

Northern Colorado Payroll Association

Minutes – October 12, 2017

The October chapter meeting was called to order at 11:32 AM by Dixie Phillips. There were 15 members, 3 guests-Jordan Corneliusen (RLR), Zane Glove (Payroll Vault) and Tina Harkness (MSEC) and our 2 guest speakers Kate W. and Melinda F. with the IRS were in attendance at today's meeting.

Old Business:

- Minutes:
 - The September 21st minutes were emailed to all chapter members for review prior to the meeting. Debbie Condos made a motion to approve minutes, Dixie Wadlington seconded the motion. Motion passed unanimously.
- Secretary vacancy:
 - We are still looking for nominations for this seat. The Secretary takes the minutes for each monthly meeting and the quarterly board meetings. The Secretary is an Executive Member of the Board.
 - It was suggested that we take turns each month-that is a great temporary solution but we need a secretary to sit on the board. Mandy Sage volunteered to help out next month and take minutes
- Study Group:
 - We sent out a survey looking for interested parties in becoming FPC/PPPs. We now have enough interested people in participating; we will be holding the January study group. More info to follow.

New Business:

- Quarterly Board Meeting: Will be held tonight. One thing we will be discussing is raising fees for 2018-we have not done that in many, many years. A vote will be taken at next month's meeting.
- Regional Conference:
 - Next week!
 - Need volunteers to help run the NCPA table during the venter booth.
- December Meeting: Discussion if we should have a meeting-most said they could not make it on Dec 21st. Will discuss at board meeting tonight.

Treasurer's Report:

Bank Balance 10-12-17 - \$ 228.08
Aug Deposits \$ 234.00
Aug Expenses \$ 221.62 (catering)
Current Petty Cash Balance - \$50.00

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Government Liaison:

- October reports were emailed to everyone, thank you to Linda Kammerzell, Government Liaison Officer.

Education Committee:

- RCH certificates for today's meeting were handed out to all CPP/FPCs in attendance.

A motion to adjourn the chapter meeting was made by Dixie Wadlington, seconded by Melanie Bevers. Motion passed unanimously.

Speaker Presentation: Kate Wilmhoff and Melinda Fisher presented on tax liens and levies-how when and why they are issued, how payroll personnel should handle them and consequences of not following through with them.

Karen Lucia was the winner of the chapter drawing at the end of the meeting in which she was given a \$10 gift card to Starbucks.

The next meeting will be on Thursday November 16th, 11:30 AM, at the Chamber of Commerce in Loveland. The speaker will be Cyndy Davidson, CPP with Encana Services Company Ltd. speaking on verifying payroll calculations.

The speaker meeting was adjourned at 1:09 pm.

Respectfully submitted,

Alana Lane, CPP
Treasurer