



# PAYsmart

Greater Nashville Chapter of the American Payroll Association

February, 2011

## MONEY: Past, Present, and Future

Join us at our first luncheon of 2011 on February 17. The exciting and dynamic speaker, Larry Phillips, will be sharing with us something that we all want to hear more about, money.

OK, let's be honest, we just want more of it.

"Show me the money!!"

"It is assumed that

when anyone gets into debt, the fault is entirely and always the fault of the lender."

"If you owe the bank \$100, that's your problem. If you owe the bank \$100 million, that's the bank's problem."

"A government that robs Peter to pay Paul can always depend on the support of Paul."

"Money does make all the difference. If you have two jobs and you're rich, you have diversified interests. If you have two jobs and you're poor, you're moonlighting."

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## Thank You Outgoing Officers

Let's take a moment to look at some amazing GNCAPA volunteers who have helped grow our chapter this year.

**Sherry Dwyer, CPP** Sherry had the exciting job of being our Immediate Past President. Sherry worked very hard at advising all of

the officers with their positions. She would jump in to help with anything that needed to be done.

### **Debra Neal, CPP**

Debra did a great job as our President. Organizational skills are clearly Debra's forte and she did an excellent job of keeping both luncheon and

officer meetings productive and informative. We will see more of Debra this coming year, as she will be our Immediate Past President.

## Thank You Outgoing Officers

continued

### **Lisa Shell, CPP**

Lisa served as President Elect for half of the year. But, I am very excited to have learned what I did from an excellent group of talented officers. Daniel Walker, CPP is our President Elect this year and from what I have seen of him so far, will make an excellent President next year.

### **Chris Bennett, CPP**

Chris has served as Treasurer for several years now. And we have been very lucky to have had his amazing bookkeeping and banking abilities at our service. Howard Wimsatt, CPP will be Treasurer this coming year, and will do a great job.

### **Mark Demonbreun, CPP**

Mark has served as Secretary for several years as well. Mark has excellent recall and a great ability to keep track of meeting minutes at both the luncheons and officer meetings. Debbie Bason, CPP will be working as Secretary this year. It is very exciting to have Debbie back as an Officer this year.

### **Marie Brock, CPP**

Marie has served as Director of Membership for several years and has really helped grow the membership. She came up with innovative ideas to keep membership growing. Angie Sowers, CPP will be Director of Membership this year.

### **Kathy Pack, CPP**

Kathy served as Director of Education and has found some amazing speakers in the past several years. If we could only talk her into taking this position for another year. As it is, the position has not been filled

and we are in need of some amazing talent to help fill this position.

### **Angie Sowers, CPP**

Angie served as Director of Public Relations and Chapter Events for most of this year. For our chapter, we communicate with members and others throughout the state who want to keep in touch with our chapter. A very important job, Angie has done a great job in keeping information flowing. Johnny Brown, CPP will be keeping the lines of communication open for us this year.

### **Valerie Phillips, CPP**

Valerie served as APA National Liaison this past year. National was kept up to date with all of our GNC happenings due to Valerie and her communication skills. Amy Welch will be keeping our chapter and National in a finely tuned working relationship this year.

### **Darlene Greer, CPP**

Darlene served as our Government Liaison last year. Keeping our website filled with the multitude of changes that has occurred. Barbara Hinshaw, CPP will be joining the officers again, this time as Government Liaison.

### **Tina Pursley, CPP**

Tina served as Director of Fundraising and Community Service. Giving back to the community was a perfect job for Tina. She helped search out some worthy groups. Emily Gray will be Director of Fundraising and Community Service this year. It will be exciting to see which direction and groups Emily will be helping us focus on this year.

### **Angie Sowers, CPP**

Angie served as Director of NPW this past year. And talk about a great NPW. Hope Lodge and an exciting September luncheon were just two of the highlights. Lisa Wachter, CPP will be Director of NPW this year. It will be great to have Lisa back as an officer.

### **Butch Dwyer**

Butch has served as our Website Administrator for quite some time. And lucky we are to have him. He has made our website a work of art. Links to websites, on-line registrations, information galore. An amazing website, thanks to an amazing man.

### **Lisa Shell, CPP**

I have had the opportunity of working as Newsletter Administrator for a little over a year now. Compiling and writing articles has helped get me more involved in our chapter again. I hope someone will come along and offer to take on the newsletter.

### **Valerie Phillips, CPP**

Valerie has served as HELP Desk Administrator this year. She has really helped coordinate and answer questions for others. We are fortunate to have Valerie continue in this position.

Thank you to all of our officers, both outgoing and incoming. The Volunteer spirit is alive and well at our Tennessee Greater Nashville Chapter American Payroll Association.

# GNC President's Letter

February 2011

GNC Members ..

This will be my final President's Letter to the membership of the Greater Nashville Chapter. My term as the President of the GNC will end February 28, 2011. I'd like to take this opportunity to thank each chapter member and the officers for their support during my term in office and encourage all of you to continue to work with the in-coming Officers.

As President, I have been blessed with meeting and talking with many of my fellow members (it's nice to put a face with the name) and it has been a great honor to work with you. I have seen GNC members step forward and be involved with the Community Service Events, the CPP Study Groups, and much more. How great a chapter is and how much it can accomplish as a group depends on how strong the membership is ~ be involved, share your ideas, and support your chapter.

I challenge all of you to set yourself a goal and pick something you can do to either give back to the Community or to become involved with the Chapter. Serving as a Volunteer or working with the Community is very rewarding and does not have to take a lot of your time. I was very fortunate to have a wonderful mentor as I moved from President Elect to President ~ I learned a lot from her over the past two years and still do. Serving as an Officer is a great opportunity to learn from your peers and enhance your own leadership skills.

We have continued to operate the Chapter this term utilizing several accomplishments put into place just last year. Below are some of the items that have a large impact on the Chapter's operations:

- Detailed officer duty descriptions to assist the in-coming officers and anyone who considers these positions during nominations and elections. We had an excellent showing of new faces in this past November's officer's elections!

- A flow chart of how each of the officer responsibilities can affect one another and the membership. This allows 'new' officers to see how monthly information flows between Officer positions during the running of the Chapter.
- "Go Green" mentality to reduce paper and still maintain ease of communications. Allows for immediate distribution of meeting invitations and special events, evaluation forms, special communications, etc. to the entire chapter membership and others.

- By-Law Committee made up of volunteers. To maintain the integrity of our Chapter and assist the Officer Board by ensuring any enhancements are in accordance to the rules that govern our Chapter.

- Project statements with the Treasurer's reports to give a month-to-month and cumulative accounting of the Chapter's finances to membership. This allows the membership to have a clear picture of the Chapter's finances and how the Chapter's money is being utilized.

I'm sure I have left out a lot but the overall idea is to let the GNC membership know we have a group full of experience and ideas. We need to realize our Chapter membership is a group of very talented and knowledgeable people – we should be proud to be a part of this.

Once again I want to thank you for your continued support during my term in office and I sincerely hope you will do the same for Lisa Shell CPP, your incoming President, Daniel Walker CPP, your incoming President Elect and all the other in-coming officers. As I leave this office, I will take on the responsibility of Immediate Past President to help mentor and be available to the 'new' Officer Board where they need it. I am still available to you, the membership, as your fellow member and friend.

Thank you for this wonderful opportunity to serve you this past year.

Debra D. Neal, CPP  
President - Greater Nashville Chapter



## **Greater Nashville Chapter of the American Payroll Association**

**Officer's Meeting, Thursday, December 2, 2010, 5:30 PM**

### **Conference Call**

### **Meeting Minutes**

#### **Attendees**

Debra Neal, CPP, President

Mark DeMonbreun, CPP, Secretary

Darlene Greer, CPP, Government Liaison

Chris Bennett, CPP, Treasurer

Lisa Shell, CPP, President Elect

Angie Sowers, CPP, Director of NPW

Sherry Dwyer, CPP, Immediate Past President

Daniel Walker, CPP, Incoming President-Elect

Emily Gray, Incoming Director of Fundraising and Community Service

Lisa Wachter, CPP, Incoming Director of NPW

Jonny Brown, CPP, Incoming Director of Public Relations and Chapter Events

#### **Absentees**

Valerie Phillips, CPP, APA Liaison

Kathy Pack, CPP, Director of Education

Marie Brock, CPP, Director of Membership

Tina Pursley, Director of Fundraising and Community Service

### **Old Business**

#### **Opening Remarks - Debra Neal, CPP, President**

Debra opened the meeting and thanked everyone for calling in. We took a roll call and Debra welcomed the incoming officers.

#### **Audio-Visual Update – Lisa Shell, CPP, President Elect**

Lisa mentioned that the current backpack we are keeping the laptop and projector in is kind of heavy so she will look for rolling cases after the holidays.

#### **Records Archiving Update – Chris Bennett, CPP, Treasurer**

Since Howard Wimsatt, incoming Treasurer, was not on the call, a motion was made to wait until the March meeting to decide on the bank location for our lockbox. Angie gave the 1<sup>st</sup> motion to

approve; Darlene gave the 2<sup>nd</sup> motion to approve, and the motion carried.

### **Meeting Minutes – Mark DeMonbreun, CPP, Secretary**

Mark first asked for motions to approve the October officer's meeting minutes. Chris gave the 1<sup>st</sup> motion to approve; Darlene gave the 2<sup>nd</sup>, and the minutes were approved.

Mark then asked for motions to approve the November officer's meeting minutes. Debra gave the 1<sup>st</sup> motion to approve; Chris gave the 2<sup>nd</sup>, and the minutes were approved.

### **Membership Update – Debra Neal, CPP, on behalf of Marie Brock, CPP, Director of Membership**

Debra announced that we currently have 133 members, and all new membership certificates not picked up at the November chapter meeting have been mailed.

Next, the officers discussed six-month memberships. A new member had asked if he can be a member for six months only; transferring the membership to his company after that time. Sherry mentioned that one company did this before and they gave both names up front.

The officers discussed what options we could offer: two six-month memberships, four three-month memberships? Daniel suggested one transfer per year; Lisa added that we should make an exception if the employee terminates. Lisa made a formal motion to approve Daniels's idea with her exception; Angie gave the 1<sup>st</sup> motion to approve; Chris gave the 2<sup>nd</sup> motion to approve, and the motion carried. Debra said that she will inform Marie of the decision so she can tell the new member who asked about it.

### **Fundraising/Community Service Update – Lisa Shell, CPP, on behalf of Tina Pursley, Director of Fundraising and Community Service**

Lisa announced that we made \$33.00 for the Tennessee Baptist Children's Home from the change jars on the tables at the November chapter meeting. Next, she said that we have 2 more boxes of candy bars to sell, with some money still coming in from the boxes already sold.

### **Education Update- Lisa Shell, CPP, on behalf of Kathy Pack, CPP, Director of Education**

Lisa said that she tried to contact Larry Phillips about speaking at our February meeting but hasn't gotten a reply yet. She had no update for a March speaker. Jonny suggested his company's Benefits manager, Tom Norvell, who would speak about the relation between Benefits and Payroll. Jonny said that he will have Tom send his presentation materials (which already exist) to Kathy, Lisa and Debra to review so they can decide whether or not to have him as our March speaker.

### **GNC 25<sup>th</sup> Anniversary Update – Sherry Dwyer, CPP, Immediate Past President**

Sherry said that she contacted thirty people to see what people would be willing to pay to attend the event, and she said that most would pay \$50.00. Also, the venue (One Eleven) is charging

\$5,000.00, but they will allow us to use a separate caterer, and Tina Pursley has someone in mind.

Most of the 25<sup>th</sup> Anniversary committee members are indifferent as to whether the celebration is combined with the Statewide conference or held separately. Concern was raised as to whether the out-of-town Statewide attendees would be interested in the chapter's anniversary. Lisa Wachter suggested that if we combine it with Statewide, we plan some sort of alternate event for those people. If we ultimately decide to have a separate celebration, September 17<sup>th</sup> is the tentative date for the One Eleven venue.

### **2011 Statewide Update – Lisa Shell, CPP, President Elect**

The 2011 Tennessee Statewide Payroll Conference will be August 10-12. Lisa said she has not yet received an update from Tina regarding the tickler flyer and that we need to first decide whether we are going to combine the GNC 25<sup>th</sup> Anniversary celebration with Statewide or not. The committee for the 25<sup>th</sup> Anniversary celebration will pick a time to meet on this point and communicate with the officers afterwards.

### **Questions**

No questions on old business.

### **New Business**

#### **Vacant Director of Education Officer Position – All**

The officers discussed changing the Director of Education position to an Education Committee. If we do this, it will require a change to the by-laws, requiring a membership vote. Also, it would change the number of voting officer positions from 10 to 9, and we prefer to have it an even number with the President casting any necessary tie-breaking votes.

Sherry suggested that we could maintain the position but have a mandatory committee that must include at least one former Director of Education; this way, the number of voting positions would not change. The Director of Education could assign his or her committee members specific months to find speakers for.

The officers talked about one of the main challenges Directors of Education face, which is how to handle speaker cancellations and how to encourage speakers to volunteer. Mark suggested that we could look at having paid speakers more often, since we now have lower rates for our monthly meetings.

Debra asked for ideas on possible Directors of Education. Jonny suggested Alicia Williams; he said she is quite knowledgeable and has many contacts. Debra said that she will contact Alicia and the other people who declined their nominations to the position, or other positions, or who were not elected to positions for which they accepted their nominations, and ask them to reconsider.

### **Nomination/Election of New Officers – Debra Neal, CPP, President**

Debra announced that the congratulations and "regrets" e-mails have all been sent out to the new officers and all who were nominated for a position. Also, the full chapter membership has been notified of the new officer board.

Debra said that the February officer's meeting will be mandatory for both outgoing and incoming officers. At the meeting, we will discuss locations for the officer's meeting for the new board. She suggested that we also discuss conducting the meetings more often via conference call.

### **Treasurer's Report – Chris Bennett, CPP, Treasurer**

Chris gave the officers the balances of the main chapter account and the Statewide account; the details are available on the chapter website in the Members Only section.

### **December 9, 2010 Chapter Meeting – Debra Neal, CPP, President**

Debra mentioned that the December chapter meeting was moved up one week due to requests; the third week of the month has a lot of holiday parties and more people will probably attend during the 2<sup>nd</sup> week. The speakers will be a round table discussion about Year-End, and the panelists will be Karen Carter, CPP; Sherry Dwyer, CPP; Lisa Shell, CPP; and Lisa Wachter, CPP.

### **Chapter Member/Friend of the Month**

Debra asked for suggestions; Chris suggested the Nominations Committee (Donna Conley (chair); Robyn Barnes-Neely; and Ann-Marie Fleck). This suggestion was unanimously approved and Lisa Shell said she will make the certificates for them.

### **Door Prizes**

Chris suggested two more restaurant gift cards, especially because a lot of people go out this time of year. Lisa Shell said she would pick them up.

### **Questions**

No questions on new business.

### **Meeting Adjourned**

Debra thanked everyone for calling in, and thanked Lisa Shell for setting up the call. She then adjourned the meeting.

Mark Demonbreun, CPP



# Lunch and Learn

## With Karen Carter!



**What:** Bring your Lunch and learn how to...

***“Keep the IRS and other State Revenue Agencies at bay”***

**When:** March 10, 2011

**Where:** Hospice Compassus (12 Cadillac Drive, Suite 360 Brentwood, TN 37027)

**Time:** 11:00a-1:00p

**Cost:** \$30.00/person

The best offense is a good defense. Know what “it” the IRS is looking for in today’s world for audit. Understand the areas that they will be traveling too in their time with you, and with random selection processes no one knows when it is our turn to have company visit at our place of work!

So know how to win by using a good strategy and having a very clean payroll process. Fewer than 25% of companies who face an IRS audit come away without penalties. You want your company to be in that select few.

Target areas:

- Misclassified workers
- Restaurants
- Universities
- Non Resident Taxation
- and others

**Registration is now open.**

[http://www.apanashvilletn.org/GNC\\_HalfDay\\_Seminar.html](http://www.apanashvilletn.org/GNC_HalfDay_Seminar.html)

**Only 50 seats are available.**

*2 RCH's Earned*

*100% of all funds raised will go towards the 25<sup>th</sup> Anniversary Party.*

*A big THANK YOU to Karen for volunteering her time.*

## **Birthday Celebrations**

### **January**

Elizabeth Krummel

Emily Gray, CPP

Pam Young, FPC, CPP

Gregory Fahey

Lisa Ellis, CPP

Alisha Olige

Christopher Bennett, CPP

Mary Ann Love, CPP

### **February**

Maria Rea

Jan Taylor, CPP

Melinda Guthrie

Deborah Bowie

Charlotte Frakes, CPP

Vickie Majors, CPP

Shann-A-Lee Morrison, CPP

Crystal Beech

### **March**

Debbie Hannon, CPP

Donna Conley

Sherry Dwyer, CPP

Pamela Warner, CPP

Dawn Roberts, CPP

## Greater Nashville Chapter of the American Payroll

PO Box 292937  
Nashville, TN 37229-2937



## 2010—2011 Officers

President: Debra Neal, CPP

President-Elect: Lisa Shell, CPP

Secretary: Mark Demonbreun, CPP

Treasurer: Chris Bennett, CPP

Dir of Education: Kathy Pack, CPP

Dir of Membership: Marie Brock, CPP

Dir of Public Relations and Chapter Events: Angie Sowers, CPP

APA Liaison: Valerie Phillips, CPP

Government Liaison: Darlene Greer, CPP

Dir of Fundraising and Community Service: Tina Pursley

Dir of NPW: Angie Sowers, CPP

Immediate Past President: Sherry Dwyer, CPP

### Non-Elected Positions:

Website Administrator: Wm M (Butch) Dwyer

Newsletter Administrator: Lisa Shell, CPP

Help Desk Administrator: Valerie Phillips, CPP

## Year End: How to prepare and Changes for 2011

Thanks to Karen Carter, CPP, Lisa Wachter, CPP, Sherry Dwyer, CPP and Lisa Shell, CPP for sharing their best tips and tricks on not just living through year end, but how to do it and have it seem just like any other day.

Also handy were the 2011 Changes we see happening. All of these can be found on our website, under the Members Only section.

