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American Institute of Certified Public Accountants (AICPA)

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January 3, 1995

**Staff
Anniversaries**

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

	Anniversary
Iman Faltass	Fulfillment 14th
Elma Satterfield	Quality Review 14th
Leonora LaMantia	Library Services 11th
Donna Hart	Order 7th
Jay Rothberg	Member & State Relations 7th
Richard Niles	CPE Program Development - Tax 6th
Monique Summers	Receivables 6th
Marianna Morgan	Meetings & Travel 5th

**Please
Welcome**

Eileen R. Sherr - Technical Manager - Tax Division. Eileen joins us from Deloitte & Touche, National Tax Office, Legislative and Regulatory Tracking, where she worked as a Manager.

Douglas B. Kyle - Registration Assistant - Meetings & Travel. Before joining us, Douglas worked for Association Management Group as an Administrative Assistant.

**Member
Outreach
Corner**

A Member Outreach Training Program is scheduled in Harborside for Thursday, January 5th, from 10 am to 12 noon in Conference Room 1 located behind the second floor receptionist. The session is open to recent new hires and any AICPA staff member who has not participated in one of the previous training sessions. If you plan to attend, please advise your supervisor.

**Estee Lauder
Company Store**

For your shopping pleasure, 1995 invitations to the Estee Lauder Company Store are now available in Human Resources - New Jersey. To gain access to the store, present the invitation along with your AICPA I.D. The Company Store is located in the Harborside Financial Center on the atrium level in Plaza II.

Thank You!

Our recent Holiday Gift Donations to benefit the York Street Project was a big success thanks to all of your generous donations. We are certain that the mothers and children of the York Street Project were truly grateful for our efforts on their behalf, and enjoyed the holidays a little more because of our donations. Thank you for participating!

Shuttle Bus

Shuttle bus service to the Newport Centre Mall resumed its "Friday Only" schedule during the week of December 26 and will continue to run every Friday until further notice. Buses leave every 15 minutes between the hours of 11:30 a.m. and 2:00 p.m. from the corner of Columbus Drive & Hudson Street, corner of Montgomery & Hudson Streets and the corner of Marin Boulevard & Columbus Drive.

Harborside Construction

- Due to the construction on the third floor, as of January 4 the NJ Computer Training room will be temporarily located in the second floor training room until further notice. Please keep this in mind when you make your meeting arrangements.
- On Friday, January 6, 1995, the third floor east entrance of our office space (glass door) will be closed. During construction all visitors will continue to be directed to the second floor and employees can 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) Entering the second floor using the internal stairs to the third floor.

We appreciate your patience and cooperation during the construction period.

Time Management

There is still room available in our Time Management courses to be held in New York in Room F on January 10 and 11.

The **Organizer** class, scheduled from 8:00 a.m. to 1:00 p.m. on Tuesday, January 10, will assist managerial and supervisory personnel to plan their schedules more efficiently.

The **Planner** class, scheduled from 9:00 a.m. to 1:00 p.m. on Wednesday, January 11, is designed to be of particular benefit to those who keep calendars and schedules for others as well as themselves.

Happy New Year!

As we approach the end of 1994, it is a good time to take stock of what changes have occurred in our lives since the end of last year. Also, it's important to keep personnel records up to date and the end of a year is an excellent time to consider when your records were last made current and what changes you may wish to make. For example:

- * A new telephone number, address or zip code.
- * A change in the name or telephone number of the person you want to contact in an emergency.
- * Change of marital status.
- * Addition or reduction in your number of dependents.
- * Taking dependents off your hospitalization coverage.
- * A change in beneficiary of your life insurance plan.
- * Notification of special educational degrees or courses completed.

Safety Tip

People in homes with smoke detectors have a 40% lower risk of dying in a home fire than people without them, according to the International Association of Fire Chiefs. The alarms don't help, however, if the batteries are burned out. If they are changed routinely at the time of the new year, this will never happen.