

**Greater Nashville Chapter of the American Payroll Association
Officer's Meeting, Thursday, August 4, 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
Lisa Wachter, CPP, Director of NPW
Amy Welch, APA Liaison
Barbara Hinshaw, CPP, Government Update Liaison
Angie Sowers, CPP, Director of Membership
Sherry Dwyer, CPP, Director of Public Relations and Chapter Events
Butch Dwyer, Webmaster, Director of Public Relations and Chapter Events

Absentees

Debra Neal, CPP, Immediate Past President

Old Business

Opening Remarks – Lisa Shell, CPP, President

Lisa opened the meeting.

TN Statewide Conference Discussion – Lisa Shell, CPP, President

The officer meeting focused on final preparations for the TN Statewide Payroll Conference.

Officers assembled attendee folders and bags.

Officers were given assignments for registration process and workshop room monitors.

Workshop PowerPoint presentations will be available through a link on the chapter website. The attendees will print themselves and bring to conference. They will also be available after the conference.

The line by line budget was discussed. The officers agreed on the purchase of door prizes (Acer tablet, Kindle, and Nook).

The final vendor set up assignments and the vendor game was presented to the officer group by Lisa Wachter, CPP.

The minute to win it games which will be played during the Thursday night entertainment were described by Howard Wimsatt, CPP.

New Business

August Chapter Meeting – Lisa Shell, CPP, President

The chapter meeting will be held on the 10th floor. The speaker will be Vickie Majors, CPP. The topic of the presentation will be “Performance Appraisals”. Sherry Dwyer, CPP will introduce the speaker and present the speaker gift. Sherry Dwyer will also purchase door prize. There were no recommendations for Chapter Member or Friend of the Month.

Meeting Adjourned

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