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Inside AICPA, December 27, 1994

American Institute of Certified Public Accountants (AICPA)

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December 27, 1994

**Staff
Anniversaries**

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

Anniversary

Karen Mullin	Payroll	17th
Roberto Rodriguez	CPE Production	8th
Christine Speers	Electronic Imaging	7th
Maria Navarro	Quality Review	6th
Diana Rivera	Fulfillment	6th
Linda Safian	CPE Accounting	6th
Angel Hernandez	CPE Course Assembly	5th
Mahedy Ortiz-Medina	Printing Services	5th

**Please
Welcome**

Susan Deane - Assistant Purchasing Agent - Purchasing. Susan joins us full-time after being employed on a temporary basis in the department.

**Blood
Drive**

With the holiday upon us, remember to "give the gift of life". Approximately one in every ten hospital patients...accident victims, leukemia and cancer patients, burn victims, surgical and cardiac patients, and, perhaps, most touching of all, newborn babies need blood. In fact, a single pint of blood can help as many as ten newborns. A pint of blood can be the difference between life and death for anyone of us when we need a transfusion.

The AICPA is holding its first annual blood drive on Tuesday, January 3rd. Blood donations can be made in the Training Room on the second floor of the Institute's NJ office from 8:30 am to 2:00 pm. New Jersey Blood Services, a non-profit organization, and a division of the New York Blood Center, will be collecting blood donations on an appointment only basis. Additional information will be released later this week, including the Blood Donation Pledge Card. When you receive the information, please take a moment to read it over and decide for yourself whether donating blood is a worthwhile cause. If you have any questions, please call Kimberley Hines on ext 3350. Please arrange for an appointment to donate, it will be the greatest gift you ever gave.

Congratulations

Congratulations to the following Holiday reception raffle winners. The winners received a Macy's gift certificate.

Harborside

Emma Carlson
Alberta DeVore
Lou Digena
Ralph Gargaloni
Sonja Gibbs
Ron Hynek
Marian Jozika
Dolores Kivetz
Irene Lackner
Diego Ledesma
Holly LoCascio
Anita Lyons
Marty Lyons
Nilda Montalvo
Mae Morrow

Lennox Muckett
Annette Nairne
Richard Niles
Rocco Petrozzo
Mary Remo-Bobe
Charles Rhuda
Ana Rosado
Elma Satterfield
Murray Schwartzberg
Tony Sportiello
Ed Tamman
Joe Todd
John von Brachel
Robert Watson
Grant Weisbrot

New York

Antonio Betances
Rick Elam
Robert Genao
Jennie Hazan
Kevin Loo
Janice Maiman
Jeanne Summo
Joel Tannenbaum

Washington

J. Thomas Higginbotham
Linda McKenna
Shriley Twillman

Member Outreach Corner

- o Staff liaisons can call members with outstanding dues (noted with a double asterisk on the contact sheets) up until January 15th. Originally we asked you to contact these members by December 31st. The letter advising members that services will be suspended as a result of nonpayment of dues will go out in late January rather than early January. **Remember:** The calls to members with outstanding dues should be made as part of the member outreach program and not as a reminder or dunning notice of nonpayment.
- o Scheduled to appear in the January issue of The CPA Letter is an article titled "Update on Member Outreach Program, Members' Common Questions About AICPA". An advance copy of the article is attached. Please familiarize yourself with the Q&As as they contain important information, and we recommend you file the document in your Member Outreach Resource Guide under the "Notes" tab for handy reference.

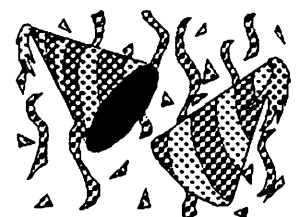
In question #6 we are advising members who do not have fax machines but would like documents available on the AICPA's fax hotline to contact their staff liaison. In the event you should receive a call from a member, obtain the document number and advise the member you will forward the document. Call Mike Calvo on ext. 3204 with the document number. Mike will forward the document to you so you can mail it to the member. We do not anticipate a high volume of these requests.

- o To facilitate communication between the staff liaisons, three mailing lists, Staff Liaison 1, 2 and 3, have been established in the CC: Mail system.
- o Congratulations, the program is off to a great start! With one month into the program 15,253 calls were placed and another 381 member inquiries were received.

Please Note On Monday, December 19, the Summary Plan Description for the Institute's Long Term Disability Insurance Plan was released to the entire staff of the AICPA. If you did not receive a copy of the plan document, please contact Kimberley Hines at ext. 3350.

Gift Drive Anyone who still wishes to contribute to the York Street Project Holiday Gift Drive may continue to do so until January 6, 1995. Your gifts are truly appreciated by those who are less fortunate and thanks to you, the children will have toys, warm pajamas and other items which are needed. The bins located in the Human Resources Employment area will be there until January 6. Once again, thank you for pitching in to share the spirit of the holiday season.

***WISHING EVERYONE A HAPPY AND
HEALTHY 1995!!!***



Update on Member Outreach Program, Members' Common Questions About AICPA

With an official kick-off date of Nov. 14, Member Outreach Program results have come in for the first 23 business days of implementation. Approximately 15,250 calls were made by more than 300 staff liaisons to their assigned members, and more than 380 calls were made by members to their staff liaisons.

Members' questions or concerns are reviewed to note common issues. The following "Q & A" aims to address common questions members have had about the AICPA; this feature to *The CPA Letter* will appear as needed to help provide the best information possible to members.

1. Could you tell me what the CPE requirements are for AICPA membership?

Continuing professional education applies to all members, except those in the inactive or retired classifications. Members in public practice must complete 120 hours of CPE every three years, with no fewer than 20 hours each year. Members not in public practice must complete 90 hours of CPE every three years, with at least 15 hours each year. For frequently asked questions about the CPE membership requirement, dial 201/938-3787 from a fax machine, follow the voice cues and select document no. 151; for a copy of the CPE requirement policy, select document no. 150. Members should also contact their state boards of accountancy to determine what their states' CPE requirements are. For a list of all addresses and telephone numbers of the state boards of accountancy, select document no. 152.

2. Recently I changed my last name and switched jobs as well. What should I do?

Any name changes, job changes (especially from one membership group to another, such as from public accounting to industry), or address changes should be submitted to Membership Records. Write or call the department at the New Jersey location or fax the information to 201/938-3108 (change of member name or public accounting firm name or address must be submitted in writing). Membership Records will make sure that your name or address is changed for all publications included in your membership—there is no need to contact individual editors or departments. However, members who have purchased subscriptions need to notify the AICPA Customer Service Department located in New Jersey. Also, members who have insurance or other member benefits provided by outside parties should contact those companies directly.

3. If I'm looking for employment, or an employee, how can the AICPA help?

For starters, members may contact the CPA JOB BANK (800/939-1040), a national employment referral

service, sponsored by the AICPA and 43 state CPA societies. Also, the *Journal of Accountancy* accepts such advertising; to place a display ad, call Cecilia Robin at 201/938-3296, and for a classified ad, call Madelaine Feldman at 201/938-3293. Members may also contact their state CPA societies to see if their publications accept these types of advertisements.

4. How can I become involved in Institute committee activities?

Each year a call is put out in the Nov. *CPA Letter* looking for members interested in applying for committee service. Applications are due the subsequent Feb. 15; for an application packet, fax L.J. Vendura at 212/596-6213 or write to Committee Appointments Coordinator at the New York location.

5. I saw in an issue of *The CPA Letter* a notice about a colleague being suspended from membership. Could you give me more information on that?

Any information that is not published is confidential. However, for confirmation or other inquiries on disciplinary actions, contact Jan Crozier at 212/596-6098.

6. What should members do who do not own fax machines but would like documents available on the AICPA's Fax Hotline?

Those members should call their staff liaisons (*The CPA Letter*, Nov. 1994) who will obtain a copy of the material and mail it to them.

7. I'd like to know more about the Institute's software products. Whom should I call?

For software product information or technical support, contact 800/226-5800 between 9:00 a.m. and 7:00 p.m., EST, or send a fax at any time to 800/226-6868. The Institute also has a member section for those interested in information technology (see article on page 7).

8. How do I find out about the Institute's affinity programs?

The full selection of member affinity programs appears in the Directory of AICPA Services (*The CPA Letter*, Nov. 1994, page 5; *Journal of Accountancy*, Jan.). Watch for announcements in these publications as new programs are added throughout the year.

9. Is it possible for me to have my name removed from the mailing lists the AICPA sells to vendors?

Yes. Call Membership Records at 201/938-3100 and request that your name be removed from the Institute's mailing lists available for sale.

The above questions and the Directory of AICPA Services should guide members' calls. If still in doubt, members should call their staff liaisons for assistance.

