

**Greater Nashville Chapter of the American Payroll Association
Officer's Meeting, Thursday, July 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
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, 25th Anniversary Celebration Committee

Absentees

Martin Plumlee, Director of Public Relations and Chapter Events
Debra Neal, CPP, Immediate Past President

Old Business

Opening Remarks – Lisa Shell, CPP, President

Lisa opened the meeting, thanking all for calling in.

Website Update – Butch Dwyer, Webmaster

Butch explained history of chapter website to new officers and gave overview of set up and maintenance.

Meeting Minutes – Debbie Bason, CPP, Secretary

The chapter meeting minutes for June 16, 2011 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 154 members.

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

Emily has received nine member donations to the chapter talent auction fundraiser. Donations will be received through August 16th. Emily will present the details of the auction at the July chapter meeting. 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. Another email with details will be sent to small group members by officers in an effort to obtain more donations.

Education Update- Lisa Shell, CPP, President

The speakers for July's meeting will be Bryan de la Bruyere and Nicki King of Ernst and Young. The topic will be "Best Practices around the Employment Life Cycle".

Speakers and topics for future chapter meetings are:

Aeron Lucas – September – Health Care Reform

Lisa stated that speakers are needed for August and October through February 2012. Debbie Bason, CPP will contact Michelle Bacher as a potential speaker.

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

Lisa Wachter, CPP stated that volunteers are signed up for Hope Lodge community service. She will follow up with Donna Hutchison concerning the providing of potatoes for potato bar.

2011 Statewide Update – Lisa Shell, CPP, President

The theme for the statewide conference is "Survivor: Outwit, Outlast, Outplay". The brochure is being continually distributed. The vendor brochure has been distributed. It was unknown if Debra Neal, CPP had forwarded both brochures to Chattanooga, Knoxville and N. Mississippi chapters for distribution.

A general discussion was conducted regarding the list of activities. Biographies of speakers and their power point presentations should be forwarded to Lisa Shell, CPP. Debbie Bason, CPP received one response from vendors (ADP) when requesting attendee bags and filler items such as pens, highlighters, post it notes, note pads, etc. The food options of Embassy Suites were reviewed by the group. Howard Wimsatt, CPP will contact the Minute to Win It entertainment group and confirm.

GNC 25th Anniversary Update – Sherry Dwyer, CPP,

Sherry Dwyer, CPP gave update on The 25th Anniversary celebration. She still needs photos of the past. Imelda Karlson is providing a scrapbook. Vickie Majors is providing photographs. The brochure is in being created but not completed. Debbie Bason, CPP will contact Connie Spivey for memorabilia.

Questions

No questions on old business.

New Business

July Chapter Meeting – Lisa Shell, CPP, President

The chapter meeting will be held on the 10th floor. The email invitation will be

distributed July 11th and 14th. Danny Walker, CPP will be hosting the meeting in Lisa's absence. Amy Welch will take meeting minutes in Debbie Bason's absence. Emily Gray, CPP will introduce the speaker and present speaker gift. The speaker gift and the door prize will be O'Charley's gift cards purchased 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. It was agreed that this member will be awarded The Volunteer of the Year at the 4th Annual Tennessee Statewide Payroll Conference.

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.

Meeting Adjourned

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