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10-31-1994

Inside AICPA, October 31, 1994

American Institute of Certified Public Accountants (AICPA)

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October 31, 1994

**Staff
Anniversaries**

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

		Anniversary
Johnnie Middleton	Receivables	24th
Marlene Gallagher	Academic & Career Development	20th
Mae Morrow	Membership Administration	19th
Edith Breitner	Professional Ethics	15th
Marilyn Stewart	Receivables	8th
Mike Calvo	Microcomputer Support/ Office Automation	6th
Maribel Duran	Order	5th
Carlotta Stewart	Tax Division	5th

Please Welcome

Richard J. Koreto - Associate Editor - Production & Editorial Services. Before joining the Institute, Richard worked for Toltzis Communications as a Managing Editor.

Andre Littlejohn - Bindery Technician - Printing Services. Andre joins us from Olympic Courier Services where he worked as a Messenger.

Marva E. Lindsey joins us full-time as an Accounting Clerk in CPE Accounting.

Promotions

In CPE Marketing Services, Alberta DeVore was promoted to Marketing Coordinator - Conferences from Marketing Assistant Conferences.

Mary Mooney was promoted to Associate Editor from Assistant Book Editor in Production & Editorial Services.

Shelly Recchio was promoted to Production Editor from Senior Production Associate in Production - Periodicals.

Congratulations and much success in your new positions!

Congratulations

The MCS Division was recently awarded a certificate of excellence in the APEX'94 AWARDS FOR PUBLICATION EXCELLENCE competition for the *CPA Management Consultant*. APEX awards are based on excellence in graphic design, editorial content and the ability to achieve overall communications excellence. Some 3,800 publications were entered in the nationwide competition.



Member Outreach Program

By now your Vice President or Director has informed you about the Institute's Member Outreach Program. This program, which will involve all AICPA staff members, aims to show the Institute's human side, demonstrating that the Institute cares about its members and is striving to meet their needs.

Approximately 300 AICPA staff members have been identified as staff liaisons with the responsibility to respond to member inquiries and to call members to obtain member feedback and gauge member attitudes regarding the Institute's programs and services. Those staff members not identified as staff liaisons will be asked to assist in and support the Program's efforts.

Since the Program officially launches on November 9, this week we are concentrating our efforts on training the staff liaisons. We expect to begin training classes for the balance of the staff on or about November 21. The training will cover an overview of the program's objectives, your responsibilities and the necessary support tools you'll need to accomplish the program's objectives. As soon as more details are available, we will advise you.

Third Floor Construction

Due to construction, on Tuesday, November 1, 1994, the third floor reception area at Harborside will be shut down. During construction all visitors will be directed to the second floor. Also, to isolate the construction from the rest of the floor, the contractor will erect temporary walls preventing use of the two elevators that face the river. During the construction, employees will be able to gain access to the third floor space by:

- (1) Taking the regular elevators and showing the security guard posted at the double doors your I.D. card;
- (2) Taking the regular elevators and walking around the temporary construction walls to the reception area swiping your card key through the security device;
or
- (3) Entering the second floor using the internal stairs to the third floor.

We appreciate your patience and cooperation during the construction period.

Relocation of Printing Services

Printing Services will suspend all operations at the New York location at noon on Wednesday, November 9, 1994. Operations will resume on Monday, November 14, 1994 at 9:00 a.m. at our Harborside office.

Please continue to submit your Printing Requisitions via Distribution Services. We recommend that if you have any work needed on a priority basis, to please call Marty Lyons at extension 6174, so we may schedule printing appropriately.