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## Inside AICPA, January 24, 1994

American Institute of Certified Public Accountants (AICPA)

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January 24, 1994

**Staff  
Anniversaries**

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

		Anniversary
Phyllis Bernstein	Personal Financial Planning	9th
Alberta DeVore	CPE Marketing Services	7th
Carmen Hidalgo	Programming & Systems	7th
Carla Ciuffo	Electronic Imaging	6th
Vincent Melita	Quality Review	5th

**Please Welcome**

Daniel Figueroa - Distribution Clerk - Distribution Services. Daniel joins us from Effective Security Systems, Inc. where he worked as a Security Officer.

**Publishing  
Skills  
Workshop**

On Wednesday, February 2, a Publishing Skills workshop will be presented. Consisting of three separate modules, this program gives an overview of the publishing process at the Institute. It was developed for staff with responsibility for one or more publications - particularly authors, technical editors and project managers. It is important training for directors or managers with budget responsibility.

The first module, "Planning and Marketing" (9:00 a.m. to 10:30 a.m.), discusses pricing guidelines, unit cost, marketing, and the staff member's role in the process. (Presented by Robert Rainier and Julia Esposito.)

The second module, "Developing the Manuscript" (10:30 a.m. - 12:30 p.m.), deals with preparing a working plan for a product, having a proposal reviewed, preparing a writing schedule, working with outside reviewers, and maintaining author and reviewer deadlines. (Presented by Marie Bareille.)

The third module, "Producing the Manuscript" (2:00 p.m. to 4:30 p.m.), discusses getting the product "on the system," the editorial function, levels of editing, the production and manufacturing process, and the author/editor's role in the process. (Presented by Katharine Coveleski, Bob DiCorcia and Carrie Vaccaro.)

To register for the workshop, a Training Request form should be completed and submitted to Human Resources - New York. Specify the modules in which you are interested. (A fuller description of the workshop is found in the Staff Training Catalog, or staff can contact one of the presenters directly to discuss what will be covered.)

**Weight Watchers**

There is still time to register for the 10 week "Weight Watchers At-Work" Program! If 20 or more people register, Weight Watchers will waive the registration fee. To register, call Kimberley Hines on ext. 3350.

**Reminders...**

...Please note that the dates for the Social Security workshops have been changed.

In New York, Frank Horak from Social Security Administration will be in the boardroom on the 6th floor Wednesday, January 26 from 12:00 p.m. to 1:30 p.m. to discuss retirement issues.

**Reminders...  
(con't.)**

... In New Jersey on Thursday, February 10 from 12:00 p.m. to 1:30 p.m. in the training room, Steve Parrillo from Social Security Administration will discuss retirement issues.

To register for a presentation please call Kimberley Hines on ext. 3350 or leave a message on her audix. Please be sure to have supervisor's approval before registering for the presentation.

Due to space considerations the program will be based on a first come, first serve basis.

The retirement presentations will review eligibility, filing a claim for Social Security benefits, going back to work after Social Security benefits start, the taxation of benefits and much more.

...Gary Garris, a Customer Service Specialist from PRUCARE PLUS, will be in the New Jersey Human Resources area on Wednesday, January 26 and Wednesday, February 2 from 9:00 a.m. to 5:00 p.m. to answer any questions you may have. Please call Kimberley Hines at ext. 3350 to schedule an appointment.

...1994 invitations to the Estee Lauder Company Store are now available in Human Resources. To gain access to the store, present the invitation along with your AICPA I.D.

**World on Ice**

Mickey Mouse and all his friends are back in town with an all new show of breathtaking adventures - full of fun and surprises for the whole family. And now, with each full price ticket you purchase for a weekday performance, you'll receive another ticket FREE.

This special 2 for 1 offer is available for Rockefeller Center tenants for Walt Disney's World On Ice. For one week only, January 21 - 30, two tickets may be purchased for the price of one.

To redeem this offer, simply visit the Radio City box office, present your Rockefeller Center Tenant Privilege Card (available in the New York Human Resources office) and ask for the Rockefeller Center Disney Offer. The box office is open Monday through Saturday from 10:00 a.m. to 8:00 p.m., Sunday from 11:00 a.m. to 8:00 p.m. and accepts American Express, Visa and Mastercard. To order by phone, call Ticketmaster at (212) 307-7171 and ask for the Rockefeller Center Disney Offer.

Remember, this offer is only valid on weekday performances of Walt Disney's World On Ice. The offer expires on January 28, 1994.

Remaining show times for this offer are Wednesday, January 26 at 11:00 a.m., Thursday, January 27 at 7:00 p.m. and Friday, January 28 at 7:00 p.m. Regular ticket prices are \$19.50, \$17.50 and \$15.00.

Performances are also scheduled for **(but not valid for the 2 for 1 offer)** Saturday, January 29 at 11:00 a.m., 3:00 p.m. and 7:00 p.m., and Sunday, January 30 at 11:00 a.m. and 3:00 p.m. These performances are not valid for the 2 for 1 offer.

**Harborside  
Newsletter**

A copy of the Winter 1993-1994 Harborside Financial Center Tenant Newsletter is posted on the bulletin board in the Luncheon Club. Extra copies are available in the New Jersey Human Resources office.