

**Greater Nashville Chapter of the American Payroll Association  
Officer's Meeting, Thursday, Feb. 2, 2012, 5:30 PM**

**Meeting Minutes**

**Attendees**

Lisa Shell, CPP, President  
Danny Walker, CPP, President Elect  
Debbie Bason, CPP, Secretary  
Angie Sowers, CPP, Director of Membership  
Debra Neal, CPP, Immediate Past President  
Emily Gray, CPP, Director of Fundraising and Community Service  
Lisa Wachter, CPP, Director of NPW  
Howard Wimsatt, CPP, Treasurer  
Sherry Dwyer, CPP, Co-Director of Public Relations and Community Events  
Kay Stauffer, CPP, Treasurer Elect  
Kim Cox, Secretary Elect  
Valerie Phillips, Government Liaison Elect  
Liz French, Director of Fundraising/Community Service Elect  
Imelda Karlson, Director of Education Elect

**Absentees**

Amy Welch, APA Liaison  
Barbara Hinshaw, CPP, Government Update Liaison  
Butch Dwyer, Co-Director of Public Relations and Community Events

**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 Dec. 15, 2011 were approved as written and are posted on the website.

**Membership Update – Angie Sowers, CPP, Director of Membership**

Angie reported that we currently have 140 2011-12 members.

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

There was no chapter activities to report.

**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. The statewide bank account will be closed once this donation is provided.

**Form 990-N Filing, Howard Wimsatt, CPP, Treasurer**

Howard Wimsatt, CPP, stated that the annual Form 990-N (Annual Filing for Small Exempt Organizations) will be filed by the deadline.

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

February's speaker will be Jeff Norris who will speaker on – "The Times They Are A-Changin: How Payroll Can Enable Successful Change Management". The presentation and biography will be forwarded to Butch Dwyer, Website Administrator.

Speakers and topics for future chapter meetings are:

Rena Reynolds – March – "Workplace Stress"

TALX Representatives – April – "Mergers and Acquisitions"

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

Imelda Karlson, Director of Education Elect, will contact all speakers for confirmation.

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

Hotel negotiations are complete with the Maxwell House Hotel for the 2011-12 officer term. The chapter meeting for November and December will be the 2<sup>nd</sup> Thursday of the month. The chapter officer meeting date will also be changed to accommodate the change. All dates will be posted on the website and communicated to the membership. Danny suggested that negotiations for the 2012-13 term be initiated in July 2012 in order to ensure a better opportunity of receiving the 3<sup>rd</sup> Thursday dates from the Maxwell House Hotel.

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

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

**Questions**

No questions on old business.

**New Business**

**February 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 Feb. 6th and 9th. Danny Walker, 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. It was agreed by the officers to purchase 20 O'Charley's gift cards to be awarded throughout 2012. There will not be a chapter friend or member at the February meeting. Outgoing officers will be asked to give remarks on their officer term.

**Tom Starling (tstarling@MHAMT.org), Lisa Shell, CPP, President**

Lisa announced that Tom Starling is requesting partnership with GNC APA in sponsoring or volunteering at annual 5K run. Elizabeth French, 2012 Director of Fundraising/Community Service will decide and respond back to Tom's invitation. Tom is also requesting to conduct a seminar on Workplace Violence for GNC APA at a cost of \$99 per attendee. Imelda Karlson, CPP, 2012 Director of Education, will follow up with Tom.

**TN Statewide Payroll Conference Update, Debra Neal, CPP, Immediate Past President**

Debra Neal, CPP provided an update on the progress of the TN Statewide Board on the 2012 TN Statewide Payroll Conference. The EIN has been received. Bonetta Bond, TSB Chairperson, is in the process of writing by-laws which are required before a bank account can be obtained. The dates for the conference are not final. The location of the conference has not been determined. GNC will provide payment to TSB if funds are needed to make a hotel deposit.

**Breakout Session for Outgoing and Incoming Chapter Officers – Lisa Shell, CPP, President**

Lisa Shell asked all officers to introduce themselves. Outgoing officers were requested to provide photos of 2011-2012 events for the National APA Chapter Pictorial entry. These will be saved on the chapter lap top. She also requested that a book of responsibilities from each outgoing officer be submitted to be saved on the chapter laptop. There was a general discussion concerning the location of future chapter officer meetings. It was suggested that Sherry Dwyer's work site, Optimum Solutions, be considered due to its central downtown location. A discussion of the transfer of duties was conducted between the outgoing and incoming officers.

**Meeting Adjourned**

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