

## **Ohio Chapter, Association for Accounting Administration November 21, 2008 Meeting**

The November 2008 meeting of the Ohio Chapter, Association for Accounting Administration was held at the OSCPA office in Dublin, Ohio on November 21, 2008.

The following members were in attendance:

|                 |                                     |                |
|-----------------|-------------------------------------|----------------|
| Kelly Bates     | Schlabig & Associates, Ltd.         | Akron, OH      |
| Gary Ellinger   | Brady, Ware & Schoenfeld, Inc.      | Dayton, OH     |
| Paul Fellingner | Shriver & Co.                       | Cincinnati, OH |
| Sarah Galley    | Pohlman & Talmage CPAs, Inc.        | Dayton, OH     |
| David Hill      | Arnett & Foster, PLLC               | Charleston, WV |
| Kim Miller      | Hall, Kistler & Company, LLP        | Canton, OH     |
| Susan Moon      | Hall, Kistler & Company, LLP        | Canton, OH     |
| Jim Page        | Gilmore, Jasion & Mahler, Ltd.      | Maumee, OH     |
| Bev Rench       | Thorn, Lewis & Duncan, Inc.         | Dayton, OH     |
| Jeff Shumway    | Battelle & Battelle, LLP            | Dayton, OH     |
| Betsy Spies     | Cassady Schiller & Associates, Inc. | Cincinnati, OH |
| Kim Tanner      | Whitcomb & Hess, Inc.               | Ashland, OH    |
| Barb Walker     | Barnes, Dennig & Co.                | Cincinnati, OH |

### **Presentation**

This meeting's presentation was "Business Etiquette" presented by Tim Holt of New Horizons.

### **Business Meeting**

Minutes of the previous meeting were approved; the Treasurer's report was presented and accepted.

The Ohio Chapter website has been turned over to the National organization and they will now keep the site up to date for the chapter.

Kelly has lined up speakers for most of the 2009 meetings. All 2009 meetings, with the exception of the July annual meeting, will be held at Franklin University. The July annual meeting will be hosted by Jeff Shumway at the Battelle & Battelle office in Dayton.

Everyone was reminded that a scholarship is available for the National conference, and if you've not been to the National conference before, you can apply for this scholarship.

David is working on nominations for officers for our group for next year. If you are interested in holding any of the offices, please let David know.

### **Next Meeting**

The next meeting will be held on Friday, February 20, 2009 at Franklin University in Dublin.

### **Topics From Roundtable Discussion**

1. Decorating the office for the holidays
2. Annual reviews, bonuses, and raises
3. Travel expenses for meals
4. Alcohol policy
5. Employee reward program
6. Health insurance
7. Travel time after hours
8. Employee cost-sharing for health care
9. CPE costs
10. Wellness programs
11. Mail services
12. icommunity
13. 2009 salary increases and billable rates
14. No time sheets
15. Tax organizers
16. Job descriptions for administrative positions
17. Hiring for 2009
18. Succession planning coaching