

American Payroll Association's

CHAPTER LEADERSHIP SUMMIT

LEARN. GROW. SUCCEED.

October 14 – 15, 2016 ■ Las Vegas, NV

#APACLS



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Global Cash Card
We make paycards easy



WE'RE HERE TO SUPPORT YOU.

Our diverse selections of presentations are **RCH certified and at no cost for your chapter.** All our presentations are educational and not a sales presentation. You will learn the latest and greatest in the paycard space including but not limited to: card features and functionality, technology, compliance, training and implementation, and where we see electronic pay in the future.

We look forward to the opportunity to provide this valuable industry insight at one of your upcoming 2016/2017 chapter meetings, statewide conferences, or industry events.

Thank you for your hospitality and I hope to see you on the road this year!



As many of you know Global Cash Card is dedicated to supporting the payroll profession and the education of professionals in the field. Every year we try to develop and foster education and training for payroll professionals around the United States. We are proud to partner and sponsor the following through the APA :

- Global Cash Card Educational Grants
- Global Cash Card Publication Grants
- Virtual Congress
- National Payroll Week
- Informative webinars (RCH offered)

It has been a great privilege along with my colleagues at Global Cash Card to speak at more than 120 APA local chapters, Statewide Conferences, National Payroll Week celebrations, and other industry events.

We would love the opportunity to speak at your local chapter, statewide, or special event.



George Mavrantzas
Vice President of Special Projects
904-993- 0469
gmavrantzas@globalcashcard.com



American Payroll Association's

CHAPTER LEADERSHIP SUMMIT

WELCOME TO THE 2016 CLS

Dear Summit Attendee,

It is my pleasure to welcome you to the American Payroll Association's Chapter Leadership Summit!

I commend you for **taking the initiative to polish your leadership skills** and learn how to most **effectively manage and develop your local chapter**. With this inaugural Chapter Leadership Summit, the APA offers you **enhanced workshops** to choose from, along with **superb networking opportunities** among fellow chapter presidents and officers from across the nation.

Through this training, the APA seeks to **foster the success of our growing network of affiliated chapters**. What you share and learn from one another will complement what you learn in the formal training sessions.

Thank you for attending the Chapter Leadership Summit. We extend best wishes to you and the members of your chapter.

If you have any questions, please contact the Chapter Relations Department at (210) 226-4600 or email chapterrelations@americanpayroll.org.

Sincerely,



P.S. We want to know what you think of the complimentary training you receive here and how we can improve it. Please share your comments by completing the evaluation form that will be emailed to you following the Summit.



Dan Maddux
EXECUTIVE DIRECTOR
AMERICAN PAYROLL
ASSOCIATION

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AGENDA

Friday, October 14

- 1:00 p.m. – 2:00 p.m. **Registration**
- 2:00 p.m. – 3:45 p.m. **Opening General Session**
Showroom
- Welcome
- Dan Maddux**
Executive Director
American Payroll Association
- Elizabeth Herrera**
Chapter Relations Manager
American Payroll Association
- Michael Purcell**
Executive Vice President
and Chief Marketing Officer
Global Cash Card
-  **William Dambacher**
Director of Operations
American Payroll Association
"Emotional Intelligence"
- Speaker
- 4:00 p.m. – 5:00 p.m. **Networking Roundtable**
Showroom
- 5:00 p.m. – 6:30 p.m. **Meet & Greet Reception**

Saturday, October 15

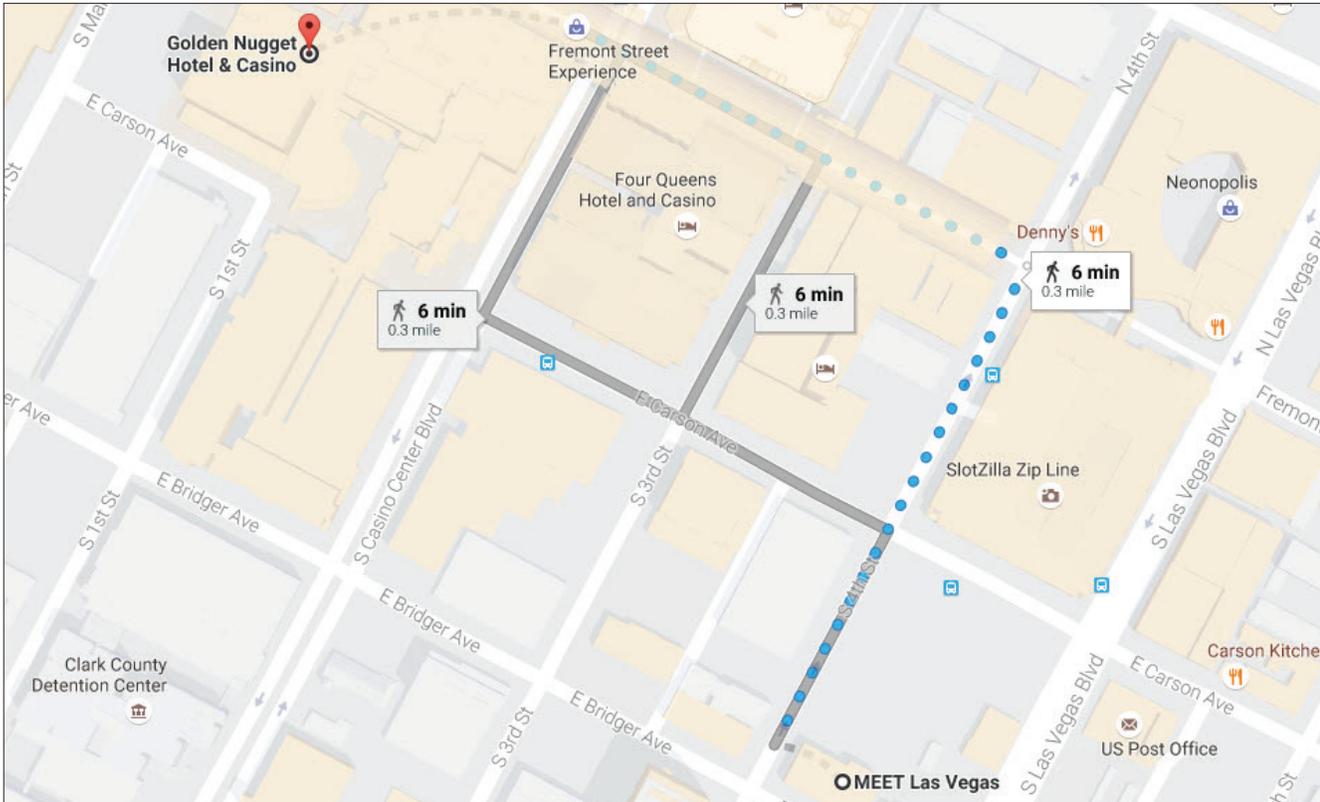
- 8:00 a.m. – 8:30 a.m. **Continental Breakfast**
- 8:30 a.m. – 10:00 a.m. **Morning General Session**
Showroom
- Welcome
-  **Elizabeth Herrera**
Chapter Relations Manager
American Payroll Association
- George Mavrantzas**
Vice President of Special
Projects
Global Cash Card
- Sondra Dougherty, CPP**
President-Elect
American Payroll Association
"Knowledge Transfer"
- Speaker
- 10:15 a.m. – 11:45 a.m. **Chapter Breakout Session 1**
"Partnering With Sponsors"
Showroom
"Chapter Marketing"
2nd Floor
- 11:45 a.m. – 1:00 p.m. **Luncheon**
Showroom
Panel Discussion:
"Membership Participation"
- 1:15 p.m. – 2:45 p.m. **Chapter Breakout Session 2**
*"Planning Statewides and
Regional Meetings"*
Showroom
"Chapter Websites"
2nd Floor
- 3:00 p.m. – 4:30 p.m. **Chapter Breakout Session 3**
"Chapter Operations"
Showroom
"Study Groups"
2nd Floor
- 4:50 p.m. – 6:30 p.m. **Closing General Session**
2nd Floor
- Speaker
- Christine Stolpe, CPP**
Payroll Manager
Roku
*"How to Use Social Media as a
Chapter Leader"*
- Closing Remarks**
- 7:30 p.m. – 10:15 p.m. **Global Cash Card
Sponsored Closing Party**
Sponsored by 

SUMMIT INFORMATION

MAP TO MEET LAS VEGAS

Golden Nugget Hotel Information

Phone: (702) 385-7111



BUSINESS CARDS

Networking is the name of the game at the 2016 Chapter Leadership Summit. Make sure to bring your business cards to give to new contacts.

FREE WI-FI ACCESS

SSID: ChapterLeadership
Password: APACLS16

GLOBAL CASH CARD SPONSORED CLOSING PARTY

Join your event sponsor, Global Cash Card, for an evening of tasty food, libations, and exciting entertainment! Network with your fellow chapter leaders and have some fun on the outdoor pavilion at 7:30 p.m.

Show off your ***Old Hollywood Glam*** in Global Cash Card's costume contest. Come dressed to the nines in your best Hollywood style, and compete for a ***\$500 gift card*** for the best dressed star!

Use #LetsGoGCC on social media to show off your glamorous costume or how fun the party is.



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2016-2017 BOARD OF ADVISORS



Region 1
Debbie Couch, PHR,
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Region 7
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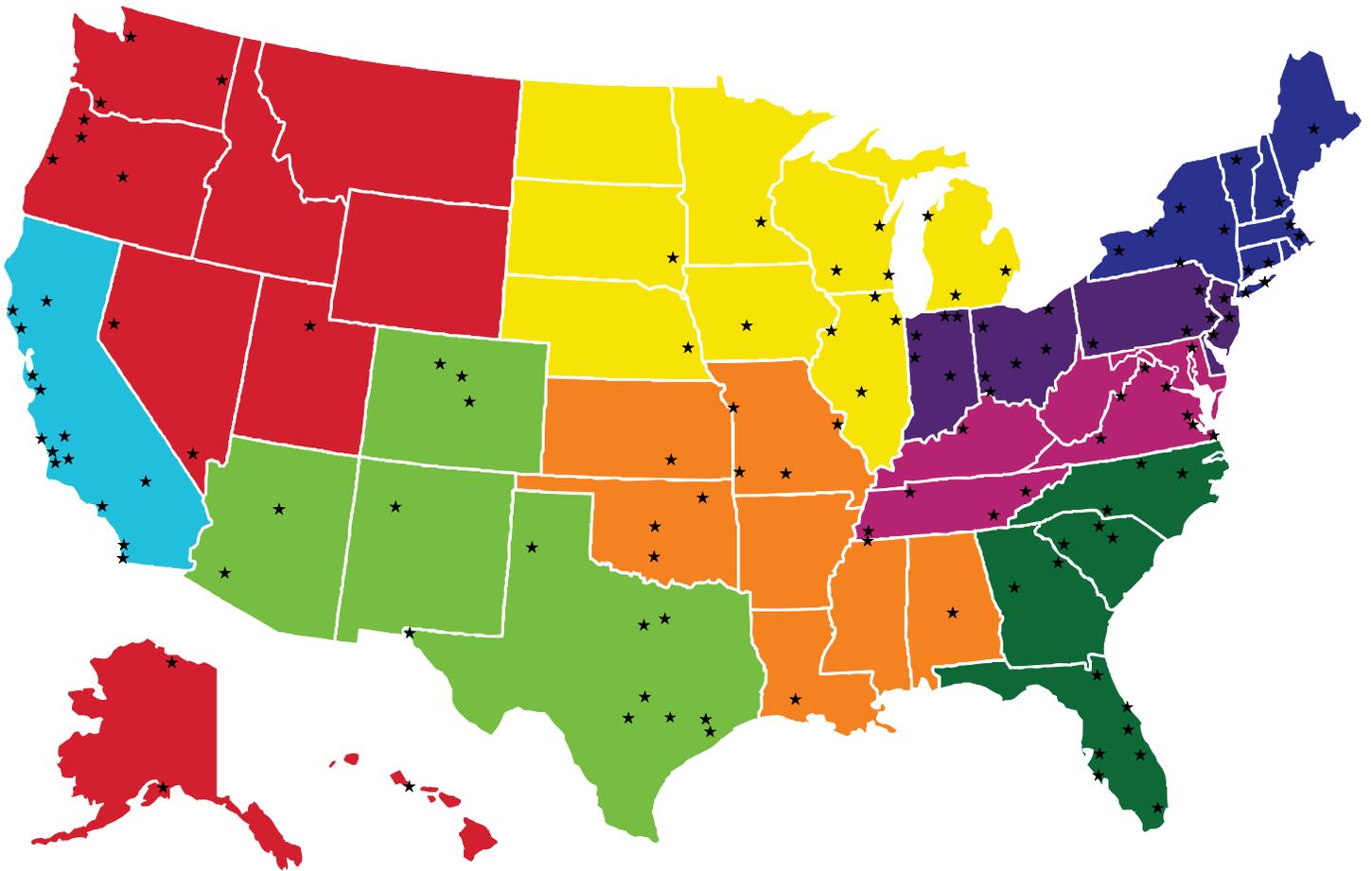


Region 8
LaTisha O'Neal, CPP
payrolllady@cox.net



Region 9
Owen Astorga
oastorga@salesforce.com

LOCAL CHAPTER REGIONAL MAP



Region Chart:

(Click for more information)

REGION 1

REGION 2

REGION 3

REGION 4

REGION 5

REGION 6

REGION 7

REGION 8

REGION 9

2016-2017 BOARD OF DIRECTORS



Dan Maddux
EXECUTIVE DIRECTOR



James Paille, CPP
PRESIDENT



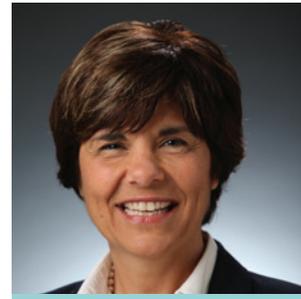
Sondra Dougherty, CPP
PRESIDENT-ELECT



Barbara Youngman, CPP
IMMEDIATE PAST PRESIDENT



Irene Chapman, CPP
SECRETARY



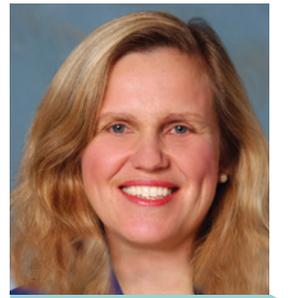
Karen Salemi, FLMI, CPP
TREASURER



Susan Darring, CPP
CORPORATE MEMBER ADVISOR



Brent Gow, CPP
DIRECTOR



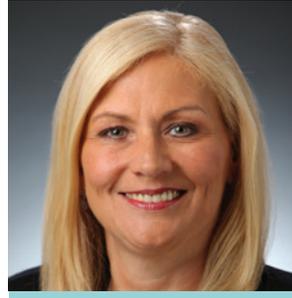
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DIRECTOR



Linda Obertin, CPP
DIRECTOR



Emily Rook, CPP
DIRECTOR



Kathleen Santhouse,
CPP
DIRECTOR



Deborah Viers
Traylor, CPP
DIRECTOR

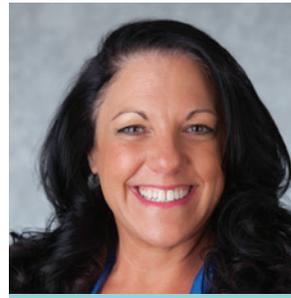
VICE PRESIDENTS



Marcia Aamodt



Scott Angel, CPP



Luanne Brown, CPP



Dee Byrd, PHR, CPP



Lois Fried, CPP



John Lestock, CEBS,
CPP



Jodi Parsons, CPP



Bruce Phipps, CPP

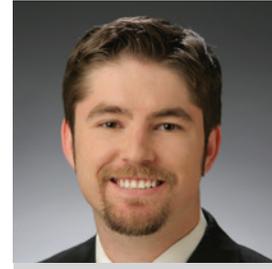
MEET OUR APA TEAM



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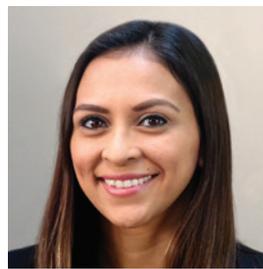
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American Payroll Association's

CHAPTER LEADERSHIP SUMMIT

OPENING GENERAL SESSION

October 14, 2:00 p.m.
Showroom

EMOTIONAL INTELLIGENCE

Knowing how to interact with board and chapter members is vital for chapter officers, and having a high degree of emotional intelligence is a useful asset to have in your back pocket. Emotional Intelligence is the ability to identify your own, as well as others', emotions to discriminate between different feelings and label them appropriately, and use the information to guide thinking and behavior.

FOS: Communications/ 1.5 RCHs



See Speaker Bio

William Dambacher

DIRECTOR OF OPERATIONS
AMERICAN PAYROLL ASSOCIATION

USEFUL LINKS

[Workshop Presentation](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

American Payroll Association's

CHAPTER LEADERSHIP SUMMIT

MORNING GENERAL SESSION

October 15, 8:30 a.m.
Showroom

KNOWLEDGE TRANSFER

A smooth transition is important to the future success of the chapter and new chapter leaders. Join this session to learn ways of making the officer transition a breeze. We'll discuss the importance of documentation, each officer's role in a successful transition, and how you can implement standard operating procedures for future use.



See Speaker Bio

Sondra Dougherty, CPP

PRESIDENT-ELECT
AMERICAN PAYROLL ASSOCIATION

USEFUL LINKS

[Workshop Presentation](#)

[New Chapter Officer Guide](#)

[Local Chapter Guide](#)

[APA Membership Form](#)

[New Chapter Guidelines for 2015 Webinar](#)

[New Chapter Guidelines for 2016 Webinar](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

CHAPTER LEADERSHIP SUMMIT

CHAPTER BREAKOUT SESSION 1

October 15, 10:15 a.m.
Showroom

PARTNERING WITH SPONSORS

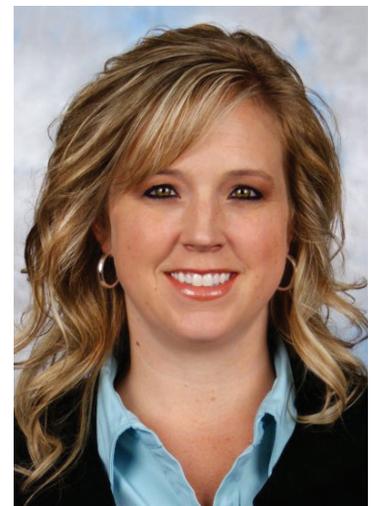
Chapters depend on sponsor support for many things, such as marketing and special events. To establish and build a solid relationship, a chapter must be able to show the value and benefits to the sponsor. Learn how to gain and retain a company sponsor that's a win-win situation for all.



See Speaker Bio

George Mavrantzas

VICE PRESIDENT OF SPECIAL PROJECTS
GLOBAL CASH CARD



See Speaker Bio

Susan Garcia

VENDOR RELATIONS ACCOUNT MANAGER
AMERICAN PAYROLL ASSOCIATION

USEFUL LINKS

[Workshop Presentation](#)

[Chapter Event Guidelines](#)

[Local Chapter Guide](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

CHAPTER BREAKOUT SESSION 1

October 15, 10:15 a.m.
2nd Floor

CHAPTER MARKETING

Encompass traditional marketing and social media strategies to market your chapter events with free paperless marketing tools. Learn which strategy and tool best meets your chapter's needs, how marketing can impact chapter events, and how to brand your chapter using your new marketing skills.

USEFUL LINKS

[Workshop Presentation](#)

[Chapter Marketing Guidelines Supplement](#)

[Chapter Marketing Guidelines](#)

[Local Chapter Guide](#)

[Chapter Action Plan](#)

[Session Evaluation](#)



See Speaker Bio

Cindy Cichosz, CPP

ASSISTANT PAYROLL MANAGER
MILWAUKEE CENTER FOR INDEPENDENCE



See Speaker Bio

Michelle Ganzer, CPP

PAYROLL MANAGER
SENSIENT TECHNOLOGIES

American Payroll Association's

CHAPTER LEADERSHIP SUMMIT

PANEL DISCUSSION

October 15, 11:45 a.m.
Showroom

MEMBERSHIP PARTICIPATION

Join us as we discuss membership participation and how to motivate members to take more active roles in your chapter activities. Discussion will focus on useful strategies to increase volunteer involvement and motivation.

Session Evaluation



Elizabeth Herrera
CHAPTER RELATIONS MANAGER
AMERICAN PAYROLL ASSOCIATION



Sondra Dougherty, CPP
PRESIDENT-ELECT
AMERICAN PAYROLL ASSOCIATION



Christine Stolpe, CPP
PAYROLL MANAGER
ROKU



Gerald Whittmore, CPP
VICE PRESIDENT OF PAYROLL
XEROX BUSINESS SERVICES, LLC

CHAPTER BREAKOUT SESSION 2

October 15, 1:15 p.m.
Showroom

PLANNING STATEWIDES AND REGIONAL MEETINGS

Join the discussion on the do's and don'ts of a successful statewide or regional meeting. We'll review the new chapter guidelines, social media event marketing, and more. Hear from volunteers who have been in the trenches of several statewide conferences as they share their best practices as well as pain points.



See Speaker Bio

Mindy Mayo, CPP

DIRECTOR
RYAN, LLC

USEFUL LINKS

[Workshop Presentation](#)

[Chapter Event Guidelines](#)

[Statewide or Regional Meeting Registration Form](#)

[Chapter Marketing Guidelines](#)

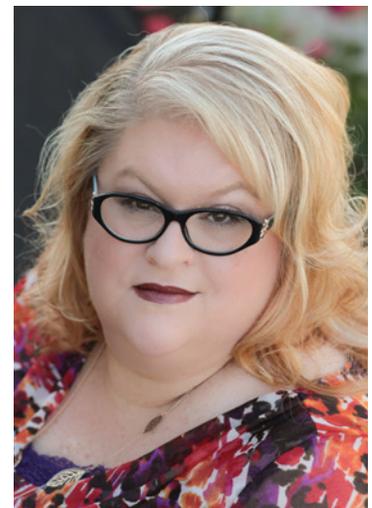
[National Representation Request Form](#)

[Local Chapter Guide](#)

[RCH Request Form](#)

[Chapter Action Plan](#)

[Session Evaluation](#)



See Speaker Bio

Michelle Clawson, CPP

PAYROLL MANAGER
DRISCOLL'S STRAWBERRY ASSOCIATES, INC.

CHAPTER LEADERSHIP SUMMIT

CHAPTER BREAKOUT SESSION 2

October 15, 1:15 p.m.
2nd Floor

CHAPTER WEBSITES

Not all chapters are lucky enough to have a skilled Webmaster handy. Never fear! In this session, you'll receive tools and guidance on website development and creation without breaking the budget.



See Speaker Bio

Michael Schoelles, CPP

REGION 6 ADVISOR
AMERICAN PAYROLL ASSOCIATION

USEFUL LINKS

[Workshop Presentation](#)

[Local Chapter Guide](#)

[Chapter Marketing Guidelines](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

CHAPTER BREAKOUT SESSION 3

October 15, 3:00 p.m.
Showroom

CHAPTER OPERATIONS

Go back to the basics of chapter operations. This informative session will cover everything from general operations and chapter bylaws to membership pricing and budgeting. You'll come away with a solid understanding of the importance of standard operating procedures and job duties.



See Speaker Bio

Stephanie Salavejus, CPP
VICE PRESIDENT AND COO
PENSOFIT

USEFUL LINKS

[Workshop Presentation](#)

[New Chapter Officer Guide](#)

[Local Chapter Guide](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

CHAPTER LEADERSHIP SUMMIT

CHAPTER BREAKOUT SESSION 3

October 15, 3:00 p.m.
2nd Floor

STUDY GROUPS

Discover tips and tricks of running a successful certification study group. Whether you're starting a new group or looking to improve an existing one, this session will show you how to schedule and organize sessions, carry out administrative duties, share the benefits of the group, and much more.



See Speaker Bio

Gerald Whittmore, CPP

VICE PRESIDENT OF PAYROLL
XEROX BUSINESS SERVICES, LLC

USEFUL LINKS

[Workshop Presentation](#)

[Study Group Registration Form](#)

[RCH Request Form](#)

[Local Chapter Guide](#)

[Chapter Study Group Guide](#)

[Chapter Event Guidelines](#)

[Chapter Action Plan](#)

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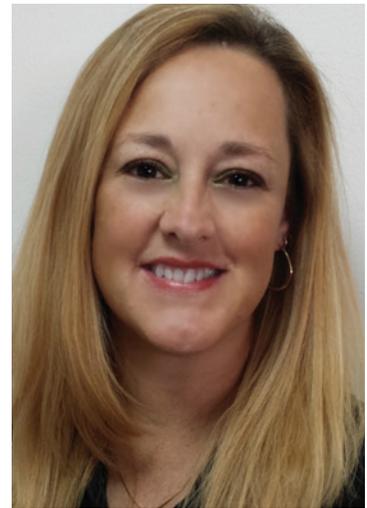
CHAPTER LEADERSHIP SUMMIT

CLOSING GENERAL SESSION

October 15, 4:50 p.m.
Showroom

HOW TO USE SOCIAL MEDIA AS A CHAPTER LEADER

In the digital era, it's important to be connected on multiple social media platforms. During this session we'll discuss how to use Facebook, LinkedIn, Instagram, and Twitter to familiarize everyone with the applications. We'll also cover the benefits of social media and how it can help grow and promote your chapter.



See Speaker Bio

Christine Stolpe, CPP

PAYROLL MANAGER
ROKU

USEFUL LINKS

[Workshop Presentation](#)

[APA Chapter's Blog](#)

[Local Chapter Guide](#)

[Chapter Marketing Guidelines](#)

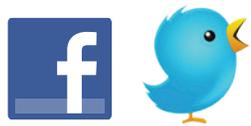
[Chapter Marketing Guidelines Supplement](#)

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SOCIAL MEDIA

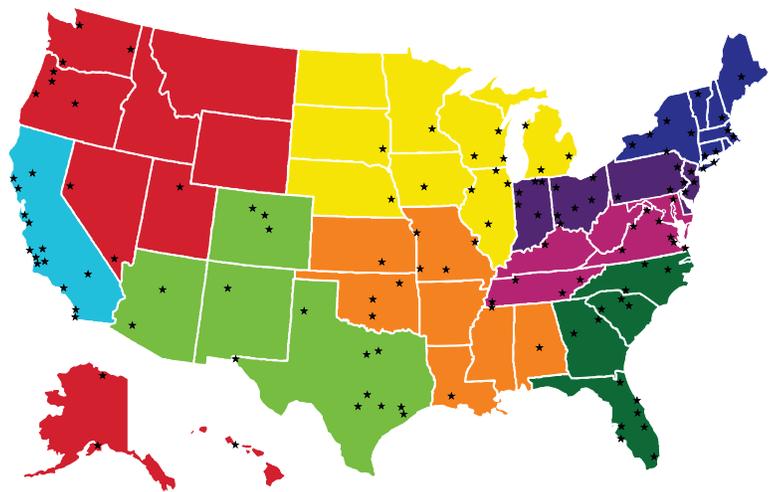


Chapter Relations' Facebook

Chapter Relations' Twitter

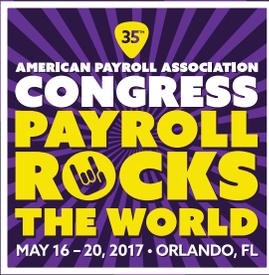
APA Facebook

APA Twitter



- Region 1 BOA LinkedIn Group
- Region 2 BOA LinkedIn Group
- Region 3 BOA LinkedIn Group
- Region 4 BOA LinkedIn Group
- Region 5 BOA LinkedIn Group

- Region 6 BOA LinkedIn Group
- Region 7 BOA LinkedIn Group
- Region 8 BOA LinkedIn Group
- Region 9 BOA LinkedIn Group



CHAPTER CONTESTS

CHAPTER OF THE YEAR CONTEST

The Chapter of the Year Award not only spotlights the number one APA local chapter, but it also provides an opportunity to highlight all chapters and their commitment to excellence.

The APA recognizes a tradition of excellence among its chapters through the Chapter of the Year Award. The competition gives all chapters, no matter their size, the opportunity to share their successes and the steps they took to accomplish their goals.

The Chapters' Choice Award will be given to the chapter who receives the most votes on Facebook. Only the chapters who entered the Chapter of the Year Contest are eligible to win.

BEST WEBSITE CONTEST

A chapter website provides new opportunities for communication and member interaction while providing quick and easy access to information. Share how your chapter has successfully created a user-friendly website to educate, stimulate, serve, and inform local members.

2016 FIRST PLACE WINNER:
CHICAGO CHAPTER



2016 FIRST PLACE WINNER:
ALAMO CHAPTER OF THE APA

[Download Chapter Contest Flyers](#)



CHAPTER CONTESTS

BEST STATEWIDE CONTEST

Planning for a successful statewide or regional conference takes a lot of time, hard work, and teamwork! It's time to share the fruits of your labor by entering the Best Statewide or Regional Meeting.

Winners are determined by how chapters incorporated the theme, marketed the event, recognition/awards given, and how sponsors were incorporated into the conference.

CHAPTER PICTORIAL CONTEST

Share your chapter's spirit through a creative and unique PowerPoint pictorial. This is the perfect way to give everyone a glimpse into your chapter activities and accomplishments.

All pictorial entries will be displayed on two monitors during the 35th Annual Congress in Orlando, FL.

**2016 FIRST PLACE WINNER:
TENNESSEE STATEWIDE BOARD
THEME: PAYROLL ROUND-UP**



**2016 FIRST PLACE WINNER:
HOUSTON CHAPTER**

[Download Chapter Contest Flyers](#)

Mark your calendars now to join us at the



AMERICAN PAYROLL ASSOCIATION

CONGRESS

PAYROLL

ROCKS

THE WORLD

MAY 16 - 20, 2017 • ORLANDO, FL

Save \$100

Register by December 31, 2016



Register online at www.APAcongress.com



Volunteers working with and for payroll and accounts payable professionals are what make everything happen at the American Payroll Association. We are always looking for members who want to get involved in their association and apply their knowledge and skills in new, exciting ways. The rewards of working on behalf of your profession and colleagues are countless!

If you would like to join any of these APA National Committees, Advisory Groups, or Task Forces please let us know. A great place to start is the Hotline Referral Service. This is one of the Association’s most valuable membership benefits and will give you the opportunity to get in touch with fellow members while at the same time honing your professional knowledge.

- | | | |
|---|---|--|
| APA Education Grant Committee | Certification Item Development Task Force | Hotline Referral Service |
| APA Representative to the IRS Advisory Council | Certification Review Panel | National Speakers Bureau |
| APA Representative to the IRS Security Summit | Chapter Recognition Committee | Nominating and Elections Committee |
| APA Representative to the IRS Information Reporting Program Advisory Committee | CHAMPS Committee (Chapters Helping APA—Chapters Make Payroll Shine) | Shared Services Task Force |
| Board of Contributing Writers | Education Advisory Committee | Social Networking Committee |
| Certification Board (Certified Payroll Professional Committee or Fundamental Payroll Certification Committee) | Electronic Payments Committee | Strategic Accounts Payable Leadership Task Force |
| | Finance and Audit Committee | Strategic Payroll Leadership Task Force |
| | Government Relations Task Force | |

Register to be an APA Volunteer today!



BIG CHANGES ARE COMING IN 2017!

A New Look and Enhanced Functionality for an Enriched User Experience!

The American Payroll Association is pleased to announce that significant enhancements are being made to PayTrain and PayTrain Fundamentals. In addition to content updates covering the most recent changes for 2017, users will enjoy an enriched online learning experience that provides even more flexibility and convenience.

Visit www.learnpayroll.com/paytrain2017 for details!

2017 PAYTRAIN UPDATED AND ENHANCED FOR A MORE ENRICHING USER EXPERIENCE.



THANK YOU FOR ATTENDING THE

American Payroll Association's

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Proud Sponsor

Global Cash Card
We make paycards easy

Paycard Benefits



We Make Paycards Easy

Client Benefits

Pay Your Employees Instantly

Eliminate the hassle of lost checks, post paystubs and W-2s online, and send announcements and notifications to your employees—all through our easy-to-use interface.

Advantages of Global Cash Card:

- Eliminate recurring costs of traditional paper paychecks, including postage, overnight delivery charges, and other expenses.
- Reduce bank service fees, account reconciliation costs, and stop-payment fees for lost or stolen paychecks.
- Manage final wage payments to terminated workers via instant payment to a paycard instead of a final paper paycheck via overnight delivery.
- Simplify payments to employees, regardless of location.
- Decrease paycheck fraud.
- Fully functional mobile administrator access that works on any web-enabled device.

Easy, Convenient and Flexible Reporting

We maximize your ability to access all reporting by providing it online, on demand, and in real time. Plus, it can be presented by location or by any other subgroup type. Best of all, we provide all reporting for the employer at no cost.



Global Cash Card
We make paycards easy

For a live demo visit globalcashcard.com
or call 888-220-4477 x 202

Cardholder Benefits

Cost Savings

Paycards are more cost-effective for cardholders than other payment methods, and cardholders can realize significant cost savings when switching to a paycard.

Instant Payment

With Global Cash Card, cardholders can skip trips to the bank and check-cashing stores and quit waiting for the mail. Funds are automatically deposited like clockwork and are always available in real time.

Many More Benefits for Cardholders

- Receive automatic text or email alerts regarding your card activity.
- Expense manager helps organize, categorize, and budget expenses.
- Money on paycards is protected by the use of a 4-digit PIN and either MasterCard's or Visa's Zero Liability Policy.
- All paycard funds are FDIC-insured.
- Allow family members access to money by providing designated family cards.
- Pay bills online with merchants using our bill pay system or with our convenience check feature.
- Rewards programs with no-fee enrollment
- Your paycard is your property, so take it with you to your next employer.
- Fully functional mobile cardholder access that works on any web-enabled device.