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American Institute of Certified Public Accountants (AICPA)

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July 12, 1993

**Staff
Anniversaries**

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

Donna Garzon	Quality Review	18th
Len Green	Member's Life, Health & Pension Programs	15th
Josh Grauer	CPE Program Development - Self-Study	12th
Ruby Smith	Office Facilities	12th
Arline Dederick	CPE Program Development Administration	11th
Arlene Cohen	CPE Administration	8th
Laurie Arp	Library Services	6th
Barbara Considine	Records Management	6th

**Personal
Appearance**

Those lazy, hazy days of summer are here! As the temperature climbs to uncomfortable fahrenheit's, let's keep in mind the Institute's policy on personal appearance:

"The AICPA is a professional organization and it is important that its staff reflect this image in demeanor and dress. When you were interviewed for your position, your appearance had a bearing on your employment. It is important that everyone maintain a clean, neat, pleasant and business-like appearance in the office.

We welcome many visitors to our office every year. In large part, our appearance and surroundings reflect our "measure of excellence" to the profession. Your good judgment in personal appearance will enhance our currently high degree of professionalism.

**Rockefeller
Center Summer
Concerts**

If you like music, you might be interested in the summer concerts being held around the Rockefeller Center area. All concerts are from 12:30 p.m. to 1:30 p.m. Listed below are the scheduled dates and places for the July Concerts. The rain date for all concerts is the Friday of the same week.

Tuesday 1251 Avenue of the Americas Americas Garden	Wednesday McGraw--Hill Park	Thursday 1251 Avenue of the Americas Americas Garden
July 13th Jed Levy Quartet Saxophonist	July 14th "Doc" Cheatham Trio Legendary Trumpeter	July 15th Satin Dolls Swinging Vocals
July 20th Mike Hashim Quartet Saxophonist	July 21st Standard Brass Swinging Brass	July 22nd The Trembles A Cappella
July 27th Danny Block Quartet Saxophonist	July 28th Ed Polcer with the Frank Tate Trio Classic Jazz Quartet	July 29 Amy London Quartet Jazz Vocalist

**Harborside
Office**

Beginning this Thursday, we will proceed to imprint names on the window panel of the offices. Please make sure that the glass panels are free of all material except for your temporary name sign. The window panels should always remain unobstructed for aesthetic and cleaning purposes. Also, in about three to four weeks, name plates will be installed on the work stations.

**You have until
5:00 p.m. Friday,
July 30th...**

to change or add medical coverage.

The Institute's annual medical plan Open Enrollment allows employees in our New York and New Jersey offices the opportunity to change their medical coverage effective September 1, 1993 from US Healthcare to PruCare or vice versa.

If you are not currently enrolled for medical coverage under PruCare or US Healthcare, you may either enroll in the US Healthcare plan by completing the necessary enrollment form, or you may apply for coverage under the PruCare Plus plan by submitting a medical evidence of insurability application for yourself and each eligible dependent you wish to cover.

US Healthcare covered employees and their dependents are eligible to switch to the PruCare Plus plan by simply submitting the completed enrollment form. (The same for PruCare to USHC.)

The enrollment packages, which include the provider directories and the necessary enrollment forms for both plans, are available in Human Resources. If you wish to change your medical plan, you must complete and return the enrollment form (and the evidence of insurability form, if applicable) to Human Resources **by 5:00 p.m. FRIDAY, JULY 30, 1993.**

Representatives from PruCare Plus and US Healthcare will be making presentations on Wednesday, July 14 at 10:00 a.m. and again at 11:00 a.m. in the New York office. Presentations at the Harborside office will be held on Thursday, July 15 at 9:30 a.m., 10:15 a.m. and 11:00 a.m. At both locations, from 12:00 p.m.- 2:00 p.m., the insurance carrier's representatives and AICPA Benefits Staff will be available to discuss the plans and answer questions. There will also be free blood pressure and pulmonary function tests provided by US Healthcare from 12:00 p.m. - 2:00 p.m. in Conference Room F in the New York office. Tests will be scheduled at a later date for the New Jersey office. If you wish to attend an Open Enrollment Presentation contact Kimberley Hines on X3350.

If you have any questions about Open Enrollment, please contact Kimberley Hines, X3350; Chris Miller, X3354; or Penny Donius, X3353.