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Inside AICPA, November 15, 1993

American Institute of Certified Public Accountants (AICPA)

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November 15, 1993

**Staff
Anniversaries**

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

		Anniversary
Shirley Crawford	Accounting	16th
Loretta Williams	Receivables	15th
Herb Jacobowitz	Distribution Services	14th
Rocco Petrozzo	Distribution Services	14th
Glen Nelson	CPE Production	8th
Carmen Rivera	Customer Service	8th
Jimmy Eng	Programming & Systems	7th
Luz Perez	Examinations	6th
Rob Rueda	Microcomputer Support/Office Automation	5th

Promotions

Barbra Josephson was promoted from Meetings Assistant to Conference Coordinator in Meetings & Travel.

In Fulfillment, Diana Rivera was promoted to Senior Control Clerk.

Teresa Williams was promoted to Receptionist in Office Facilities from File Clerk in Quality Review.

Congratulations and much success in your new position!

**Thanksgiving
Lunch**

This coming Friday, 11/19/93, the AICPA Harborside Luncheon Club will be featuring a Thanksgiving Day Lunch Special. The lunch menu will consist of turkey, stuffing, sweet potatoes, medley of vegetables, cranberry sauce, bread, butter and a special dessert. The cost will be \$3.95. Enjoy!

Time Cards

Due to the Thanksgiving holiday on Thursday, November 25th and Friday, November 26th, we ask New York and New Jersey cost centers to **please hand deliver** all attendance records for this week ending 11/20/93 to Human Resources before the close of business on Friday, November 19th. We also ask the Washington office to **please** be sure to send all attendance records for this week ending 11/20/93 to Human Resources - New Jersey in Friday's (November 19) mail.

Reminder

You have until 5:00 p.m. on Tuesday, November 16th to submit your entry for the \$25.00 "Thanks-Give-Away." Winners will be announced on Thursday, November 18th. Good luck!

Fire Drill

On Monday, November 22, 1993, the Harborside Financial Center will be conducting a fire drill in Plaza III, between the hours of 9:30 am to noon. All New Jersey employees are expected to participate in the fire drill.

Fire Drill
(con't.)

When the fire alarm sounds, you are to leave your work place immediately and line up in the corridor leading to your designated fire exit. Stand quietly and listen for instructions from the building's Fire Safety Director over the building's public address system. For your safety, the AICPA has designated Fire Wardens and Assistant Deputy Wardens (names listed below) to provide assistance in the event of an emergency. The Wardens and Deputy Wardens can be easily identified -- just look and see who is wearing a Fire Evacuation cap. Please follow the instructions of the evacuation personnel. All emergency stairwell exits are marked appropriately. In the event of a fire, DO NOT USE THE ELEVATORS and please close all doors as you leave.

AICPA DEPUTY WARDENS

<u>Name</u>	<u>Floor</u>	<u>Exit Door</u>
Joan Anderson/Jimmy Eng Steve Walme/Shawn Roberts	2	A
Thomas Haller/William Free Roberto Rodriguez/Patricia Verde	2	B
Moshe Levitin/Luis Cabrera Walling Almonte/Nabil Banaout	2	C
Anselmo Alamilla/Christine Herbster Melanie Heim/James Stephenson	2	D
Anne Sheerin/Theresa Dillon James Cook/Wanda Torres	3	B
Lenny Mai Lance Waterman/Monique Summers	3	C
Stuart Eisenberg/Rich Bruder Christine Speers/Nilda Montalvo	3	D

If you have any questions, please contact your Deputy Fire Warden. Thank you for your cooperation.

Retiring Rich

On Thursday, December 2nd Kaycee Krysty, CPA and member of the PFP Executive Committee, will present *How to Retire Rich - The Fundamentals* a personal finances course designed to cover all the bases and provide AICPA employees a chance to consider alternative strategies to improve their own personal financial situation and assure a comfortable retirement.

Each participant will receive a detailed workbook as well as a 45 minute video companion that reinforces the concepts presented. The video companion will make it possible for participants to share what they have learned with their families as well as review the program content at home.

The program is open to all AICPA staff members and qualifies for 4 hours of CPE credit. Several sessions are planned for New York, Harborside and Washington. The first seminar will be held in the New York office Boardroom with two sessions offered - one from 8am - 12pm and the second from 1pm - 5pm. To register complete a Training Request Form and forward it to Human Resources - New York. Due to space considerations the program will be limited to the first 100 who register. Additional information for the Washington and Harborside sessions will be made available shortly.