

VSPC BOARD MEETING MINUTES

Organization Name: *Virginia Statewide Payroll Conference*

Meeting Type: Board Meeting

Date: January 22, 2026

Time: 6:00pm

Location: *Hybrid Meeting*

In Person: Pen Soft, 151 Enterprise Dr., Newport News, VA 23603

Zoom: <https://payrollorg.zoom.us/j/2181639610?pwd=czhzQUgxR0UyZEpWMXVRMmhnLzc3QT09&omn=96741954437>

Call to Order

The meeting was called to order at 6:04 pm by *Tiffani Gray*.

Roll Call by Patrice Brooks

Present:

☒ <i>Tiffani Gray</i>	☒ <i>Stephanie Salavejus</i>	☒ <i>Patrice Brooks</i>
☒ <i>Charlotte Hodges</i>	☒ <i>Linda Dailey</i>	☒ <i>Elizabeth Burroughs</i>
☒ <i>Misty St. John</i>	☒ <i>Dawn Rissmeyer</i>	☒ <i>Sandeep Ubhoo</i>
☒ <i>Carrie Hovell</i>	☒ <i>Gerard Hall</i>	☒ <i>Janet Darko</i>
☒ <i>Martha Seemiller</i>	☒ <i>Christine Van Ness</i>	☐ <i>Daniel Dycus</i>
☐ <i>Joi Taylor</i>		

Absences: J. Taylor w/Regrets-Family Emergency and D. Dycus sent Report.

Introductions

Board Members introduce themselves for clarity and content of assigned positions & duties for 2025 VSPC: P. Brooks as Secretary; C. Hodges as Treasurer; C. Hovell as Hotel Chair; L. Dailey as Charity Chair; G. Hall as WHOVA Chair; M. St. John as Exhibitor Chair; and D. Riismeyer as Exhibitor Co-Chair.

Open Issues

Name: *Stephanie Salavejus*

Summary:

1. **2025 Conference Open Items:** Stephanie discussed utilizing the Star Chapter for planning stages as well as the surveys from 2025.
2. **Treasury Report Pre-transition:** Charlotte Hodges is the newly appointed Treasurer. The preliminary budget needs to be formulated and finalized before presenting it to the board. Check all budget items for committee chairpersons. Tiffani & Stephanie

are still working on getting the bank account information to Charlotte to complete the transition for 2026 Conference.

3. Call for Volunteers for Open Positions (PPY, MEG; Historian & Gifts/Donations Chair):

The Board members put out a call for volunteers for open positions and are still waiting for more people to engage for participation.

Committee Reports

Hotel Chair & Co-Chair

Name: Carrie Hovell & Christine VanNess

Summary: *Carrie and Christine are sharing the responsibilities at this time but until the tour Carrie is the primary contact and Christine is secondary. Carrie reported that on Saturday, March 14, 2026 at Falls Church Marriott Fairview Park at 9am the walk-thru will be conducted. The hotel has agreed to give a discounted room rate of \$109 to those who wish to stay on the Friday night before. This is a newly renovated hotel in Northern Virginia, with plenty of parking, and access to the Metro line in D.C. Currently, we have a 100-room block with most King-sized beds and registrants should call if double beds are required. The rooms are rated at \$159 per night, with free self-parking and Valet for a fee. Anything over the 100-room block may be at a different rate; however, only 100 rooms were available at the time of request. Carrie will check back mid-February to see how many registrations have been made to determine if more rooms will be needed. All board members need to register as soon as possible. There's no need to use Exhibitors, Inc. because Marriott will set up conference rooms per the contract and the \$1500 allocated for Exhibitors, Inc. will be moved to the Hotel committee budget. Stephanie provided an on-screen overview of the contract to include \$45,000 for food & beverage costs, signage and package handling with Marriott. The contract must be signed by January 31st, 2026, to finalize all costs. The contract is on One Drive with all costs and members can view it there. Carrie provided insight into the potential venues for the 2027 & 2028 conferences. Carrie and Christine investigated the Hotel Madison in Roanoke for 2027 stating that they can get a 100 room block at \$139 per night on October 14th & 15th, 2027 plus an extra 10 rooms on Friday, if people needed to stay over. Carrie discussed the blueprints of Hotel Madison to display where breakout rooms and vendors would possibly be set up. All conference rooms will be ours with food and beverages, totaling \$25,000, and the deposit is layered. Carrie went over deposit schedule and amenities provided by Madison Hotel. They will provide 1 comp room for every 40 reservations.*

Discussion: *Misty questioned if Marriott would provide signage. Carrie said she would ask. Packages can be sent only 3 days prior to the conference and there are charges which are noted on page 11 of the contract (Attached). Tiffani suggested that since we can't hang anything on the walls that we use more uniform signage with stands versus having items requiring tape. The contract will be available for everyone's review on One Drive. Tifany asks if everyone has access to One Drive. Stephanie will create a video document with*

instruction on how to access the One Drive, Carries took a consensus of where the 2028 conference should be Richmond or Roanoke and shared how she wants to solidify venues for 2027 & 2028 by October 2026.

Exhibitors Chair

Name: *Misty St. John & Co-Chair, Dawn Rissmeyer*

Summary: Misty discussed the upgrades to the sponsorship packages and the new “Sapphire” level sponsorship. She provided an overview of all levels of sponsorship for 2026 with additions and changes to all. We now have Bronze, Silver, Gold, Diamond, Platinum and Sapphire levels for vendors to purchase. There will be no more EWA vendor sessions because all sponsors will choose a speaker based on the level of their sponsorship. The committee is looking for vendors and is asking the board members for assistance. Robert Half and Commonwealth 529 have agreed to be exhibitors.

Discussion: Tiffani suggested the levels of sponsorship also play a part in MEG and PPY recognitions.

Charity Chair

Name: *Linda Dailey*

Summary: Linda reports that she is gathering information for possible charities and researching items for the raffle. Currently, she has four in mind which are all in Northern Virginia and she’s working on a write-up on each. They are Birthday Blessings, Cloverleaf Equine Center, Safe Spot and Second Story. Birthday Blessings is a non-profit organization that provides birthday gifts for underprivileged children, and they need wrapping paper, bows and gifts for teens. Cloverleaf Equine Center is a horse farm in Fairfax that assists kids and adults with disabilities learn balance and mobility skills. Safe Spot is a children’s advocacy group that assists kids in domestic violence situations. Second Story provide clothing and housing for the homeless. WMAC is already sponsoring them at this time.

Discussion: Linda was asking for items to be raffled off. Stephanies agrees to make some items. Linda will create baskets and wants at least between \$3,000 to \$4,000 to donate to the charity we decide on. Stephanie wants a representative from the charity chosen to attend so that they can actually receive the items donated with them from the conference. Tiffani suggests that we add a link to our Facebook page so that others can donate to the charity we choose. Linda questions how the funds will be identified when donated to the charity. Stephanie stated a dedicated link is generally provided by the charity for us to use for the conference. Tiffany discussed basket ideas and how to create themes for the baskets that will be raffled.

Website/Marketing Chair

Name: *Daniel Dycus*

Summary: Daniel’s report was given to Vice-President (Stephanie) in his absence. Stephanie reported that the website will continue to be updated as information becomes available, Misty, Dawn & Sandeep are working on the MEG and PPY set-up on the site. The

Exhibitor Committee's portion is being developed. This committee will begin utilizing Chat GPT and other software to develop communication for VSPC marketing. There have been issues with duplicate e-mails being sent to members and non-members repeatedly and some have unsubscribed from the platform. Discussion on what to do when this occurs, how to avoid it and when individuals unsubscribed how can we still get them the information at least once. (Report Attached)

Decision / Resolution: The committee will research means to keep this from happening. The marketing set-up and scheduled e-mails should keep unsubscribed individuals from receiving redundant communications from VSPC.

Blog

Name: *Martha Seemiller*

Summary: Martha reports that she will send out the blog once a week with information based on what she has received. Madam President and Madam Vice-President requested dates to meet with the Blog Chair to get potential event dates and deadlines.

Decision / Resolution: Martha will send dates for meeting. Hotel Chair (Carrie) asks if the Blog Chair would like local chapters to send in local event date? Blog Chair agrees that it would be great idea so that VSPC and other chapters will be aware of the events throughout the year.

Entertainment Chair

Name: *Elizabeth Burroughs*

Summary: Liz shared ideas for décor and entertainment for the convention on Thursday evening. Signage issues per the contract with Marriott for the 2026 conference were reiterated due to the Entertainment Chair's tardiness (see hotel summary)

Decision / Resolution: Madam President & Madam Vice-President want to carve out time to brainstorm with the Entertainment Chair for ideas on how to handle the signage issue. Madam President addressed some issues with the Entertainment Chair's schedule and timelines, dates, etc. for conference because the Entertainment Chair plate is full and she has been very busy with other things. Liz assured the VSPC Board that she is focused on the conference now and she's asking for volunteers to assist with some of her tasks. The Blog Chair, Martha volunteered to assist.

Whova App Management Chair

Name: *Gerard Hall*

Summary: Gerard is looking for alternative platforms for the WHOVA APP due to inflation in pricing. The WHOVA app in past years was around \$1900 and now it is almost \$5000 without additional services. He has reached out to representatives of various vendors and hopes to have more information by February's meeting. Gerard will be available the first week of February to ensure this is done.

Decision / Resolution: Madam President questions the ideal specification for potential platform alternatives. Gerard identifies the capabilities he's looking for an all-inclusive app with vendor engagement, user-interactive gaming, and change scanning.

Speakers Chair

Name: *Joi Taylor*

Summary: Madam President (Tiffani Gray) gave regrets for Joi-family emergency and provided Joi's report: The IRS speaker is locked-in. We will have 3 breakout rooms and will be offering 12 RCH's this year for participants. We want to focus on Fundamentals, Government changes and Technology. All decisions regarding speakers want to be finalized in February.

Decision / Resolution: Discussion on why the limited amount of breakout rooms. Madam President informed us that we cannot have 4 breakout sessions due to the limitations of the hotel. Gerard asks about having a "paid" Keynote Speaker and the costs. Madam Vice-President (Stephanie Salavejus) says that sponsorship costs offsets may help with a paid speaker. Madam President suggests a Pay-O Speaker in addition to the Keynote Speaker.

Registration Chair

Name: *Janet Darko*

Summary: Janet reports that Registration opened on January 5th and states the currently we have 6 registrants. Early Bird registration is now until April 30th, 2026, and Regular Registration will be from May 1st, - August 15th 2026. Late Registration is from August 16th - September 9th, 2026.

Decision / Resolution: Discussion on the Proclamation being presented by Fairfax County and the marketing being sent out early to ensure more participation in conference.

Gifts & Donations Chair (OPEN)

Summary: Madam President made some suggestions on gifts, donations, and changes for 2027 conference. Selection may go to the first paid registrant or some other incentives to encourage individuals to register early.

New Business

Topic: Sponsorship, Promotions, Discounts and MEG.

Discussion Summary:

Platinum Sponsor will present the PPY winner. Chapter (WMAC) promotes Raffles: 2 Early Bird Registrations; and payment for the VSPC 2-night hotel stay. Madame President will ask

Website Chair (Dan) if a discount code can be created for the raffle prizes. MEG opens in March.

Decision: For MEG we want to spotlight the past winners and get them to share their experience and have it on the VSPC website. WMAC will put it on their website. Madame President requests that each Chapter nominate at least 2 members for PPY this year.

Action Items

Confirmation was made that Karen Smauldron (Vice-President) is still the contact for SWAPA and Jasmine Jone (President) is the contact for HRAPA. The Chapters are to give budgets if nobody is available for baskets. Madam President & Madam Vice-President will meet with Treasurer for Bank of America switch. Entertainment Chair will have items to consider at next meeting. Charity Chair will ask for budgets and links for charitable items. WHOVA APP Chair will bring apps to consider in February and will need a budget from Treasurer.

Next Meeting information provided by Vice-President

Date: Saturday, February 21, 2026

Time: 9am-1pm

Location: Corolla, NC

Close of Meeting

Motion to close the meeting made by: Vice President (Stephanie Salavejus)

Seconded by: _____

The meeting closed at **7:56 pm.**

Signed as a true and accurate record

Chair: _____ **Date:** _____

Secretary: _____ **Date:** _____

Stephanie Salavejus

From: Daniel Dycus <danielbd5@outlook.com>
Sent: Thursday, January 22, 2026 4:34 PM
To: Stephanie Salavejus
Subject: Dan update

- Website continues to update
- Meg and ppy are set up and marketing scheduled
- Registration is all set up and marketing scheduled
- Created a schedule and shared with all of marketing to try and limit so many emails at one time.
- Uploads from Wmac and richmond are complete.

Dan Dycus

Sent from my iPad.