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American Institute of Certified Public Accountants (AICPA)

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**Staff
Anniversaries**

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

		Anniversary
Jo DeLosReyes	Executive	25th
Yolanda DeJesus	Examinations	14th
Joyce Chaney	Library Services	7th
Bill Free	CPE Marketing - Group Study	7th
Colleen Katz	<i>Journal of Accountancy</i> - Editorial	7th
Ray Bonilla	Distribution Services	6th
Rachel Lester	Tax Division	6th
Edwin Ortiz	Printing Services	5th

Promotions

In Membership Administration, Zoya Khaldeyeva was promoted to Section Coordinator from Senior Data Entry Operator.

Ina Walker was promoted to Administrative Secretary from Secretary in Examinations.

Congratulations and much success in your new positions!

Reminder

Human Resources is now located on the third floor directly behind the third floor receptionist.

**Heimlich: 20
Years &
Counting**

In 1974, Dr. Henry Jay Heimlich read a surprising statistic. At that time, choking on food or other objects was the sixth most frequent cause of death in the country.

He studied the problem and decided that a hit on the back often made the situation worse. He proposed that a quick press just below the ribs would make whatever air was in the lungs go up the trachea and push any obstruction out.

While the medical world contended there was not enough research on the Heimlich maneuver, word of the lifesaving "hug" was spreading. It was not until 1986, when the then U.S. Surgeon General C. Everett Koop endorsed it, that the maneuver officially became the first treatment of choice for choking on a foreign object.

Dr. Heimlich also recommends the maneuver as the first course of action for drowning victims. It will expel water quickly, he contends, so the victim can breathe.

The American Heart Association takes the position that water in the lungs is absorbed quickly by the body. Still, the maneuver takes only a moment to perform. While the subject is studied further, it could benefit some drowning victims if done immediately. Many people are not sure they can do mouth-to-mouth resuscitation effectively. Especially for them, trying the maneuver first could make sense.

Meeting Requests Meeting request forms that indicate food and beverage service or special equipment (e.g. flip charts, projectors, video, etc.) **must be submitted at least seven days prior to the meeting date.**

Following is a list of procedures to follow when requesting a meeting room:

1. Reserve a meeting room by calling the appropriate Meetings Coordinator (Kim Shapiro in New Jersey, ext. 3159 or Doris Lemaire in New York, ext. 6240) **before completing the meeting request form.**
2. Complete a meeting request form and send it to the appropriate Meetings Coordinator. You will receive a signed copy of your meeting request form as confirmation. (Meeting space will be confirmed **only upon receipt of a completed meeting request form.** Space reserved by telephone will be released if the meeting request form is not received within five days of your call.)
3. On the day of your meeting, if you experience any problems with the setup of your meeting room, or have additional requirements, please contact the 2nd floor receptionist at ext. 3319 in New Jersey or Joe Ciccone at ext. 6229 in New York.
4. **CANCELLATION OF MEETING** - Sign and date the meeting request form (that was returned to you) at the very bottom to cancel meeting arrangements and send a copy to Office Facilities and Meetings & Travel. If cancelling seven days or less prior to scheduled meeting dates, please call Office Facilities and Meetings & Travel in addition to submitting the written cancellation notice.

If you cannot give at least seven days notice, you should:

1. Reserve a meeting room by **calling** the appropriate Meetings Coordinator.
2. **Hand deliver** the Meeting Request form to the appropriate Meetings Coordinator (Kim Shapiro in New Jersey or Doris Lemaire in New York) for their signature.
3. **Hand deliver** the approved form signed by the Meetings Coordinator to the appropriate reception desk (2nd floor receptionist in New Jersey or the 6th floor receptionist in New York.)

Both Meetings & Travel and Office Facilities thank you for your cooperation!