

ASWA FAX RETURN

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

Member of *The Federation of Houston Professional Women*

VOL. 55 No. 9

March 2007

Membership Meeting

1 hour CE
March 27, 2007

Topic: Property Tax (HCAD)

Speaker: Roland Altinger

Pre requisite: 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 p.m. Dinner

7:00 Speaker

Prices: \$25 Members with reservations

\$30 Guests and walk-ins

\$15 Students

\$15 CPE only (no dinner)

Annual Membership Drive

Eileen Neucere

The time has come for our annual membership drive. We are repeating the promotion we held last year that was very successful for our chapter. For those prospective members that apply for membership from April 1 through April 30, 2007, we will waive the chapter dues for the initial year. That is a savings of \$30 for regular members and \$17 for students. If a current member sponsors a new member, the current member gets credit toward prizes from National. And if the chapter adds a total of nine new members since September, we earn a free registration to the National conference October 25 – 27 in Orlando, Florida for a member that has never been to a conference before.

So start talking up ASWA with colleagues and friends. Have them check out the chapter website at www.aswahouston.org and the National website at www.aswa.org and send their e-mail addresses to eneucere@earthlink.net to be added to the newsletter distribution list. Bring potential members along to the next dinner meeting. Membership applications are available for download on the chapter website or potential members can communicate with Kristi DeNardo through the website. Just follow this link http://www.aswahouston.org/index_files/Page386.html.

Ann White and the nominating committee have been hard at work putting together a slate of officers for next year. The slate of officers will be presented at the March dinner meeting so plan on attending.

Hope to see you there!

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2006-2007 Officers & Committee Chairs

| | | | | |
|---|---|---|---|---|
| President H 281-894-5253 W 281-923-6213 | Eileen Neucere eneucere@earthlink.net F 281-807-1520 | Director H 713-660-8728 W 713-221-8596 | Orapin Duangploy duangployo@uhd.edu F 713-226-5238 | Student Activities |
| President Elect H 713-927-2679 W | Debbie McKenney mckdeborah@yahoo.com C 713-927-2679 | Member Relations | Kristi DeNardo kdenardo@igloocorp.com C 832-595-5587 | Membership |
| Vice President H 281-659-7508 W 713-986-3129 | Sonia Calloway cpacalloway@yahoo.com C 281-659-7508 | Programs | Kathy Pearce H 713-688-4057 W 713-831-5412 | Newsletter papandkap@aol.com F 713-831-8653 |
| Treasurer H 281-478-0778 W 713-374-7784 | Julianne Dorsett julianne_dorsett@petrochemintl.com C 832-563-3840 | | Meeting Arrangements | Melanie Norton H 281-469-0970 W 713-353-1942 nortonmelt@hotmail.com mnorton@bvccpa.com |
| Secretary H 713-459-5874 W 281-313-9400 | Ann White ann.white@rbgltd.com F 281-313-9444 | | Publicity H 281-419-9323 W 281-569-2751 | Arlene Dilworth Dilworth@totalbackoffice.com C 936-443-5947 |
| Past President H 281-894-5253 W 281-894-5253 | Eileen Neucere eneucere@earthlink.net F 281-807-1520 | Database | | |

Deadline for April newsletter: April 10, 2007
 Newsletter Editor: Kathryn Pearce
 Home: 713-688-4057
 Work: 713-831-5412
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 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 | Eileen Neucere |
| Jeri Barthel | Debbie McKenney |
| Colene Blankinship | Melanie Norton |
| Adrienne Brown | Kathy Pearce |
| Sonia Calloway | 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 **Melanie Norton** to be added or deleted from the Standing Reservations List.
 713-353-1942 mnorton@bvccpa.com

CALENDAR OF EVENTS

- | | |
|----------|--|
| March 27 | Membership Meeting—Briar Club |
| April 10 | Board Meeting—American Gen. |
| April 24 | Membership Meeting—Briar Club |
| April 28 | Loaves & Fishes Soup Kitchen Volunteer 9:00am — 1:00 pm |
| May 8 | Board Meeting—American General |
| May 15 | Scholarship Luncheon—Briar Club |
| May 19 | New member orientation |
| June | Transition Board Meeting |
| June 26 | Membership Meeting—Briar Club Induction of New Board |

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.

FUND RAISER

The items from the silent auction that was held during the February Membership meeting raised \$104 for our scholarship fund.

We will have a raffle of several items during the March meeting, \$2 per ticket or \$5 for 3 tickets.

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.

April Membership Meeting

4/24/07

ASWA—Houston member Dr. Orapin Duangploy will be the speaker at the April membership meeting. The topic will be:

URGE TO CONVERGE
IFRS & GAAP

May Publicity Luncheon

5/15/07

Speaker for the May Publicity Luncheon will be Pat Gray, the Conservative Radio Host. Make plans to attend. Invitations will be mailed soon.

Time Management—Defining Stupidity by Denise Landers

Stupidity: Doing the same thing over and over again and expecting different results

No one should be billing themselves as stupid. After all you are operating in a very high-paced world, handling multiple demands on your time, and still producing good work. Yet if you are operating in this mode and are feeling stressed and unproductive because your To Do list and daily stacks keep growing, then you may be exemplifying that definition.

Are you using the same techniques that you used last year and four years ago to manage your phone calls, your email, and your long-term projects? If you are, chances are that is the reason you are having to cope with stress each day. An increased pace at work along with new technology demands that you have a method for integrating changes.

In my consulting work, as I assess office productivity, I might find that one person is using four or five different systems to manage their daily tasks. That person might have learned of a new system but still kept parts of the older one instead of transitioning everything. The end result is that, with multiple systems, none of them works.

The first thing is to determine which ONE system in each area would produce the most efficient results. The system can be paper-based or electronic-based. Deciding which depends on both your comfort level with electronics and the format of the information that is coming into your work area.

Below are some evaluation questions to use in determining whether or not an area needs to be examined so you can improve daily productivity.

- **Email processing**—Do you empty your inbox at least once a week?
- **Paper processing**—Do you leave your office each evening with a cleared desk?
- **Filing**—Can you find any item within seconds?
- **Scheduling**—Do you maintain all of your appointments on one calendar.
- **Tasks**—Are you writing everything down and committing to a time or location?
- **Quality**—Does your office reflect the quality of your work?

Within each category, decide:

- What is working for you?
- What is not working for you?

If it is not working, do not continue on in the same mode for the next two or three years because you “don’t have time” to make changes. You cannot afford to retain the same ineffective processes with the increasing workloads that you have to manage. If you proceed with the same routines, the end result is that lack of productivity and stress.

It is not hard to decide whether you want to epitomize the definition of “stupid” or “smart.” The key is making the commitment to be sure you are demonstrating the characteristic that matches your ability. Slight changes can make an immediate difference in how you feel about your work and how others see you. The average business person is wasting over one hour per day due to disorganization. In many cases, two hours is more common. Over a year that adds up to 6 -12 weeks of lost time. Learn the tools and techniques for good time management that will make you efficient and productive—and let you go home on time each evening with a cleared desk.



How to be a Great Manager

1. Decide to be a leader as well as a manager! This is a huge commitment because now you have to move away from micromanaging and choose your leadership style for each person who reports to you. This will require thought, time, energy, persistence and consistency. A lot of work, you say? Yes, you're right and well worth it. Remember, every great leader is not a good manager but every good manager must be a good leader!
2. Be willing to redefine your relationships and role at work. You might have been promoted from within the ranks and now have friends working for you. There's nothing wrong with this, however, you have to know when to work and achieve results and when to play. Passion and fun should always be present—even if you're a brain surgeon! Be willing to accept transitioning time for yourself and your direct reports and always take the high road and set a high standard.
3. Become focused. Stop talking so much and start listening. At least 80% of your time should be involved in listening. Stay focused on what needs to be said vs just talking. When you focus on listening, you find out all kinds of things and develop a formal as well as informal information gathering modality.
4. Think about how you will manage each member of your staff. Each may require a different leadership style, face to face time, and learning opportunities. How much time are you spending with each staff person? Are you spending more with those who aren't producing than with those who are? Hum? What's wrong with this picture?
5. Become a coach rather than a parent. Do you have regularly scheduled meetings/coaching sessions with each member of your staff or do you wait for their annual performance. A weekly coaching session gives that person an opportunity 52 times/year to learn.
6. Challenge your people to grow. Set high performance standards with your people and then monitor their growth. Measuring and documenting each person on their growth and performance is an ongoing ritual for any good manager. If you're not monitoring, you will not have any milestones to celebrate with your folks.
7. Flexibility is the name of the game. People change just as you change so you must be flexible as both people and circumstances change. Keep adjusting your leadership style, policies and procedures as necessary for everyone's growth. Just because you have always done something "this way" doesn't mean that it can't change. The manager or business owner who says "it's my way or the highway" is going to lose!

**NOMINATING COMMITTEE REPORT
SLATE OF OFFICERS AND COMMITTEES**

PRESIDENT: Debbie McKenney

PRESIDENT ELECT: Kristi DeNardo

VICE PRESIDENT: Sonia Calloway

TREASURER: Julianne Dorsett

SECRETARY: Adrienne Brown

DIRECTOR: Arlene Dilworth

DIRECTOR: OPEN.

COMMITTEES

Student Activities: OPEN

Membership: OPEN

Programs: Sonia Calloway

Membership Relations: Julianne Dorsett
 Newsletter: Kristi Denardo
 Meeting Arrangements: Melanie Norton

Publicity: Arlene Dilworth & Suzi Martin

Be sure and support your ASWA Houston organization by volunteering to be part of a committee.

Speaker Bio

Roland Altinger has been in the real estate business since 1985. He joined the Harris County Appraisal District in 1988 and is currently the Taxpayer Liaison Officer. Roland has a BBA in management from Southwest Texas State University.

Mr. Altinger will cover the following:

1. A Brief history in Property taxation in the State of Texas
2. The make up of the Harris County Appraisal District
3. Facts about the Harris County Appraisal District
4. The Tax Calendar and how it applies to you
5. Renditions of Business personal property
6. Market Value and the hearings process
7. How to calculate your taxes and exemptions

Stories from February meeting.

Several of the members meet with Chris Flett and was able to ask more questions. He recommended that they should read the One Minute Millionaire. Julianne Dorsett said she was able to ask him questions for her personal use.

If you had a chance to meet with Mr. Flett, please write a couple of sentences so that they can be published next month. Come on Cub reporters.

Federation of Houston Professional Women

Next quarterly Meeting: April 23, 2007

Location: At H.E.S.S Building

Web site: www.fhpw.org

5430 Westheimer

ASWA Delegates: Melanie Norton, Kathryn Pearce Alternates: Pam Ahlers, Eileen Neucere

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.

ASWA
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Empowering Women In The Accounting and Financial Professions Since 1938