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American Institute of Certified Public
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Inside AICPA, August 21, 1995

American Institute of Certified Public Accountants (AICPA)

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August 21, 1995

**Staff
Anniversaries**

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

		Anniversary
Janis Grossman	Member Service	15th
Helen Kuch	Membership Administration	12th
Marguerite Gray	Membership Administration	8th
Pamela Green	Peer Review	8th
Robin Johnson	Peer Review	6th
Ray Lombardo	Programming & Systems	5th
Bruno Matricciano	Promotions	5th
Jose Suarez	Member Service	5th

**Please
Welcome**

Aaron Arjun - Control Clerk - Circulation. Before joining the Institute, Aaron worked for Caterair International as a Billing Supervisor.

Christine Egert - Product Marketing Analyst - Information Technology. Chris joins us from Simon & Schuster where she worked as a Sales Promotion Manager.

Promotions

In Membership Administration, **Alisande Hall** was promoted to Lead Data Entry Operator from Senior Data Entry Operator.

Andrew Gioseffi was promoted to Technical Manager in Information Technology from Project Manager in CPE Program Development - CEA & Vended Programs.

Congratulations and much success in your new positions!

**Time
Cards**

Due to the upcoming Labor Day holiday, please hand deliver all attendance records for this week ending 8/26/95 to Human Resources before the close of business on Friday, August 25. We also ask the Washington office to be sure to send all attendance records for this week ending 8/26/95 to Human Resources - New Jersey in Friday's (August 25) mail.

Both Human Resources and Payroll thank you for your cooperation.

Reminder...

NatWest representatives will be in the New York office on Thursday, August 24 from 1:00 p.m. to 2:00 p.m. in Conference Room D for anyone interested in opening a free checking account, savings account, money market account. They will also provide information on other services NatWest offers.

Staff members who are going to open an account need to bring their AICPA ID card.

Please Note

The training room in New York which is now being used as a conference room is permanently set up hollow-square style. The tables are "locked" in place so the set up cannot be changed.

Training Classes

Following are training classes available for September...

<u>DATE</u>	<u>CLASS</u>	<u>TIME</u>
14	Transition 6.1	9-5
26	Advanced Lotus Windows	9-5

Remember, all computer training will be held at the Harborside computer facility located on the third floor.

If you are interested in signing up for any of the above classes, please fill out a training request form and forward it to Gaby Ulloa in Human Resources - New York.

Don't Put This Off!

If disaster strikes your home, you will have to provide your insurer with a list of belongings that were lost, damaged or stolen. Take a note pad or a video camera and walk through your rooms. *Business Week* recommends listing everything worth more than \$25.00. Record makes, models and serial numbers. Many computer programs are available for the task, such as MyTreasures (MySoftware, \$14.95) and Personal Record Keeper (Nolo Press, \$49.95). Update your list as you buy new items and keep it in a safe place.

Fitness Tip

Very busy people who don't have time to go walking or do not have the stamina to take long walks, should consider walking for short periods of time throughout the day. Experts quoted in *Prevention* say you could walk for 10 minutes in the morning, 10 minutes at lunch, and 10 minutes after dinner instead of taking a 30 minute walk. Calories burned by the end of the day are what matters, not how fast you walk. Walking in spurts gives you body a metabolic boost every time you do it!