



CHAPTER LEADERSHIP SUMMIT

November 7-8, 2024

MEET Las Vegas

233 South 4th Street - Las Vegas, Nevada 89101

#PAYOCLS



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Welcome to the 2024 Chapter Leadership Summit

Dear PAYO Chapter Leaders,

It is my pleasure to welcome you to the PayrollOrg's 2024 Chapter Leadership Summit (CLS)!

PAYO is thrilled to again be able to bring you this unique, chapter-focused educational event in-person. At CLS, you will experience **great chapter education and superb networking** among your fellow chapter leaders from across the nation.

Through this training, PAYO seeks to **foster the growth and success of our network of affiliated chapters**. By attending this event, you show you want to **shape and grow your local chapter** to be the best it can be. We hope you gain valuable insights not only from the formal training sessions but also from the practical knowledge shared among your peers.

On behalf of myself and everyone at PAYO, we cannot thank you enough for your hard work, diligence, and dedication. Affiliated chapters, and its leaders, are the heart of our organization.

We are proud and appreciative to have the support and sponsorship of Wisely by ADP. They understand the value of PAYO's local chapters to our payroll community nationwide. Please join me in big thanks for Wisely by ADP!

Thank you for joining us in Las Vegas and participating in our Chapter Leadership Summit. My very **best wishes to each of you and the members of your chapters**.

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

Kind regards,



Dan Maddux
Executive Director
PayrollOrg

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.

Contents

Agenda.....	5
Location.....	6
2024-2025 Board of Advisors.....	7
Local Chapter Regional Map.....	8
PayrollOrg Staff.....	9
Opening General Session	
Avoid the “Blockbuster Effect” and Build Chapter Longevity	10
Morning General Session	
Mastering Financial Stability and Effective Budgeting for Chapter Growth	11
Chapter Breakout Session 1	
Returning to In-Person Meetings	12
Tax Filings and Insurance 101	13
Chapter Breakout Session 2	
Mastering Chapter Operations: Strategies for Success and Growth.....	14
Planning Local Chapter Meetings and Events	15
Chapter Breakout Session 3	
Chapter Marketing	16
Vendor Sponsorships – How Do You Get Them and Keep Them?.....	17
Chapter Breakout Session 4	
Attaining Speakers for Chapter Events	18
Knowledge Transfer.....	19
Closing General Session	
Strengthening Your Problem-Solving Skills	21
2025 Chapter Contests.....	22-23



Agenda

All CLS sessions will be held at MEET Las Vegas.

THURSDAY, NOVEMBER 7

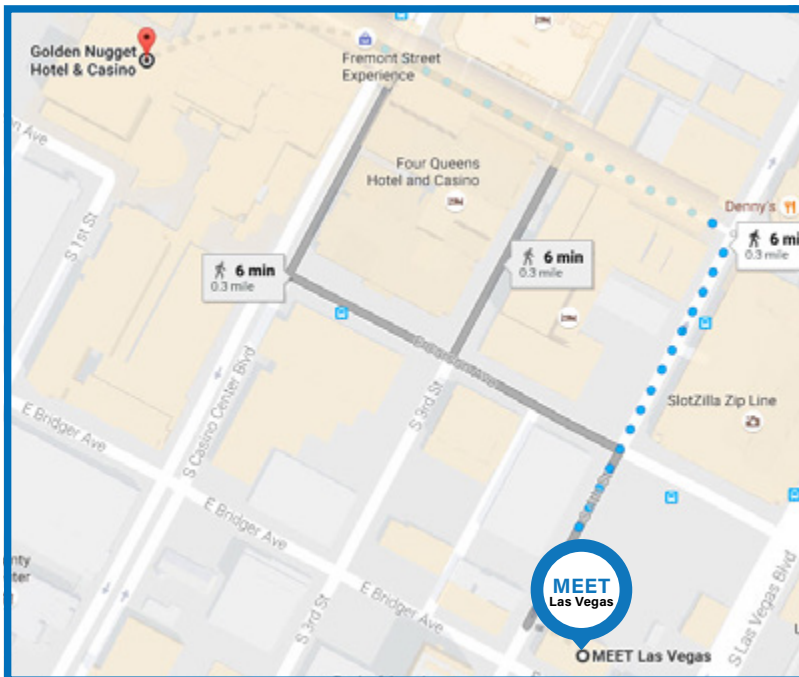
- 2:30 p.m. – 3:00 p.m. **Registration**
- 2:50 p.m. – 4:00 p.m. **Opening General Session**
Showroom
- Welcome** **Dan Maddux**
Executive Director
PayrollOrg
- Wisely by ADP**
- Speaker** **Tiffani Gray, CPP**
Payroll Manager
Riverside Health System
*“Avoid the ‘Blockbuster Effect’
and Build Chapter Longevity”*
- 4:00 p.m. – 6:00 p.m. **Networking Reception**
Outdoor Pavilion

FRIDAY, NOVEMBER 8

- 7:30 a.m. – 8:30 a.m. **Continental Breakfast**
Showroom
- 7:30 a.m. – 8:30 a.m. **Registration**
- 8:30 a.m. – 10:00 a.m. **Morning General Session**
Showroom
- Speaker** **Rebecca Harshberger, CPP**
Payroll Tax Thought Leader
*“Mastering Financial Stability and
Effective Budgeting for Chapter
Growth”*

- 10:15 a.m. – 11:15 a.m. **Chapter Breakout Session 1**
“Returning to In-Person Meetings”
2nd Floor - MR2/3
- “Tax Filings and Insurance 101”*
2nd Floor - MR1
- 11:15 a.m. – 12:45 p.m. **Lunch Networking Session**
Showroom
- 1:00 p.m. – 2:00 p.m. **Chapter Breakout Session 2**
*“Mastering Chapter Operations:
Strategies for Success and Growth”*
2nd Floor - MR1
- “Planning Local Chapter Meetings
and Events”*
2nd Floor - MR2/3
- 2:15 p.m. – 3:15 p.m. **Chapter Breakout Session 3**
“Chapter Marketing”
2nd Floor - MR2/3
- “Vendor Sponsorships - How Do
You Get Them and Keep Them?”*
2nd Floor - MR1
- 3:30 p.m. – 4:30 p.m. **Chapter Breakout Session 4**
*“Attaining Speakers for Chapter
Events”*
2nd Floor - MR1
- “Knowledge Transfer”*
2nd Floor - MR2/3
- 4:45 p.m. – 6:30 p.m. **Closing General Session**
Showroom
- Speaker** **Steve Hodgson, CPP, CPTD**
Director, Learning & Development
PayrollOrg
*“Strengthening Your Problem-
Solving Skills”*
- Closing Remarks**
- 6:30 p.m. – 8:00 p.m. **Cocktail Reception**
Outdoor Pavilion

Location



Business Cards

Networking is the name of the game at the 2024 Chapter Leadership Summit. Be sure to bring your business cards to give to new contacts.

Free Wi-Fi access at MEET Las Vegas

SSID: MEET Guest
Password: GreatEvents!

2024-2025 Board of Advisors



REGION 1

Priti Rughani, CPP
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REGION 2

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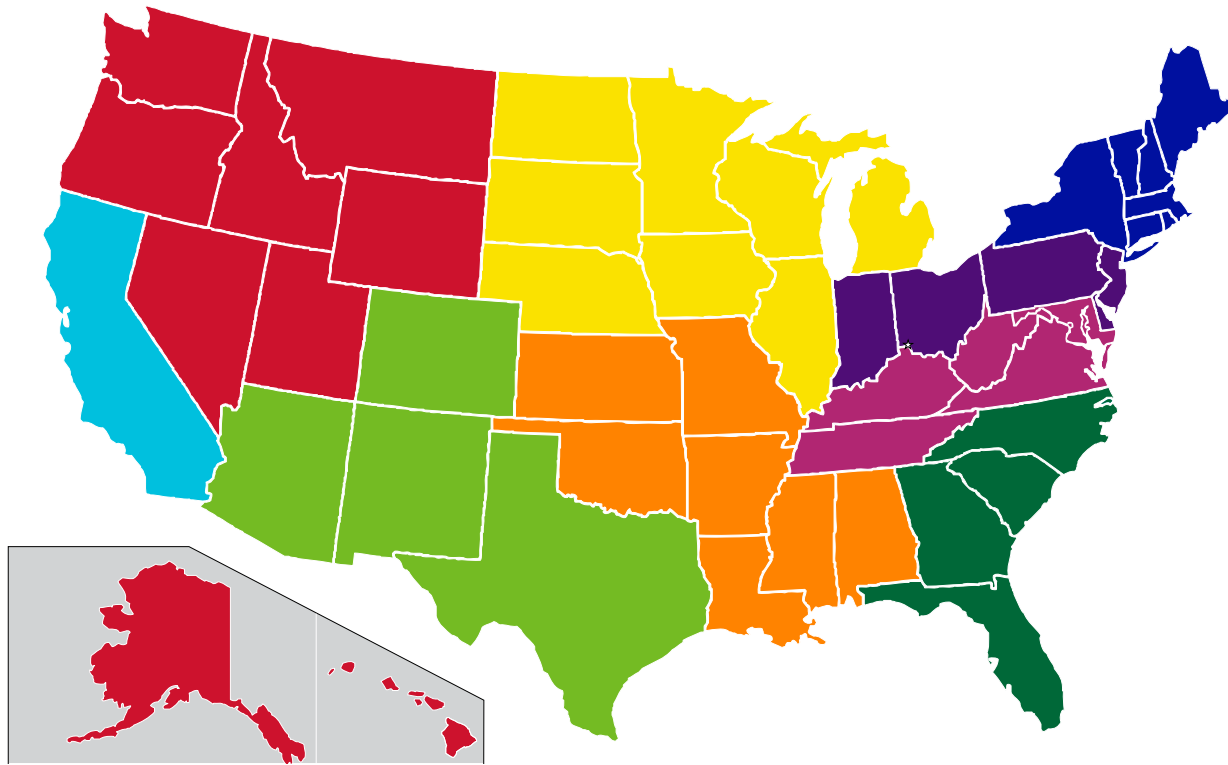


REGION 9

Stephanie Ernstring, CPP
stephanie.ernstring@amcor.com

To view the Board of Directors and Officers, you may visit:
<https://payroll.org/membership/about-us/committees>

Local Chapter Regional Map



CLICK REGION NUMBER FOR MORE INFORMATION

- | | | |
|--------------------------|--------------------------|--------------------------|
| Region 1 | Region 4 | Region 7 |
| Region 2 | Region 5 | Region 8 |
| Region 3 | Region 6 | Region 9 |

Social Media



[Chapter Relations Facebook](#)

[Chapter Relations X](#)

[Chapter Leaders Facebook Group](#)

[Chapter Leaders Blog](#)

[PayrollOrg Facebook](#)

[PayrollOrg X](#)

- | | | |
|---|---|---|
| Region 1
LinkedIn Group | Region 2
LinkedIn Group | Region 3
LinkedIn Group |
| Region 4
LinkedIn Group | Region 5
LinkedIn Group | Region 6
LinkedIn Group |
| Region 7
LinkedIn Group | Region 8
LinkedIn Group | Region 9
LinkedIn Group |

PayrollOrg Staff

CHAPTER RELATIONS



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Opening General Session

NOVEMBER 7 • 2:50 p.m.
SHOWROOM

AVOID THE “BLOCKBUSTER EFFECT” AND BUILD CHAPTER LONGEVITY

In our post-pandemic world, we have seen many triumphs and obstacles relating to chapter maintenance and growth. In this session, we will discuss the “Blockbuster Effect” and how it relates to the ever-changing culture and landscape of maintaining and growing a healthy chapter. We will discuss resources and innovative approaches to building a lasting chapter legacy and acknowledging those who have served, as well as how to “pass the baton” to ensure chapter longevity.

USEFUL LINKS

[Workshop Presentation](#)

[Chapter Action Plan](#)

[Local Chapter Guide](#)

[New Chapter Officer Guide](#)

[Chapter Leaders Blog](#)

[Session Evaluation](#)



Tiffani Gray, CPP

Payroll Manager
Riverside Health System

Morning General Session

NOVEMBER 8 • 8:30 a.m.
SHOWROOM

MASTERING FINANCIAL STABILITY AND EFFECTIVE BUDGETING FOR CHAPTER GROWTH

This session is designed to guide chapter leaders and members through the critical aspects of financial management and strategic planning essential for sustaining and revitalizing a PAYO Chapter. This presentation will provide actionable insights to help you streamline your chapter's financial management, ensure ongoing engagement, and support your chapter's long-term success.



Rebecca Harshberger, CPP

Payroll Tax Thought Leader

USEFUL LINKS

[Workshop Presentation](#)

[Local Chapter Guide](#)

[Chapter Leaders Blog](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

Chapter Breakout Session 1

NOVEMBER 8 • 10:15 a.m.
2ND FLOOR - MEETING ROOM 2/3

RETURNING TO IN-PERSON MEETINGS

This presentation explores the compelling reasons to return to in-person events and discusses the benefits and opportunities that are made possible through in-person experiences. We will also discuss some tips to help make the transition successful and as smooth as possible.

USEFUL LINKS

[Workshop Presentation](#)
[Chapter RCH Guide](#)
[RCH Request Form](#)
[Local Chapter Guide](#)
[Chapter Leaders Blog](#)
[Chapter Action Plan](#)
[Session Evaluation](#)



Carney Kim, CPP

Payroll Manager
Alexander & Baldwin

Chapter Breakout Session 1

NOVEMBER 8 • 10:15 a.m.
2ND FLOOR - MEETING ROOM 1

TAX FILINGS AND INSURANCE 101

Have you filed the required tax returns for your chapter? Do you need insurance for your chapter? If the answers are, "I am not sure," or "I don't know," be sure to attend this session. Learn more about filing annual federal/state/local tax returns and liability insurance.



Stephanie Ernsting, CPP

Senior Director of HR Operations
Amcor

USEFUL LINKS

[Workshop Presentation](#)

[Local Chapter Guide](#)

[Chapter Leaders Blog](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

Chapter Breakout Session 2

NOVEMBER 8 • 1:00 p.m.
2ND FLOOR - MEETING ROOM 1

MASTERING CHAPTER OPERATIONS: STRATEGIES FOR SUCCESS AND GROWTH

Join us for a meaningful discussion covering essential topics on effective chapter operations. We will discuss the roles and responsibilities of chapter officers and the importance of adhering to bylaws and guidelines. You will gain practical insights and best practices to enhance your chapter's performance, delight your members, and ensure smooth and compliant operations.

USEFUL LINKS

[Workshop Presentation](#)

[Local Chapter Guide](#)

[Chapter Leaders Blog](#)

[Chapter Action Plan](#)

[Session Evaluation](#)



Lois Fried, CPP

Self Employed - Contractor

Chapter Breakout Session 2

NOVEMBER 8 • 1:00 p.m.
2ND FLOOR - MEETING ROOM 2/3

PLANNING LOCAL CHAPTER MEETINGS AND EVENTS

Learn a step-by-step approach to organizing impactful chapter meetings and events. We will cover essential topics such as defining your event's purpose, understanding your audience, managing budgets, selecting venues, curating content, leveraging technology, and executing flawless logistics. You will learn to create memorable experiences for your local payroll community.



Carlanna Livingstone, CPP

Payroll Manager
Funko

USEFUL LINKS

[Workshop Presentation](#)

[100 Popular Chapter Meeting Topics](#)

[National Speakers Bureau Members and Topics](#)

[National Representative Request Form](#)

[Chapter Event Registration Form](#)

[Chapter RCH Guide](#)

[RCH Request Form](#)

[Local Chapter Guide](#)

[Chapter Leaders Blog](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

Chapter Breakout Session 3

NOVEMBER 8 - 2:15 p.m.
2ND FLOOR - MEETING ROOM 2/3

CHAPTER MARKETING

Do you have the best chapter ever, but are struggling to attract new members or keep the ones you have? No matter how great your chapter is, people won't participate if they don't know about it. At this workshop, learn how to be a marketing expert and how to reach current and prospective members so your chapter can flourish.

USEFUL LINKS

[Workshop Presentation](#)

[Local Chapter Guide](#)

[Chapter Marketing Guidelines](#)

[Chapter Leaders Blog](#)

[Chapter Relations Facebook](#)

[Chapter Relations X](#)

[Chapter Action Plan](#)

[Session Evaluation](#)



Iggy Svoboda, CPP

Lead Solution Consultant
UKG

Chapter Breakout Session 3

NOVEMBER 8 • 2:15 p.m.
2ND FLOOR - MEETING ROOM 1

VENDOR SPONSORSHIPS – HOW DO YOU GET THEM AND KEEP THEM?

Join this session to learn how to build a lasting relationship with a vendor. You will learn how to meet new vendors and sponsors, and how to keep the relationship benefiting both parties.



Stephanie Ernsting, CPP

Senior Director of HR Operations
Amcor

USEFUL LINKS

[Workshop Presentation](#)

[Local Chapter Guide](#)

[Chapter Leaders Blog](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

Chapter Breakout Session 4

NOVEMBER 8 • 3:30 p.m.
2ND FLOOR - MEETING ROOM 1

ATTAINING SPEAKERS FOR CHAPTER EVENTS

Finding speakers for chapter meetings and events can be a daunting task, especially for new chapter leaders. In this session, we will discuss using available lists and databases, finding local SMEs that are influential in the field, the importance of networking at non-chapter events, and other tips to attain relevant speakers.

USEFUL LINKS

[Workshop Presentation](#)

[Local Chapter Guide](#)

[Chapter Leaders Blog](#)

[Chapter Action Plan](#)

[Session Evaluation](#)



Tiffani Gray, CPP

Payroll Manager
Riverside Health System

Chapter Breakout Session 4

NOVEMBER 8 • 3:30 p.m.
2ND FLOOR - MEETING ROOM 2/3

KNOWLEDGE TRANSFER

All chapters face the same challenge when officers and volunteers roll off or leave positions, whether planned or not. Learn and share best practices for effective knowledge transfers to help ensure your chapter's success and stability.



Lori Carter, CPP

Director Payroll - Finance
Guidehouse

USEFUL LINKS

[Workshop Presentation](#)

[Local Chapter Guide](#)

[Chapter Leaders Blog](#)

[Chapter Action Plan](#)

[New Chapter Officer Training Guide](#)

[Session Evaluation](#)

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Closing General Session

NOVEMBER 8 • 4:45 p.m.
SHOWROOM

STRENGTHENING YOUR PROBLEM-SOLVING SKILLS

CPE Field of Study: Business Management & Organization/
1.5 RCHs/0.15 CEUs/1.5 CPE credits

Creativity and innovation are indispensable. Successful innovators learn from failures, turning setbacks into victories. To be resilient, we must embrace varied approaches to problem-solving, generating numerous options, and evaluating them for effectiveness.

During this interactive session, you will enhance your critical thinking and collaboration skills and learn to find innovative solutions to problems. You will leave this session empowered with the tools to navigate challenges confidently, fostering a culture that values the process and outcome of creative problem-solving.



Steve Hodgson, CPP, CPTD

Director, Learning & Development
PayrollOrg

USEFUL LINKS

[Workshop Presentation](#)

[Problem Solving Participant Handout](#)

[Chapter Leaders Blog](#)

[Local Chapter Guide](#)

[Chapter Action Plan](#)

[Session Evaluation](#)

2025 CHAPTER CONTESTS

Chapter of the Year Contest

In recognition of its commitment to excellence among its chapters, PayrollOrg presents its annual Chapter of the Year (COTY) award. By participating in the COTY contest, chapters of all sizes have the opportunity to share activities and accomplishments of the past year in supporting the payroll professional community. Entering this contest also serves as a self-evaluation tool for chapters to review procedures and set goals for the coming year.

From the COTY contest entries, four Gavel Awards and one Chapters' Choice Award are also presented. The Gavel Awards recognize chapters for excellence in the specific categories of innovation, mentorship, facilitation, and communication. The Chapters' Choice Award is presented to the chapter whose accomplishment receives the most votes in an anonymous poll on PayrollOrg's Facebook page. Only chapters entering the COTY contest are eligible to win a Gavel or Chapters' Choice Award.

**Deadline for COTY entries
is February 7, 2025.**



2024 Chapter of the Year: Dallas Chapter



2nd Place: Greater Atlanta Payroll Association



3rd Place: Greater Nashville Chapter

2025 CHAPTER CONTESTS

Best Chapter Website

A chapter's website provides opportunities for communication and member interaction while supplying quick and easy access to information. The Best Chapter Website Award is presented to the chapter with the best usage of its website as a tool to educate, stimulate, serve, and inform local chapter members.

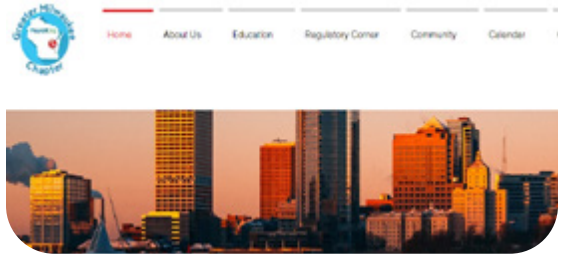
Best Statewide or Regional Meeting

Planning a large-scale event requires a substantial time investment and a great deal of teamwork. Best Statewide or Regional Meeting honors are awarded to chapters executing a successful and well-planned state or regional conference. Winners are chosen based upon planning and marketing, incorporation of theme, member recognition, and education value.

Chapter Pictorial Contest

A picture is worth a thousand words. The Chapter Pictorial Contest allows chapters to showcase their success and express their spirit in pictures. Photos of chapter activities and accomplishments of the past year are compiled into a PowerPoint pictorial for submission, then displayed on monitors throughout PayrollOrg's Annual Payroll Congress.

2024 BEST CHAPTER WEBSITE
Greater Milwaukee PayrollOrg Chapter



2024 BEST STATEWIDE OR REGIONAL MEETING
Tennessee Payroll Conference - "Totally Rad Payroll"
Greater Nashville Chapter, Chattanooga Chapter, Mid-South Payroll Professionals, and East Tennessee Chapter



2024 CHAPTER PICTORIAL WINNER
Chicago Chapter



Deadline for these contest entries is March 7, 2025.

**Thank you
for attending the**



**CHAPTER
LEADERSHIP
SUMMIT**

**Remember, please complete
your evaluation form!**



PAYROLL CONGRESS CONVENTION & EXPO

PAYROLL POWER UP

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13-16 May 2025
Orlando, Florida USA



PayrollCongress.com

