

# ASWA FAX RETURN

American Society of Women Accountants — Houston Chapter No. 33

Member of *The Federation of Houston Professional Women*

VOL. 53 No. 2

August 2004

## MEMBERSHIP MEETING

1 hour CPE

August 24, 2004

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

Topic: **Social and Business Success --  
Be A Winner in Social Interactions**

*If you are invited to a cocktail party, an after-hours mixer, or any other event where you're a stranger and fear strikes, you are not alone. But you can master any social encounter. Discover some winning strategies and then reap the rewards. Learn how to approach someone new and how to start, continue, and end a conversation gracefully. Pick up some useful tips on how to successfully mingle at business social functions ...*

Speaker: Maria Bassa (See p.7)

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)

## SPEAKER PROFILE

MARIA BASSA

**Maria Bassa** is a trainer, coach, and speaker on the subject of Social Skills & Corporate Etiquette. She is a former society editor and feature writer for magazines throughout Texas. She has fulfilled a variety of leadership responsibilities for non profit organizations, including chairing fundraising galas. She is on the boards of US Fund for UNICEF, The Virtuosi of Houston, and The Alliance Fencing Academy of Houston.

Ms. Bassa is the instructor for Leisure Learning's *Social and Business Success* and *Corporate Social Skills*. She has held seminars for NASA Johnson Space Center at the United Space Alliance.

### 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.nasba.org](http://www.nasba.org)

**RSVP by 8/19/04 to Ellie Moore at:  
713-528-2771 (W), 281-261-8016 (H)  
[emoore@cddacpa.com](mailto:emoore@cddacpa.com)**

**Reservations need to be made by the Thursday preceding the meeting. Special dietary requests available on request.**

The chapter meets on the 4th Tuesday of each month except December (holiday party) and May (annual luncheon). CPE Contact: Kelly D. Bennett  
Contact Address: c/o Margolis, Phipps & Wright  
1400 Post Oak Blvd, Suite 900  
Houston, TX 77056-3009

**Empowering Women In The Accounting and Financial Professions Since 1938**

**2004-2005 Officers & Committee Chairs**

<b>President</b> H 713-974-6360 W 713-528-2771	<b>Ann White</b> awhitetx@yahoo.com awhite@cddacpa.com F 713-528-6423	<b>Past President</b> H 281-261-8016 W 713-528-2771 C 281-684-5495	<b>Ellie Moore</b> emoore@cddacpa.com F 713-528-6423	<b>Member Relations</b> <b>Meeting Arrangements</b>
<b>President Elect</b> H 281-894-5253 W 713-681-8481 X3006	<b>Eileen Neucere</b> eneucere@immucor.com F 713-956-3338	<b>Database</b>	<b>Director</b> H W 713-625-3550	<b>Deborah McKenney</b> dmckenney@immucor.com F 713-625-3541
<b>Vice President</b> H 281-469-0970 W 713-353-1942	<b>Melanie Norton</b> nortonmelt@hotmail.com C 281-381-3781	<b>Publicity</b>	<b>Job Bank</b> H W 713-623-4700	<b>Karen Amoroso</b> Karen.amoroso@accountemps.com F
<b>Treasurer</b> H 832-445-0578	<b>Lisa Wilson</b> lmwilson@msn.com		<b>Newsletter</b> C 713-817-0318 W 713-924-9763	<b>Colene Blankinship</b> coblank@msn.com F 713-926-9960
<b>Secretary</b> H 713-688-4057 W 713-831-5412	<b>Kathryn Pearce</b> kathryn_pearce@aigvalic.com F 713-831-8653		<b>Programs</b>	<b>Vacant</b>

Deadline for September newsletter: September 10, 2004  
 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: eneucere@immucor.com

**Standing Reservations**

Loyce Anderson	Melanie Norton
Colene Blankinship	Kathy Pearce
Kelly Bennett	Eunice Reiter
Judy McMillian	Mary Simpson
Ellie Moore	Ann White
Kajal Nagrani	Lisa Wilson

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.

W—713-528-2771      emoore@cddacpa.com

**CALENDAR OF EVENTS**

SEE PAGE 6 FOR SPECIAL EVENTS DATES

Aug 10	Board Meeting
Aug. 24	Membership Meeting—Social and Business Success
Sept 14	Board Meeting
Sept 16,17	ACFE-Communicating the Results of Your Fraud Examination, San Antonio
Sept 28	Membership Meeting—Employee Tax Issues in Sale or Purchase of Business
Oct.	Membership Meeting—Texas Sales Tax Update (rescheduled from July)
Nov 10-12	ASWA/AWSCPA Annual Conference Chicago, IL

## PRESIDENT'S MESSAGE

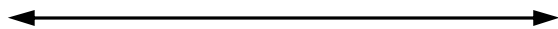
Ann White

Well, my first membership meeting as president didn't go as well as I had hoped. Our speaker was a no-show. She had it on her calendar for Thursday instead of Tuesday. She has been rescheduled for our October 26, 2004 meeting so plan to attend. However, all was not lost. We made good use of the free time to interact in lively discussions with the many guests and members that had not been to meetings in a while.

We also found out, at this meeting, that long time (1991) ASWA member Judy McMillian has been diagnosed with inoperable cancer and is undergoing chemotherapy at MD Anderson Hospital. This came as a major shock to all who know Judy. She is an inspiration to many, always participating in worthy causes, helping the needy and never missing a meeting. Please keep her in your prayers. Many of us have made contributions to the Memorial Fund in her honor.

The ASWA Houston Chapter Memorial Fund was established to provide annual scholarships to accounting students in the Houston and surrounding areas. The mission of the American Society of Women Accountants is 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 Houston Chapter makes donations to the Memorial Fund in lieu of flowers for members and their families during times of grief. You are encouraged to make similar donations, not only in memory of loved ones, but also to honor members, family and friends in triumphs, for birthdays, etc. Please consider the ASWA Memorial Fund as an opportunity for a gift that keeps on giving. Our scholarship recipient's are deserving student's that can make a difference. And remember, your contribution is tax deductible.



## CHAPTER NEWS

The Houston Chapter will soon have a chapter web site thanks to the efforts of **Eileen Neucere**. It is still in the development stage and will have links to the Federation and the ASWA National.

## Special Events for August & September

By Ellie Moore

Aug 28<sup>th</sup> 10 am Scrap booking of ASWA History,  
New Member Orientation  
Vendor Tables

Brunch / snack items will be available for this event.

**Scrap booking** - Bring your supplies, your imagination, or both for a "crop till you drop" party. This is an opportunity to get together, visit, and work on the ASWA scrapbooks. Starting at 10 a.m. at the office of Gamma Biologicals, Inc. 3700 Mangum Rd., we will go until we finish, or get tired.

**New Member Orientation** – This is for all who have joined and would like more information about the workings of the Chapter and the National Organization. We will discuss the committees, the benefits, the history, etc. of ASWA. This is a great way to get involved in a big or small way.

**Vendor Tables** – Do you or one of your friends have a business in which you would like to set up a display and sell items to those in attendance? The cost is \$10 for the table and those proceeds go directly to our memorial fund. This is a great way to encourage our members to start their holiday shopping.

**September** Donation items for Loaves and Fishes

Next month, 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.

Please let me know if you want to attend either of these events. We wouldn't want to start without you. As always, bring a friend. Ellie Moore 281-684-5495 or [emoore@collectordart.com](mailto:emoore@collectordart.com).

**THANK YOU**

The ASWA Memorial Fund acknowledges with gratitude the following contributions:

In memory of Orapin Duangploy's daughter, Tippy

By: Joan Landreth  
Ellie Moore  
Eileen Neucere  
Kathy Pearce  
Eunice Reiter  
The Houston Chapter

With concern for the health of Judy McMillian

By: Joan Landreth  
Ellie Moore  
Eunice Reiter  
Ann White

In Honor of the 2003-2004 ASWA Board of Directors

By: Ellie Moore

To honor the leadership of past presidents, Ellie Moore and Colene Blankinship

By: Joan Landreth  
Eunice Reiter

And a special thanks to those of you who made contributions to the Fund with your annual dues remittance.

Time is the coin of your life.  
It is the only coin you have,  
And only you can determine how it will be spent,  
Be careful lest you let other people spend it for you.  
  
— Carl Sandburg

**Houston Chapter ASWA MEMORIAL FUND**

Please consider making a contribution to honor friends and loved ones.

Through your contribution to the Memorial Fund, you are personally contributing to the future development of the accounting profession.

Do you know the history of the Houston Chapter Memorial Fund? Has it benefited you or someone you know?

We would like to hear your story. Please submit it to Colene Blankinship, Newsletter Editor via fax (713)-924-9763 or e-mail [coblank@msn.com](mailto:coblank@msn.com).

**I would like to make a contribution to the Houston Chapter ASWA Memorial Fund** Amount \$ \_\_\_\_\_

**In Memory of**  
*Print Name* \_\_\_\_\_  
*(individual is deceased)*

**In Honor of**  
*Print Name* \_\_\_\_\_  
*(individual is alive)*

Send acknowledgement to  
*(Name/Relationship)* \_\_\_\_\_

Send acknowledgement to  
*(Name/Relationship)* \_\_\_\_\_

*(Street)* \_\_\_\_\_

*(Street)* \_\_\_\_\_

*(City State Zip)* \_\_\_\_\_

*(City State Zip)* \_\_\_\_\_

Make checks payable to: ASWA Memorial Fund  
Mail to c/o Eunice H. Reiter  
5005 Woodway, Suite 200  
Houston, TX 77056

## 10 QUICK E-MAIL ETIQUETTE

By Marsha Petrie Sue, MBA

1. Watch the distribution list or lists to which you are sending a message. How many e-mails do you receive that contain information not important to you?
2. Change the subject line to: Action needed by (and include the date), or FYI. Your e-mail will be taken more seriously and responded to more quickly because you cared enough to change the subject line vs. fwd: fwd: fwd: fwd:
3. Don't forward the e-mails about nothing: the cute stories, the wonderful poems, the lists of a zillion people who "care" and my personal favorite: if you don't send on this e-mail address, a car will hit your cat.
4. Attempt to limit an e-mail to one subject matter. This ensures that other busy people will get back to you more quickly. If there are four points to cover, they may have answers to only three – then the answer is delayed because they have more information to gather for responding to the fourth request.
5. Use common punctuation, including paragraphs in e-mail. One glomp of words in all lower case is really difficult to read.
6. As Bill Webb says, "Clutter words – junk food words that have no nutritional value, only sugar and fat – can smother your e-mail message." Check your message for clutter words.
7. Try to limit your sentences to less than 15 words. This is much easier for the reader.
8. Dump the clichés: After all is said and done; By and large; Foregone conclusion; Simple truth is; Sneaking suspicion. (E-mail me [Marsha@MarshaPetrieSue.com](mailto:Marsha@MarshaPetrieSue.com) and I'll send you a complete list of business clichés with my compliments.)
9. Skip a line between paragraphs.
10. Include the original e-mail with your response. People will not have to guess what you are referencing.

## CALLING ALL CHEFS

By Ann White

The Houston Chapter is putting together a cookbook of your favorite recipes. All proceeds from the sale of the cookbooks will benefit the Memorial Scholarship Fund.

The cookbook may be titled **ACCOUNTING FOR COOKING**. We would like for your recipe to be given a clever name incorporating the theme such as "In the Red Velvet Cake" or "Bottom Line Brownies"; you get the idea. If you can't come up with a clever name, we can help. We would also like to include some short stories that you may have about your experiences with ASWA. If you don't have a recipe to submit but have a story you want to include that would be great too. If your favorite recipe is from a published cookbook, it is okay to submit it. The ingredient are not copyrighted. However, you will need to rewrite the directions in your own words.

Recipes can be submitted by email to [awhite@cddacpa.com](mailto:awhite@cddacpa.com), by fax to (713) 528-6423 or by US Mail to Ann White c/o Collector, Dart, DiCampli & Associates, 3000 Richmond Ave., Suite 270, Houston, TX 77098.

The recipes will be entered into a software program designed for recipes so it doesn't have to be pretty, just readable. If you would like the recipe returned, just let us know and we will gladly mail it back.

There is no limit to the number of recipes you may submit. The more recipes we get, the better the cookbook will be and the more money we can raise for scholarships.

The deadline for submissions is October 31, 2004.

### ACFE SEMINAR—16 HOURS CPE

The Association of Certified Fraud Examiners is hosting an event in San Antonio, September 16 & 17, Communicating the Results of Your Fraud Examination.

If you are interested in attending, please contact Amanda Pawlik at the World Headquarters of ACFE in Austin, TX. Phone 512-478-9000, ext 200. The website is [www.CFEnet.com](http://www.CFEnet.com).

## Special Events

by Ellie Moore

Mark your calendars and plan to attend.

Our goal is to have some fun, family events, group get togethers and community service projects. Below is a tentative list of events. All of these are open to family and friends.

Aug 28	10 am	Scrapbooking - Gamma Biologicals, Inc., 3700 Mangum Rd. New Member Orientation Vendor Tables
Sept 28		Donations items for Loaves and Fishes shelter
Oct 23	9 am	Loaves and Fishes – cook and serve lunch at this shelter
Nov 20	9 am	Ellison’s Greenhouse – Brenham TX Poinsettia tour
Dec 14		Food Bank in conjunction with Holiday Party
Jan 8	10 am	Scrapbooking – in conjunction with mid year planning meeting
Feb 19		Murder by Chocolate
Mar 22		Donations items for Loaves and Fishes shelter
Apr 23	9 am	Loaves and Fishes – cook and serve lunch at this shelter
May		Open

For more information or to sign up, please contact Ellie Moore at [emoore@collectordart.com](mailto:emoore@collectordart.com) or by phone at 281-684-5495.

### JOB BANK

**International Paint** currently has an opening for an Inventory Accountant. The candidate should have manufacturing experience and Microsoft Excel experience.

Please fax your resume to Betty Lew-Watson at 713-684-1513, and she will deliver to the appropriate person. Please reference that you heard about the job thru ASWA.

### PROGRAMS CHAIRPERSON NEEDED!!

Unfortunately, Monica Kaminski has taken a new job and will be unable to fulfill the Programs Committee. Speakers have already been arranged for July, August and September and I have some great suggestions for other meetings. Kelly Bennett has laid a great foundation for someone to easily step up and take over.

If you would like to get involved and fill this position please contact Ann White, president.



**American Society of Women Accountants (ASWA)  
and American Woman's Society of CPAs (AWSCPA)**

**2004 Inspired Solutions  
Joint National Conference  
November 10, 11 and 12, 2004  
Hotel Intercontinental, Chicago, Illinois**

**Sarah Wheatley**  
sarah.wheatley@qwest.com

**Jenifer Goforth**  
jgoforth@awscpa.org

**Kim Fantaci**  
info@awscpa.org

**Lee Lowery**  
llovery@aswa.org

July 29, 2004

Dear ASWA Chapter President,

A few months ago I mailed this letter to the 2003 – 2004 ASWA Chapter Presidents. Now, as the new Chapter Presidents of 2004 – 2005, I am requesting your help.

The Annual ASWA/AWSCPA Joint National Conference is coming up November 10 – 12, 2004 in Chicago, IL. Since “Inspired Solutions” is the theme, I hope that you or some of your members may be inspired to help.

As chairman of the JNC Workforce Committee, I am looking for a “few good women or men” to help the Committee. We need volunteers to act as moderators, who will introduce a speaker and present a gift after the presentation, and room managers to assist attendees with session seating and ensure that CPE sign-in sheets are completed and returned. We would like to staff members from both ASWA and AWSCPA.

In addition, we need help at the registration table to greet speakers, give volunteers their moderator packets and provide general assistance. Volunteers will work shifts and will therefore still have the opportunity to attend the majority of the sessions.

This is a great way to network and get to know the speakers as well as other members.

Please email, mail or call me with the names of as many volunteers as you can muster, and they will be welcomed. I would like to receive your list of volunteers no later than October 1, 2004.

Thank you.

Yours truly,

Janet R. Wade  
Workforce Chairman  
214 Priscilla Dr.  
Ft. Walton Beach, FL 32547

E-mail: janrw@cox.net  
850-862-8909  
850-862-9553 FAX

ASWA  
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<b>Federation of Houston Professional Women (FHPW)</b>	
Web site: <a href="http://www.fhpw.org">www.fhpw.org</a>	
ASWA Delegates:	ASWA Alternates:
Melanie Norton	Pam Ahlers
Kathryn Pearce	Ellie Moore

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.

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**ASWA National Headquarters**

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