

ASWA FAX RETURN

American Society of Women Accountants — Houston Chapter No. 33

Member of *The Federation of Houston Professional Women*

VOL. 54 No. 3

September 2005

MEMBERSHIP MEETING

1 Hour CPE
September 27, 2005

Topic: Record Retention
Speaker: Ken Alexander/Joanne Vorpahl
Prerequisite: 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 Dinner
7:00 Speaker

Meeting Prices: \$25 Members with reservations
\$30 Walk-Ins
\$30 Guests
\$15 CPE only (no dinner)

Reservations should be placed with Melanie Norton by 6:00 p.m. Thursday September 22 at 713-353-1942 or mnorton@bvccpa.com

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PRESIDENT'S MESSAGE

by: Eileen Neucere

We are off to a good start on our Bring 3 Get One Free Visitor campaign. We had five visitors at the August 23, 2005 membership meeting. Keep up the good work! At the meeting we all learned a great deal about how to keep our computers safe while surfing the internet. I went home and implemented many of the suggested safeguards the very next day.

We are also gaining momentum on increasing our membership. So far we have added four new members, one transfer and two former members renewing their membership. This is exciting! Let's keep spreading the word about ASWA. We are planning an event tentatively scheduled for February 11, 2006 to present our organization to Houston area women in accounting and related fields. We have been building a database of women that we can invite to the event. If you know of anyone you would like to add to the invitation list, please send me their name, mailing address and email address. Then I can add them to the database and they can start receiving the chapter newsletter.

National has begun the National Partner Gain-share for Chapters program. Under the program, chapters are eligible for a one-time referral fee of 15% for the active recruitment and initial placement of each new national corporate partner. Attached with the newsletter is the prospect registration form to use if your corporation is interested in becoming a National Partner.

2005-2006 Officers & Committee Chairs

President H 281-894-5253 W 281-894-5253	Eileen Neucere eneucere@earthlink.net F 281-807-1520	Database	Past President C 713-459-5874 W 281-313-9400	Ann White ann.white@rbgltd.com F 281-313-9444	Programs
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Deadline for October newsletter: October 7, 2005
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 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	Melanie Norton
Colene Blankinship	Kathy Pearce
Ellie Moore	Eunice Reiter
Eileen Neucere	Ann White
Debbie McKenney	Lisa Wilson

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

Federation of Houston Professional Women (FHPW)

Web site: www.fhpw.org

ASWA Delegates:	ASWA Alternates:
Melanie Norton	Pam Ahlers
Kathryn Pearce	Ellie Moore

CALENDAR OF EVENTS

- Sept 27 Membership Meeting—Briar Club
- Sept28-
- Oct 1 ASWA/AWSCPA Annual Conference Philadelphia, PA
- Oct 11 Board Meeting—American Gen. Center
- Oct 24 FHPW Quarterly Meeting
- Oct 25 Membership Meeting Briar Club
- Oct 30 “Mad Potter” Special Event
- Nov 19 “Ellison's Greenhouse” Special Event

For more information or to sign up, please contact **Melanie Norton** at mnorton@bvccpa or by phone at 713-353-1942.

ASWA-National

Like all Americans, those of us at ASWA are deeply saddened by the terrible loss of life and appalled at the damage inflicted by Hurricane Katrina. For those of you who have been personally touched by this disaster, please accept our heartfelt sympathies.

Indeed, a tragedy of this magnitude will require the assistance of the entire nation in rebuilding the communities that were in the path of the hurricane. We want you to know that ASWA is offering assistance by extending resources and support wherever possible, including:

Soliciting funds that will be given to the affected chapters, to be disbursed by the chapter leadership. To support this worthwhile cause, please log on to ASWA.org, click on Hurricane Katrina Results and in the second paragraph [click here](#) will take you to the support form.

Helping affected individuals with a resource list posted in our members only section of the ASWA Web site, that will provide information about individuals opening their homes, the status of our chapter members, etc.

We urge you to support and participate in these efforts. You can learn more by visiting the [Hurricane Relief page](#) on our Web site.

What Hurricane Katrina destroyed in a few days will take years to rebuild, but we have faith in the resources and expertise that the nation, and ASWA can provide.

We thank you for all you have already done—or will do— to relieve the suffering of hurricane victims. Please help us continue to strengthen our national network so that we can provide as much support as possible.

Sincerely,

Debbie L. Michael, CPA & Laura D. Skoff, CAE
2005-2006 National Executive Director
President

STORAGE

Our historian, Ellie Moore, has had to move all of the old boxes from her work storage facility to her home. She now has over 20 boxes in her living room. We are looking for a place to store all of our old ASWA information. If you have space at your office or in your office/home storage facility, please let Ellie know.

Also if you have any old boxes, please let Ellie know how many you have. We would like to get an accurate count of how many boxes we will need to store. So look in your attic, closet or garage soon.

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. If you are a member of ASWA then you are a member of FHPW.

The next quarterly event is October 24, 2005. Log on the www.fhpw.org for more information.

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

Special Event

Joan Landreth

Upcoming Special Events

Sunday, October 30 – The Mad Potter - 2:00 pm to 4:00 pm

We are planning to go to the Mad Potter at 4882 Beechnut @ 610 on Sunday, October 30 from 2 pm to 4 pm to paint pottery for Christmas Gifts, special occasions, teacher gifts, etc. It would also be nice to paint an ornament for our gift exchange at the December meeting. Cost is \$10 per person for 2 hours plus the cost of the item to be painted. Children are welcome and we can stay later if more time is needed to complete your project. For more information visit their web site at <http://www.themadpotter.com/index.html>. Please let me know if you will be able to join us. My cell number is 713-542-0198.

Saturday, November 19 – Ellison’s Greenhouse in Brenham, Texas

This is the one everyone’s been waiting for - The trip to Ellison’s Greenhouse for the Poinsettia Celebration. It opens at 10 am and we will meet and carpool to Brenham. There is a \$2.00 charge and everything is under cover so you don’t need to worry about rain. Their web site still talks about 2004 but we have talked to them and 2005 will be just as wonderful as last year. More information will be available later.

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not do what I said I would do; that part of me that isn’t seeking approval from others; that part of me that doesn’t need acceptance.

Got a customer that drives your crazy? Have a coworker that you want to throttle? Think about it. Is it them or is it you? Even if it’s a physical attribute, it’s probably still about you! Quit leaving customers, friends, loved ones on the table. Take responsibility for your judgments of those other people and see that they are really a mirror of you.

Next time you look at someone and they bring up some negative feelings, ask yourself, what part of me are they reflecting for me so I can shine a light on it and grow!

Speaker Bio

Porter & Hedges, L.L.P. is a 90-lawyer, full-service law firm headquartered in downtown Houston. Founded in 1981, its philosophy remains as vibrant today as it was at the firm’s beginning: thoughtful counseling and vigorous advocacy. Its make-it-happen approach to legal matters is based on a thorough understanding of each client’s business, responsiveness to each client’s needs, and the identification of practical and cost-effective solutions to problems as they arise. This is the essence of the Porter & Hedges commitment to produce for each client an exceptional work product as efficiently as possible.

Porter & Hedges, L.L. P.’s clients operate in a wide variety of industries and range in size from NYSE-listed corporations to start-up, venture capital financed companies. Through its multi-disciplinary approach, Porter & Hedges, L.L. P. is able to service its clients in numerous practice areas and industries including banking and financial services, litigation, energy and real estate among others.

Ken Alexander is a partner in the litigation practice of the firm, specializing in business litigation, including mergers and acquisitions, construction, real estate, and antitrust disputes. He is a frequent speaker before business, accounting and legal groups on the proper implementation of records retention policies. Ken is a graduate of Rice University and the Harvard Law School.

Joanne Vorpahl is a partner in the litigation practice of the firm, specializing in employment and commercial litigation, arbitration and mediation, including representation of parties to disputes involving allegations of discrimination, harassment and retaliation, wage and hour issues, unemployment and workers compensation issues, and enforcement and violations of non-competition and other employment contracts. Ms Vorpahl also engages in substantial client counseling and investigation

(Continued on page 6)

Gambling on Having Enough Time

*Now ev'ry gambler knows that
the secret to survivin'
is knowin' what to throw away and
knowing what to keep.*

Many times these words of Kenny Rogers describing “The Gambler” come to mind when working with clients who just can’t find enough time to tackle all the items on their lists. Consider that your “deck”, or time allotment, never changes. It comes with 24 hours. 'To Do' lists can become lengthy and overwhelming, and with the long list comes guilt at not getting it done. People gamble on having enough time to do everything, but reality is that, within those 24 hours, it isn't possible.

What helps to separate the *wINNERS* from the *loSERS* is their ability to prioritize work, accomplishing the *impor-tant* tasks that need to be done. The important tasks, those *aces to keep*, are the ones that make a difference in the growth of your company or in moving you closer to your personal goals. Consider the following two scenarios.

Scenario One: You walk into your office in the morning to a cleared desk. You prioritized today's work the night before, so when you sit down at your desk, you already know what your first chore is. Closing your door for an hour and a half and limiting interruptions, you work out all the details on the biggest project. By 11 a.m., it's wrapped up and ready to deliver. Then you settle down and move on to the other scheduled items for the day, in order of priority. When it's time to go home, you know you had a productive day. You leave feeling accomplished.

Scenario Two: You walk into your office in the morning and look at all the stacks of papers around you, along with an overflowing inbox. Trying to decide what it is that you really need to do today, you start to shuffle through the stacks to see what has become so urgent that it can no longer be put off. Before you begin, you check your email in case there's something important. 45 minutes later, after skimming through accumulated email to decide which ones can be postponed, you take a break. Fifteen minutes later, after a couple of social conversations on the way back from the coffee station, you are at your desk again. Now it's time to decide what you really need to do today. The piles are looming, so you choose several smaller items that don't take too much effort to get done. At the end of the day, someone asks for your work on the project that is due tomorrow, and you start to panic. How could you have overlooked that? And how can you get all of that done by the deadline? You are now facing another late night of work, loss of sleep, and stress at the pressure.

So what steps can you take to change from Scenario Two to Scenario One since...*ev'ry hand's a winner and ev'ry hand's a loser...*?

1. List all tasks, using one sheet of paper for each task.
2. Decide which ones you can eliminate.
 - What are the consequences of doing this?
 - What are the consequences of not doing this?
 - Why do it now?
3. Stack the remaining ones in order of priority
4. Put that stack in your desk drawer in a hanging file
5. When you come into the office in the morning, take out the first item only.
6. Focus on getting that one job done before moving on to the next.

To learn more about effective time management contact Denise Landers at www.organize@keyorganization.com

The WELCOMING Corner!!!!!!

WOW! A big welcome to the five guests that attended the August meeting. They are:

Evans Neucere guest of Eileen Neucere

Robin Borgeson guest of Joan Landreth

Jerilyn Barthel guest of Melanie Norton

Diedre Shepherd guest of Kathy Pearce

And Holly Smith who found out about our wonderful group and decided to visit.

We hope that they all will come back to visit again.

Eileen, Joan, Melanie and Kathy have a good start on the Bring 3 Get One Free Visitor Campaign.

Scholarship Fund Raiser

What is a “Pledged Asset” Pad Thai or “Bean Counter” Brownies or Hot Cocoa “Merger” Mix?

Now is your chance to find out. Ann White has received the cookbooks from the publisher and she will have them at the September Membership Meeting.

Member Price
 \$10 for one or
 \$15 for two

Sell Price
 \$15 for one
 \$25 for two

Buy some for yourself and take some to sell.

We will be sharing a booth with the San Antonio Chapter at National and we hope to sell all the cookbooks we are taking with us. The money from this fund raiser will go to the Memorial Fund in memory of Judy McMillian.

**Keeping Life Simple
 Karen Levine**

Ours is a sleep-deprived culture. Are you getting all the sleep you need? Keep in mind that sleep triggers a growth hormone to renew tissues, form new red blood cells, and promote bone formation. Beyond that, sleep enables you to dream; and dreaming is an essential emotional outlet. If you aren't getting enough sleep, chances are you're irritable and less able to concentrate. Assign yourself a regular bedtime and allow yourself a good half hour to get ready.

Develop a sleep ritual that involves doing the same thing every night before you get into bed. If you do the same things in the same order each night, you're more likely to have a restful sleep.

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of employment claims. She was selected as “Texas Super Lawyer” in Employment Litigation in both the 2004 and 2005 Texas Monthly surveys. Ms Vorpahl received her law degree, with honors from the University of Houston Law Center, where she served as Managing Editor of the Houston Law Review. She is licensed to practice in all state and federal courts in the State of Texas, before the Fifth Circuit Court of Appeals, and before the United States Supreme Court.

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.

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 acknowledgment.

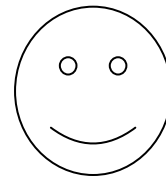


SUCCESS: Why do I dislike that person so much?

You probably do because sh/he reflects back to you those parts of yourself, those limiting emotions that you don't accept/like about yourself. This was a hard lesson for me to learn and it did take some time. Begin looking at the people around you. The ones that you have some criticism about or dislike, and don't think it's about them. It's not. It's about you! They are really doing you a favor by showing you the hidden parts of yourself that you're not willing to talk about. Whenever I see/meet someone that I don't like, I always articulate exactly what it is about them that I don't like so I can see what part of me I don't like.

For Example, I met someone and we exchanged business cards and we agreed to call each other to get together for lunch. I am so follow-up that, of course, I called her first. We met and had a good time at lunch. Then she said she'd call me but never did. Now you can say that perhaps she didn't have a good time and just wasn't interested in having lunch with me again and you might be right. However, I also believe that she was there to show me my hidden parts—that part of me that wants to be complacent and

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CHRISTMAS PARTY ANYONE?

The Publicity Committee is looking for volunteers to host the Christmas party in their home or their place of business. If you would like to volunteer, please contact Ellie Moore. You will find her information on page two of this newsletter.

ASWA
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Empowering Women In The Accounting and Financial Professions Since 1938