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American Institute of Certified Public Accountants (AICPA)

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July 26, 1993

**Staff
Anniversaries**

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

		Anniversary
Roseanne Beni	Quality Review	23rd
Irene Cohen	Office Facilities	19th
Nick Fiore	<i>Tax Adviser</i>	11th
Laura Richards	Executive	8th
Shirley Twillman	State Legislation & Legislative Relations	8th
Ron Dunn	Office Facilities	6th
Gene Barrett	<i>Journal of Accountancy</i> - Editorial	5th

NY Office Notices:**7th Floor
Staff
Relocation**

On the evening of Friday, August 13, 1993, we will move all staff temporary located on the 7th floor back to their original locations on the 6th floor. Starting the first week of August, our moving firm, Dayhill Mayflower, will be visiting all 7th floor occupants to begin preparation for the relocation. If any staff is planning vacation during this time, you will be provided with moving cartons in advance. If you have any questions pertaining to the move, please call Joe Ciccone on x6229.

**Employee
Lounge**

The new Employee Lounge, with a seating capacity of 12, is located in the Southwest corridor of the 6th floor. Vending machines for snacks and sodas are now available. On August 13, 1993, the lounge will be in full operation with a refrigerator with an ice maker, a microwave oven and a fresh-brewed coffee machine, along with tables and chairs. Smoking in the lounge will be prohibited.

**6th Floor
Boardroom &
Conference
Rooms**

The 6th floor Boardroom is back in operation today, Monday, July 26, 1993. Beginning Monday, August 2, 1993, the remaining 6th floor Conference Rooms **D, E, F & G**, and the new **Training Room**, will be available for use. To book these rooms please contact Meetings & Travel at x6240.

**Staff Training &
Development**

Copies of the new Staff Training & Development Catalogue, along with the Staff Training Bulletin are being distributed to the entire staff today. Anyone interested in signing up for a training course must complete a Training Request Form. Forms can be picked up in Human Resources.

Please Welcome

Stephanie D. Reynolds - Secretary - Membership Administration. Stephanie joins us from Zenith Data systems where she worked as a Secretary.

Linda M. McKenna - Technical Advisor - State Legislation & Legislative Relations. Before joining us, Linda was Assistant Director, State and Local MBA Liaison Division at The Mortgage Bankers Association of America.

Promotions

Chris Miller was promoted to Benefits Administrator from Benefits Coordinator in Human Resources.

Congratulations and much success in your new position!

Reminder...

You have until 5:00 pm Friday, July 30th to **ADD** or **CHANGE** medical coverage. If you are not currently enrolled for medical coverage under PruCare Plus or US Healthcare, you may fill out 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.

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.**

If you have any questions, please call Kimberley Hines on X3350.

Weight Watchers

We are happy to announce the return of the "Weight Watcher At-Work" program! The program will be offered in NJ as long as at least 20 employees register. The Institute will pay half of the total cost for the 10-week program which is \$114 for continuing members and \$131 for new members.

The meetings will be held every Friday, beginning August 13, 1993, in Conference Room 1 on the 2nd floor from 12:00 p.m. to 1:00 p.m.

Registration

If 20 or more employee registers, Weight Watchers will waive the registration fee for new members.

A representative from Weight Watchers will be in Conference Room 1 on July 30th from 12:00 p.m. to 2:00 p.m. for open meeting and in-person registration. Please bring your check payable to Weight Watchers for \$57 (continuing members) and \$66 (new members). You may post-date your check to August 13th. If you cannot attend the in-person registration, please bring your check to Kimberley Hines in Human Resources by Thursday, July 29th.

If you have any questions, call Kimberley Hines on X3350.