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## Inside AICPA, October 21, 1991

American Institute of Certified Public Accountants (AICPA)

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October 21, 1991

**Staff  
Promotion**

Kimberly McClean in Library Services was promoted from Library Assistant to Library Clerk.

Congratulations and Good Luck in your new position!

**Welcome**

Rachel Dichter - Project Manager - CPE Program Development - Conferences & Training Schools. Previously, Rachel was a Senior Financial Consultant for Metropolitan Life Insurance Company.

Lawrence Rinkel - Instructional Program Designer - CPE Program Development. Lawrence joins the Institute from Computer Associates International where he worked as a Product Consultant.

**Staff  
Anniversaries**

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

Anniversary

Mary McInnes	Academic & Career Development	17th
Linda Franco-Minorsky	Meetings & Travel	11th
Octavio Rivera	Shipping & Receiving	10th
Florence Caraballo	Fulfillment	8th
Fred Gill	Accounting Standards	8th
Desmond Thompson	General Accounting	5th

**Weight  
Watchers**

The first Weight Watchers meeting will be held on Wednesday, October 23rd, from 12-1 p.m. and 1-2 p.m. in Conference Room G on the 7th floor. All subsequent meetings will be held on Fridays in Conference Room G beginning November 1st. Due to the large response we have scheduled two meetings. There are still a few spaces left in the 1-2 p.m. meeting, so if you want to join, call Anselmo Alamilla on x3083 ASAP!

**AICPA  
Basketball**

The AICPA will open its 1991-92 Skyline Recreation Season on Monday, October 21st, at 6:55 p.m. against George Little Management. The game will be played at Norman Thomas High School (33rd Street between Park and Lexington Avenues). Spectators are welcome.

**Reminders**

Standard Time resumes on **Sunday October 27th** at 2 a.m. Remember to turn your clock **back** one hour.

Absence requests and time cards should be sent directly to Human Resources, not payroll, on Monday mornings.

**Smoking  
Cessation  
Workshop**

November is almost here and with it comes the annual "Great American Smoke Out Day" (November 21st). With that in mind, we are pleased to announce that the Institute will consignor a smoking cessation seminar offered by Balanced Living, Inc.

This seminar, which is given in a single 1 1/2 hour session, focuses on helping individuals quit smoking through relaxation, behavior modification, and reinforcement techniques for permanent results. All participants will receive a workbook and audio-cassette for take-home reinforcement.

The Balanced Living smoking cessation seminar has a success rate comparable to other popular multi-session programs and has been well received by employees of major companies including McGraw-Hill, Salomon Brothers, Chemical Bank, and Saks Fifth Avenue.

The seminar will be held on November 21st from 9:30 a.m. to 11 a.m. in the 5th Floor Board Room. The cost for the session is \$50, half of which the Institute will pay. If you are interested, complete the coupon below and return it to Anselmo Alamilla in Human Resources by Friday, November 1st. Please bring your check for \$25, payable to Balanced Living, Inc., to the meeting.

(Please complete, detach and return the form below to Anselmo Alamilla in Human Resources)

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TO: HUMAN RESOURCES

Please reserve a place for me at the Balanced Living, Inc. smoking cessation seminar on November 21st. I have informed my supervisor that I will be attending this meeting.

NAME: \_\_\_\_\_ COST CENTER: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_