



HRAPA Chapter Meeting November 11, 2010

Meeting opened by President Melinee Cody at 7:30 am with a welcome to all and an acknowledgement of new member, **Christine Collins** who is with the City of Suffolk. Michele Salak, our only veteran present, was acknowledged and thanked for her service and the entire chapter recited the Pledge of Allegiance. Melinee also shared the history of Veteran's Day with the group. In the secretary's absence, Melinee presented the one candidate we had for the vacant President Elect position, Jackie Kronstain. A call was made for nominations from the floor. Since there were none, Jackie was elected by acclamation. Melinee also made note of the newest edition of "The Payroll Tide", our chapter newsletter, and thanked editor Kitty Baker for her efforts in publishing the newsletter.

Treasurer's Report.- Joyce Thompson.
\$5256.52 cash on hand as of Oct 31, 2010.

VSPC Recap- Sam Brigman.

Sam shared highlights of the conference which was held last month. The conference was able to raise a total of \$1600 for our charity, the Animal Aid Society, a no-kill shelter located in Hampton, VA. Of this total, the CCC chapter contributed \$100 and the HRAPA chapter contributed \$225. Stephanie Salavejus, Conference President, member of CCC chapter, and COO of PenSoft, was selected as the Payroll Professional of the Year for 2010. The 2011 VSPC will be held Oct 13th and 14th at the Fredericksburg Convention Center.

Membership-Jackie Kronstain

Membership for 2011 is open and available through the chapter website. Jackie announced that membership rates would remain the same for 2011, at \$50 for an individual membership and \$100 for a corporate membership of 3 persons. She reminded every one that they must renew each year by Jan 31 to avoid paying the non-member fee of \$25 for the breakfast meeting. Jackie shared that our membership grew this year from 50 to 65 members. Because 2011 is our chapter's 10th anniversary, the hope is that we will exceed the 65 member threshold by the time of our 10th Anniversary celebration in April, 2011.

Community Service-Joanne Carr

Joanne thanked the chapter for their generous support of our school supplies project which once again was donated to Marshall Elementary School in Hampton. This year was our largest donation in the four years that we have been supporting this school. The winter community service project is Coats for Kids. Many coats were brought in for the November meeting. A drawing was held for those who donated coats at the meeting. The winner of that raffle was Marie Holder. Coats may be dropped off at any Langley Federal location.

Program- Cynthia Johndrow. Cynthia introduced each speaker and speakers were given a thank you gift after their presentations.

Speaker #1 **Jillian Robinson, CPP, PenSoft.**

Jillian spoke to us on "Preparing for Year End". Among the many tips she shared were planning meetings with all departments that may have information that should end up on the W2 and making checklists to ensure all information is gathered and reconciled before the actual printing of W2s.

Speaker #2, **Dan Dycus, CPP, Intelsat, Inc.** Dan, who was the 2009 APA Man of the Year and the 2010 Accounts Payable Man of the Year for the American Payroll Association, spoke to us on “Basic Accounting”. Dan shared the definitions of the many accounting terms and gave us a number of word associations that will help us to remember which items are debits and which are credits.

During the break between speakers members were divided into 4 teams to play “Payroll Pictionary”, a lively activity of drawing pictures to represent various office and payroll terminology.

At the conclusion of meeting, President Cody gave a recap of the chapter year, expressing her pride and satisfaction with the many things the chapter has accomplished in 2010. She thanked the members of the Board who supported her this year and presented each with a gift. She shared how excited she was to continue her term into 2011, the year in which the Chapter will celebrate it’s 10th anniversary. She hinted at exciting events especially in the months of April and June.

Door Prizes were awarded and Christy Burluson won the free chapter breakfast for February 2011.

Meeting adjourned at 10:45 am.

Respectfully submitted by
Kitty Baker,
Substitute Secretary