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American Institute of Certified Public
Accountants (AICPA) Historical Collection

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Inside AICPA, November 25, 1991

American Institute of Certified Public Accountants (AICPA)

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Welcome

Kathleen Flynn - Public Relations Coordinator - Public Relations. Previously, Kathleen was a Manager, Marketing & Conference Planning for Coopers & Lybrand.

Debra Gonzalez - Secretary - Professional Ethics. Before joining the Institute, Debra worked as a Sales Assistant for TV Guide.

Staff Anniversaries

Congratulations to the following staff members who last week celebrated various anniversaries with the Institute:

Anniversaries

Tony Smalls	Programming & Systems	13th
Bob DiCorcia	Prod. & Edit. Services	11th
Joan Clements	Programming & Systems	8th
Rudolph Jones	Shipping & Receiving	8th
Sandra Lewis	The Tax Adviser	7th
Vicky Fernandez	CPE Program Dev.-	
	Confs. & Training Schools	5th
Michele Ruggiero	General Accounting	5th

Storm Warning

In the event of a severe storm, widespread transportation disruption, or other emergency, to find out whether the office will be closed, dial:

(212) 575-3825

You will hear a recorded message authorized by President Chenok announcing whether or not the office will be closed. This message, which is accessible 24 hours a day, represents the official word on office operations. The responsibility for calling this number to determine whether or not the office will be closed rests with each member of the staff.

For handy reference, the back of your I.D. card indicates the emergency telephone number. If your I.D. card was issued prior to 1986, a sticker bearing the number should be affixed to it.

Staff members can also tune in to News Radio 88 on the AM dial for office closing information.

If it becomes necessary to shut down during regular business hours, the information will be broadcast internally over our public address system.

Time Cards

Since the Institute's offices are closed Thursday, November 28th and Friday, November 29th, please hand deliver this week's time records to Human Resources by this afternoon. The Human Resources Division and the Payroll Department thank you for your cooperation.

Telephone Skills Workshop

As a membership organization, AICPA must serve the needs of its members in a professional manner. Given the service-oriented nature of our business, handling a telephone call can't be dismissed as a simple task.

For most of our 305,000 members, the only direct contact they have with the Institute is through the telephone. It is, therefore, vital that all of us do everything in our power to make those contacts pleasant, business-like, and fully responsive.

The Human Resources Division is offering a workshop to review telephone operations and procedures, discuss suggestions for handling difficult calls and highlight the various functions of the Institute. A telephone resource book to serve as a guide for commonly asked questions and transfer points will be distributed.

Two workshops will be held on Wednesday, December 4th, one from 9:30 a.m. to 12:00 noon, in Conference Room D on the 4th Floor and the other from 1:30 to 4:00 p.m. in the 5th Floor Boardroom. If you are interested in participating please speak to your supervisor to ensure that your attendance will not cause any scheduling conflicts and call Gae Barbano on extension 6840 to register.

AICPA Men Lose OT Heartbreaker

In a game that was not ultimately decided until the last two seconds, the AICPA Men's Basketball Team lost to Times Mirror Magazines, 58-55.

Giving by far their best effort of the season, the Institute led at halftime 26-23. In the second half, the game went back and forth as the lead changed hands several times. With just four seconds left in regulation, the AICPA trailed 53-51. After a missed free throw by Times Mirror Magazine, Greg Johnson (Quality Review) scored on a jump shot as time expired, sending the game into overtime. However, the Institute could not take advantage of its opportunity, and could only muster a single basket in the extra period.

Scoring for the AICPA was balanced, and included Sean Roberts (Quality Review) with 9 points, Lance Waterman (Receivables) with 8, Lenny Mai (General Accounting) with 7, and Greg Johnson (Quality Review) and Nick Fiore (The Tax Adviser) with 6 each.

The AICPA Team will be off Thanksgiving week, but will return to action on December 2nd, at 6:20 p.m., against Seltel. Games are played at Norman Thomas High School (33rd Street and Park Avenue) and spectators are welcome.

HAVE A HAPPY THANGSGIVING!