



NORTHEAST WISCONSIN CHAPTER OF THE APA

Payroll, HRIS & Timekeeping System Implementation

Meeting Minutes: July 13, 2023

I. Call to order

- Melissa DeSwarte called the meeting to order at 3:05 pm.

II. Members Present – Kerrigan Brothers Winery

Melissa DeSwarte	Tracy Olson	Tonia Starzer	MariBeth Theusch
Becky Doyle	Diana Hernandez	Jane Arnoldussen	Jessica Sloan
Robin Bettis	Sara Neuman	Sarah Jane Doney	Tracy Ramcheck
Wendy Nehring			

III. Speaker

- Courtney Kettleson, B2E Solutions – Payroll, HRIS & Timekeeping System Implementations

IV. Business

- New Member Introduction
 - Jessica Sloan – US Venture
- Approved June 2023 Meeting Minutes
 - Motion – Sarah Jane Doney
 - Second – Sara Neuman
- 2023 Statewide Registration is now open
 - The event will be held in Brookfield hosted by the Greater Milwaukee Chapter
 - The Cindy Cichosz Award will be given again this year – Melissa encouraged members to apply
- The Summer Study Group has been cancelled
 - Only two people had shown interest
 - May offer a study session in the fall that will cover the same material that would have been covered in the Summer session
- American Payroll Association has changed its name to Payroll Organization (PAYO)
 - This means that our chapter name will need to be changed to remove APA
 - The chapter will need to vote on a new name – unable to vote at this meeting since we didn't have a quorum



AMERICAN PAYROLL ASSOCIATION

- Here are names for consideration for the upcoming vote
 - Northeast Wisconsin Payroll Association
 - Northeast Wisconsin Payroll Chapter
 - Northeast Wisconsin Chapter of PayrollOrg
- The new name will mean changes to the following:
 - Logo
 - Name Tags
 - Website
- Upcoming open board positions – if interested contact anyone on the board
 - Vice President
 - Treasurer
 - Secretary
 - Director of Education
 - Chapter Coordinator
 - Membership Director
 - Website Coordinator
- Follow us on Facebook, Twitter, LinkedIn

Payroll Questions/Discussion

- Open conversation –
 - What is the rationale that should be considered to determine discretionary vs non-discretionary bonuses?
 - Was the bonus performance based is the primary rationale most organizations use to deem the bonus as non-discretionary
 - If the bonus was communicated in advance with dates to be paid out in the future puts the bonus in a “gray area”

V. Drawing

- Winner of bottles of wine
 - Diana Hernandez
 - Tonia Starzer

VI. Meeting Evaluation Forms

- A Survey Monkey evaluation will be emailed

VII. Next Meeting

- August 10, 2023 – Renita Robinson
 - Diversity, Equity and Inclusion
 - Meeting location will be the Neville Public Museum

VIII. Adjournment

- Meeting was adjourned at 4:11pm.