

NEXT MEETING:
NOVEMBER 18, 1999
DOUBLETREE SANTA MONICA
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LOS ANGELES

Hospitality Financial and Technology Professionals

NOVEMBER 1999 ISSUE



James Le, President

PRESIDENT'S MESSAGE

Greetings! Let me take this time to thank you for allowing me to represent you as President of the Los Angeles Chapter for this first year of the New Millennium. I have accepted this position as Shami Siddiqui has been unable to fulfill the office due to his recent promotion as General Manager of the Furama Hotel. Congratulations, Shami, you are a true inspiration!

Starting out in this industry as a management trainee with Hyatt Hotels, I worked my way up to the position of Controller at the Westin South Coast Plaza. I have been a member and have served this local chapter as Vice President and Secretary for the past three years. I invite you to contact me by e-mail at james.le@westin.com. I would

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ANSWERS TO THE ISSUES. . . STRAIGHT FROM THE LAWYER'S MOUTH!

Don't miss this month's speaker, Richard J. Simmons, a Partner in the law firm of Sheppard, Mullin, Richter & Hampton, LLP, in Los Angeles. He represents employers in various labor relations matters involving State and Federal wage-and-hour laws, wrongful discharge, employment discrimination, employee discipline and termination, employee benefits, affirmative action, union representation proceedings, and contract arbitrations. Mr. Simmons received his B.A., summa cum laude, from the University of Massachusetts, where he was a Commonwealth Scholar and graduated in the Phi Kappa Phi Honor Society. He received his J.D. from Boalt Hall School of Law at the University of California at Berkeley, where he was the Editor-in-Chief of the Industrial Relations Law Journal.

Mr. Simmons has lectured nationally on wage-and-hour, employment discrimination, wrongful termination, and other labor relations matters. He is a member of the National Advisory

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DOUBLETREE SANTA MONICA

1707 Fourth Street
 (310) 395-3332

Thursday, Nov. 18th.
 Doors open at 6:00 PM!
 Cocktails 6:00 - 6:45 PM
 Speaker 7:00 PM
 Dinner 8:00 PM

"Labor Laws"

Speaker:

Richard Simmons
 in conjunction with the Human Resources Assn. of Los Angeles

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The price for the dinner meeting is **\$35.00 per person** (\$45.00 Non-members)

Please make checks payable to "HFTP"
 ("No Shows" will be billed)

*

Call (626) 836-1222 for reservations or fax the enclosed RSVP form by Tuesday, Nov. 16th.

PRESIDENT'S MESSAGE

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love to hear of any ideas or suggestions you would like to see implemented this year.

One of the things I enjoy most about attending the chapter meetings is the accessibility to the innovative ideas and practices others have to share. Ours is an everchanging industry which one has to stay on top of in order to be a success.

We had a great meeting at the Sheraton Gateway LAX this past month. I would like to thank Gary Bluhm of OTG Software, our speaker, for a very informative session on electronic document imaging. I would also like to thank Richard Horshington for graciously hosting the event.

This month's meeting at the Doubletree in Santa Monica is a joint meeting with the Human Resource Association of Los Angeles. Our guest speaker is Richard Simmons. The topic will be labor law, including the new California overtime law. This will be a very interesting and must-attend meeting, so please RSVP as soon as possible. Remember to bring your HR Director!

December 8th will be our holiday reception at Cardini's located at the Wilshire Grand Hotel. As in past years, we plan to give many door prizes and collect gifts for needy children. If you would like to make a contribution of a door prize, please contact one of the Board Members.

We on the Board are always looking out for ideas to improve our members' experience and association value. If you have any ideas which you think will interest the Chapter, please let us know.

See you next Thursday.

James Le

SIMMONS

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Board to the Berkeley Journal of Employment and Labor Law, published by the Boalt Hall School of Law at UC Berkeley. He was also appointed by the California Industrial Welfare Commission as a member of the 1987, 1984, and 1982 Minimum Wage Boards for the State of California.

Mr. Simmons is a member of the California State Bar, the Western Pension and Benefits Conference, the California Society for Healthcare Attorneys, the American Society for Healthcare Attorneys, and the labor law and tax sections of the American and Los Angeles Bar Associations. He has also been a lecturer at graduate labor law courses presented by the University of California at Los Angeles and the University of Southern California and has appeared as an authority on labor law on the CBS Evening News, NBC News, as well as radio and television talk shows.

WRITING BUSINESS QUALITY E-MAIL

From sending to replying, or carbon copying to forwarding, people need to realize their e-mail is perhaps the most powerful tool and technology they are given, and it's literally at their fingertips.

Here are some tips for writing Business Quality e-mail.

- Treat all e-mail as confidential business communications.
- Don't send useless e-mail -- send e-mail only if it contributes something to the recipient's knowledge.

- Tailor your e-mail to specified purposes. E-mail may be a time-saving way to communicate, but if you waste other people's time and resources, or make them angry when they read your e-mail, you will not succeed, both personally or professionally.

- Learn to write effectively to the different people with whom you communicate.

Colleagues need detail.

Supervisors typically need top level summary information and don't want details.

Outsiders need to receive information that has been cleared for release by your organization.

Employees need detail enough to perform delegated tasks and assignments.

- Make sure you know who you are sending e-mail to. Many people simply delete e-mail from people they don't know. Others get a lot of e-mail and simply resent unsolicited e-mail.

- Achieve a high standard of professionalism. Business quality e-mail should be capable of being copied into a paper memorandum for transmittal through normal, conventional channels, without significant revision.

- Don't assume e-mail is intended to be less formal, less precise, more personal and less businesslike than other types of communication used by professionals in the workplace.

from Pieces of Eight the Florida Gold Coast Chapter and Direct Contact Publishing, Kennewick, WA

Knowing is not enough;
we must apply.
Willing is not enough;
we must do"
-Goethe



Left to right: Eden Sleg, Managing Partner Global Hospitality, Dennis Pacheco, Controller of the Los Angeles Country Club, James Le, our new President and Controller of the Westin at South Coast Plaza, Touraj Nejad, Regional Controller for Starwood Hotels & Resorts share a laugh during cocktail reception at the Sheraton Gateway LAX.

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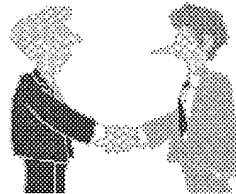
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**A little something
to make you
SMILE**



Reaching the end of a job interview, the Human Resources Person asked a young Accountant who was fresh out of college, "What starting salary were you thinking about?" The Accountant said, "In the neighborhood of \$125,000 a year, depending on the benefits package." The interviewer said, "Well, what would you say to a package of 5 weeks vacation, 14 paid holidays, full medical and dental, company matching retirement fund to 50% of salary, and a company car leased every 2 years - say, a red Corvette?" The Accountant sat up and said, "Wow! Are you kidding?" the interviewer replied, "Yeah, but you started it."



Accountant street gangs

**You do not have to go to every argument that
you're invited to -**

Anonymous

Address Correction Requested

Next Meeting:
Thursday,
Nov. 18th
at the
Doubletree
Santa Monica



Hospitality Financial and Technology Professionals
Los Angeles Chapter
Global Hospitality Network
3579 E. Foothill Boulevard, #229
Pasadena, CA 91107

Wednesday, December 8th
Annual Holiday Social Mixer
at the Wilshire Grand Hotel
with the
**Society of Government
Meeting Planners (SGMP)**
and
**Hospitality Sales & Marketing Association
International (HSMIAI)**
\$35 per person
Our host, Bruce Reichenbacher, has planned a superb cocktail party
with lots of delicious hors d'oeuvres & lots of Door Prizes.
Bring a toy for that needy tot - unwrapped, please.

The complex block is enclosed in a decorative rectangular border with holly leaves in each corner. On the left side, there is a large, stylized illustration of a reindeer in profile, facing left, with its antlers visible. The text is centered within the border.