



IMA™

The Informer

December, 2001

Volume VI

Luncheon Meeting Set for Thursday, December 13

The final Polk County IMA meeting of 2001 will be a luncheon at Barnhill's Buffet on Thursday, December 13. The date for the meeting was previously incorrectly published as Wednesday. The meeting will begin at 11:45, as the speaker will begin speaking shortly after 12 noon.

Dr. Nancy King, Medical Director of Drug Testing for Polk County will speak on the topic "To Pee or Not to Pee, Get the Facts" This promises to be an informative and entertaining discussion of drug testing in the workplace, give from the perspective of a physician. Among other topics, Dr. King will include a detailed discussion of the five most commonly tested drugs and the role of the Medical Review Officer in the Department of Transportation and HRS Drug Free Workplace arenas.

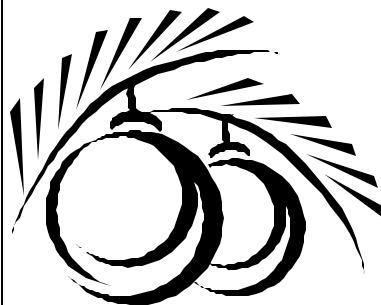
Dr. King is a native of Lakeland, where she graduated from Florida Southern College. She is also a graduate of the University of South Florida College of Medicine in Tampa. She is proprietor of The Occupational Health Center in Auburndale and Occupational Health On-Site Services, Inc., in Lakeland.

Barnhill's Buffet is located at 5216 South Florida Avenue, across from the Outback Steakhouse. Cost of the meal will be \$10 including buffet, drink, and tip. Don't forget that this meeting starts a little earlier, so plan to be there at 11:45.

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So *The Informer* will be more timely, the deadline for articles is now the 6th of each month.



This and That...

As noted on page 2, all members are asked to bring a can of food or non-perishable food item to the December meeting. This food will be distributed to those who are in need.

Plan now to attend the 83rd Annual IMA Conference and Expo June 22-26, 2002 in San Diego, CA.

The IMA has announced new content specs for the CMA and CFM examinations. The major changes are to parts 2-CFM and 2-CMA, with more emphasis on corporate finance and financial statement analysis. There is less emphasis on compliance and auditing, respectively.

Date Book

December 20 Underdog Day

December 26 Coffee Percolator Day

January 3 Drinking Straw Day

January 8 Board Meeting

January 17 Technical Meeting, FSC.

January 18-19 Florida Council and CMA Review

February 21 Joint meeting with FICPA, Yacht Club

Managing Time Wisely

The speed of business continues to accelerate, bringing with it the need to balance increasingly busy work schedules. In a recent survey by Robert Half International, 36 percent of chief financial officers (CFOs) said that time management is their greatest challenge today.

Following are some proven time management tips to help you keep your deadlines on track:

- **Just say ‘No.’** Establish your priorities, set attainable goals for yourself and don’t take on assignments you’ll be unable to complete. If possible, identify the times of day when you’re most productive and work on your most challenging projects then.
- **Learn to delegate.** If you hire well and provide adequate training and resources, you can trust that your team will do good work. By delegating key projects, you’ll be gaining additional time for more critical initiatives, and in the process building the skills of your team.
- **Avoid delays.** Procrastination on major decisions wastes time and energy, and can affect the productivity of the entire department. Give each situation that arises the proper care and consideration, but address it promptly.
- **Don’t let meetings manage you.** In a Robert Half International survey, CFOs said they spend, on average, more than two months a year in meetings. Make this time more productive by setting an agenda, agreeing on a starting and stopping time, and limiting any unrelated discussion.
- **Take breaks.** It’s difficult to work straight through the day and be as effective at the end of it as you were at the beginning. Take time throughout the day to relax and recharge, and then refocus on the tasks at hand. Even a few minutes can make a big difference. Article courtesy of Accountemps, Inc.

Bring A Can of Food

In its December meeting, the Board of Directors voted to ask every member attending the December Technical meeting to bring a can of food or other non-perishable food item to the meeting.

The food collected will be distributed to those that are less fortunate during this season of the year. In speaking with Pat Rudden about this food drive, Pat expressed a desire for our chapter to really go all out in this community service effort. “ We would even accept more than one item per person,” Pat reportedly said.



Florida Council To Meet, Prepare for CMA

The next Florida Council meeting is scheduled for January 18-19, 2002, at the Palm Beach Gardens Marriott in Palm Beach Gardens, FL.

There will be a Safari Dinner on Friday evening at 7, described as "A tropical feast in a wet and wild jungle setting." The Council will meet from 10am to 5pm on Saturday. Lunch will be an "Italian festival of Food," and will include one hour of CPE. Mike Ippolito, VP and General Auditor of Unilever, PLC will speak on the topic, "Positive Assurance: Your Company Can Benefit, Too!"

In addition to the Council Meeting, this is an excellent opportunity to get 10 hours of CPE (A&A) and get a running start on your CMA Examination preparation. Beginning Friday at 8am and continuing until 5pm there will be A CMA Exam Preparation Workshop on Part 2/CMA. The session will continue Saturday morning at 8 and run until 10am.

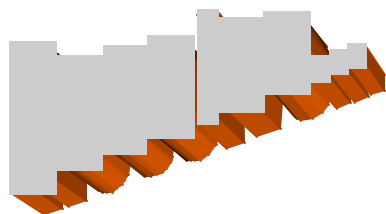
The Workshop will be taught by David Branson and Allen Yessman. David is Divisional Vice

President — Finance and Chief Accounting Officer for Starwood Vacation Ownership. He has been a CMA since 1983 and has been Adjunct Professor at Valencia Community College.

David is also a Certified Hospitality Accountant Executive (CHAE). He received his bachelor's degree at the University of Central Florida and earned his MBA from Florida International University.

Allen is CFO of Jan Jones International, a international design firm of residential and commercial properties. He has also been employed at Coca-Cola and Pepsi Cola. He is an Adjunct Professor at Florida Atlantic University, Broward Community College, and the University of Phoenix. In addition he also teaches the Becker CMA Review course. David is a CMA and holds his BBA from the University of Miami and earned a Master of Accounting degree from Nova Southeastern.

Cost of the entire weekend is only \$175 if paid prior to January 1. For more information, contact Joseph Weiss 561-691-6615 or email him at jweiss@wackenhut.com. In addition, a special room rate of \$99 has been negotiated with the hotel. The Palm Beach Gardens Marriott is located at 4000 RCA Boulevard, Palm Beach Gardens, FL. Phone 561 622-8888.



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Lifelong Learning Center

The IMA has announced the forthcoming introduction of the IMA Lifelong Learning Center. The Center will offer an expansive selection of conferences, seminars, self-study courses, and the latest publications. Subjects will go beyond Finance and Accounting to include soft and technical skills in such areas as Leadership, Personal Development, and Information Technology.

The IMA Lifelong Learning Center will be entirely web based and focus on delivering services directly to IMA members. This approach will give members flexibility in choosing the time, format, and place of their educational experience, and give universal access to learning opportunities.

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