

President's Message

I hope all of you enjoyed the holidays! It is hard to believe another year has gone by, but time marches on whether we are ready or not!

Those of you who attended the Public Relations Dinner or last month's meeting hopefully noticed the new chapter banner. Please join me in thanking Christi Olsen who so generously donated the new banner for our chapter. Thanks also to Cathy Carey who answered the call for sewing the membership award patches on our new banner. It looks great! Let's work toward gaining another award this year by achieving 90% retention of our membership numbers. We are currently sitting at 88 members, and would need to get to 95 to receive this award. Be thinking of others who might benefit from membership in ASWA and invite them to a meeting. Membership night may happen only once a year, but there's no reason we shouldn't recruit all year long.

We will soon be forming our nominating committee for the upcoming year's selection of officers and board members. If you are thinking about serving on the board but have questions about what that entails, please contact any current or past board member with your questions. The success of our chapter is directly linked to getting members involved, and keeping things "fresh" with new ideas. I ask all of you to seriously consider

Omaha Chapter website: <http://www.geocities.com/aswaomaha/>

serving on the board, or perhaps in a committee chair capacity.

A final thank you to all who helped with the Special Olympics gift-wrap in December. We had a good time helping with a great cause.

This month we have a very timely topic—the federal tax update for 2005. Rob Mitchell from Deloitte Tax will be our speaker. I hope to see you all there.

Here's hoping 2005 is good to all of you!

Kelly Martinson
President 2004-2005

December 2004 Meeting

Dinner: January 19, 2005

Time: 5:30-6:00 Registration, buffet, and networking. 6:00 Business meeting followed by speaker.

Menu: Italian buffet

Cost: \$15.00 per member
\$16.50 per guest

Location: Champions Run
13800 Eagle Run Dr
Omaha, NE 68164

Topic: Federal Tax Update

Speaker: Rob Mitchell, Deloitte Tax

Reservations: Tricia Riggins

triggins@fzacpa.com or 963-4315
by NOON, Friday January 14, 2005

**Note: If you register to attend, but are then unable to make it you will be billed for the cost of the meal.

New Member Mixer

January Speaker Profile

Rob Mitchell, a partner at Deloitte Tax, LLP, will be joining us for cocktails at the Champions Club on Wednesday, January 19th. Rob has over twenty years of experience in public accounting, serving private clients in a broad range of industries. Please join us on Wednesday for a chance to relax, have a cocktail, and to get up-to-date on all you'll need to know before the rush of tax season begins.

December Speaker Recap

Our speaker at the December meeting was Carol Horner of Synchronicity Training & Development. Carol shared with us many of the basic (and most forgotten) aspects of great leaders, including a discussion on the "Domains of Emotional Intelligence" from the book Primal Leadership by Daniel Goleman. If you are interested in having Carol come to your company you may contact her at 871-8414 or via e-mail chorner@beinsynch.com.

Committee Goals Meeting

A committee goals review meeting will be held on Wednesday, January 12th before the board meeting. The committee goals meeting will be at Lutz & Company, 11837 Miracle Hills Drive, at 6 p.m. We would really like to see all committee chairs and as many committee members as possible at the meeting. National would like for us to be reviewing our goals mid-year as a chapter, and we have not been doing that in previous years. As much help as possible would be great.

Wednesday January 12th starting at 5:30 until 6:00 at Lutz & Company. If you are a new member as of July 2004 we would love to have you join us to meet "established" members and learn more about ASWA. Anyone interested in mentoring new members are welcome to join us. If you have any questions, please call Ruth Schneider at 964-1200 Ext 203.

Article

Amy Derksen from Accountemps submitted the following article.

Common E-Mail Blunders to Avoid

In today's workplace, almost everyone is subject to an occasional e-mail mishap. Since much of the material you handle as an accounting professional includes the transfer of sensitive information, problem e-mails can lead to strained relationships with colleagues and even disciplinary action. Fortunately, the majority of these errors are preventable. Following are a few common e-mail blunders as well as steps you can take to avoid them:

- Forgetting files – If you didn't include a document or accidentally included the wrong one, it can cause headaches for you and the recipient. Consider attaching files before composing your message. This way you don't risk the embarrassment of accidentally hitting the "send" button before realizing your oversight.
- Using poor grammar, punctuation or spelling – Typos can lead business contacts to doubt your professionalism and

attention to detail. Use the spelling and grammar checks that many e-mail programs contain, and always proofread your messages.

- Opening unknown attachments – You don't want to be the person who compromises your firm's security by letting a harmful virus infect your system, so be certain you know who the sender of an attachment is before opening it. If you have suspicions about a file or sender, it's better to first check with your company's IT department before downloading it.
- Discussing in-depth issues – E-mail is ideally suited for quick conversations — like securing approval on a project or checking accounting terms — not dialogue. If you want to brainstorm or strategize, consider calling the person on the phone instead.