



2010

*Greater Nashville Chapter
APA Officer Meeting Minutes*

Meeting Date: February 4, 2010
Meeting Time: 5:30 p.m.
Meeting Place: Optimum Solutions, Inc, 210 25th Ave. North, Suite 700

Attendees:

Sherry Dwyer, CPP, President
Marie Brock, CPP, Director of Membership
Melinda Wiley, CPP, Director of NPW
Mark DeMonbreun, CPP, Secretary
D. Howard Wimsatt, CPP, Director of Community Service
Darlene Greer, CPP, Government Liaison
Debra Neal, CPP, President-Elect
Wendy Bradley, President-Elect (incoming)
Chris Bennett, CPP, Treasurer
Kathy Pack, CPP, Director of Education
Valerie Phillips, CPP, APA Liaison

Not in Attendance:

Patsy Campbell, Director of Fundraising and Community Service
Barbara Hinshaw, FPC, Director of Fundraising and Community Service (incoming)
Angie Sowers, CPP, Director of NPW (incoming)

Old Business

Welcome and Welcome New Officers - Sherry Dwyer, CPP, President

Sherry opened the meeting and welcomed all attendees. She thanked everyone for their support during her term as president and said she was proud of the officer board. She is looking forward to seeing continued growth under Debra Neal and Wendy Bradley's terms as president. Sherry also acknowledged Donna Hutchison's volunteer work and help with our chapter's COTY contest entry. Sherry said that she is proud of our COTY submission; we included photos with this year's entry; she believes that this is our chapter's first COTY entry with photos included.

Minutes – Mark A. DeMonbreun, CPP, Secretary

Mark asked for motions to approve the minutes from the December officer's meeting. Debra Neal gave the 1st motion to approve; Marie Brock gave the 2nd motion, and the minutes were approved.

Membership Update – Marie Brock, CPP, Director of Membership

Marie announced that we currently have 144 members, which is up from the beginning of the previous membership year. Marie mentioned that she attended a seminar/webinar about ways to increase membership, but it was mainly a sales pitch for the software that the organizers offered.

Education Update – Kathy Pack, CPP, Director of Education

Kathy has spoken with Lisa Shell, CPP, and we may have a chapter meeting speaker present on tax reporting, with probable speakers being Gwen Jayne, CPP, Dawn Spann, and Lisa. The presentation would cover how to make sure you can generate the reports required with different software programs. Kathy asked the officers if they like this idea for a chapter meeting speaker; the officers said that they did.

Kathy then mentioned that she doesn't have a speaker for April yet, but Nancy Larmore from APA National is a possibility. For the ½ day seminar, Kathy is looking at speakers for the topics of military leave pay and FMLA.

Kathy is trying to get Donna Ashworth from the Tennessee ACH Association to speak again, probably in May, again about ACH transactions but from a different aspect of the process.

Next, Kathy requested that if any officers know any chapter members who would be willing to speak at a chapter meeting or a seminar to please contact her.

Sherry suggested Payroll Accounting as a topic; she said we have CPA's amongst our membership who could probably give a good presentation on that subject. Sherry will send Kathy a memo about it through the chapter website suggestion box.

Debra suggested that we have a presentation on leave of absence effects on eligibility for perfect attendance awards.

Next, Sherry mentioned the reviews for Donna Ashworth's presentation on ACH. They were mostly good; a few comments mentioned that some of the things in her presentation were "over our head".

Sherry also mentioned that Paul Dengler, a Forrest Gump impersonator and motivational speaker, will speak at our February chapter meeting. Kathy said that we can receive RCH credits for motivational speakers once per year and she is giving APA National the information they need to certify the presentation for us.

PaySmart Update – Sherry Dwyer, CPP, President

Sherry suggested we have a quick interview with a member or member(s) immediately following chapter meetings and publish the comments in PaySmart (if the member agrees to be quoted, of course).

2011 Tennessee Statewide Payroll Conference Theme Contest – Sherry Dwyer, CPP, President

Sherry said that we have 30 or so theme submissions so far and some are quite detailed. Some people have submitted multiple ideas. All submissions are due by 2/12. We will announce at the February chapter meeting that voting for the best idea will be open until March 1st, and the winning idea will be announced at the March chapter meeting. A link to the voting form on the chapter website will be sent out to the entire chapter membership following the February meeting.

Website – Debra Neal, CPP, President Elect

Debra called a motion to have the suggestion box on the chapter website moved back into the Members Only section due to spam problems. All officers approved the motion.

2011 Tennessee Statewide Payroll Conference Planning – Wendy Bradley, Incoming President Elect

Wendy gathered hotel information for our 2011 Tennessee Statewide Payroll Conference. The Marriott in Cool Springs has a \$149/night rate, with a \$500 charge for the meeting facilities plus a 24% service charge. They also gave her a menu to review. She has a meeting with Embassy Suites in Franklin tomorrow, 2/5.

Sherry suggested checking out the Sheraton Music City hotel near the airport.

Wendy said that the Chamber of Commerce in Brentwood/Franklin will help us prepare a visitor's guide for conference attendees. Also, the Williamson County Fair is the first two weeks in August, which will be an additional attraction.

Debra gave Wendy contact information for the Sheraton Music City hotel and the Doubletree hotel downtown.

Reminder – Sherry Dwyer, CPP, President

Sherry reminded everyone that if you will be quoting someone in any communication, get their permission first.

Announcement – Sherry Dwyer, CPP, President

Sherry passed around a copy of the APA 2010 Winter Edition Portfolio of Education and Publications with the quote from Debra prominently displayed on the inside front cover.

Questions

Sherry asked Kathy if we sent APA National the information from our membership survey. Kathy said she will find out if we did.

New Business

Treasurer Report – Chris Bennett, CPP, Treasurer

Chris announced that the main chapter account has \$6,132.93 and the Statewide account has \$5,700.91.

Howard said that he is working on the chapter financial statements and chart of accounts and could use some help completing it. January through October 2009 has been done. The officers will discuss this at future officer meetings.

Chapter of the Year Submission – Sherry Dwyer, CPP, President

Sherry said that APA National has confirmed receipt of our COTY submission. She also asked if any of the officers were going to Congress in May. Sherry said that she is; the other officers were not sure.

Announcements – Sherry Dwyer, CPP, President

Sherry announced that Rebecca Ellis, CPP has a new baby, and Howard Wimsatt, CPP, has a new granddaughter. Also, Kathy is recovering from recent foot/ankle surgery, and will be back to work next week. Ashleigh Winters has made some progress regaining her hearing, and will hopefully be able to start attending chapter meetings again soon.

Next, Sherry mentioned two new CPP's amongst our membership: Debbie Hannon and Daniel Walker. Both work at Community Health Services. Sherry will announce their new certification at the February chapter meeting.

February Chapter Meeting Speaker and Topic – Sherry Dwyer, CPP, President

Sherry reminded the officers of February's chapter meeting speaker and topic: Paul Dengler, Forrest Gump Lookalike: "Forrest Gump Sharing His Perspectives on Life, Success and Happiness".

February Chapter Meeting – Sherry Dwyer, CPP, President

Sherry asked if we should skip the chapter member/friend of the month at the February chapter meeting, since we already have outgoing officer appreciation, incoming officer announcements, and chapter volunteers of the year. Debra said she will e-mail the volunteers ahead of time, asking them to come a little bit early to the meeting if possible, and all will be called up at once for a photo. Individual names will not be called, in order to save time and make sure that our speaker has the proper amount of time. Kathy mentioned that meeting length is a concern voiced by some attendees. Melinda suggested delaying the volunteer photo until the March meeting.

After discussion, the officers decided not to have a chapter member/friend of the month, but the volunteers of the year will be recognized as a group, and be asked to show up a few minutes early for the photo. The individual names of the volunteers will be in the PaySmart.

For door prizes at the February meeting, the officers decided to present two random \$25 gift cards (as long as they are along the usual lines of restaurants, gas cards, home improvement stores, etc). Wendy will pick them out from Kroger.

Questions

No questions at this time.

President Transition Comments/Announcements from Debra and Sherry

Sherry thanked all of the officers once again and asked everyone to please support Debra and Wendy as much as you have supported her because they will do a great job.

Debra thanked Sherry for her dedication and service to our chapter and said that it will be hard to follow in her footsteps, but she is looking forward to leading the chapter. She welcomes any suggestions and constructive criticism won't hurt her feelings!

Debra and Sherry updated the officer duties and gave printed copies of all of them to each officer. They also included the changes to the chapter by-laws that were made last year. Additionally, the officer contact information has been updated and will be distributed to all new officers.

Another idea that Debra and Sherry have is getting an external auditor to review chapter operations once per year. We have found our chapter's FEIN; we are not tax-exempt yet but we are working on the requirements for it and will submit a request for tax-exempt status ASAP.

Leta Canfield, CPP, needs session leaders for the CPP study group. She has been leading most of them by herself. Please volunteer to help her with this; we need to put more effort behind our study groups.

Other items Debra and Sherry discussed that we need to work on are duty lists for the immediate past president position, as well as for the webmaster, PaySmart publisher, and the various committees, in addition to the duty lists that we already have for the elected officer positions. We also need returned check procedures; currently the chapter is just eating the cost for bounced checks.

We also will work on plans for the 2012 25th Anniversary of the Greater Nashville Chapter! A chapter history committee will probably be a good idea to help prepare for this.

Debra said that she is honored to be elected president of our chapter and she hopes to do as good a job as Sherry did.

Chapter Mixer – Sherry Dwyer, CPP, President

Sherry asked the officers if we should host another chapter mixer. The officers really liked the idea; they said that the first one went quite well and we had turnout from people who can't or don't attend a lot of chapter meetings. Sherry said that she will check with La Hacienda restaurant on available dates and then announce it at the February chapter meeting.

Officer Meeting Location – Debra Neal, CPP, President Elect

Debra said that she is studying the best choice for our officer meeting location for the new term. She is looking at drive times and so forth and we will discuss this further at the next meeting.

Meeting Adjourned

Sherry closed the meeting and thanked everyone for coming.