

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. 9

Membership Meeting April 27, 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

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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Hi All,

Happy Easter! Spring is here, and tax time is almost done...

We have another dynamic speaker this month – Vicki Odom, CPA from Briggs & Veselka Co. Her topic will be “Tackling the New Form 990 – Are you prepared?” I hope everyone will attend and bring a friend.

The ASWA Houston Nominating Committee is happy to nominate the following slate of officers for 2009-2010. President – Melanie Norton; President-Elect – Julianne Dorsett; Vice President – Lien Le; Treasurer – Kathleen Long; Secretary – Ursula Cornish; Past President – Kristi DeNardo; Director – Suzi Martin. In addition, nominees for the following committee chair positions: Membership – Kristi DeNardo; Member Relations – Suzi Martin; Meeting Arrangements – Julianne Dorsett; Student Activities – Lien Le; Newsletter – Ursula Cornish; and Database/By-Laws/ Career Center – Razia Sultana. The following positions are still open: Director, Programs chair, and Publicity chair. If you are interested in serving in any position, please contact Debbie McKenney (Debbie.jensen93@gmail.com) or Julianne Dorsett (julianne_dorsett@petrochemintl.com). Additional nominations can be sent to either Debbie or Julianne, and nominations will be accepted from the floor. We will vote at the April meeting.

Thank you for your nominees for the FHPW Women of Excellence. Several wonderful candidates were nominated, and it would have been a credit to our chapter for any one of them to represent us. Adrienne Brown has accepted the honor for 2009 of representing ASWA at this prestigious event in September. Congratulations, Adrienne! You have worked hard and we are proud of you. Please begin making your plans now to attend the Gala in September and support Adrienne.

Thank you to Eunice Reiter and Kasi Wieding for graciously volunteering to serve as delegates to FHPW, and to Colene Blankinship and Melanie Norton for agreeing to serve as alternates! I really appreciate you ladies for all you do.

Our Scholarship Luncheon is coming up fast – please mark your calendar for **THURSDAY, May 14**. This will be a **luncheon** meeting at the Briar Club to honor our scholarship recipient(s) for 2009.

I look forward to seeing everyone at our April meeting.

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 Membership jbarthel@gddcpa.com F 713-621-6907
President Elect H 281-469-0970 W 713-353-1942	Melanie Norton nortonmelt@hotmail.com mnorton@bvccpa.com	Director H W 281-884-5183	Suzi Martin Member Relations suzi_martin@petrochemintl.com F 281-884-5199
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Treasurer H 713-436-1445 W	Brandi Lucher Meeting Arrangements brandilucher@yahoo.com C 713-703-7894	Newsletter C 281-773-1530 W 713-552-2105	Ursula Cornish payables@thebriarclub.com F 713-622-1366
Secretary C 713-906-8060 W 713-561-6528	Adrienne Brown abrown@uhy-us.com F 713-968-7138		
Past President H 713-927-2679 W	Debbie McKenney Student Activities debbie.jensen93@gmail.com C 713-927-2679		

Deadline for February newsletter: May 5, 2009
 Newsletter Editor: Ursula Cornish
 Cell: 281-773-1530
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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

- April 27—Membership Meeting—The Briar Club—Vicki Odom— Tackling the Form 990
- May 14 —Scholarship Luncheon
- 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 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, Nashville, TN 37219-2417. Web site: www.nsba.org.



The Scholarship Application and Scholarship Criteria are posted on the FHPW website. Just click on this link and it will take you right to the information:

http://www.fhpw.org/scholarship_application.html

The scholarship application deadline is May 15, 2009.

Please pass this information on to your organization’s membership, fellow co-workers, family, friends etc.

Federation of Houston Professional Women

Next Meeting: April 27, 2009
Web site: www.fhpw.org

Location: HESS Building
5430 Westheimer
Houston, TX 77056

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 save some money for yourself and get some great products, and at the same time, contribute to the scholarship fund. What a deal!



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.

Office Bully vs. Office Doormat: Getting Them to Share Workload

One's too assertive, the other's not assertive enough

To work as a team, employees have to look beyond differences in personality and opinion to get things done. But sometimes it isn't always that easy. That's the situation manager Rebecca Simone found herself in when an employee complained her team leader was delegating work that wasn't her responsibility to do.

Personal filer

"Carly, you've been missing your deadlines the past few weeks," Rebecca said. "Is something wrong?"

"Yes, there's something wrong!" employee Carly Brooks exploded. "I don't have enough time to do any of my own work."

"This doesn't sound like you," Rebecca said. "You're usually so calm. Why don't you have the time?"

"Because I've suddenly become Christine's personal filer," Carly said. "And you know how it is. If I get on Christine's bad side, she'll make life miserable for me here."

A monster'

"I don't know what you're talking about," Rebecca said.

"You know how Christine is our group leader? Well, she makes a big deal out of how much work she has to do," Carly said. "And one day she came up to me and told me how swamped she was, and that she couldn't possibly file all her paperwork that day.

"So I offered to do her a favor. Ever since, I've had to do it. She just drops it off at my desk and thanks me for helping."

"Haven't you told her you have your own work?" Rebecca asked.

"Are you kidding? Christine's a monster," Carly said. "If I don't do what she asks me, she'll spread rumors about how I'm not a team player. I've seen it happen."

"This is the first I've heard of that," Rebecca said. "Christine does tend to take charge. But I didn't realize she would take advantage of other people."

The big question

Rebecca knew Christine regularly took on leadership roles—usually with good results. That’s why it was surprising to hear that she was treating a coworker as her own personal doormat. It also sounded like Carly feared retribution if she tried to stop Christine from pushing all her work onto her. Rebecca didn’t want to make things worse for Carly, but she had to get this situation under control.

If you were in Rebecca’s situation, what would you do? One of the ideas offered below might provide you with some guidance.

WHAT YOU NEED TO KNOW:

When duties aren’t delegated properly:
Meet with employees and ask if they feel comfortable with their current duties, and
Split up more evenly if one person feels swamped or isn’t doing enough

How Two Managers Would Solve the Above Communication Problem

1 Get them to address the ideas face-to-face

I’d facilitate a meeting between Carly and Christine so they could talk over these issues they’re having. It’s important for them to have an open discussion so Carly can speak up for herself, since she is clearly intimidated. I would make sure the issue of Carly fearing repercussions would be a key point of the meeting, since that seems like the bigger issue to me. She needs to be able to tell Christine that performing her work is interfering with her own. This kind of discussion would be effective because everyone would know what’s being said, and we’d all be able to come to a solution that’s universally agreeable.

*Mary Emfield, HR Coordinator
Riverbridge Partners, Minneapolis*

2 Go over Carly’s job description

I’d talk to Carly again and review her job description with her. This would allow me to point out that she needs to complete certain tasks or it’ll negatively affect her future performance evaluation. Chances are, the duties she’s doing for Christine aren’t part of her job description, and she needs to realize that. Carly may be scared of Christine, but that’s not as important as her getting her own work done. She has to understand she can’t go on doing favors for other people all the time, or her own productivity will suffer.

*Barbara Hamilton, Office Manager
Fox Islands Electric Cooperative, Inc., Vinalhaven, ME*

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