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American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

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

Anniversaries

Paul Rosenfield	Technical Standards & Services	27th
Jeanne Weisberg	CPE Educational Support Services	18th
Steve Geske	CPE Production	12th
Loretta Szabo	Technical Standards & Services	6th
Jimi Patricola	Promotions	5th
Tom Lemmon	State Society Relations	5th
Henrietta Joffe	Membership Administration	5th
Phil Sagazio	CPE Materials Management	5th

**CPE Session -
Accounting Update**

Space is filling up quickly for the Tuesday, March 31st, staff training session covering the current activities of the Accounting Standards Executive Committee (AcSEC), the FASB, and the International Accounting Standards Committee. The session, moderated by Norman Strauss, Chairman of AcSEC, will be held in the Board Room from 9:30 a.m. until approximately 12:15 p.m. To sign up, please contact Mary Anne Tait (X5660).

You may also sign up for future sessions which include an EITF update (April 13), SAS 68 (April 30), and an update on new and proposed SASs and SSARs (May 8).

**Women's
Basketball**

Remember, the **AICPA** women's basketball team will play in the semi-finals on Wednesday, March 25, 9 p.m. at Asher Levy High School, 11th Street and 1st Avenue. Come cheer on the team in its bid for the championship!

The Lunch Break

New York State Labor Law, which applies to all employees -- full and part-time staff as well as agency and Institute temps -- mandates at least 45 minutes for lunch. You cannot allocate to overtime more than 15 minutes of the hour set aside by **AICPA** policy for lunch. Also, you must first obtain your Supervisor's approval to put in overtime at lunch or anytime else.

Communication

Some words in our language receive frequent and almost continual usage. One of these words is "communication." Phrases like, "lack of communication," "poor communication," (or the opposite) are sprinkled through our conversation like salt on food.

They are not "salty" like the old term used to describe crude and sometimes vile speech -- those words carried a clear meaning and had verbal impact!

Not communication. We throw that poor word around so frequently and in so many different contexts that it just wafts away like a silent butterfly, never to be considered or noticed.

It's not that it isn't an important word. It's a key word. What is more important to an organization than clear policy lines, defined responsibilities, objective assignments, and all the things that go into understanding where we are going and how we intend to get there?

Over the years several thought patterns have developed that hamper communication (there's that word again). Do you recognize any of these?

"Why should I tell him? Let him find out the hard way. I did."

"It's so simple anyone can figure that out (of course you've done it dozens of times, and the other person is a stranger to the operation.)"

Here comes another lecture. Joe always pays attention, and I'll find out from him if I need to."

"Why should I read this? It's probably just more company smoke. Anyway, I know all about it."

You get the picture? We all do because we have all been guilty of this kind of thinking from time to time. What's amusing is that it's really much easier to get it the first time than to say "nobody told me."

Make the balance of 1992 the year you truly listen, and ALSO generously contribute your own expertise. It can put new life into that key word called "communication."