

ASSOCIATION FOR ACCOUNTING ADMINISTRATION
NJ CHAPTER

MEETING MINUTES

Date: Wednesday, April 29, 2015

Present:	Dorothy Anderson	Rotenberg Meril Solomon Bertiger & Guttilla (RMSBG)
	Lisa Calick	Wiss & Company
	Patricia Donohue	SaxBST
	Vicki Goetter	FGP
	Joan Kampo	WithumSmith+Brown
	Hayes MacArthur	EisnerAmper
	Mike McGuire	FBK
	Heather Raudenbush	Valley Tax Advisors
	Kathleen Riley	Smolin Lupin
	Sarah Snell	Holman Frenia Allison, PC
	Steve Van Houten	Nisivoccia LLP
	Janine Zirrith	Wilken & Guttenplan

I. **Vicki Goetter**, President, opened the meeting.

Everyone introduced themselves.

Vicki provided a review of the new NJ Chapter of AAA website. Advised group to let her know if they have any additional ideas or suggestions for the site.

Vicki advised that the board has discussed meeting ideas and format. All future meetings will have both a legal and a technology update.

II. **Anthony Rainone, Esq.**, from the law firm of Brach Eichler, L.L.C. provided a legal update – recent changes or additions to laws within the past year:

- NJ Ban the Box Law – also known as the “Opportunity to Compete Act.” – You cannot ask about criminal convictions until after the first interview. Took effect March 1, 2015. Always had federal level law regarding conviction regards in the FCRA.
- Amendments to LAD (Law Against Discrimination) – with regards to Pregnancy – The Pregnant Worker’s Fairness Act – applies to all NJ employers and amends the NJ LAD to include pregnancy as a protected category. In addition it also requires an employer to provide reasonable accommodations to pregnant employees who request accommodation upon advice of their physician unless it creates undue hardship.
FMLA – Be sure to give employees Notice of Rights under both State AND Federal statutes.
- Gender Equity Notice Posting – For employers in NJ with 50 or more employees (including those that work inside or outside of the State)
- Salary Discussions – Cannot discipline employees for discussing salaries with one another.
- Social Media – Cannot require applicants/employees to give you their passwords.
- SAFE Act – (Domestic Violence Leave Notification) For those with 25 or more employees – (Must provide up to 20 days of unpaid leave during any 12-month period to eligible employees who have been the victim of an incident of domestic violence or a sexually violent offense or whose child, parent, spouse, domestic partner, or civil union partner was a victim of such an act)

- New Sick Leave Laws – many local; state is pending. If your policy is already more generous, use that one. Best to use most generous as your standard.

Also discussed, what do you do when a complaint/lawsuit letter arrives:

- Upon receipt of a “Demand Letter” from an attorney you must first preserve evidence. Do not delete emails.
- Do not re-use the employee’s laptop unless a forensic copy is made by the attorneys.
- Once complaint is served you preserve the evidence – even of co-workers
- Get copy of the Summons of Complaint
- Get the copy of the summons to your Insurance Broker! This insurance (ELPI) is worth the cost of deductible; defending lawsuits are very costly!
- They assign an attorney. Ask to see everything they send to the insurance company.
- You can negotiate with your carrier as to your attorney of choice at premium renewal time, if there is someone that you prefer to work with.
- You usually have 35 days to respond to a complaint from the State, 21 days to respond to a Federal lawsuit. But you can request extensions.
- A LETTER from an Attorney does not require a response, only a SUMMONS or FORMAL Complaint does.
- Always recommend that you get a general release when you let someone go.

III. **Brandon Marks**, from Mind-Core provided an update on what is happening in the technology world related to the Accounting industry:

- Cryptolocker – Virus that basically holds your own files ransom. Advise employees to be careful with browsing advertisements, such as those on Facebook. The ads are bad.
- Passwords – Recommend strong passwords of 9 characters or more. Best to use a “pass phrase” – use the first letters of a phrase that is important to YOU.
- Educate staff on risks and encourage them to report all risks
- Keep Circles of data access small
- Drop Boxes – Data is actually stored in Amazon cloud
- Back-ups should be done separately and apart from your normal system.
- Do not specifically discuss information with your clients about your security, etc.
- Wireless – shut off transmitters at night if you can.
- Have a centralized antivirus and malware application
- Tips when choosing a cloud vendor: 1) Who owns the data, how is it protected? 2) Get in writing, that your data will be destroyed when you no longer use them
- SAAS – Hosted/cloud solution – only run their application
- Cloud Computing – Buying it in someone else’s data center
- Private Cloud Vending – No opportunity for our information to bleed through to others
- Hybrid Cloud – Part data center/part in-house (sometimes data can bleed through)

IV. **Janine Zirrith** provided an update from the National AAA:

Next meeting is in NJ.

There will be a new slate of officers – Jim Fahey from HBK will take-over as President.

National Conference is June 7th to the 10th / combines with AICPA/PCPS/AAAPM conferences

There will be a title change to AAA. More information to come.

Vicki advised that membership literature will go into the NJ Society packets at convention, about AAA and our chapter.

V. **Opened Floor to Questions:**

Vicki advised group to let board know what topics of interest they have.

Minutes will be posted on the website.

Vicki will send link to website to everyone present at meeting, as well as all of those invited.

She announced that we are in need of a “marketing” person for our chapter.

Steve inquired as to which firms have a New Business Referral program; most in attendance did.

Question posed as to how often Firms hold staff meetings. It varied.

Discussion on who has formal flex arrangement programs; again it varied.