

ASWA MISSION STATEMENT

The mission of the American Society of Women Accountants is to empower women in all fields of accounting and related fields to achieve personal, professional and economic success and to contribute to the future development of their profession.

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President's Letter

The following is an opinion piece I found inspiring. that was written in my home-town newspaper. Ellen Johnson, a retired elementary educator, now writes for the paper and is able to zero in on a topic in an interesting way. My hope is that you'll especially look at the last two sentences. Our upcoming April Spring Dinner, "Life ~ Work ~ Balance" with Linda Mor, will be a way for us to focus on our legacies and how we honor the people around us.

**--Don Mackey
President**

Leaving a Legacy

"Pencil Me In" from the Gutenberg Press, January 11, 2012
http://www.gutenbergpress.com/Press/Pencil_Me_In/

The woman waited with her cart full of merchandise at the end of the long checkout line. She picked up one of the magazines that was displayed along the checkout aisle. It was the beginning of the new year, so the tabloid was filled with pictures of famous people who had died during the previous 12 months.

Skimming the information about the accomplishments of those who had passed on, she wondered what it would be like to be so famous that your obituary, filled with your life's accomplishments, would be read by millions when you were gone. She wished she had known such "high-powered" people.

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"Offers in Compromise with the IRS"

with Jennifer Gellner, LL.M., LLC.
Law Offices of Jennifer A. Gellner, LL.M., LLC.

Thursday, January 19, 2012

The Lincoln Center
1316 N Lincoln, Spokane, WA

| | |
|--------------------|------------------|
| Networking: 5:30 | Students: \$15 |
| Dinner: 6:00 | Members: \$22 |
| Presentation: 6:45 | Nonmembers: \$27 |

Scholarship Deadline Approaching!

Contributed by Marie G.V. Sweet, CPA, Audit Manager, BehlerMick PS.

ASWA's Spokane Chapter has two types of local scholarships available: the 2-year Associate Degree Student Scholarship and the Undergraduate Degree/Bachelor's Degree/5-Year Student Scholarship. Candidates applying for the scholarships must meet the following criteria:

- Candidate shall be attending an accredited college, university or professional school of accounting.
- A student in a four-year college
 - Shall be either a part-time or full-time student pursuing a bachelor's or master's degree in accounting, finance, economics or an equivalently designated post-baccalaureate Certificate of Accounting;
 - Shall have completed a minimum of 60 semester hours or 90 quarter hours with a declared accounting, finance, or economics major.
- A student in a formal two-year accounting program through a community college, a junior college, or an accredited trade school
 - Must have completed the first year of the accounting program.
- Candidate need not be a member of the American Society of Women Accountants.

The deadline for filing the application is **March 1, 2012**. Visit www.aswa4.org for more information or to apply for the scholarship. Click on the Scholarship tab in the yellow bar near the top under the Spokane Chapter logo.

Leaving a Legacy continued from Page 1

The list was a long one, actors, scientists, philanthropist, politicians and inventors. Elizabeth Taylor was at the top of the list. She would never know anyone who was so widely famous, recognized for doing so much for others.

It was true she didn't know Elizabeth Taylor, but she knew of the many beautiful people who worked and volunteered regularly at the local blood drive in town. Weren't their contributions as important as those of the actress's work with AIDS?

She noticed the picture of Harmon Killebrew. She hadn't known the famous Minnesota baseball player personally, but she knew many people who gave of their time and talent to run the youth league sports programs. The hours and hours they gave were worth a lot to the kids in her little town.

Jack LaLanne caught her eye. She thought to herself how amazing it was that he was 96 and couldn't help but think that if he had taken better care of himself, he might have lived longer.

This fitness pioneer hadn't been a friend of hers, but she knew a dietician who had worked with many, many people to help them eat healthier, the consumer science teacher and school nurse who stayed at work late to provide healthy food and snacks in the vending machines at the [schools](#), the local health care providers who worked long hours each day to meet the needs of both the healthy and not-so-healthy, and the lady that gave yoga classes for free to anyone who wanted to participate.

Andy Rooney was pictured above the article. She looked forward to hearing his ramblings on 60 Minutes each Sunday night. Although having never met the man, she was aware of many writers in her own community; people who spent immeasurable time writing [grants](#) for their town or organization and many who wrote checks to fund charitable causes, school



Upcoming Events

| | |
|--------------------|--|
| January 19 | Chapter Meeting <i>Offers in Compromise to the IRS</i> |
| February 16 | Chapter Meeting <i>Excel Version Comparison</i> |
| March 15 | Chapter Meeting <i>Managing Finances in Uncertain Times</i> |
| April 19 | Spring Dinner <i>Focus on Charity: Life-Work-Balance</i> |
| May 24 | Chapter Meeting <i>Energy Medicine and You</i> |
| June 21 | Chapter Meeting <i>Cooking Demo & Officer Installation</i> |

This tentative schedule is subject to change.

ASWA News Briefs

Abstracts and links to current articles arrive weekly in your Inbox for quick perusal or more detailed reading. Recently highlighted articles include “**Millennial women battle with older, unwanted mentors**” (*Forbes*) and “**IRS issues new guidance on W-2 reporting of health plan costs**” (*Journal of*



Accountancy). Also included in the January 10, 2012 issue was the announcement of the 2012 Salary Guide (Ctrl+click left for free download). If you are not

already receiving *ASWA News Briefs*, sign up at http://multibriefs.com/optin_of.php?aswa.

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Leaving a Legacy continued from Page 2

organizations, benefits and fund-raisers for ailing individuals and churches.

Senator Mark Hatfield and vice-presidential candidate Congresswoman Geraldine Ferraro were two of the several politicians who were pictured. It brought to mind the local elected officials she knew who gave their time and talents to serve as mayor, city council members, or as school board members.

The woman hadn’t realized that Bil Keane had passed away during 2011. His cartoon, *The Family Circle*, was one of the first things she read in her daily newspaper. His cartoons always rang true to her, and she knew she would miss them. Remembering Bil Keane brought to mind all the families she knew who were successful because of caring parents who loved their [children](#) and taught them responsibility, hard work, and how important it was to have a sense of humor to get through the rough spots.

As the checkout line moved slowly forward, the woman had to decide whether to buy the magazine or put it back on the rack. She hadn’t finished the article, but she decided she didn’t need to read the rest. *She knew plenty of people who contributed to the world in their own way with their own capabilities. And although no one would be reading about them someday in a tabloid or magazine, their legacy of goodness and giving would be as more important to their friends and neighbors as any celebrity.*

Women’s Hearth Benefits from December Shopping Event

Thanks to Lisa Kroiss and Marie Sweet for putting together 100 gift bags for the women. Each bag contained a pair of soft socks, a bar of soap, a razor, tissues, and candy. We also bought and contributed 50 two-hour bus passes with the vendor table fees and donations received at the event.





Member Spotlight

Check in with **Anne Mettler** when you see her at the next meeting. She may well have just become a proud grandmother! Her oldest daughter is expecting in late January.

Anne and her husband, Jan, also have a second married daughter. She and Jan have been married for 32 years. (Congratulations on that, too, Anne!) The



two enjoy backpacking, canoeing, gardening, and fixing up their old house. Anne is also a musician. She plays the piano and the organ, and she is a part-time organist and choir director for her church, East Valley Presbyterian in Otis

Orchards. She serves as chair of the Budget and Finance Committee for the church, too.

A licensed C.P.A., Anne works for Alliance Machine Systems International as a cost/systems analyst. She does systems analysis, including process development and documentation, for systems that affect accounting. She also does cost accounting, including cost analysis and reporting on errors that slow down cash flow, increase costs, or impact inventory and helps with budgeting and documentation for the IT group.

Anne earned a Bachelor of Science degree in Computer Science from Washington State University. She began her professional life at Itron as a software programmer, then moved into engineering management and project management at Itron and Itronix. As she watched engineering jobs moving to Asia, in 2006 she decided to change careers. She eventually earned her Master of Accountancy degree from Gonzaga University.

Two folks recommended ASWA to Anne (thanks, members!) as a great place to meet and network with other accountants. She says, “I really enjoy

getting to talk to people about what they are doing and being able to ask questions. The continuing education opportunities are very affordable and worthwhile.”

Asked what she would most like to share with other members, Anne responded, “Never stop learning. The world is changing so fast that you will get left behind unless you continually work to better yourself.” Anne is the embodiment of her own advice. We are so glad you are with us, Anne!

Member Anniversaries

Renewing in January

The following members have ASWA membership anniversaries this month. Congratulate them at the next meeting!

| | |
|-----------------------|-----------------|
| Lisa Kroiss | 14 years |
| Connie Goodman | 7 years |
| Candy Anderson | 3 years |

New rules in a digital age

Business Etiquette 5 of 8

Source: *Accountemps*—A Robert Half Company

www.accountemps.com

Robert Half's guide to etiquette in the world of technology and social networking includes information from various experts in the field of business etiquette, business executives, and independent research. This guide is timely and extremely useful. You can find the full guide and more terrific information at the Web site.

E-mail

Although most professionals are well versed in using e-mail, many still struggle with the finer points. It's commonly known that typing in all CAPS is equivalent to “cybershouting”—but here are some other protocol points to consider:

Be kind. Don't use email to say no, argue, criticize, or deliver bad news. Pick up the phone or deliver the information face to face.



Make every e-mail fight for its right to be sent. The less you send, the more likely your messages will be read. Don't copy others unless they really need to read it.

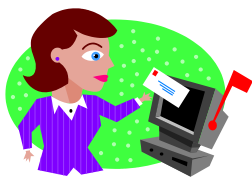
Be considerate, not cryptic. Don't expect others to decipher what you mean by reviewing an entire e-mail thread. Just because you are on the go doesn't mean you should expect others to piece together what's being requested.

Use only one account for work. Keep work-related e-mails coming and going from your work account only. Having a single address makes it easy for people to find your messages. And it will prevent business messages from getting tangled with your personal e-mail—and perhaps neglected as a result.

Consider your e-mail account when job hunting. It may go without saying, but don't use your current work e-mail to send resumés to prospective employers. Also, avoid using overly personal e-mail handles when job hunting, such as partyanimal@__.com." Not everyone will appreciate your sense of humor and "too much information" can be a turn-off.

Respond in a timely manner.

Try to respond to all messages within 24 hours, but don't say you'll reply with a more detailed response at a later date unless you really intend to follow through. If you're in consecutive meetings or away from the office, put an out-of-office message on so people aren't left wondering when you'll get back to them.



Be crystal clear. In your subject line (and you should always have one!), Explain what you want: Do you need someone to review or approve something, or is the message simply an FYI? In the message itself, get

to the point and use bullets, which are easier to scan than large blocks of text.

Don't get too fancy. Avoid bright colors, odd fonts or extra-long signature lines. Some people find these distracting or just plain annoying. Include your personal or business links to social and professional networking sites when appropriate.

Watch the size. An e-mail with a mega-attachment might never reach its recipient, and if it does, it could overload the inbox. Consider zipping the file or utilizing a service like [YouSendIt](#) that allows you to transmit large files over the Internet. (Be sure to check your company's IT policy first.)

Don't cry wolf. Is it really urgent or are you simply feeling impatient? Resist the temptation to flag your messages with a big red exclamation point when they're really not that time sensitive. The result of doing so constantly? People simply will stop paying attention.

Reply with care. When responding to an e-mail with multiple recipients, think twice about whether you really need to reply to all, and double-check your response before doing so. Bad "Reply to All" threads run rampant throughout organizations.

Think before you send. Always review the distribution list when sending a sensitive message. Many a message has erroneously been sent to the wrong person with disastrous consequences.

See Your Ad Here!

The Spokane Chapter accepts business-card-sized ads for \$10 for one issue of the Inland Northwest Ledger to support our scholarship fund. Please contact Gayle Ekins at CorrSec@aswa4.org before the first of the month in which you would like to run your ad.

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