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## Inside AICPA, February 13, 1994

American Institute of Certified Public Accountants (AICPA)

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February 13, 1994

**Member Outreach Program**

As promised, we plan to hold a second series of staff liaison training sessions to provide the liaisons with an update on the program and to receive input on how to refine and improve the program. The first feedback session, and this will be a pilot session, will be held on Wednesday, February 22, 1995 from 9:30 am - 11:00 am in the New York Training Room on the sixth floor. All staff liaisons in New York and New Jersey are encouraged to attend.

To register, please call Human Resources at X6212 and leave your name, cost center, and telephone extension in voice mail. Please notify your supervisor before registering.

**Staff Anniversaries**

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

		<b>Anniversary</b>
Satoko Alpert	CPE Administration	25th
Dale Atherton	Quality Review	14th
Enrique Rollano	Programming & Systems	14th
Guy Provenzano	CPE Educational Support Services	12th
Gustavo Garcia	Library Services	6th
Warren Dugdale	Customer Service	5th

**Please Welcome**

Mark C. Lee - Associate Publisher - Journal of Accountancy/Tax Adviser - Advertising.  
Mark joins us from Faulkner & Gray, Inc. where he worked as an Associate Publisher.

**Our Apologies...**

To Francisco Pacheco who works in CPE Materials Management, not CPE Course Assembly as stated in last week's "Staff Anniversaries" section of *Inside*.

**Attention!**

To avoid mis-routing and delays which can be costly, please use the designated colored envelopes for inter-departmental mail.

<u>Envelopes</u>	<u>Designated Offices</u>
Light Green	Harborside <b>only</b>
Gray	Between New York and Harborside
Dark Green	New York and Washington, D.C. Harborside and Washington, D.C.

**Free Yoga Trials**

Do you want to get in shape and reduce stress? On Thursday, February 16, 1995 at 12:00 noon and 12:45 p.m., Harborside employees are invited to sample Hatha Yoga and other yoga forms. This 45-minute free trial session will be held in the Training Room. If we get an overwhelming response, we will have an eight week series every Thursday

at 12:00 noon beginning Thursday, February 23 through Thursday, April 13. The cost will be \$28.00 per person.

Get your shorts, sweats and any other comfortable clothing of your choice to wear during this invigorating session. No previous experience necessary. Aerobics-At-Work will take care of the rest!

Don't miss this limited opportunity to do something good for yourself. To reserve a spot, call Kimberley Hines at ext. 3350.

**Hotel Rates**

The 1995 Hotel Transient Rates for New Jersey, New York and Washington, DC were distributed to Division Directors the first week of January. Please see the appropriate person within your department to obtain this information. If you have any questions, please call Meetings & Travel ext. 3232.

**Weight Watchers**

Unfortunately, due to a lack of participants, Weight Watchers for the New York office has been cancelled until further notice.

**Training Update**

...There is still room available in the Time Management - **Planner** class scheduled for Wednesday, March 1 from 9:00 a.m. - 1:00 p.m. and the Time Management - **Organizer** class scheduled for Thursday, March 2 from 9:00 a.m. - 1:00 p.m. Both classes will be held in the New York Training Room. If you are interested in attending please contact Gaby Ulloa at ext. 6180 to reserve a seat and follow-up with a training request.

...The Investment in Excellence class previously scheduled for March 15, 16 and 17 has been rescheduled for March 22, 23 and 24.

**Harborside Luncheon Club**

Please do not remove the plastic trays from the Harborside Luncheon Club, they are for use in the dining room only. Use the cardboard trays for "take-out" lunches. Your cooperation is appreciated.

**Please Note**

The Morgan Industrial Center parking lot is located **off** of Washington Street, not directly on Washington Street. Going North on Washington Street, make a left onto Morgan Street and turn left into the parking lot. For more information, please contact Jeff Pieper at ext. 3260.

**Reminder**

The Institute will be closed Monday, February 20 in observance of President's Day.

**Harborside Smoking Lounge**

The AICPA smokers lounge is now open to AICPA employees from 7:30 am to 4:30 pm. The lounge is located on the atrium level on the southwest side of the building adjacent to the Harborside Parking lot. Employees can gain access to the lounge by using the new second floor internal stairwell also located on the southwest side of the building.

It is important that the door to the lounge remains closed at all times so that the Air Purification system, ventilated to the outside circulating a continuous flow of fresh air into the room, works properly.