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## Inside AICPA, May 2, 1994

American Institute of Certified Public Accountants (AICPA)

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May 2, 1994

**Staff Anniversaries**

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

		<b>Anniversary</b>
Ileane Silver	Library Services	16th
James Clark	Tax Division	10th
Elaine Milone	Accounting	8th
Julia Ray	Records Management	5th
Kenneth Soderman	CPE Program Development - Tax	5th

**Promotion**

In Meetings & Travel, Kim Shapiro was promoted to Meetings Coordinator from Conference Assistant.

Congratulations and much success in your new position!

**Electronic Mail Tip**

If you are working with WordPerfect 6.0 for Windows and send documents through electronic mail, save them as WordPerfect 5.1 documents **before** attaching them to your electronic mail message. This will permit all users on AICPA's LAN/WAN network to retrieve them without problems.

**Weight Watchers**

Unfortunately, due to the lack of participants, the "Weight-Watchers-At-Work" program at the AICPA has been cancelled.

However, the good news is that AICPA staff can join Weight Watchers with staff members from NatWest! The meetings will be held every Wednesday, beginning May 11, 1994 at NatWest Bank located at 10 Exchange Place from 12:00 noon to 1:00 p.m.

The price is \$131.00 for new members and \$114.00 for continuing members. The Institute will again pay half of the total costs. If 18 or more people join (from both companies), Weight Watchers will waive the fee for new members!

If you are interested, please call Kimberley Hines at ext. 3350.

**Don't Forget...**

Mother's Day is Sunday, May 8!



We sincerely thank all of the mothers we have working with us. You're the greatest!

It's a well-known fact that having a family and a job creates a demanding style of life. The rewards are many, but the hassles are many as well.

If you are a mother with children at home, we do appreciate your efforts on the job. We couldn't do it without you. If you have already raised your children, and they are on their own, we honor you for a job well done, both in your personal and professional life. We need you.

Happy Mother's Day to each and every one!

## **Harborside Safety**

Some Harborside staff members have expressed concerns about safety around the Harborside complex. Since safety is an issue we take quite seriously, Human Resources and Office Facilities met with the Harborside Building Management Staff.

We were briefed on Harborside's security measures and share with you the following report:

- o The Harborside complex has 24-hour, year-round, security.
- o The Harborside complex is equipped with state-of-the-art security technology including motion detectors, cameras, audible alarms and two back-up generators to maintain these services in the event of a power failure.
- o The complex is staffed with a security supervisor, roving security guards and fire command personnel, all reporting to the resident Jones Lang Wootton Manager of Security Services.
- o From 7:00 p.m. to 6:45 a.m., access to the premises is obtained by a card key access system.
- o The Jersey City Police Department has a police officer assigned to the Exchange Place area.
- o The adjacent parking lots are monitored by roving patrols, under the control of parking operator, Square Industries.
- o Harborside emphasizes that they do not provide police services. Police issues are addressed directly with the Jersey City Police Department.

In addition to the security provided by our landlord, we require all AICPA full-time and part-time employees, temporary personnel and visitors to wear I.D. badges displayed in an easily visible manner at all times while on the premises. From 5:30 p.m. to 7:30 a.m. access to AICPA offices is by access card key only. We also recognize that you can never be too careful when it comes to safety. If you observe anyone in your area who you think has no reason to be there or if someone looks suspicious, use your own good judgement and contact the Office Facilities area (x3888); or if you are working late, the Harborside Building Security at 201-915-8550. For quick reference the number is listed on the back cover of your telephone directory.

The rumor about a body being found in, near or adjacent to the Harborside parking lot is simply not true.