

University of Mississippi

eGrove

Newsletters

American Institute of Certified Public
Accountants (AICPA) Historical Collection

5-17-1993

Inside AICPA, May 17, 1993

American Institute of Certified Public Accountants (AICPA)

Follow this and additional works at: https://egrove.olemiss.edu/aicpa_news



Part of the [Accounting Commons](#)

May 17, 1993

**Staff
Anniversaries**

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

Dick Flynn	Advertising	12th
Jean Yocono	Technical Services - Professional	11th
Ed Karl	Tax Division	10th
Rudolph Llewellyn	CPE Accounting	7th
Vincent Aiello	Order	6th

**Please
Welcome**

Sharon H. Edwards - Administrative Secretary - Communications/Public Relations.
Sharon joins us from Lockheed Austin Division where she worked as an Administrative Assistant.

**Staff
Promotions**

In CPE Marketing - Group Study, Irene Dajka was promoted from Marketing Coordinator to Senior Marketing Coordinator.

Chiu Chi and Anna Muchnik in Programming & Systems were promoted from Senior Programmer Analysts to Systems Analysts.

Congratulations and much success in your new positions!

Special Olympics

REMINDER!!! Volunteers are still needed for the *New York Special Olympics 1993 Metro Tournament* on June 13 from 9:30 a.m. to 4:30 p.m. at St. John's University in Jamaica, Queens. Those who are interested in being athlete escorts for the day, please call Louise Williamson at x6034 before May 25th.

**Policy
Reminders**

Bereavement -- When a death occurs in an employee's immediate family, the bereaved staff member, regardless of length of service, will be granted time off with pay for up to three days. For purposes of this policy statement, "immediate family" consists of spouse, children, parents, siblings and grandparents. Upon the death of a relative not of the immediate family (aunt, uncle, cousin, in-law) one day with pay will be granted.

Jury Duty -- An employee who is summoned to serve on a jury will be granted time off with pay while serving as a juror. If you are excused from jury duty prior to the end of a regular work day you must call your immediate supervisor for a decision as to whether or not, in view of the hour and distance involved, it would be practical to report to work. If you are excused for any full day during jury duty, you must report to work that day. You must send a copy of your summons for jury duty and a certificate from a proper court official indicating the days served as a juror to Human Resources for your file.

PROFILE - MEMBERSHIP ADMINISTRATION

What is Membership Administration?

Membership Administration is responsible for attracting and retaining qualified members. The department is divided into two sections - **Membership Admission/Promotion, Retention & Development** and **Membership Records**.

Membership Admission/Promotion Retention & Development processes and admits new members and solicits prospective candidates. It provides current members with retention assistance when financial or other hardships occur by offering dues payment options. We process over 17,000 membership applications and 1,200 reinstatement requests per year, resulting from the 1,500 telephone requests received and 3,100 promotional packets sent to newly certified CPAs each month. In addition, the Admissions group works closely with Fulfillment/Dues Payment Processing to ensure that outstanding dues are processed timely.

As a result of the 3,000 phone calls and 16,000 written inquiries we receive each month, **Membership Records** is responsible for the maintenance and update of its 310,000 member database to ensure that members are properly classified and their names and addresses are correct. These revisions make certain that our members receive all publications to which they are entitled, such as the *Journal of Accountancy* and *CPA Letter*. We also maintain records for nearly 40,000 members who participate in the Institute's four voluntary section programs: Information Technology, Management Consulting Services, Personal Financial Planning and Tax. Membership Records also monitors compliance with the Institute's practice monitoring program requirements for more than 45,000 public accounting firms by working closely with the Quality Review Division and the Division for CPA Firms.

Membership Administration directs members to other Institute departments and outside member affinity programs such as insurance coverage, car rentals and credit cards. We are very often the first point of contact that prospective or current members and others have with the Institute. Membership Administration is committed to providing professional, courteous and responsive service to all inquiries.

Who is Membership Administration?

Joan Deutschmeister, Manager. Membership Admission/Promotion Retention & Development: Marguerite Gray, Supervisor; Alisande Booker-Hall, Diana Darios, Chriscencia Francis, Emily Goldstein, Henrietta Joffe, Helen Kuch, Rita Novick. Membership Records: Pamela Womble, Supervisor; Dyonne Gordon, Glenda Hwang, Nafieza Karim, Ann Kennedy, Zoya Khaldeyeva, Mae Morrow, Nayda Rey, Yolanda Sportiello.

More Good Eating

Tired of the same old lunch? Paulus Hook Deli & Restaurant located at 99 Greene Street (right on Montgomery, then left onto Greene) offers quick service, great home-cooked food and is close by. Employee suggestion: Try the daily special! (201) 309-0344.