

**Greater Nashville Chapter of the American Payroll Association  
Officer's Meeting, Thursday, Dec. 1, 2011, 5:30 PM**

**Meeting Minutes**

**Attendees**

Lisa Shell, CPP, President  
Debbie Bason, CPP, Secretary  
Emily Gray, CPP, Director of Fundraising and Community Service  
Lisa Wachter, CPP, Director of NPW  
Butch Dwyer, Co-Director of Public Relations and Community Events  
Amy Welch, APA Liaison  
Howard Wimsatt, CPP, Treasurer  
Sherry Dwyer, CPP, Co-Director of Public Relations and Community Events  
Barbara Hinshaw, CPP, Government Update Liaison  
Kay Stauffer, CPP, Treasurer Elect 2012  
Kim Cox, Secretary Elect 2012

**Absentees**

Danny Walker, CPP, President Elect  
Angie Sowers, CPP, Director of Membership  
Debra Neal, CPP, Immediate Past President

**Old Business**

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

Lisa opened the meeting, thanking all for attending and calling in.

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

The chapter meeting minutes for Nov. 17, 2011 were approved as written and are posted on the website. There was one correction to the Nov. officer meeting minutes – Sherry Dwyer was present.

**Membership Update – Lisa Shell, CPP, President**

Lisa reported that we currently have 137 2011-12 members.

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

Emily stated that volunteers will be at Hope Lodge on Dec. 14<sup>th</sup> to provide dinner for the residents. Lisa Shell will be asking for volunteer comments regarding their experience at the chapter meeting on Dec. 15<sup>th</sup>.

**Treasurer 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.

The approved donation to the Tennessee Statewide Board has not been made as yet. It was reported that the Tennessee Statewide Board received the Federal Employer Identification Number (FEIN) today. This will enable TSB to receive the donation soon. The statewide bank account will be closed once this donation is provided.

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

December's speaker will be Kimberly Shoop who will speak on "Act 32 – Pennsylvania Local Earned Income Tax".

Speakers and topics for future chapter meetings are:

Jeff Norris – February – "The Times They Are A-Changin: How Payroll Can Enable Successful Change Management"

Rena Reynolds – March – "Workplace Stress"

TALX Representatives – April – "Mergers and Acquisitions"

Stephanie Swann – May – "Employment Tax Trends/Hot Topics"

### **2012-13 Chapter Officer Elections – Lisa Shell, CPP, President**

Lisa Shell announced and congratulated the 2012 officers and welcomed Kay Stauffer and Kim Cox to the meeting.

### **Hotel Contract Negotiations – Danny Walker, CPP, Vice-President**

Hotel negotiations are still pending for the 2011-12 officer term with representatives from the Maxwell House hotel. The hotel cannot accommodate the Oct. 18 and Nov. 15 meeting. Discussions are being conducted for alternative dates for these meetings. All dates will be posted on the website and communicated to the membership.

### **Form 990-N Filing, Lisa Shell, CPP, President**

Lisa Shell reported that Howard Wimsatt, CPP, will be filing the annual Form 990-N (Annual Filing for Small Exempt Organizations).

### **Questions**

No questions on old business.

### **New Business**

#### **December 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 Dec. 5th and 8th. Sherry Dwyer, CPP will introduce the speaker and present speaker gift which will be an O'Charley's gift card. There will also be an O'Charley's gift card awarded to the door prize winner. Members who served on the Election Committee (Lisa Woods, CPP; Robyn Barnes-Neely, CPP; Ann Marie Fleck, CPP; Pamela Warner, CPP; Butch Dwyer) will be awarded Chapter Members of the Month.

**PAYsmart Not on the Web, Lisa Shell, CPP, President**

The opportunity was given for a volunteer to create the PAYsmart but no responses.

**CPP Study Group, Lisa Shell, CPP, President**

Lisa announced that Mary Spain of Williamson County will be hosting a spring CPP Study Group on Tuesday nights from Jan. 17<sup>th</sup> through April 3<sup>rd</sup> from 5:30-8:00. The officer board voted to extend a free chapter membership to Mary for the services.

**Meeting Adjourned**

Lisa Shell, CPP thanked all for attending. The meeting was adjourned.