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Inside AICPA, April 11, 1994

American Institute of Certified Public Accountants (AICPA)

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April 11, 1994

**Staff
Anniversaries**

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

		Anniversary
Ed Seda-Vargas	Printing Services	23rd
Blanche Regan	Customer Service	16th
Claudia Ascione	CPE Marketing Services	12th
Joe Cote	CPE Administration	10th
David Morgan	CPE Course Assembly	8th
Desiree Weiss	Professional Ethics	6th
Patricia Cummings	Professional Ethics	5th
Linda Lach	CPE Program Development Administration	5th
Edward Peters	Order	5th

Promotions

Prithivee Seunarine was promoted to Senior Control Clerk from Control Clerk in the Circulation Department.

Congratulations and much success in your new positions!

Our Apologies

Last week's *Inside* incorrectly stated that Walling Almonte and Maxine Grant were promoted in the Order Department. Both were promoted in the Circulation Department.

Spring Training

The Institute is pleased to announce spring program offerings:

How to Retire Rich - The Fundamentals - will be held in Harborside April 26th and Washington May 4th. This financial planning program is presented in a four hour format designed to cover all the bases and provides a chance to consider alternative strategies to improve your personal financial situation and assure a comfortable retirement. Each participant will receive a detailed work book as well as a 45 minute Video Companion that reinforces the concepts presented. The Video Companion makes it possible for participants to share what they have learned and review the program content at home.

Lisa Osofsky, CPA of M.R. Weiser & Co. will present the Harborside program scheduled for Tuesday, April 26th from 8am to 12noon or 1pm to 5pm; while the Washington Office program is scheduled for Wednesday May 4th from 8:30am to 12:30pm with Kaycee Krysty, CPA, CFP of Moss Adams as presenter.

Writing Skills - An eight-week Review of Written Communications program will be offered in late May. This course will evaluate and review English skills to improve overall performance in written communications with an emphasis on editing skills.

Time Management - With time at a premium, most of us could use some assistance in organizing our time more effectively. During May, we will be offering time management programs to do just that. The workshop is three hours and participants will receive a calendar/organizer to get them started.

In addition we have Frontline, Word Perfect, and Lotus classes forming for the month of May. If you are interested in attending any of these programs, please complete a training request form and forward to Human Resources - New York. Washington employees should submit training request forms to Ela Work. We will inform you as to the available dates for the class that you have requested.

TAKE OUR DAUGHTERS TO WORK DAY

"Take Our Daughters To Work Day", scheduled on Thursday, April 28th, is fast approaching. Thanks to your helpful suggestions, we have some fun and informative activities planned throughout the day at our three office locations. The agenda, reproduced below, provides you with a listing of the day's events.

MORNING ACTIVITIES

9:00 - 9:30	Breakfast With Mentor & Friends
9:30 - 9:35	Executive Welcome
9:35 - 10:00	Introduction to the AICPA
10:00 - 10:30	Tour of AICPA Offices
10:30 - 11:30	Time to Work with Mentor
11:30 - 12:30	Lunch with Mentor & Friends

AFTERNOON ACTIVITIES

12:30 - 1:30	Computer Workshop
1:30 - 2:30	Public Relations Workshop
2:30 - 3:30	Reassembly

Depending on the number of "daughters" at each location the agenda may be subject to minor changes on the day of the event. Each mentor will be given a complete agenda with times and locations prior to April 28th.

If you have a daughter or surrogate "daughter for a day" ages 9 to 15 and would like to participate in the program, please complete the official registration form below and return it to Jenn Kurylka in Human Resources no later than Friday, April 15th. We ask that you complete the official registration form even if you previously advised us that you were interested in participating.

"TAKE OUR DAUGHTERS TO WORK DAY"

OFFICIAL REGISTRATION FORM (Return to Jenn Kurylka by Friday, April 15)

I will be participating in "Take Our Daughters to Work Day" on Thursday, April 28, 1994.

Employee Name _____ CC# _____

Location (circle one) NJ NY DC

Daughter's/Surrogate Daughter's Name(s): (Please Print Full Name)

(First) (M.I.) (Last) Age _____

(First) (M.I.) (Last) Age _____