

**Seattle Chapter Meeting
 Wednesday, October 25, 2006**

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

Social Hour 5:30 pm
Dinner 6:30 pm

Menu:

Salad: College Club Salad Supreme
Entrée: Beef Stroganoff
Vegetables: Broccoli Hollandaise & Baked Stuffed
 Tomato
Dessert: Sherbet

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

Reservations, even if selecting the coffee only option, need to be made by

1 pm, Thursday, October 19,

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, October 23.

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

Wednesday, October 25, 2006

Program – 401(k) Fiduciary Liability

1 Hour Technical CPE

Speaker – Wayne H. Miller

Mr. Miller has 23 years of experience in the ERISA retirement plan and investment advisory fields.

Prior to starting his career in financial services, he was a research pharmacologist at Smith, Kline & French Laboratories in Philadelphia. At the age of 19, Wayne was elected as a student member of the New York Academy of Sciences, one of the youngest members ever elected. He got his undergraduate degree in Natural Sciences from the University of Oregon in 1981.

He began his career in financial services as an account executive for Northwestern Mutual. In 1984 he moved to a regional employee benefit firm where he was responsible for the development of their 401(k) practice as well other product development initiatives. Having been recognized for his work in the development of no-load life insurance he was recruited into the employee benefits division of a major international insurance brokerage firm where he was responsible for all client retirement and executive benefits planning activity. Following the stock market crash in 1987, he left to start his own brokerage practice.

Mr. Miller has established a reputation based on a series of noteworthy innovations. He is a frequent national conference speaker and has completed the Accredited Investment & Fiduciary Auditor training offered by the Center for Fiduciary Studies at the University of Pittsburgh's Katz Graduate School of Business. He has been quoted in various media and publications including *CFO*, *FEI*, *Directors & Boards*, *Institutional Investor*, *Plan Sponsor*, *SmartPros Finance*, *ISS Newsletter*, *Workforce Management*, *MSN Money*, *CNBC*, *Treasury & Risk Management*, *Work Force Management*, *HR.com* and the *LA Times*.

He lives with his family in Vashon, WA



President's Message

October 2006

One committee that I have been a member of since the beginning of time (maybe a slight exaggeration) is the Strategic Planning (Long-Range Planning in years past). After attending a four-hour seminar sponsored by ASWA that exposed me to the concept of a One Page Business Plan, the little gray cells started working and I said to myself, "Why not turn our lengthy Strategic Plan into a one page document"? I spoke with several ladies and they agreed. So, Rhonda, Tonya, Anne and I met and started down the path. I am proud to say we accomplished our dream. We set goals for: Program, Membership, Member Retention, Member Participation and Mentoring.

I was skeptical that our goal to create a task force to develop a plan for mentoring could become more than words on a page, but without hesitation, Tina volunteered to organize a committee. Tina, Sharon, Rachel and Akilah have met several times, developed and circulated a questionnaire and done extensive internet research. They will present a Plan at the October Board meeting. How thrilling!

Also exciting is that we were willing to share our Strategic Plan with a group of ten (4 men and 6 women) professional Ukrainian accountants on October 4th. Tonya agreed to present, via a translator, and reserved a conference room at Pier 69. They are very interested in setting up and running a professional association of accountants in Ukraine. They are visiting Washington State to learn how to accomplish this goal. I believe that this is a very high honor and will be an educational experience for all who attended!

Have you read the Strategic Plan? Contact me and I will email you the document. You can see which specific strategies/action plans speak to you so that we can reach our 2006-2007 goals.

Jana Helmuth
president@aswaseattle.org



Announcements

ASWA-AWCPA Joint National Conference was held in Las Vegas, September 18-20, 2006. ASWA members honored at the annual business meeting included: Teddy Sherman as Past National President, Rachel Petrich as Secretary in the upcoming year for The Chapter Presidents' Council and Mary Sheard (Tacoma) and Eleanor Siverts-Akerman (Bellevue) as Regional Directors. The following were recognized for their recruiting efforts: Sharon Lee recruited 5 – 7 members, Paula Bishop (Bellevue), Anne Macnab, and Liz Pray recruited 2 – 4 members. Thank all these women for their dedication.

Pay It Forward. Volunteer your financial skills. Are you looking for a rewarding volunteer opportunity where you can put your financial management expertise to good use? The Executive Service Corps of Washington (ESCWA) is looking for volunteers with bookkeeping, accounting, or financial management experience to help nonprofit organizations improve their financial management practices. ESCWA is a nonprofit organization, one of 34 ESC in the US providing management support to nonprofits and schools.

Volunteers are needed to serve as consultants on well-defined consulting projects, as workshop leaders, to conduct assessments of financial systems for nonprofit organizations, and to assist new organizations with setting up sound financial systems. Volunteer projects typically require about 5 hours in a month and the volunteer sets the schedule with the client organization and team. Share your skills! Go to escwa.org or call 206-682-6704 for more information.

The **Nikkei Heritage Association of Washington** is a 501 (c) (3) with a volunteer Board of Directors. We are looking for a board member with accounting skills who might be interested in helping us build our Japanese Cultural Center in Seattle! It's a long held dream of all who love Japanese culture. Contact Lori Matsukawa at 206-604-0587 or lmatsukawa@king5.com. For more information about the Japanese Cultural and Community Center, check out the website: www.jcccw.org.

An update to the **ASWA Seattle Chapter Yearbook** has been published on the website in the Members Only section.

Check-Up Time: How is the Health of Your Department?

by: Ilga.Paskovskis, Accountemps

As flu season draws near, many people will visit the doctor to ensure they are in good health. As an accounting manager, you should take a similar approach and regularly check the overall health of your department to ensure your team remains productive and motivated.

Consider the following tips:

Ask around. Find out how people feel about their roles and if there are adjustments they'd like made to their positions, such as taking on additional responsibilities. Working with staff to incorporate appropriate changes demonstrates you value their feedback.

Say thank you. Recognize your team for their hard work and accomplishments. For employees, few things can be as demoralizing as thinking their efforts are not appreciated.

Encourage teambuilding. When the time is right, plan functions where your department can get together outside of the office. Birthday celebrations and off-site lunches are just a couple examples of events that can help people build rapport and strengthen their relationships with their colleagues.

Provide the necessary resources. A number of facets of the accounting function have become more complex due to recent regulations. At the same time, many professionals are taking on increased workloads as their businesses look to expand operations. Ensure your personnel have the time and tools they need to succeed. Offer access to any relevant training that will help them in their roles, such as a seminar on recent legislative reforms or a course on a new financial software application your firm is using. If you sense your staff is overworked, consider bringing in additional full-time and interim hires, as needed.

Watch for red flags. When people are unhappy, burned out or looking to leave, there typically are a number of common warning signs. Individuals in these situations often appear distracted, work fewer hours and miss deadlines, for example. If you notice these signals emanating from a top performer, reach out to find out how the person is feeling and what steps you can take to resolve any issues.

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. For more information, please contact Ilga Paskovskis at 206-749-9161 or ilga.paskovskis@rhi.com.



Strategic Plan Goals for 2006 – 2007

Program: Provide 12 monthly dinner meetings, of which 10 qualify for CPE credits and offer 40 hours of CPE.

Membership: Approve 24 new members during the year.

Member Retention: Retain 90% membership using the following formula: beginning of year membership MINUS non-renewals and transfers out DIVIDED by beginning of year membership.

Member Participation: Encourage 75% participation measured by any committee or dinner meeting, including dessert auction, seminar, and group event or community service project.

Mentoring: Organize association’s resources to launch a mentoring program by July 1, 2007.

Next Journal Deadline:

**Wednesday,
November 1, 2006**

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

October 18, 2006

Executive Board: 5:45

Jana Helmuth’s home

Board Meeting: 6:30

Jana Helmuth’s home

October 20 –22, 2006

Fall Seminar

Majestic Inn & Spa, Anacortes

November 15, 2006

Annual Student Night

College Club

December 19, 2006

Joint meeting with Bellevue

Coast Bellevue Hotel

January 17, 2007

Executive Board: 5:45

Jana Helmuth’s home

Board Meeting: 6:30

Jana Helmuth’s home

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.