

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. 3

September 2006

Membership Meeting

1 hour CPE
September 26, 2006

Topic: “Corporate Governance and the Role of the Audit Committee”

Speaker: Pam Roth

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)

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PRESIDENT CHANGE

For personal reasons, Lisa Wilson has stepped down as president of the Houston Chapter. The Board of Directors met after the membership meeting on August 22 and appointed Eileen Neucere to complete Lisa’s term. Eileen has graciously accepted the appointment. Let’s all rally behind Eileen and give her all of your support.

ASWA/AWSCPA Joint National Conference

The national conference will be held in Las Vegas September 18-20 and Arlene Dillworth and Kathryn Pearce will be attending. They will also attend the ASWA national board meeting where we will receive a patch for our banner. I am sure there will be pictures and articles in our October newsletter. Right Arlene & Kathy?

AWSCPA September Membership Meeting

The Houston Affiliate will be hosting the Fall Mini-Seminar at Resources Global Professionals, 2700 Post Oak Blvd. Suite 1600. (This is the Air Liquide Building attached to the Galleria.) The topic is “Professional Liabilities” and 3 hours of CPE will be available. Members \$40, Non-members \$45, \$50 after 9/21/06. Send reservations to Anna Marie LaPorte, 811 Pinemont Drive, Houston, TX 77018 no later than 9/21/06. 5:30 –6:00 registration and snack supper. 6:00-7:40 1st section Accountants’ Liability. 7:40 –8:30 2nd section HR Liability.

2006-2007 Officers & Committee Chairs

President H 281-894-5253 W 281-923-6213	Eileen Neucere eneucere@earthlink.net F 281-807-1520	Database	Director H 832-595-5587 W 713-365-5432	Kristi DeNardo kldenardo@houston.rr.com C 713-365-5423	Membership
President Elect H 713-927-2679 W	Debbie McKenney mckdeborah@yahoo.com C 713-927-2679	Member Relations	Newsletter H 713-688-4057 W 713-831-5412	Kathy Pearce papandkap@aol.com F 713-831-8653	
Vice President H 281-659-7508 W 713-986-3129	Sonia Calloway scalloway@bdo.com C 281-659-7508	Programs	Meeting Arrangements	Melanie Norton nortonmelt@hotmail.com mnorton@bvccpa.com	
Treasurer H W	Julianne Dorsett julianne_dorsett@petrochemintl.com C 832-563-3840		Publicity H 281-419-9323 W 281-569-2751	Arlene Dilworth Dilworth@totalbackoffice.com C 936-443-5947	
Secretary H 713-459-5874 W 281-313-9400	Ann White ann.white@rbgltd.com F 281-313-9444				
Director H 713-660-8728 W 713-221-8596	Orapin Duangploy duangploy@uhd.edu F 713-226-5238	Student Activities			

Deadline for October newsletter: October 10, 2006
 Newsletter Editor: Kathryn Pearce
 Home: 713-688-4057
 Work: 713-831-5412
 Fax: 713-831-8653
 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	

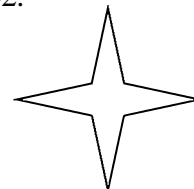
The Chapter will bill for reservations that are not cancelled by noon Thursday prior to the meeting.

Please contact **Melanie Norton** to be added or deleted from the Standing Reservations List.
 713-353-1942 mnorton@bvccpa.com

CALENDAR OF EVENTS

- Sept 18-20 Joint National Conference—Bally Hotel Las Vegas
- Sept 26 Membership Meeting—Briar Club
- Sept 29 Panel Discussion on Accounting Opportunities—Student Activities Committee 7:00 p.m.—9:00 p.m. U of H Downtown See www.aswahouston.org for more details.
- Oct 10 Board Meeting

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



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.

Clean a vase:

To remove a stain from a glass vase or cruet, fill with water and drop in two Alka Seltzer tablets.

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.

Speaker Bio:

Pam Roth

Ms. Roth is an Assurance Partner in the Houston office of BDO Steidman, LLP. She has had an extensive career in both public accounting as well as industry, including serving as Director of Financial Cost and Analysis at a Fortune Global 500 Company. Ms. Roth has been employed by or provided professional services to companies registered with the Securities Exchange Commission throughout her career. She is a member of the AICPA and the TSCPA and serves on the Accounting Advisory Council at Texas A&M University.

The Procrastination Trap by Denise Landers

Time management and stress management—is there a relationship? Lack of time may not be the only thing that creates stress for people, but it certainly ranks as one of the highest in its frequency of occurrences. Also consider another situation where stress and time are related, but not due to lack of time. Here the stress stems from simply procrastinating, even when time is available. And...if you procrastinate on enough matters, then lack of time comes back into play again.

There is an old saying that eating a live frog first thing every morning will usually make the rest of the day seem pretty easy. That frog is your biggest project—the one that will produce the results that lead to your goals. It also tends to be the one on which you are most likely to procrastinate.

Summer months are a time that people often schedule projects. Sometimes the change of pace during this season leads people to plan catch-up days both at the office and at home. In some geographical locations it is because it is too hot to be outdoors, and in other cases it might be because work slows down during this period. Think back to your past summer:

- Did you have plans to work on tasks that you had been postponing until this time?
- Did you plan on someone else getting things done during these month?
- Were the chores that you had hoped to get done actually completed?

If not, why?

If you had jobs scheduled and did not get them done, could procrastination be an issue? It is easy to always blame lack of time, but the truth is that you often have times when you could be working on those delayed tasks and you simply put them off.

Examine some of the reasons why people procrastinate.

There is no sense of urgency.

When a task does not come with a deadline, it can be easy to postpone, but that item will still nag at you. You start feeling guilty about not getting enough done, and the accumulation of incomplete activities in turn ends up adding to your daily stress.

Solution: Think of positive outcomes and set your own deadline.

You do not know where to begin.

The project is so large and detailed that you do not have a clear picture of the processes. It might have been fairly simple at the beginning but, by delaying, the project has now become overwhelming.

Solution: Write down, in order, the steps that need to be taken. You are more likely to tackle a small task than commit to a large block of time. Be sure to schedule each of the steps on your calendar.

Is It Time To Update Your Resume?

The motto “Be prepared,” isn’t just great advice for Boy Scouts; it’s also great career advice. You never know when the perfect career opportunity will present itself. If a recruiter called you today with your dream job, would you be prepared to send out an up-to-date resume right away?

There are four critical times to update your resume:

- At least once a year
- Any time your career focus changes
- When you anticipate layoffs with your company
- When you begin to feel dissatisfied with your current position

1. Update your resume every year.

This is where many people fall short. When that recruiter calls with the perfect job, you may suddenly find your resume is years out of date, and you’ll have to scramble to catch up.

Keep your resume current by including your best accomplishments each year. Don’t count on your memory to recall everything you achieved in years past! You are likely to overlook critical achievements and contributions. If you need assistance, a resume coach may be able to help you through the process with some targeted questions on your most recent jobs.

Update your resume when your career focus changes.

If you want to change your career path, then you also need to change your resume. There are several ways to shift the focus away from your current job and toward your new career.

By focusing on the skills that will be useful in your new career, you can position yourself as a stronger candidate for the job. Highlight those transferable skills in your new resume, bringing them front and center.

In addition to highlighting your transferable skills, shift your list of accomplishments to support those skills. Accomplishment statements give credibility to transferable skills and prove your ability to cross industry or occupational lines. Well-crafted accomplishments make a big difference in whether you win the interview or are passed over.

Finally, be sure you understand your audience. As you shift career focus, it is critical to understand the hiring motives of your target market. Use your resume as an effective selling tool by correctly anticipating the recruiter’s “wish list” for great job candidates.

3. Update your resume when you anticipate layoffs within your company.

A harsh reality of today’s economy is the need for corporate downsizing. Layoffs and losses are becoming more and more common. But you can prepare for any worst-case scenario by keeping your

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resume up-to-date.

Don't make the mistake of being overly optimistic. It's safer to assume that you are on the "out" list. Most people who get caught unexpectedly in a layoff thought they were indispensable to their employers. You might be important or well-liked, but remember that the bottom line always has a louder voice than you do. Get your resume ready as soon as you see any indications that downsizing is on the way.

Don't mistake company loyalty for a fear of change. Often employees would rather take their chances with a potential layoff than make proactive steps toward finding a new job. Once they're laid off, it's already too late. Remember, as a candidate, you are always more marketable while still employed. Avoid this trap and start your job search early with self-marketing tools (resume and cover letter) that are up-to-date and top quality.

4. Update your resume when you are dissatisfied with your current position.

Job dissatisfaction leads to feelings of frustration, worthlessness, and often hopelessness. But there is no reason to stay in a job you hate. Being prepared with an updated resume can help you feel better in your current job. When you have a really terrible day at work, you can respond to job opportunities that same evening with confidence in your up-to-the-minute resume. Taking proactive steps toward a new career will give you back your optimism and self worth.

If it's time for you to update your resume, first decide whether your resume requires a simple update or a complete rewrite. If you have been using the same resume format throughout your career, it's possible that you have outgrown the old look. What your resume promoted ten years ago may not be appropriate or significant for your career choices today. And if you've simply been "tacking on" to your old resume, it may start to resemble a house with too many additions, with little sense or direction.

A professional resume critique can help you decide exactly what you need to move forward. A well-written resume can make an incredible difference in:

- The length of time it takes to make your career move
- The quality of your next position

The income potential of your next position

Your resume is your best sales tool in finding a new job, and it deserves the investment of your time and commitment. With a little extra effort now, you'll be prepared for anything that comes your way—and be well on the path to your next great job.

Deborah Walker, CCMC
Career Coach Resume Writer

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It is not where your interests or skill levels lie.

You may dislike the chore, like filing or yard work, or it could be a project that you do not know how to do and have no interest in learning. You stall for days or weeks. Then when you finally have no choice, it is even worse than you expected.

Solution: Can you hire someone, or trade services? When you are interested in the work, you are certainly more efficient in accomplishing that task. If it is something you hate to do, try to find an alternative rather than allowing it to loom.

You are a perfectionist.

A primary reason perfectionists procrastinate is fear of failure. You are afraid to start a project because you have such high expectations. You would rather stall and then rush through at the last minute, allowing you to say, "If there had been more time, I could have done a better job."

Solution: Set reasonable time limits. At the end, stop and accept the job as is without continuing to try to "perfect it."

Do not let that frog get away for the day. Instead, leap right in, deal with the frog early in the morning and then jump to the next task. After all, eating that frog is often the means of providing you with your bread and butter.

Federation of Houston Professional Women

Next quarterly Meeting: October 12, 2006

Location: At H.E.S.S Building
5430 Westheimer

Web site: www.fhpw.org

ASWA Delegates: Melanie Norton, Kathryn Pearce

Alternates: Pam Ahlers, Eileen Neucere

Keeping Things Simple—Karen Levine

Live below your means—if you come into a windfall, don't spend it all. Put most of it away (after a slight indulgence) and live as you always did. At some point you'll find the right place for that money!

Make a distinction between the things that you must have and the things that you simply desire. Before you buy something, always ask yourself if you NEED it or if you WANT it. If you don't need it, don't buy it. Instead, try putting the money that you might have used to buy it toward paying off your credit card balance. You'll be surprised by how big a dent you can make in your debt simply by doing that!

**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
American Society of Women Accountants
Kathryn Pearce
5714 West 43rd Street
Houston, Texas 77092

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Kathryn Pearce, CPA**

ASWA National Headquarters

800-326-2163

Web site: www.aswa.org

Email: aswa@aswa.org

Region 4—South Central Area Directors—

Rita Borne, CPA—rita@bornecpa.com

Jacqueline Vassar, CPA, CIA, CISA, CCSA—
jvassar@deloitte.com

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