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Edition 62

May 5, 1998

WELCOME ABOARD

Please join us in welcoming the following new Team Members who started between 4/22/98 and 5/5/98...:

Lawrence Mo: Accountant, General Accounting (Team 453). Lawrence comes to the Institute from Richard Brathwaite & Co, CPA's where he was a Senior Accountant.

William Rose: Office Facilities Coordinator, State Societies & Regulatory Affairs (Team 419). Before joining the Institute, William worked for IKON as a Quality Control Specialist.

...and the following employees recently transferred:

Joan Clements has transferred to Systems & Operations Manager in Exams (Team 444) from Administrator—Case Projects in Information Systems (Team 465).

Beverly McIntosh has transferred to Relief Receptionist in Facilities Management, New York office (Team 470) from Console Operator in Facilities Management, New Jersey office (Team 484).

Kamlamati Shiwdin has transferred to Administrative Secretary in Exams (Team 444) from Administrative Secretary in Public Relations/Communications (Team 410).

Much luck in your new assignments!

PROMOTIONS

Congratulations go out to the following Team Members who recently received promotions:

David T. Brumeloe has been promoted to Director in Practice Monitoring (Team 423) from Senior Technical Manager.

Jacqueline Miller-Moss has been promoted to Faculty Coordinator from CEA Grader in Professional Development—Educational Support Services (Team 479).

Andrew Mrakovic has been promoted to Senior Technical Advisor from Technical Advisor in Professional Publications (Team 435).

Guy Provenzano has been promoted to Grading Supervisor, a new position, from Self Study Grading Coordinator in Professional Development—Educational Support Services (Team 479).

John vonBrachel has been promoted to Senior Editor in Magazines and Newsletters (Team 447) from News Editor in *Journal of Accountancy* (Team 448).

IT'S TIME TO CELEBRATE ISO 9001 CERTIFICATION!

Many well-deserved congratulations go out to each and every Team Member here at the Institute for achieving ISO 9001 certification this past month. For all of the hard work that went into preparing for and successfully administering the ISO 9001 certification process, the Institute will take time in each office to celebrate. On the days noted below for each office, please join us for an open house ISO 9001 Certification Celebration. Each event will take place between 3:30pm - 5:00pm, and will include T-shirt souvenirs, hors d'oeuvres, beverages and desserts.

NJ office: May 13th. Desserts, fruit and coffee/tea behind the 2nd floor reception desk, hot hors d'oeuvres, soda and punch in the Cafeteria. We ask that Team Leaders in NJ appropriately stagger staff so overcrowding can be avoided.

DC office: May 22nd in the Breakout area.

NY office: May 29th in the Committee Dining Room.

As an open house, Team Members may come to the celebration at any time between 3:30pm and 5:00pm. Looking forward to seeing you there!

CASUAL DRESS CODE REMINDER

HR has received several inquiries regarding the Institute's Business Casual Dress Code. Below is a list clarifying what is and isn't appropriate:

WHAT IS	WHAT ISN'T
<ul style="list-style-type: none">• Neat, clean, pressed and wrinkle-free clothing• Loafers, boots, flats, dress sandals and leather deck shoes• Clean jeans and cotton slacks• Casual shirts, golf shirts, sweaters and turtlenecks• Casual dresses and skirts; skirt lengths should be appropriate for an office environment	<ul style="list-style-type: none">• Excessively worn or faded clothing with holes or frayed areas• Athletic shoes, sneakers and slippers• Sweatpants, shorts, bib overalls, spandex, lycra and other form-fitting pants and jeans• T-shirts, tank tops, shirts with inappropriate messages/graphics, and tops with bare shoulders (unless worn under a blouse/shirt or jacket)• Spaghetti-strap dresses/blouses• Anything you might wear to the gym, to the beach or to clean around the house

Good judgment and professionalism is expected of employees when choosing which business casual attire to wear to the office. A good rule of thumb to keep in mind: When in doubt, leave it out. If you have any questions about what is and is not the appropriate business casual attire, please consult your Team Leader.

NUTRITION CLASSES NOW AVAILABLE IN NJ & NY

Learn nutrition basics, and your "nutritional IQ," at the upcoming Nutrition Seminar facilitated by Mt. Sinai Medical Center. This healthcare seminar is free to interested AICPA employees and will be held on May 12th in the NJ office, Training Room C, from 12:00pm – 1:00pm, and on May 19th in the NY office, in Room D, from 12:00pm – 1:00pm. If you are interested in attending, please RSVP via e-mail to Kim Hines no later than 2 business days before the seminar date.

FACT AND FICTION ABOUT LAST WEEK'S NY OFFICE "BOMB SCARE"

On Tuesday, April 28, rumors circulated throughout the Institute that the NY office experienced a bomb threat in its building. We wanted to take this opportunity to clear the air and separate fact from fiction regarding this incident.

On April 28, 1998, a suspicious-looking package arrived at the main mail center that services all tenants of the 1211 Avenue of the Americas building, located on the ground floor. The package was not addressed to anyone at AICPA, but another tenant of the building located on the 37th floor. Mail center personnel alerted Rockefeller Center building security, who agreed that the package looked suspicious but determined that it was not necessary to alarm any of the tenants. Accordingly, no tenants were evacuated. As a precaution, building security personnel sealed off access to the 47th street side of the building (where the mail center is located) so the package could be further inspected. Within the hour, building security determined that the package did not contain a bomb, but was in fact a hoax, and business-as-usual soon resumed.

Joe Ciccone, Administrator of Facilities Management in the New York office, further noted that if at any time any of the AICPA buildings experience a building emergency, information and instructions would be given over the office's PA system. In this case, Rockefeller Center building security determined that no tenants were in danger, and accordingly, no public announcement was made to New York AICPA employees or any other tenants. And a reminder: If you ever experience a work emergency, please refer to the back cover of your Team AICPA Telephone Directory for information and phone numbers to call.

OUR QUALITY POLICY STATEMENT IS:

"AICPA: MEETING TODAY'S CHALLENGES, EXCEEDING TOMORROW'S EXPECTATIONS"