

**Greater Nashville Chapter of the American Payroll Association  
Officer's Meeting, Thursday, April 7, 2011, 5:30 PM**

**Meeting Minutes**

**Attendees**

Lisa Shell, CPP, President  
Danny Walker, CPP, President Elect  
Debbie Bason, CPP, Secretary  
Howard Wimsatt, CPP, Treasurer  
Emily Gray, CPP, Director of Fundraising and Community Service  
Barbara Hinshaw, CPP, Government Update Liaison  
Lisa Wachter, CPP, Director of NPW  
Johnny Brown, CPP, Director of Public Relations and Chapter Events  
Debra Neal, CPP, Immediate Past President

**Absentees**

Amy Welch, APA Liaison  
Angie Sowers, CPP, Director of Membership

**Old Business**

**Opening Remarks – Lisa Shell, CPP, President**

Lisa opened the meeting, welcomed all attendees and thanked those calling in.

**Meeting Minutes – Debbie Bason, CPP, Secretary**

February officer meeting minutes were not available at meeting time from Outgoing Secretary, Mark DeMonbreun, CPP. They were received Friday, April 8<sup>th</sup> and will be approved at the May officers meeting. The March officer minutes were distributed to the officers by email prior to the meeting and were approved. The RCH certifications will be forwarded electronically to the meeting attendees in the future.

**Membership Update – Lisa Shell, CPP, President for Angie Sowers, CPP, Director of Membership**

Lisa announced that we currently have 142 members.

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

Emily researched the Tennessee Baptist Children's Home 5K Walk/Run. It will be held Saturday, May 14<sup>th</sup>. She will provide more details later about registration and Johnny Brown, CPP will distribute the email announcement. There was a general discussion regarding purchasing T shirts for chapter members to wear at the walk and possibly sell at the statewide conference. There was not a favorable response to this suggestion since T shirts were sold at the last Tennessee statewide conference and sales were low. Various officers will

research possible vendors to see if a low cost purchase is possible. Emily will continue to promote the Time and Talent Auction fundraiser to see if there is sufficient interest.

### **Education Update- Lisa Shell, CPP, President**

The April speaker will be Art Smith. The topic is “How to do an Internal Equity Study and Why You’d Want to”. Lisa will introduce the speaker and purchase the speaker gift.

Speakers and topics for May and June chapter meetings are:

Daren Phillips – May – Business Etiquette: The New Rules in a Digital Age

Terry Frisby – June - Ten Secrets to Rehire an Employee

Jeff Mark is the speaker for August and the topic is 401k. Emily Gray, CPP, requested more specifics concerning the topic as a guide for Jeff. Suggestions were given such as the different types of retirement plans and reporting laws.

### **2011 Statewide Update – Lisa Shell, CPP, President**

The theme for the statewide conference is “Survivor: Outwit, Outlast, Outplay”. Lisa met with representatives of Embassy Suites for a walk through and discussion of conference. The statewide tickler has been approved and will be distributed by Johnny Brown, CPP. Johnny will be requesting an updated Region 5 email listing from National APA. The tickler will also be distributed to the other Tennessee APA chapters. Emily Gray, CPP will post the tickler on Facebook. Barbara Hinshaw, CPP will send out ideas of breakout session names. The vendor brochure from the last statewide was reviewed for possible vendors. Vendor brochures from 2009 and 2010 statewide conferences will also be reviewed for possible new vendors. Vendors will need to secure their booth information and handouts during the statewide conference since the vendor hall is actually in the hallway of Embassy Suites.

### **GNC 25<sup>th</sup> Anniversary Update – Lisa Shell, CPP, President**

The 25<sup>th</sup> Anniversary celebration will be Saturday, Sept. 17 at One Eleven. The theme will be GNC Hall of Fame. The budget for the event is \$6,300. The \$1,000 received from the March Lunch and Learn will go toward the expense. After the venue and food expenses are deducted, there is approximately \$980 remaining for decorations and gifts. The cost will be \$50 for a single and \$75 for a couple. The proposed gift is a photograph taken and a theme based picture frame.

### **Questions**

No questions on old business.

## **New Business**

### **Treasurer's Report – Howard Wimsatt, CPP, Treasurer**

Howard presented the balances of the main chapter account and the statewide account. The details will be made available in the Members Only section of the chapter website.

### **April Chapter Meeting – Lisa Shell, CPP, President**

The chapter meeting will be held on the 10<sup>th</sup> floor. The email invitation will be distributed Apr. 11 and 14. Lisa will introduce the speaker and present speaker gift. The door prize will be a luncheon voucher which will expire 12/31/11. There was no response received (good or bad) by the officers last month concerning this type of door prize so we will continue with a luncheon voucher. Suggestions were given and approved for The Chapter Friend and Member of the Month. Lisa Shell, CPP requested articles for the Paysmart be provided by Friday, April 15. Emily Gray, CPP, Director of Fundraising/Community Service will be the member spotlighted in the Paysmart.

### **Volunteer of the Year – Lisa Shell, CPP, President**

Lisa Shell, CPP requested that the officers make recommendations for Volunteer of the Year. Lisa provided the officers with a list of all 2010 volunteers for review. There were nominations given. The officers were encouraged to provide a personal recommendation as to the reason for the nomination prior to voting. The Volunteer of the Year will be announced at statewide conference.

### **CPP/FPC Study Group – Lisa Shell, CPP, President**

Lisa Shell, CPP announced that Angela Innes from The Martin Companies, has volunteered to host the summer/fall CPP/FPC Study Group. Lisa stated that leaders would be needed to facilitate each chapter discussion and encouraged every officer to volunteer for a date. She stated that RCH credits are given to the facilitator for service provided. Johnny Brown, CPP will distribute the invitation for the study group. It was agreed that Angela would be awarded a half year free membership to GNC as a thank you since she is not a member (company does not pay for membership).

Lisa Shell, CPP suggested that non chapter members be required to pay to participate in the CPP/FPC study group. All officers agreed and this will be effective in 2012.

### **Questions/Suggestions New Business**

Debbie Bason, CPP, suggested dividing the membership into “small groups” among the officers for more effective personal communication of chapter information and to promote participation in the chapter activities/events. The goals are to have a closer connection with each member, encourage each member to volunteer in some capacity during the year and provide each member with an outlet to voice any questions/concerns/suggestions to the officer group.

Debbie will obtain an updated membership list from Angie Sowers, CPP, Director of Membership and create/assign groups to each officer.

**Meeting Adjourned**

Lisa Shell, CPP thanked all for attending and calling in. She then adjourned the meeting.