

**Greater Nashville Chapter of the American Payroll Association
Officer's Meeting, Monday, June 6, 2011, 5:00 PM Conference Call**

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
Debra Neal, CPP, Immediate Past President
Amy Welch, APA Liaison
Barbara Hinshaw, CPP, Government Update Liaison
Angie Sowers, CPP, Director of Membership
Sherry Dwyer, CPP, 25th Anniversary Celebration Committee

Absentees

Martin Plumlee, Director of Public Relations and Chapter Events

Old Business

Opening Remarks – Lisa Shell, CPP, President

Lisa opened the meeting, thanking all for calling in.

Meeting Minutes – Debbie Bason, CPP, Secretary

May 19, 2011 chapter meeting minutes were approved as written.

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.

Membership Update – Angie Sowers, CPP, Director of Membership

Angie announced that we currently have 153 members.

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

Emily presented details of auction chapter fundraiser. Donations will begin immediately and be received through August 17th. Certificates describing items and bid sheets will be displayed at the August and September chapter meetings and finally at the 25th Anniversary Party on September 17th. The auction will close at the end of the party. An email with details will be sent to officers who will share information with small groups. Emily will present details at June chapter meeting.

Education Update- Lisa Shell, CPP, President

Daren Phillips will be chapter meeting speaker in June. The topic will be "Business Etiquette: The New Rules in a Digital Age".

Speakers and topics for future chapter meetings are:

Pam Albert – July – HSA vs FSA

Jeff Mark – August – 401k (Actual title needed for APA RCH approval). Lisa requested contact information of speaker.

Aeron Lucas – September – Health Care Reform

Lisa stated that speakers are needed for October through February 2012.

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

Lisa Wachter, CPP needs volunteers for Hope Lodge community service. Signup sheets will be distributed at the June chapter meeting. Debra Neal, CPP is gathering information of mayor names and addresses for proclamation requests. She will also coordinate photographs with government officials when proclamations are received. Barbara Hinshaw, CPP has obtained a proclamation from Nolensville mayor. Barbara is also coordinating efforts with R.J. Young for the display of a NPW billboard. Arrangements have been made with WCTV Government Access Channel in Franklin for a future interview with Lisa Shell, CPP and Sherry Dwyer, CPP. Door prizes are needed for the NPW chapter meeting celebration. It was suggested to contact chapter members from Lee Company and Southwestern/Great American. Danny Walker, CPP will contact Maxwell House Hotel for a possible one night free stay give away.

2011 Statewide Update – Lisa Shell, CPP, President

The theme for the statewide conference is "Survivor: Outwit, Outlast, Outplay". The brochure has been distributed. The vendor brochure has been distributed. Chapter members will be contacted by Lisa Wachter, CPP requesting vendor contact information to increase distribution list. Debra Neal, CPP will forward both brochures to Chattanooga, Knoxville and N. Mississippi chapters for distribution.

A list of assignments was presented to officer board. Debbie Bason, CPP will contact vendors who are GNC members requesting attendee bags as well as filler items such as pens, highlighters, post it notes, note pads, etc. Each officer will contact their small group requesting door prizes from member's companies. Emily Gray, CPP will purchase door prizes. Amy Welch will purchase O'Charley's gift cards as speaker gifts as well as prepare thank you notes. Debbie Bason, CPP will prepare certification certificates. Martin Plumlee will coordinate registration list. Howard Wimsatt, CPP will coordinate Thursday night entertainment. Barbara Hinshaw, CPP will coordinate party decorations. It was agreed to use the Minute to Win It entertainment which had been researched by Barbara Hinshaw, CPP. Debbie Bason, CPP suggested workshop handouts be put on website for attendees to download and print prior to attending the conference. It was also suggested and agreed that attendee books only include the agenda, speaker biographies, workshop evaluations and conference

evaluation in an effort to curb printing costs. Lisa Wachter, CPP will coordinate vendor hall. Debra Neal, CPP will create vendor game. Lisa Shell, CPP will coordinate food with Embassy Suites and research possible name tag choices. A volunteer is still needed to purchase vendor game prize (chapter will purchase). Volunteers to purchase and compile folders/binders will be determined later.

GNC 25th Anniversary Update – Sherry Dwyer, CPP,

Sherry Dwyer, CPP gave update on The 25th Anniversary celebration. The first president, Jim Conner, has been contacted and will give a talk to attendees. Vickie Majors has contacted Sam Stegar at ADP for possible sponsorship.

Questions

No questions on old business.

New Business

June Chapter Meeting – Lisa Shell, CPP, President

The chapter meeting will be held on the 10th floor. The email invitation will be distributed June 6th and 9th. Lisa Wachter, CPP will introduce the speaker and present speaker gift. The door prize will be an O'Charley's gift card which can be purchased at a discounted rate by Amy Welch. There were no recommendations for Chapter Member or Friend of the Month.

Volunteer of the Year – Lisa Shell, CPP, President

Lisa Shell, CPP, has received one written recommendation from the officer group for Volunteer of the Year. The Volunteer of the Year will be awarded at the 4th Annual Tennessee Statewide Payroll Conference. It was agreed that chapter volunteers would be awarded certificates later in the year at a chapter meeting.

PAYsmart Update – Lisa Shell, CPP, President

Lisa Shell, CPP will email members directing them to chapter website for information previously presented in the chapter newsletter, PAYsmart.

Website Update – Lisa Shell, CPP, President

Lisa Shell, CPP requested that all officers regularly review the chapter website for updating. Angela Innes has volunteered to help with the website.

Chapter of Relations Update – Lisa Shell, CPP, President

Luncheon receipts for May's chapter meeting were emailed by request only. There were no negative comments received on this change.

Meeting Adjourned

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