
41ST ENTRY

American Society of Women Accountants Milwaukee Chapter #41

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November 2002

President's Message

Hi you all!

In case you haven't guessed from that greeting, I have recently arrived home from the ASWA national conference in New Orleans. Once again, I come away from this year's conference amazed at the interesting women that are a part of our organization.

Someone recently asked me what does National due for me? Why does a portion of my dues go to National? This is an excellent question and one I myself had asked before attending a national conference. The best way to find out where your money goes is to attend a national conference. After attending, you really have a much better idea of how large ASWA really is and how much it has to offer. I strongly urge you to pencil in ASWA's 63rd Annual Conference "The Pursuit of Personal & Professional

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Leading Your Team During Times of Change

The adage that "the only constant is change" is increasingly applicable to the business world, where companies and industries are continuously evolving. In order to remain successful, organizations need professionals who can lead teams through transition periods, such as mergers, acquisitions and downsizings. As a manager, you must be prepared to motivate your employees and maintain morale and productivity amid even the most challenging times.

Below are some tips for leading your staff through change:

- **Communicate with employees.** Make this your top priority. The primary contributor to confusion, anxiety and employee defections during a transition phase is a lack of top-down communication. If your employees receive little or no information, they will assume the worst. As a manager, you should learn as much as you can about what's happening and relay that news appropriately. Also, when you don't have an answer to a question, offer to find out more and get back to the person as soon as possible.
- **Use staff meetings to address concerns.** Create an atmosphere where people feel free to speak, and open the floor to questions. If the change affects the entire company, consider inviting a

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Promise: Women Accountants as Catalyst for Change” in San Diego September 24-26th 2003.

However, I know not everyone will have the opportunity to attend a national conference so here are some other benefits of your membership:

- ❑ National Contacts for networking and professional info
- ❑ Job Bank
- ❑ Low cost, high quality CPE
- ❑ The Edge, an award winning publication
- ❑ Discounted products and insurance through affiliation agreements
- ❑ Leadership opportunities in non-threatening arenas
- ❑ National web-site and on-line member database
- ❑ Scholarship opportunities for new and returning students

Our Local chapter also benefits by:

- ❑ Enrollment in NASBA for all ASWA CPE courses
- ❑ Marketing strength of a national organization
- ❑ Administrative processing at headquarters
- ❑ Chapter manuals
- ❑ Marketing materials
- ❑ Recognition awards for chapters
- ❑ Use of Trade name and Logo

Last, but not least, I would like to remind everyone of our next meeting November 19th at Klemmers. The topic “Careers for Accountants in the FBI” will be a popular one. Members and non-members alike, please be sure to call or e-mail Susan Hallberg to make a reservation if you haven’t already done so as space is limited.

Sherri L. Lederer

New Computer Virus

On October 24, 2002 a virus began to spread which has since been named the "Friend Greeting Application" worm. At this time, the Virus has not received a rating from the McAfee AVERT research team. The virus appears to be spreading via email, carrying a link to an E-card site. It seems when end-users click on this link the email is propagated to a random number of email addresses in your Outlook mailbox. At the same time, the virus appears to disassociate the files on your computer from their respective applications, making it difficult to access files on your hard disk.

Proposed Remedy:

- (1) Instruct your users not to click on the URL link inside a message with the Subject "... you have an E-Card from ..."
- (2) If you have Content Filter enabled you can block access to friendgreetings.com and friendlygreetings.com

Wendi Hall, CPA Small Office Solutions

Cutting Back but Not Cutting Out

Rising premiums and a weak economy are generating questions about the potential erosion of health insurance coverage, particularly for the more than 46 million Americans who work for small companies. People working in small companies typically have less access to coverage than those in large firms. In 2000 and early 2001, the Center for Studying Health System Change (HSC) conducted site visits to 12 nationally representative metropolitan areas and found that while few small employers actually dropped coverage, many increased the employee share of premiums, raised co-payments and deductibles, switched products and carriers and/or reduced benefits. With the U.S. economy now in rougher shape, small employers may pare back coverage even more, putting affordable health care further out of the reach of workers and their families. To learn more about the research findings and what other companies are doing go to

SOURCES AND RESOURCES

ASWA's Mission: *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.*

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senior executive to address specific issues.

- **Accentuate the positive.** Not all aspects of a transition are threatening. Explain to your staff the new opportunities that will be available -- firms that restructure their operations often position their best employees to showcase their skills and their contributions to the organization's success. Ensure that everyone understands why the change is being made so they can see the big picture.
- **Stay focused on the work at hand.** It's important to the morale and ultimate success of your team to keep on top of current assignments. Without appearing insensitive, reiterate the importance of maintaining productivity. If the transition has left your department understaffed or overburdened, consider bringing in project professionals to help meet deadlines and prevent employee burnout.

*Accountemps is the world's first and largest temporary staffing service specializing in the placement of accounting, finance and bookkeeping professionals. The company has more than 325 offices throughout North America, Europe and Australia, and offers online job-search services at www.accountemps.com. For more information please contact **Marilyn Bird** at (414) 271-4253 or marilyn.bird@rhi.com.*

Second Annual Women's Financial Health Week to Launch in January

The AICPA and Money Magazine will launch on January 13, 2003, the second annual "Women's Financial Health Week" public education campaign in support of the Personal Financial Specialist (PFS) credential. The program helps women make educated decisions about savings, retirement plans, IRAs and more. For more information, go to www.womensfinancialhealthweek.com.

**ASWA Milwaukee Chapter #41
Comparative Balance Sheet**

For the Periods Ended June 30, 2002 and Oct 21, 2002

	6/30/02	10/21/02
ASSETS		
Cash and Bank Accounts	7,181.50	8,275.02
TOTAL ASSETS	7,181.50	8,275.02
LIABILITIES AND EQUITY		
Liabilities	0.00	0.00
Equity	7,181.50	8,275.02
TOTAL LIABILITIES AND EQUITY	7,181.50	8,275.02

Comparative Income Statement

For the Periods Ended June 30, 2002 and Oct 21, 2002

	2002- 2003 Budget	6/30/2002 Actual	10/21/2002 Actual
RECEIPTS			
Regular	5,615.00	7,107.10	1,532.16
Fundraising	2,500.00	3,117.00	1,410.00
Scholarship	1,072.00	1,080.61	289.58
TOTAL RECEIPTS	9,187.00	11,304.71	3,231.74
DISBURSEMENTS			
Regular	5,360.00	6,335.19	833.22
Fundraising	2,275.00	2,779.50	1,305.00
Scholarship	1,550.00	1,750.00	-
TOTAL DISBURSEMENTS	9,185.00	10,864.69	2,138.22
NET INCOME	2.00	440.02	1,093.52

Ethics Decision Tree

The recent accounting scandals at WorldCom, Enron, and other high-profile business failures have challenged CPAs in all segments of the profession. To help CPAs where they are unsure of how to handle a potential threat to the integrity of their work, the AICPA has developed a flow chart, AICPA's Ethics Decision Tree for CPAs in Business and Industry. Please click here:

<http://www.wicpa.org/PDF/StateSocAICPA347Cv.qxd.pdf> for a pdf version of the Decision Tree and chart.

NO DECEMBER MEETING

We will not have a meeting in December. But we are having a get-together! It is scheduled for Tuesday, December 17, 5:30 PM, at Vivian Moller's office, Hoffman York located at 1000 N. Water Street, Suite 1600.

This will be a wrapping party for those who are participating in the Giving Tree. Tags can be picked up at the November meeting. If you are interested in participating in the Holiday Giving Tree and can't make it to Student Night to pick up a tag, please call Vivian at 225-9578 or email her at vmoller@hyc.com and she'll get a tag to you. We will also conduct a semi-annual planning meeting. Everyone is welcome to attend but please bring a dish to pass. Soda and wine will be provided.

Never surrender your dreams.

Jesse Jackson

Wisconsin Department of Revenue
Supervisory Opportunities
Milwaukee and Appleton, WI

The Wisconsin Department of Revenue currently has two supervisory opportunities available: Revenue Audit Supervisor in Milwaukee and Revenue Management Supervisor in Appleton. To view the full position announcements and application instructions, visit our website at:

<http://www.dor.state.wi.us/hrs/opportun.html>

The application deadline for both positions is November 12, 2002.

The Wisconsin Department of Revenue is an Equal Opportunity Employer Functioning Under an Affirmative Action Plan

Excel Tip – Removing Gridlines

Just because you're working in Excel, doesn't mean your spreadsheet has to look like a spreadsheet. Removing the gridlines from your spreadsheet sometimes makes it easier to see and polishes it up a bit.

To remove gridlines from your working view, select the sheet to change. Then from the menu, select TOOLS – OPTIONS, on the VIEW tab uncheck the Gridlines box under the section Window Options.

To print or remove gridlines from your printed document, select FILE – PAGE SETUP from the menu. Then choose the SHEET tab and check (or uncheck) the Gridlines box.

Wendi Hall
Small Office Solutions
wendih@sosllc.com

Entertainment 2003 Book & Gold C Book Fundraiser

Our fundraiser is going very well so far! As of 11/6/02 we have sold and received payment for 75 Entertainment Books and 35 Gold C books. That means we have 12 more Entertainment books to sell to meet our guaranteed sale goal. The cost of the books are the same as last year \$35 for an Entertainment Book and \$10 for a Gold C book. The coupons in both books can be used today. Books will be available at our November 19, 2002 meeting or you can call me at (414) 443-1911 or e-mail me at Aneshk@wi.rr.com.

Since the sale will be ending on December 31st, and our next meeting isn't until January, please bring in all unsold books and payments received to our November meeting so we can close out the sale on time.

Thanks to everyone for your efforts in making this sale another success!

Ann Neshek
Fundraising Chair



Student Night

Tuesday, November 19, 2002

Klemmer's Banquet Center

10401 West Oklahoma Avenue, West Allis

Special Agent Zorka Martinovich

Topic: Careers for Accountants with the Federal Bureau of Investigations

Raffle for prizes including 1 grand prize for a scholarship to the Becker CPA Review

Dinner at 6:00p.m.

Program at 7:00p.m.

Please call Sherri L. Lederer for more details at (262) 532-8212

E-mail: sherri.huff@obscientific.com

RSVP BY 11/13/01

Return this portion with a check Please make copies of this form as needed
(Members \$19, Students \$16 Guests \$21)

To Sherri L. Lederer
 N114 W15374 Gettysburg Drive
 Germantown, WI 53022

Please Make Checks Payable to American Society of Women Accountants

Name:

Address:

School:

Phone number:

Email address:

Live today in such a way that when tomorrow comes, the memories of yesterday will all be cherished ones.

AMERICAN SOCIETY OF WOMEN ACCOUNTANTS * MILWAUKEE CHAPTER 41**

Meeting Schedule for the 2002-2003 Year

Location: Klemmer's Banquet Center, 10401 W. Oklahoma Avenue
Time: Social 5:30, Dinner 6:00, Program 7:00
Fees: Members \$19, Retired Members \$16, Students \$16, Guests \$21

Date	Day	Entrée	Program Topic/ Speaker
November 19, 2002	Tuesday	Baked Fish Pot Roast of Beef	<i>FBI</i> Student Activity Night
December 17, 2002	Tuesday	<i>Hoffman York Offices @ 5:30</i> Bring Dish to Pass	Planning Meeting/Giving Tree
January 28, 2003	Tuesday	6 oz. Filet Chicken Marsala	Annual Tax Update Pat Hintz, Quarles & Brady
February 25, 2003	Tuesday	Baked Cod Almandine Chicken Chardonnay	Starting and Running Your Own Business Juliann Jatczak, Wisconsin Women's Business Initiative (WBIC)
March 25, 2003	Tuesday	New York Strip Baked Fish Florentine	TBA
April 22, 2002	Tuesday	Chicken Cordon Bleu Pork Tournedos w/Cider Sauce	TBA Election of Officers
May 27, 2003	Tuesday	Parmesan Turkey Dijon Mushroom Ravioli Marsala	TBA
June 21, 2003	Saturday	Place to be Announced	Golf Outing/Installation of Officers
July, 2002		Date & Place to be announced	Annual Planning Meeting

Please call Susan Hallberg at 414-225-1542 or send e-mail to shallberg@aswamw.com by the previous Thursday to make a reservation or to add/delete

your name from the permanent reservation list. Please advise if you wish the alternate Vegetarian Steamed Vegetable Entrée instead. Guests are always welcome at our meetings!

PERMANENT RESERVATION LIST: (Call in ONLY if you wish to cancel!)

Lois Arsand	Sue Heaton	Mary Pulizos
Marie Goddard	Sherrri Lederer	Sheila Robak
Eve Bischoff	Bev Loofboro	Janet Sargent
Carol Butula	Darlene Mielke	Ellenmay Seaman
Sue Christensen	Vivian Moller	Valerie Sheldon
Deb Fineour	Ann Neshek	Linda Steinberg
Wendi Hall	Cheryl Pfundtner	Catherine Yekenevicz
Susan Hallberg	Sue Press	

PER EXECUTIVE BOARD RESOLUTION, any member who makes a reservation by the deadline, or any member on the permanent reservation list who fails to cancel their reservation by the deadline, will be billed for their meal.

American Society of Women Accountants
c/o Susan L. Press
11775 W. St. Martins Road
Franklin, WI 53132

Place
US
Postage
Stamp
Here

ADDRESS CORRECTION REQUESTED



Next Meeting of ASWA

NOVEMBER 19, 2002

(No December Meeting)