
The **ASWA** *Journal*
Seattle

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September 2007

**Seattle Chapter Meeting
Wednesday, September 26**

College Club of Seattle
505 Madison Street, Seattle, WA 98104
(206) 622-0624

Social Hour 5:30 pm
Dinner 6:30 pm

Menu:

Salad & Taco Bar

Members/Faculty	\$25.00
Guests	\$27.00
Students Members	\$17.00
Student Guests	\$19.00
Coffee Only	\$ 3.00

Reservations, need to be made by
1 pm, Thursday September 20,

in order to guarantee a spot. Standing reservations will apply. For **reservations**: use the **Online Reservations Form**, send email to reservations@aswaseattle.org, or contact, Arrangements Chair, (206) 467-8645 (ASWA voice mail).

For **cancellations**, please call, use the online form, or send an email to cancel no later than noon on **Monday September 24.**

No-shows and late cancellations will be billed. Walk-ins are welcome but with no meal availability guarantee.

**Wednesday, September 26
Scholarship Dessert Auction**

With autumn comes the start of the school year and ASWA Seattle Chapter's annual scholarship dessert auction. You have made this auction so successful that we are able to limit our fundraising to this single event each year.

We ask you to make your donation to the ASWA Scholarship Fund and allow us to continue our scholarship awards program. Since 1962, our chapter has awarded more than \$165,000 in scholarships to accounting students. ASWA scholarships benefit students striving to join us in our chosen profession.

How you can help:

- **attend the auction**
- **bring a friend or other member along**
- **contribute an item to be auctioned**
- **make a donation or bid on items**

You **MUST** have a reservation to attend. Standing reservations will apply. For other information concerning the auction or to reserve space for that special treat you will be providing, please call Patricia Angell at 206-236-1932 or email angellp@u.washington.edu.

If you are unable to attend or do not wish to participate, you can also help in making a financial contribution to either the ASWA Scholarship Fund or the ASWA Seattle Scholarship Endowment Fund which grows in perpetuity for scholarships. We would love to include your contribution in our fundraising tally. Members are underwriting all expenses of the auction, so your entire donation goes directly to scholarship.

Your help is deeply appreciated.

President's Message September 2007

Hello Ladies: Welcome to September and the Scholarship Dessert Auction! This is probably my favorite night of the year, but it is a large undertaking to coordinate all the pieces to make everything fall into place the way that it does – so be certain to talk to Pat Angell and volunteer to handle some portion of things!

In the on-going theme of “Lessons Learned in the First Months”, I wanted to tie that large organizational effort into a short comment on the nature, and I believe one of the strengths of our American Society of Women Accountants as an all-volunteer organization (at the local level, anyway). Anything that we accomplish as a Committee, as a Chapter, as a Region or as an Organization is accomplished by several people working together voluntarily. This work is done after the “regular” 40-hour work week and instead of some other activity. This means that unless there is a strong strain of personal accountability, nothing gets accomplished. Holding people to their promises is a fine art that I am far from mastering! Once again, a very big THANK YOU to those of you who have pointed out and demonstrated the importance of structured meetings, clear deadlines and direct speech. Our organization built by the many volunteers could not prosper without their use.

So, see you all at the Dinner Meeting!

Rachel Petrich
president@aswaseattle.org



Announcements

Planning/Board meeting

September 12th, Southwest Plumbing, 6:00pm. Come help us make plans for the coming year.

Controllers' Seminar

For Accounting, HR Professionals and Business Owners - Sponsored by the North Cascades Chapter of ASWA - **Friday, September 28th, 8:00 a.m. – 4:40 p.m.** - Fairhaven Library, Fireplace Room, 1117 - 12th St, Bellingham, WA - Lunch at The Black Cat (included).

Topics: Emergency Preparedness: Business Continuity Management; Forensic Accounting & Financial Investigation; *New July 2007 Washington State Legislation/Streamlining Sales Tax*; Employment Law: The latest trends in legal issues for employees and employers.

Registration: \$150 for members, \$175 for non-members - **CPE:** 8 CPE Credits

Register: Mail check payable to: ASWA, c/o Marci Hanson, PO Box 4199, Bellingham, WA 98227
email: Name, Job Title, Company, Address, and Phone Number to Reservations@ASWA115.org.

2007 Joint National Conference

Whatever you do, DON'T tell your boss about hanging out at world-class attractions, bidding on great prizes at auctions, the wine and cheese event where you can mingle with your many friends from across the country, or celebrating New Year's Eve every night at "Pleasure Island." DON'T tell her about the opportunity to mingle with representatives from many different companies, and an opportunity to have your resume reviewed and updated. DO tell her about the high quality CPE (24 hours), the opportunity to hear nationally recognized speaker Cynthia Cooper, the networking and possible recruitment opportunities for your company, and the impact of a conference like this on your leadership skills. DO tell her what a bargain it still is compared with many other professional conferences offering this level of CPE. And if you ARE the boss, congratulate yourself on making a great decision to attend the JNC from **October 25 – 27** this year at **Disney's Coronado Springs Resort** in Orlando Florida. (Online registration available.) It'll be an investment that keeps on rewarding you. My boss INSISTS that I go every year! - *Monika Miles, ASWA National Treasurer and JNC Chair (and Boss of Me!)* monika@labhartmiles.com

Women For Hire Career Expos

Women For Hire offers signature career expos, inspiring speeches and seminars, a popular career-focused magazine, customized marketing programs, and an online job board that help leading employers connect with top-notch professional women in all fields. Check out their fall schedule of upcoming career expos, www.womenforhire.com.

Fall Tax Seminar – December 7

Eight hours of tax-related CPE. Confirmed topics include: Working with clients who have Diminished Capacity Issues; Investment Funds, Accounts and Advisory Fees; Tax Planning for Non-Married Couples; Charitable Tax-Exempt Trust Strategies for Smaller Estates; Electronic Back-up and Storage of Financial Data; Tax Treatment of Bonds - market discount and OID. Contact Ruth Callard, ruth@callardcpa.com.

Building an Effective Employee Orientation Program

by Ilga Paskovskis (ilga.paskovskis@rhi.com)

In a recent survey by our company, one-third of workers said their companies provided them no formal orientation program when they came on board. Failing to provide this initial training, however, could be a missed opportunity for both employer and employee. Eighty-seven percent of the respondents who did go through an orientation said the program effectively prepared them for success with their new firm.

Following are tips for establishing orientation initiatives that both educate and build strong bonds with your newest accounting team members:

Remember the basics. Ease a new hire's first-day jitters by personally greeting the individual and giving him or her a tour of the office, while offering introductions to key colleagues. Also, be sure to provide an up-to-date employee handbook and telephone directory.

Keep your message consistent. The information conveyed during orientation sessions should closely mirror the ideas expressed during the recruitment process. Pick up where the job interview left off by reinforcing your firm's mission and core values. Also, review job duties, set expectations, explain reporting lines and describe current accounting projects.

Create an agenda. A well-organized orientation roadmap tells newcomers exactly what they can expect and shows them how your organization conducts business. An agenda enables you to adhere to a schedule and sends the message your company values its employees and wants them to begin contributing as soon as possible.

Make it a team effort. You don't have to take the entire job of helping new staff acclimate to your workplace on your own shoulders. In fact, it's a good idea to include others in the process. While you can address issues related to the accounting department, a human resources practitioner can better cover the intricacies of company policies and how to enroll in your benefits plan. A motivational appearance by a company executive will add credibility and weight to group orientation sessions.

Avoid data dumping. Throwing too much information at employees too quickly can be overwhelming. Give people ample opportunity to absorb what they're learning by spacing out the process over several weeks. What team members are experiencing on the job offers a context for orientation and training.

It takes time and resources to develop a top-notch orientation program. But the benefits make it well worth the effort because your new accountants will learn and thrive from day one.

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 350 offices throughout North America, Europe, Australia and New Zealand, and offers online job search services at www.accountemps.com.



Volunteers Needed

Program: Mary Fisher needs committee members to help with newsletter write-ups and announce & thank speakers. She would also love to hear your ideas and meet your speaker contacts. Please contact Mary with your ideas and your enthusiasm at Mary.Fisher@bbbs.org.

Student Activities/Guest Night: One or both! Someone is needed to head up these ultra fun Dinner events. If you are interested in practicing your party planning, please contact Rachel Petrich President@aswaseattle.org or Mary Fisher Mary.Fisher@bbbs.org.

Marketing: Jen Mc Iver is heading up a dynamic Marketing effort this year and will need some help with Student Outreach and Local Media contacts. Anyone interested in assisting her to get the word out about our great organization should contact Jen at jmciver@BaderMartin.com.

Next Journal Deadline:

**Wednesday,
September 26, 2007**

The Seattle Chapter of the American Society of Women Accountants, to serve its members' interests, publishes the *Journal* monthly.

If you have news, seminars, community meetings, committee meetings or an article you would like published, attach the file (preferably in Word™, single spaced with no tables, boxes or irregular formatting) and send via email to Marilyn Wilt at journal@aswaseattle.org.

Calendar of Events

September 12, 2007	Planning Meeting: Southwest Plumbing
September 25, 2007	Portland Chapter: First monthly meeting
September 26, 2007	Monthly Meeting: College Club Dessert Auction
September 28, 2007	Controllers' Seminar: Bellingham
October 24, 2007	Monthly Meeting: College Club
October 25 – 27, 2007	National Conference: Orlando FL
November 28, 2007	Monthly Meeting: College Club
December 7, 2007	ASWA/Seattle University Fall Tax Seminar

ASWA Mission Statement

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.

ASWA Claim Statement

For women who seek advancement in the accounting profession, ASWA is a professional membership organization that provides the leadership skills required for success. ASWA provides experienced mentors and a supportive, non-threatening environment to practice business management and establish a professional reputation among peers.