

❖ Consultants in Minnesota ❖

August 1998

President's Message

by Ray Giske

First of all, I want to thank Gordon and Joan for filling this space in the newsletter last month. Sounds as though Barnes, Smale, et.al. had a great time after the conference. I'm also looking forward to hearing more about the conference itself and some of the presentations that were given there. Thanks to Gordon for sitting in on the Chapter Presidents Council meeting on Fri. before the conference since I was unable to attend.

Although I have been a member of this chapter long enough that I should no longer be surprised, I nevertheless continue to be amazed at the level of commitment the members of this chapter have for this organization. While it may not be the largest chapter, I have little doubt but that it is one of the most committed chapters in the organization. It seems as

though there is always someone who is willing to step forward and fill a need that happens to be there; whether it is writing a column for the newsletter, staffing the booth at Strictly Business Expo, etc., people are willing to serve. Thanks to all of you.

MN-ICCA has again been invited to participate in a technology expo in Sept. Champion Productions, the organizer for the Strictly Business Expo in May of each year, has scheduled a Technology Expo for Small Business Sept. 23rd and 24th at the Minneapolis Convention Center. The event is dedicated to serving small business technology in Minnesota. According to materials received from Champion Productions, "It will offer small business owners and professionals a fast, convenient source of technology solutions that can help them run a more productive and profitable

business." In addition to exhibits oriented toward small business technology, non-profit organizations are being offered the opportunity to schedule on-site meetings and/or speakers.

Champion Productions has again invited MN-ICCA to participate; however, the nature of our participation will be somewhat different than it was at the Strictly Business Expo in the spring. While more detail will be provided as it develops, the chapter is scheduled to have a meeting on Wed. Sept. 23rd at 1:00 PM. (This is in addition to our regularly scheduled meeting for Sept. 17 at the Lido). Our scheduled speaker is Bill Buending with his presentation on Small Business Accounting Software which should be a good draw at that kind of event. In addition, the chapter will staff an ICCA booth on the convention floor for both days of the Expo. Keep the 23rd of Sept. open for participation if you can. More details will be provided as they become available.

As many of you already know, I will be presenting a short course on Microsoft Access on the 29th of August. I had volunteered to do that sometime ago when our membership was discussing the possibility of providing more training opportunities. Although I had good intentions at the time I volunteered, I was having difficulty getting it off the ground. Bill McTeer had an interest in attending and asked me about it from time to time. He apparently realized that if it was going to happen, he would need to do something about it. As a result, it is scheduled and on track. My understanding, however, is that the seats are filled and he is working on a waiting list.

I mention the above not only in an attempt to keep the membership informed of the chapter activities but also to take the opportunity to encourage each member to consider the training opportunities they might provide to the rest of the membership. As I talk to members and consider the wide variety of skills available among the membership, it seems that providing training opportunities presented by our own members is fertile ground we may want to spend some time cultivating. Such opportunities would be designed to develop a subject in greater

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Minnesota Chapter

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depth than is available in our regular monthly meetings but not so long that one needs to forgo a significant chunk of billable time to get exposure to the skill. Give it some thought and let's see if we can get another one set up in the not too distant future.

With summer winding down it is not too early to begin program planning for the chapter for next year (1999). If you have recently heard a speaker that you thought was good or if there is a particular topic you would like to have presented, please let us know. Gordon is always looking for topics for future programs and you may contact him directly or let me know. The more the merrier!!

Speaking of summer winding down, I hope each of you has had an enjoyable one and have had the opportunity to get in some "non-billable" time.

August speaker - Mark Sides

By: Jerry Stiff <stiff001@maroon.tc.umn.edu>

Our August speaker is Mark Sides. Mr. Sides is aware of several concerns for small business corporations, including special issues for technology professionals. After a presentation, he will entertain a question & answer session.

Mark Sides is an Associate in Faegre & Benson, a law firm well known in Minnesota. He has experience in all

areas of corporate finance, including public and private securities offerings, mergers and acquisitions, SEC periodic reporting for public companies, stock option plans, mutual fund registrations, and general corporate counseling. One of his significant clients is Excelsior-Henderson Motorcycle Manufacturing Company. Mark worked on the Faegre & Benson team representing Piper Jaffray Companies Inc. in the merger with U.S. Bancorp. In various levels of participation, Mark numbers these within his relationships: Unimax Systems Corp., Great Clips Regional Cos., Secure Computing Corp., The Pillsbury Co., Allina Health System, Tesseract, The Flagship Athletic Club, Dain Rauscher Corp., and Winslow Capital Management. He graduated number one in his 1991 class from Arizona State University and with high honors in 1994 from the National Law Center of the George Washington University.

Being raised in rural Waverly Minnesota, Mark frequently read books by the flickering light from the fireplace in the family's log cabin. It is said that young Mark walked 5 miles through the snow to return a book he had borrowed. Mark insists that his uncle "Iron" Sides is strictly a fictional, television character. Current court actions by Mr. Sides may finally stop a local sports reporter from defaming teams from The Little Sisters of the Poor. Don't ask him to play "skins" on the golf course. Visit with Mark on Wednesday August 19.

DOS prompt

JSC: Press C: enter.

Crew: Heck, we're not familiar with all this

JSC: What screen are you looking at?

Crew: It says 'My Computer', and, er, various other icons

JSC: Click on 'Start' and then shut down.

Crew: You click the 'Start' button to shut down?

JSC: Yeah. Isn't it obvious?

Crew: Somebody get me an aspirin

JSC: Just hit the damn 'Start' button.

Crew: We can't do that. It didn't load a mouse

JSC: Didn't load any mouse at all?

Crew: Well, yeah, a PS/2 or something.

But we don't have one of those

JSC: Okay. Press Alt + Esc.

Crew: And what does that do?

JSC: It should help.

Crew: Negative

JSC: Stand by, will replicate the problem down here.

Crew: Roger Long pause

JSC: Okay then. Double click the MS-DOS icon.

Crew: I don't have a mouse

JSC: Go to backup.

Crew: Which is what?

JSC: Dock with the Russians. They have a Unix Workstation you can borrow.

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We are not alone

On Friday the 24th I was watching the NASA channel on cable TV to see how the experiments and Shuttle crew were doing. The men onboard needed to send instructions to the experiments in the cargo bay and were using a laptop to do it. As some of you may have heard, there was a "computer problem" onboard as reported by CNN. The exchange of information between the crew and the Johnson Space Center (JSC) went something like this:

Crew: Urgent Johnson, we can't get a

[ed. note]

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Attention all ICCA members:
Get involved, write a story for the newsletter. I need stuff to fill these white(blue) pages!!.

Recap Of The July 1998 Program
by Gordon Schesel

The topic for our July meeting was Business Accounting and Desktop Software by Bill Buending. Bill had presented this topic for us once previously, in early 1996. It was time to do a reprise on the topic and Bill was once again the "right person for the job."

Included were overhead transparencies and a handout of Power Point document Keeping the Books; a Consultant's Guide to Bookkeeping. Good records help you...

- Provide complete and accurate income tax data
- Have an accurate reflection of financial performance
- Let you monitor performance in specific areas
- Develop sound plans for the future

A typical consultant's Chart of Accounts...

- ASSETS
- Current Assets
- Petty Cash
- Checking
- Savings
- Prepaid Expenses
- Fixed Assets
- Furniture and Fixtures
- Office Equipment
- Computers Vehicles
- Accumulated Depreciation
- Other Assets

- Good Will
- Patents and Licenses
- LIABILITIES
- Current Liabilities
- Accounts Payable
- Credit Card
- Payroll Liabilities
- Federal Withholding
- FICA (company and employee)
- FUTA
- Medicare
- FICA (company and employee)
- State Withholding
- SUI
- Accruals (If you are on a cash basis you won't have any)
- Long-term Liabilities
- Loans Payable
- Notes payable
- EQUITY
- Owner Equity
- Retained Earnings
- INCOME
- Fees Income
- Fees - Accounting
- Fees - Manuals
- Fees - Programming
- Fees - Systems Analysis
- Fees - Training
- Fees - Writing, Articles
- Fees - Writing, Technical
- Other Fees Income

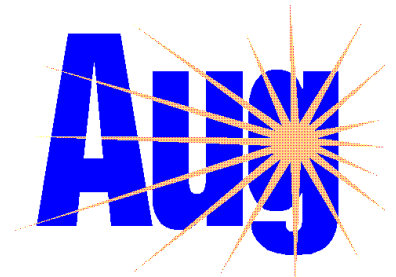
The second half of the presentation covered Business Accounting Software. There are currently 11 choices for packaged desktop accounting software worthy of considering, depending on your budget and on how "robust" the

software is. Most of us are using either Quickbooks / Quickbooks Pro or MS Money.

Advice from Bill...

- Good business records are important
- You need to keep on top of the paperwork
- Get a comprehensive system that is easy to use
- If you have employees, you need a payroll module in addition to the accounting module

Our thanks to Bill for presenting and for the fine professional job he did.



Meeting Reservations: Members may phone your reservation to Joan Barnes' office at 257-2570, **by 3:00 PM, Monday, August 17, 1998.** Non-members should mail this form to: ICCA Minnesota, c/o Steve Roetzel, 4428 Lakeshore Terrace, Eagan, MN 55122.

Name: _____ Company: _____
 Address: _____ City: _____
 State: _____ Phone: () _____

Broiled Walleye
Chicken Teriyaki

Members \$20 Non-members \$23 x _____ = _____
Enclosed is a check for:



Next Meeting

Wednesday August 19

Advice on Legal Issues

Wyndham Garden Hotel

4460 W 78th St. Circle
831-3131

Social Hour at 5:30PM
Dinner at 6:30PM

For reservations call
Joan Barnes @ 257-2570

FUTURE MEETINGS

Negotiating Contracts
Thur September 17
Italian Market Deli by Lido

Visitors at the ICCA Minnesota meeting Tuesday July 21, 1998

A hearty welcome to our visitors at the ICCA meeting July 21, 1998. We all hope you will visit again and become part of our association:

Joan L. Schwartz
Jerry Hofmann
Mike Bergthold
Kim Bergthold

A special welcome to new member of ICCA Minnesota:

Richard L. Asleson



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