

**Greater Nashville Chapter of the American Payroll Association
Chapter Meeting, April 21, 2011, 12:00 PM – 1:30 PM
Millennium Maxwell House Hotel, Nashville, Tennessee
Meeting Minutes**

Opening Remarks and Announcements – Lisa Shell, CPP, President

Lisa opened the meeting and welcomed all attendees. She recognized five visitors: Carrie Benton from TIS Nashville; Felicia Demos from Demos Restaurants; Jan Myers from The Bureau of National Affairs; Martin Plumlee from The Mergis Group; and Jackie Zuckerman from Lee Company.

Lisa thanked the volunteers at the registration desk: Roxanne Hoffman, CPP; Susan Shires, CPP; and Link Almon, CPP.

Lisa announced that there were four job postings on the website in the Members Only section. Melinda Guthrie from Logan's announced an entry level position available at her company.

Lisa announced that volunteers are needed for the following: Director of Education officer position, Director of Public Relations and Chapter Events officer position, the TN Statewide Payroll Conference August 10-12, the 25th Anniversary celebration on September 17th and CPP/FPC Study Group facilitators beginning in May. Lisa stated that speakers are confirmed for chapter meetings through September.

Lisa awarded Roxanne Hoffman, CPP as Chapter Member of the Month for her volunteer efforts at the registration desk. Angela Innes was named Chapter Friend of the Month for volunteering her company location for the CPP/FPC Study Group. She was awarded a six month chapter membership as a token of appreciation. The study group has been capped with 20 attendees. The location site will be Green Hills. Angela will be communicating with attendees and facilitators with details.

March Chapter Meeting Minutes – Debbie Bason, CPP, Secretary

Debbie asked for motions to accept the minutes for the March chapter meeting. First motion was given by Debra Neal, CPP; second motion was given by Bonetta Bond. The minutes were approved as written.

Treasurer's Report – Howard Wimsatt, CPP, Treasurer

Howard updated the attendees with the current balances in the main chapter account and the Statewide account. The details were posted on the chapter website in the Members Only section.

Community Service/Fundraising Update – Emily Gray, CPP, Dir of Fundraising and Community Service

Emily updated the attendees with online registration information about the TN Baptist Children's Home walk that will be held May 14th at their campus. She stated that change buckets will be on tables for donations. She requested to be notified if you plan to participate.

National Payroll Week Update – Lisa Wachter, CPP, Dir of NPW

Lisa announced that National Payroll Week is Sept. 5-11, 2011. She requested ideas and promotions for NPW from the membership. She stated that the NPW website, www.nationalpayrollweek.com, has a wide variety of information regarding this year's celebration. Attendees were urged to promote the online survey, volunteer for Money Matters Education Day (contact area high schools as soon as possible), and shop on line for NPW products mentioning the Greater Nashville Chapter on their order. Volunteers were requested to request NPW proclamations from the various government offices in the Middle Tennessee area.

Membership Update – Angie Sowers, CPP, Dir of Membership

Angie announced that the chapter has 143 members.

Introduction of Speaker – Barbara Hinshaw, CPP, Government Liaison

Barbara encouraged the attendees to watch the chapter website for government updates. She introduced Art Smith, SPHR, CCP, who is the Managing Principal at AG Smith & Associates, LLC. He gave a presentation entitled "How to Prepare a Simple Internal Equity Report and Why You'd Want To". After his presentation, Barbara presented Art with a gift of appreciation.

Closing Remarks and Door Prizes – Danny Walker, CPP, President Elect

Danny announced that the next meeting will be Thursday, May 19, 2011, and the speaker will be Terry Frisby. His topic will be "Ten Secrets to Rehire the Right Employee". Danny conducted the door prize drawing. Angie Sowers, CPP was the winner of a free admission to a future chapter luncheon meeting. Danny thanked all for attending and adjourned the meeting.