professionals firsthand before extending full-time offers.

Fire Proof Yourself: How to be a survivor and not a layoff statistic Marsha@MarshaPetrieSue.com

The U.S. job losses accelerated the last two months, pushing the unemployment rate to 14-year highs in October, a government report showed, suggesting the economic downturn has taken a turn for the worse toward a deep recession. Are you afraid of going down in flames?

You need to Fire Proof yourself! Don't become a Toxic Person or use difficult behavior in the workplace. Just look at the facts. You are probably asking yourself, "Am I next?" Here are ten ways to "Fire Proof" yourself.

1. **Never Gossip.** Ever. You never know who's listening and how they will change your message to make themselves look good. If you think the grapevine is your main source of information and gossiping keeps you in the know, learn to ask questions and be a better communicator.
2. **Don't waste the company's money** by taking personal calls, surfing the Internet, playing games or anything else. Keep doing this and you will have plenty of time because you will not be employed. It is stealing and they will notice.
3. **Don't even think of dating at work.** In good times, companies overlook this behavior but in bad times, it can be viewed as a liability. You don't need a demerit when top brass is reviewing who stays and who goes.
4. **Build good relationships with everyone**, even people you don't particularly like. They don't have to be your "friend" but should always be considered as part of your support team.
5. **Take ownership of your job** and never point the finger at others. If you make a mistake, own up to it. Don't try to sweep your mistakes under the carpet because the truth will usually come back to bite you on the bottom line. Build trust when you can. This is an "attaboy" or "attagirl" on your side!
6. **Create the best work product you can** without losing sight of other projects. Be a results oriented, and a deadline oriented machine. Constantly ask yourself, "Is this the best use of my time right now" to keep your self-focused on the important.
7. **Don't complain** and be careful with the problems and issues you uncover. Are they really critical to the growth of the business? Yes they do want solutions for problems, but even bringing up too many issues can be a problem.
8. **Just be happy to have a job.** If you ever say to yourself, "I hate my job," learn how to position yourself to find another one. Don't even tell your best friend you hate your job because this language will change your day-to-day performance and habits. (Want more information on this topic? Check the articles at www.MarshaPetrieSue.com or check out the blog at www.DecontaminateToxicPeople.com.)
9. **Take a pay cut or freeze gracefully.** Even better, offer to take a salary cut, if you know that the company is in trouble. Remember they are trying to keep the company afloat (or for his new car purchase) so just smile and say "I know that it's all for the good of the company. Let me know how I can help."
10. **Stay positive and forward thinking.** You don't have to become a Paul or Pollyanna, but you do have to stay away from the mental terrorism that can result from tough times. Stay pleasant, gracious and optimistic.

WARNING: Don't be fooled by anyone asking you "How Are Things?" or "What's wrong." Always respond with "Fantastic" and never let your guard down. Learn that you must take personal responsibility and Fire-Proof yourself against the burning problems faced in today's economy.

Email Marsha for your copy of the [Ten Commandments of Cooperation](http://www.MarshaPetrieSue.com). Visit www.MarshaPetrieSue.com or chime in on the blog at <http://www.decontaminatetoxicpeople.com>

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Empowering Women In The Accounting and Financial Professions Since 1938