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## Inside AICPA, April 26, 1993

American Institute of Certified Public Accountants (AICPA)

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April 26, 1993

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

Stacy Kosmides	CPE Program Development	16th
<del>X</del> Ileane Silver	Library Services	15th
Edward A. Greene	Printing Services	5th

**Congratulations**                      ..to Jeff Orton (Accountant--Accounting) and Cathy Zaita (Technical Manager-Professional Ethics), who were two of the eight participants in the Karaoke Contest held at Markers Restaurant on Friday, April 16, 1993.

Jeff, took first place singing the Moody Blues hit "Nights in White Satin" while Cathy sang Madonna's "Crazy For You." With more than 30 of their friends and co-workers there, shall we say, Jeff and Cathy were inspired "with a little help from their friends".

**Recovery Dedication**                      St. Sylvester's Parish located at 854 Targee Street, Staten Island, NY 10304, (718) 727-4639 will be holding a mass on Sunday, May 2, 1993 at 10:30 am dedicated to the recovery of staff member Jeffrey Orton, a victim of leukemia. Donations may be offered to The Jeffrey Orton Fund in care of St. Sylvester's Parish.

**Tri-State United Way Campaign**                      Today marks the kick-off of the 1993 Tri-State United Way campaign. The Institute has been a long-standing supporter of the local United Way effort, and employees have contributed generously in the past. Contributions are made to the United Way of Tri-States so as to assure the widest distribution among the greater New York, New Jersey and Connecticut charities.

United Way pledge cards and informative brochures will be distributed via the inter-office mail over the next couple of days. Please take a moment to review the information and if you have any questions, please call Chris Miller at extension 3354, or, Kimberley Hines at extension 3350.

## PROFILE - MEETINGS AND TRAVEL DEPARTMENT

### **STAFF:**

The department is broken down into four areas which include Conferences, Committee Meetings, Travel and Registration. The people that make up Meetings and Travel are: Andrea Adler, Anne Sheerin, Hollie Boyle, Angeline Davis, Cheryl Hellman, Laurie Hoffman, Barbra Josephson, Ellie Lander, Doris LeMaire, Samantha Lewis, Maura Middleton, Marianna Morgan and Kim Shapiro.

### **OBJECTIVE:**

To provide professional and cost effective arrangements for conferences, committee meetings, and staff travel for the Institute and its members. This includes hotel accommodations, food/beverage, audio visual equipment and proper meeting space. Meetings and Travel enforces policy on a continual basis and recommends changes to the Executive staff when necessary.

### **ACTIVITIES:**

#### Conferences and Meetings:

Meetings and Travel manages an Annual Members Meeting, two Council meetings and 50 National conferences varying in attendance from 100 to 800 persons. In 1992 there were approximately 1000 Committee Meetings planned which averaged 5 to 20 attendees. In-house meeting rooms for NY & NJ are reserved through two coordinators for staff and committees. In 1992 AICPA and its members occupied over 37,000 hotel room nights.

#### Registration:

This area controls and stores all participants information pertaining to AICPA conferences, seminars and programs. This statistical data helps staff with marketing future conferences, crowd control and many other useful tools. In 1992 the registration area processed over 20,000 registrations.

#### Travel:

The Travel area uses an in-house American Airlines Sabre System to obtain lowest possible airfares for staff travel. This gives the AICPA the opportunity to control cost in a centralized area. The travel area negotiates contracts with all major airlines, car rental companies and car service companies to obtain the best rates for the AICPA.