

ASWA FAX RETURN

American Society of Women Accountants — Houston Chapter No. 33

Member of *The Federation of Houston Professional Women*

VOL. 53 No. 7

February 2005

SCHOLARSHIP INFO

Education is getting more expensive every day but maybe ASWA-Houston Chapter can help. The AS-WAEF scholarship information has arrived and we need to get the word out to those college students that would be eligible to apply. The deadline for the board to submit applications to ASWAEF is March 18th. Therefore all applications to be considered for the AS-WAEF scholarship program must be received by the Houston Chapter by February 28th.

At the chapter level funds have been approved for 2 - \$1,000 scholarships and a \$650 scholarship. The deadline for the Houston chapter applications is March 25th. Do you know anyone that is attending college in the accounting or finance field that would be interested in applying for one of our scholarships? Contact Debbie McKenney or Lisa Wilson for more information.

IN THIS ISSUE

Calendar of Events—p.2
Expect More from Your Career—p. 4
Membership Meeting—Forensics—p. 3
Memorial Fund Information—p. 3
Minutes—January Membership Meeting—pg. 7
Officer & Committee Chair Info—p. 2
President's Message—p. 1
Scholarship Info—p. 1
Special Events for March & April—p. 6
Speaker profile—p. 5

PRESIDENT'S MESSAGE

Ann White

It is this time of year that women seem to dread. What season is that you ask, football season? tax season? winter season? flu season? No. Nominating Committee Season. Preparing for next years board of directors and committee chairpersons should not be a dreaded task.

Serving on the Board of Directors as your President has been an honor for me that I thought I would dread. Where will I find the time? I assure you it has not been difficult or time consuming. The hardest part of the job is figuring out what to write in this message each month.

The progress of the chapter is up to you. Even members that are unable to attend meetings can still be active and provide great benefits to the other members. For example the programs committee is responsible for arranging speakers and filing CPE reports. Well, if you are unable to attend meetings you could share this committee with someone that is able to attend meetings and it would be that much easier. You could handle making the arrangements while the other member shows up at the meetings to introduce the speaker and provide the membership and board of directors with information. This job takes less than an hour each month.

So, when the nominating committee calls on you don't just turn them down because you don't have time or you can't make the meetings. Won't you please consider a position or at least offer to help another member with their committee. The chapter needs your help.

God Bless,
Ann White

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 Member Relations Meeting Arrangements emoore@cddacpa.com F 713-528-6423
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Deadline for March newsletter: March 5, 2005
 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

CALENDAR OF EVENTS

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

- Feb. 19 Murder by Chocolate
- Feb. 22 Membership Meeting—HR Forensics, Dan White—a case study on corporate crime
- March 22 Membership Meeting—Where Did They Keep That?-Assembling Estate Records
- April 23 Loaves & Fishes (9 am.) cook and serve lunch at the shelter
- April 26 Membership Meeting
- May Public Relations Luncheon
- June Installation of Officers
- Sept 28-
- Oct 1 ASWA/AWSCPA Annual Conference Philadelphia, PA

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

MEMBERSHIP MEETING
1 hour CPE
February 22, 2005

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

Topic: Forensic Investigations...

A five case study of the regulatory compliance, people, process, and technology used to track corporate crime and identifying the audit warning signs of fraud and unauthorized access.

Speaker: Dan White
 CEO-Secure Commerce Systems

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 2/17/05 to Ellie Moore at:
 281-684-5495 or emoore@cddacpa.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).

Houston ASWA Memorial Fund

The Houston ASWA Memorial Fund was chartered in 1973.

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.

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.nsbpa.org

EXPECT MORE FROM YOUR CAREER: EIGHT RULES TO MAXIMIZE YOUR SUCCESS

By Marsh Sue Petrie, MBA

Do you have your eye on that next brass ring? It may be that next job, client or company. Expecting more from your career is what successful people do.

The following agenda should be the lead page in every working person's book of success. These eight rules are very simple but are infrequently applied with true consistency.

1. **Listen**— Ask open-ended questions and stay away from questions that can be answered with a “yes,” “no,” or a grunt. Put these to employees, peers, subordinates and superiors and force yourself to listen. That means you restrain yourself from talking. Ask people to anonymously rate your listening skill. Do you interrupt the talker trying to squeeze in you idea, comment or thought? Or do you let them complete their sentence then thoughtfully respond?

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

Remember that part of the listening habit is listening to yourself. Don't clog your internal thought with negative thinking and past failures. Learn from the past, live in the present and plan for the future.

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

2. **KISS** – Keep it simple silly! Don't overwhelm yourself with list after of list of “to do's.” Learn how to manage your time and prioritize. Give yourself a couple of concrete priorities you can move ahead with purpose, leaving room for your creativeness and experience to kick in. Go to a class, listen to a tape or do something to continue honing your time management skills. When (not if) you do get overwhelmed ask your self these questions:

“Is this the best use of my time right now?
If I had time to do just one, which one would I do?
If this doesn't get done, what will happen?”

3. **Stop trying to save the world.** Understand your own values and worry about doing a great job for yourself. You will become a tremendous role model for others and mentoring will take place naturally. Don't try to solve other people's problems. Use your skill of helping people make their own decisions and think creatively – you don't have to do it for them!
4. **Celebrate every success** – no matter how small. Reward yourself with a cup of coffee, time to reflect or just a mental “attaboy or attagirl.” Recognize that not everyone around you will feel like celebrating so have your own mental party.
5. **Hit the Pause button.** You are smart so learn how to wait a beat to respond. If you don't instantly have the appropriate words, tell the other person. Respect will grow because you do not knee jerk an answer that is not appropriate or correct.
6. **Communicate what you need,** want and expect. People are not mind readers. You will be amazed on how many communication skills we know but do not use. Learn the assertive communication model:

(Continued on page 6)

SPEAKER PROFILE DANIEL WHITE

With over twenty-five years of secure systems engineering experience, Daniel P. White has been providing secure IT solutions for the government and corporate America. Beginning his career at Shell Oil, deploying SCADA control systems, he later worked for Rockwell Space Operations where he presented a plan to then NASA JSC Mission Operation director, Gene Kranz, to replace the aging Univac flight design mainframe with a UNIX based workstation and fileserver solution. During the 1990s, at Lockheed Martin, he was one of the systems engineers responsible for the design and delivery of that mission planning system, and later was a systems engineer for replacing the telecommunications front end for the mission control center. In the late 1990s, Dan joined the management of Price Waterhouse in their Enterprise Security Solutions practice where he performed risk assessments and firewall installations for corporate America and then later Internet Security Systems, leading their Professional Services practice for the Central Region where he did the assessments, and intrusion detection design and deployment for a large Midwestern bank.

Dan started Secure Commerce Systems in 2000 to provide information security consulting services and products to Global 1000 clients and to develop the GuardTower Security Event Management product. A noted speaker and practitioner on intrusion detection systems, forensic investigations and security control systems; Dan is a visionary in deployment of risk management solutions.

Three major secure solution project delivered include:

- GLBA and Sarbanes Oxley regulatory compliance solutions , including selection of identity management system for banks and the consulting to the CSO of the Federal Reserve Systems
- Security Strategy Development to automate security systems for HIPAA and 21 CFR 11 compliance for a large west coast pharmaceutical, while also enabling the business units with wireless and other leading edge remote access connectivity without sacrificing PHI security.
- National Intrusion Detection and Security Operations center development for incident response for one of the largest Wireless Telecommunications providers, along with multiyear risk assessments for their E-Commerce provisioning systems, and employee remote access solution.

Kept abreast of the latest technology through SCS value added reseller partnerships, Dan and SCS information security professionals are familiar and certified in Checkpoint and Netscreen Firewalls, ISS, Computer Associates and Symantec products, as well as RSA, Sophos and many information security leading products. Dan is a forensic investigator having performed investigations for attorneys, energy and service companies resulting in many indictments and arrests for corporate theft. Dan has a B.S. in Electro-Optics from the University of Houston-Clear Lake and is married with three children.

Special Events for March and April

By Ellie Moore

March Donation items for Loaves and Fishes

In April we will be cooking and serving lunch at the Loaves and Fishes shelter. This shelter sleeps about 12 women each night. They could use anything from linens to soaps, toiletries to first aid supplies, women's clothing to food items. The list is endless. They allow the women to get their clothes washed, shower, eat and sleep for a night. Travel size soaps and shampoos are great, but large bottles are also welcome. The beds are twins, but I am sure any linens and towels are appreciated. Plan on bringing your items to the monthly meeting if you cannot attend next month and we will make sure all donations get to the shelter.

Apr 23rd 9 am Loaves and Fishes – across
the street (I-45) from Minute
Maid Park

Loaves and Fishes is a shelter that feeds the homeless daily. A lot of the work is provided by volunteers. We gather and start around 9. We prepare the meal, set the tables and serve. We also prepare sack lunches for them to take. The work is minimal and the company is fun. We need a head count to make sure we have enough help. Friends and family are welcome. There is plenty for kids to do if you want to bring them along.

Please let me know if you can assist with either of these events. We wouldn't want to start without you. As always, bring a friend. Ellie Moore 281-684-5495 or emoore@cddacpa.com.

NEEDED: VOLUNTEERS

Officers, Director and Committee Members will be needed for 2005-2006. Please consider serving. If you are interested, please contact Ellie Moore who will be serving as chair.

(Expect More—Continued from page 4)

- Acknowledge their request or issue
- Use “I” language (I think, I want, I need, etc.)
- Verbalize two alternatives, solutions or whatever and when possible, let them choose.

7. **Don't gossip.** Stay as far away from the “grapevine” as you can. People that involve themselves in the “whine and geez” parties rarely move up the ladder the way they think they should. This is a quick way to sabotage your own career.
8. **Stay positive.** Period. Optimism rules in a world of negativity, sarcasm and criticism. Think about positive outcomes vs. negative results. Picture how you want it to look, rather than a disastrous ending. This is totally your choice. In saying that, know that a “devils advocate” approach when done with aplomb, can stir creative juices and help problem solving. A great way to maintain this is to eliminate beginning sentences with “but...” It subconsciously disparages what the person has just said.

Whatever you believe with emotions becomes your reality. You always act in a manner consistent with your innermost beliefs and convictions.

-- Brian Tracy

Successful people continue to take personal responsibility for success by expecting more from their career. They know that their professional development and advancement is grounded in doing what works.

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ASWA Houston Chapter #33
Membership Meeting
January 25, 2005

Ann White, president, called the meeting to order at 8:02 p.m.

The November 2004 membership meeting minutes were approved as corrected.

Treasurer's Report Lisa Wilson reported that we have \$4,358.10 in the bank.

Committee Reports:

Membership: Debbie McKenney will send out membership packets to Orapin Duangploy to hand out to her students at U of H - Downtown. We have a new member; Pooja Talreja.

Job Bank: No report.

Database: Eileen has the database up and running and has made progress on the Website. She needs a list of names that the membership committee has sent out information to recently so she can add those names to the database. She will bring templates of the website to the next Board meeting for review.

Programs: Ann White gave report on the programs that have been set so far: **February 22** – Dan White – HR Forensics, a case study on corporate crime, **March 22** – Denise Landers, - Productivity trainer and organizing specialist (tentative). **April 26** - Melanie Norton is looking into getting Mass Mutual to speak on Investing for Women. **May 24** - Public Relations luncheon. **June 28** – Looking for someone to speak on Record Retention and Destruction.

Newsletter: Next deadline is February 5, 2005. We must meet this deadline in order to get the newsletter out earlier.

Student Activities: Scholarship information has been received. We would like to get involved in a career day at universities. Debbie will send letters to universities and call the career offices to find out more details of their career days.

Member Relations: Cards are on the table to sign. February 19, we will be visiting Death by Chocolate in Kemah. If you want to attend go to amysterytome.com and make reservations. March 19 is the visit to Comedy Sports near old Town & Country Mall. Also April 23 is our volunteer day at the Loaves and Fishes soup kitchen. If Eileen does not get enough people to volunteer day, we may reschedule this.

The Sagemont Church is also having a scrapbook weekend on April 22-24 at the Danbury Lodge. Call Ann White for more information if you are interested.

Meeting Arrangements: June 28 the Briar Club is not available so we will meet at a restaurant to be determined. Please send Ellie suggestions via email.

Publicity: Melanie discussed the Public Relations luncheon. We will have the luncheon at the Briar Club on May 24.

New Business: There was a report on the Holiday party. We all had a good time and edited the recipes for the Cookbook while we were there. The membership elected Eileen Neucere to the Nominating committee. The Nominating Committee is looking for members to step-up and volunteer for a committee chair or board position. Ellie would like for everyone to send an email to her with their 1st and 2nd choice of board position and/or committee choice.

Old Business: Ann is still working on the Cookbook, so you still have a chance to send in recipes. However, no more desserts, please.

The January 25, 2005 Membership Meeting adjourned at 8:37 p.m.

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

Return Service Requested

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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)

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Melanie Norton
Kathryn Pearce

ASWA Alternates:

Pam Ahlers
Ellie Moore

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