

Ohio Chapter, Association for Accounting Administration February 15, 2008 Meeting

The February 2008 meeting of the Ohio Chapter, Association for Accounting Administration was held at the OSCPAs office in Dublin, Ohio on February 15, 2008.

The following members were in attendance:

Kelly Bates	Schlabig & Associates, Ltd.	Akron, OH
Tammy Boring	Snyder & Company	Lancaster, OH
Fred Dillon	Dixon Hughes PLLC	Charleston, WV
Sarah Galley	Pohlman & Talmage CPAs, Inc.	Dayton, OH
James Page	Gilmore, Jasion & Mahler, Ltd.	Maumee, OH
Frank Pedicini	Skoda, Minotti & Co.	Mayfield Village, OH
Bev Rench	Thorn, Lewis & Duncan, Inc.	Dayton, OH
Anna Sary	Zinner & Co. LLP	Cleveland, OH
Kim Tanner	Whitcomb & Hess, Inc.	Ashland, OH
John Tokar	Zinner & Co. LLP	Cleveland, OH
Barb Walker	Barnes, Dennig & Co.	Cincinnati, OH

Presentation

This meeting's presentation was "Managing the Electronic Workplace" presented by Scott Warrick.

Business Meeting

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

Kim distributed to everyone a memo explaining the annual dues increase. Kim also reviewed upcoming speakers for future meeting dates.

Jim Fahey and David Hill will serve on the nominating committee for officers for next year. Anyone interested in serving as an officer for the group should contact either Jim, David, or Kim Tanner.

Greg Wilder, of the OSCPAs, presented an overview of OSCPAs services and the benefits of membership. He pointed out that affiliate memberships are available for Firm Administrators, and provided application forms for this purpose.

Next Meeting

The next meeting will be held on Friday, May 16, 2008 at the OSCPAs offices in Dublin.

Topics From Roundtable Discussion

1. Financial Statement Generation
2. Due Date Monitoring System
3. Scanning
4. Performance Pay
5. Announcing Incoming Calls
6. Credit Card Payments
7. Paperless 1040's
8. Using Ultratax to Track Events
9. iCommunities
10. Scheduling Software
11. Engagement Letters
12. Space Planning
13. Backups
14. Administrative Staff Structure
15. IT Support Group
16. CPE Tracking
17. New Client Setup
18. Electronic Extensions