



Pennsylvania Chapters Team Up for First Summit



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1. Pennsylvania Summit attendees enjoy lunch. Seated at the table are (clockwise from the left): Linda Overholt, CPP; Debby Hecker, CPP; John Wolford; Heide Daugherty, CPP; John Ganse, CPP; Bruce Phipps, CPP; Marilyn Phipps, CPP; Michelle Steiner, and Mary Sharp, CPP. Not shown is Raeann Hofkin, CPP.

2. Susquehanna Valley Chapter officers John Wolford, Heide Daugherty, CPP and John Ganse, CPP enjoy a laugh.

3. Lehigh Valley Chapter officers Marilyn Phipps, CPP and Michelle Steiner.

4. Southeastern Pennsylvania Chapter officers Bruce Phipps, CPP, Raeann Hofkin, CPP, Linda Overholt, CPP, Debby Hecker, CPP, and Mary Sharp, CPP.

After attending APA's Chapter Leadership Seminar and hearing numerous success stories about chapters joining forces with other chapters, Southeastern Pennsylvania (SEPA) Chapter President Raeann Hofkin, CPP, decided to call the nearby Susquehanna Valley Chapter to organize a meeting to share ideas and discuss future partnership opportunities. After many months, officers from both chapters coordinated their schedules for a half-day meeting. Officers from the nearby Lehigh Valley Chapter also agreed to attend.

On Saturday, July 16, 2005, the first Pennsylvania Chapter Summit was held at the Hill Top Inn in Ephrata, Pennsylvania—a central location for the three chapters. Members of the Western Pennsylvania Chapter (some six hours away from the other chapters) were not in attendance, but were later updated with the meeting minutes and will be included in future Summits via conference call.

"There are many things the chapters in Pennsylvania can work on together," Hofkin said. "We really needed to get together and talk about ways we can help one another."

High on the meeting agenda were topics such as the local earned income tax lobbying issue, obtaining Web site sponsors alone or as a group of chapters, chapter membership fee structures, working together for future statewide conferences, and sharing ideas for study groups.

SEPA members in attendance at the Summit included: President Raeann Hofkin, CPP; Vice President Debby Hecker, CPP; Secretary Linda Overholt, CPP; Treasurer Bruce Phipps, CPP; and Government Liaison Officer Mary Sharp, CPP. In attendance from the Susquehanna Valley Chapter were President Heide Daugherty, CPP; Government Liaison Officer John Wolford; and Past President John Ganse, CPP. In attendance from the Lehigh Valley Chapter were Vice President/Secretary Marilyn Phipps, CPP, and Vendor Relations Chairperson Michelle Steiner.

"I think the Summit went very well," Hofkin said. "We're going to try to get together again in another six months to continue discussions on vendor issues, and then try to meet at least once a year after that. I think this is a good start in the right direction. We're all in the same state; we all have the same issues. We'll still continue friendly competitions, but can still be working and helping each other at the same time."

Maria Ines Marin is Senior Manager of Chapter Relations in APA's San Antonio, Texas office.

In-House Classes Bring APA Education to Chapters

BY JUDITH AQUINO

Attending a payroll training course can be a rewarding experience. Attendees receive indispensable knowledge on how to stay ahead of payroll issues and have the opportunity to meet other payroll professionals.

Chapter members would agree that it is more convenient to attend a class located near their workplaces and homes, which reduces traveling costs and other expenses. However, some members have to travel farther than others to attend a payroll training course.

Since 2000, APA has helped local chapters offer courses that are not regularly scheduled in their areas. Although the classes are conducted on a smaller scale, they are identical to the other training courses and include certain benefits of their own. Conducting such classes takes commitment and hard work from the chapter, but it can be a rewarding experience for all.

The Birmingham Payroll Association (BPA) and the Iowa-Illinois APA Chapter both wanted to make it easier for their members to attend payroll courses that were not located in their areas. BPA President Gladys Veigl, CPP, said she and Chapter Vice President Jennifer Williams wanted to bring the "Payroll Issues for Multi-State Employers" course to their chapter, since that class was not offered in Alabama and several of their members administer multi-state payrolls. Iowa-Illinois APA Chapter President Beverly Curtis, CPP, said her chapter wanted to bring the APA's "Preparing for Year-End and 2005" course to their members.

To begin arranging the classes, Veigl and Iowa-Illinois APA Chapter Vice President Kim Kauffman, CPP, each contacted James Medlock, CPP, APA's Senior Director of Education and Training. After explaining their chapters' situations, they received all the information they needed to get started, including a proposal and the number of committed members required for the class (at least 10). Both chapters then proceeded to send an e-mail to their members outlining the course, attendee requirements, and the cost to attend.

To secure a meeting room for the Birmingham Payroll Association, Veigl and Williams spoke to Lynn Leonard of Vulcan Materials, where they often hold their chapter meetings. Leonard was able to provide a meeting room free of charge. For the Iowa-Illinois group, Kauffman chose the Rhythm City Hotel in Davenport, IA, for its close proximity to chapter members and the discounted room rental rate.

After sending the down payment and completed paperwork to the APA, both chapters finalized the dates for their classes.

The Iowa-Illinois APA Chapter class had 30 participants on October 22, 2004, and the instructor was APA Vice President Emily Rook, CPP. According to Curtis and Kauffman, the members truly appreciated the valuable training they received. "They really enjoyed the class," Kaufman noted. "Several members said they were glad we had the class here and hope that we can do it again."



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1. Pictured is APA President-Elect Vickie Majors, CPP (standing) with BPA members at the Payroll Issues for Multi-State Employers in-house class.
2. Pictured is instructor Vickie Majors, CPP.
3. BPA President Gladys Veigl, CPP (left) and Chapter Vice President Jennifer Williams.
4. Birmingham Payroll Association members enjoying a break.

On June 16, 2005, the BPA also had a successful class with 12 attendees. The instructor was APA President-Elect Vickie Majors, CPP. When asked if her chapter would hold another in-house class, Veigl's response was, "Yes, we most definitely would. In fact, we are hoping to do it again this fall. I have been asked to see if we can arrange to offer APA's Garnishments Forum, too."

As the experiences of the Birmingham and Iowa-Illinois chapters show, in-house classes allow chapters to offer their members the chance to sharpen their skills as payroll professionals regardless of where they live and work. "I see it as a win/win situation," Veigl explained. "The employees

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win by getting the education they need and employers win by benefiting from that education. Therefore, the chapter wins by making that happen for both parties.”

Although in-house classes are considerably smaller, members still benefit by receiving information they might otherwise miss. “It’s beneficial to the chapter members since it requires less traveling time,” Curtis said. “Our members liked having a class that was more informal, and they were able

to get more clarification on issues that pertain specifically to payroll in Iowa.”

For more information on holding APA in-house classes through your local chapter, please e-mail us at chapterrelations@americanpayroll.org.

Judith Aquino is an Editorial Assistant who works in APA’s New York office.

Dedicated Mentors Volunteer for CHAMPS



A very special thank you to our current CHAMPS volunteers:

APA’s CHAMPS Chapter Mentor program, which stands for **Chapters Helping APA-chapters Make Payroll Shine**, was created for APA local chapters across the nation to assist one another when confronting challenges within their chapters. Through CHAMPS referrals, similar to the APA Hotline referral service, chapter members can seek guidance from other more experienced volunteer chapter members and network with their peers. The voluntary chapter mentor program is a free service available to APA chapter members and officers.

At this printing, more than 50 dedicated chapter members and leaders have volunteered their time and resources to assist other chapters in need of help in more than 80 different chapter management categories. APA is grateful to these individuals for paving the way for new or less experienced chapters to make their mark on the payroll profession.

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2005 and 2006 Study Groups and Statewide Meetings

Get an up-to-date, full listing of all CPP/FPC study groups and all statewide and regional conferences in *ePayXpress* (EPX), APA's online newsletter. Go directly to the Chapter Network section at www.americanpayroll.org/epayx/chapnews.html and click on the Study Groups and Statewides button on the left-hand side for the full listing.

The PDF file you will receive contains the same CPP/FPC study groups and statewide information you've been receiving in **PAYTECH**, but it will be even more up-to-date. We will refresh the list each month with the latest new CPP/FPC study groups and statewide information, and the links will be delivered to you via e-mail each month with the latest issue of *ePayXpress*.

You can also get to *ePayXpress* through the main APA Web page. Go to www.americanpayroll.org and click on the "ePayXpress" link at the bottom of the page to get to the *ePayXpress* "front page" anytime.

While you're there, check out the great features available to you each month in *ePayXpress*. In addition to the *ePayXpress* Chapter Network Section, you also get current legislative and regulatory news, lots and lots of payroll-related links, information from vendors that support the payroll profession, details about upcoming APA training courses, and much more.

Best of all, whenever you need to refer to the CPP/FPC study groups and statewide list, it will be just a mouse click away at www.americanpayroll.org/epayx/epayxpress.html.

Need help? If you are faced with an issue or challenge in your chapter and need assistance, please call the APA Chapter Relations Department for a free CHAMPS referral at 210-226-4600 or e-mail us at chapterrelations@americanpayroll.org.