



Northeast Wisconsin Payroll Chapter Chapter Meeting Minutes



July 11, 2024

I. Call to Order

- Danielle Neitzel called the meeting to order at 9:00am.

II. Members Present

Melissa DeSwarte	Donna Van Landghen	Melissa Lyon	
Becky Doyle	Kate Thomas	Nicole Bates	
Danielle Neitzel	Laurie Spittlemeister	Tracy Ramcheck	
Madilyn Hill	Tracy Olson		

III. Speaker

- Round Table Conversation – led by Danielle.
- Topics included:
 - Multi-State Payroll
 - Compensable Time
 - Systems
 - Disaster Recovery
- Great conversation was had around these topics. Much of the conversation was around managing employees across multiple states and localities. Melissa D shared a checklist she goes through every time she has an employee in a new state with Danielle.
- A lot of conversation was shared as well on policies/procedures put in place to ensure employees communicate when they are moving addresses. This is one of the biggest issues that leads to inaccurate withholdings. Ensuring employees are educated on why it is important to let HR/Payroll know about address changes will lead to better compliance.

IV. Business

- New Member Introductions:
 - Nicole Bates
 - Madilyn Hill
 - Kate Thomas
- May 2024 Chapter Meeting Minutes
 - Motion made by Tracy Olson to approve the May 2024 chapter meeting minutes.
 - Motion seconded by Laurie Spittlemeister
 - All in favor. Approved



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- June 2024 Chapter Meeting Minutes
 - Motion was made by Danielle Neitzel to approve the June 2024 chapter meeting minutes.
 - Motion seconded by Tracy Olson.
 - All in favor. Approved
- New Board Member
 - Elan Yudkowsky is the new Secretary as of June 2024!
- Payroll Source Group Discount
 - Information will be sent out in the next couple of months with more information on how to get the group rate.
- Selfies at Chapter Meetings
 - Looking to get more engagement! Take a selfie at a chapter meeting and send to a board member!
 - You will be entered into a raffle for each selfie sent!
 - Use #NEWIPayroll
- 2024 Statewide Conference
 - September 19th & 20th, 2024 at KI Center in Green Bay
 - Registration is officially open! https://northeastwipayroll.org/2024_Statewide_Registration
 - Make sure to get hotels booked sooner than later!
 - Costs:
 - NWPC Members - \$300
 - Other WI Chapters - \$350
 - All other - \$375
- Summer/Fall Study Group
 - Multiple different options on study groups
 - Survey was sent out if you want to participate and which time slots work best for you
 - If you would like to participate and did not receive this survey, please email Elan at secretary@northeastwipayroll.org
 - You get 16 RCH credits for going through the study group. If you need recertification, this is a really good option!



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V. Payroll Questions/Discussion:

- Open conversation:
 - *There were no questions/topics to be discussed*

VI. Next Meeting:

- June 19, 2024
 - Board Meeting
 - Reach out to a board member if you wish to attend
- July 8, 2024
 - Heritage Hill State Park in Green Bay from 2:30pm-4:30pm
 - Wellness – self care presentation, puppy yoga, and refreshments!

VII. Raffle:

- Melissa Lyon was the raffle winner of a \$10 Amazon gift card. Congrats! Melissa will get send off to you.

VIII. Adjournment:

- Meeting was adjourned at 10:27am