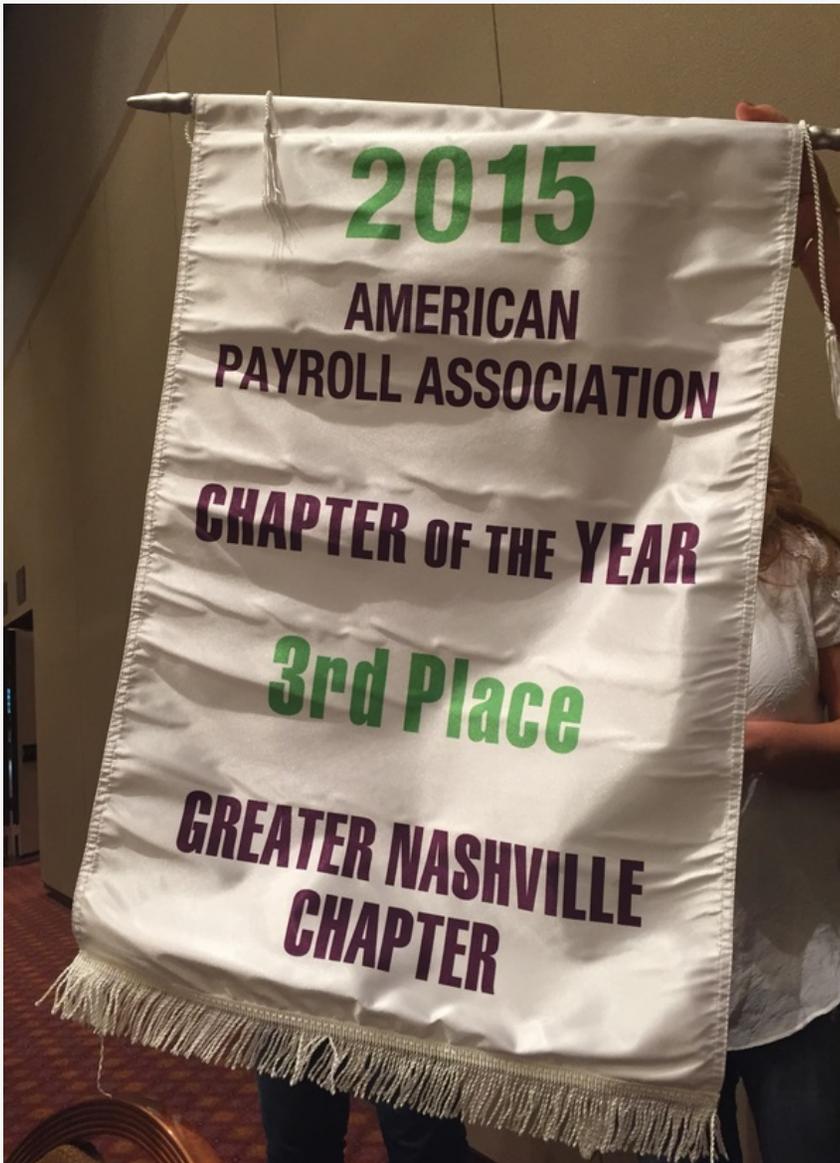




**THE GREATER NASHVILLE CHAPTER OF THE
AMERICAN PAYROLL ASSOCIATION
2016 CHAPTER OF THE YEAR QUESTIONNAIRE**





How do you promote National APA membership to your Chapter members?

- ❖ We added URL's linking to various National APA pages on our Chapter website.
- ❖ National APA updates are shared with our members via email notifications.



How does your Chapter promote professional development (FPC, CPP)?

- ❖ We communicate clearly the income potential of payroll professionals who earn either of the FPC or CPP designations.
- ❖ We hosted two summer study groups in Franklin, TN and in Nashville, TN. We received 43 registrants during the first four days after the communication was delivered.
- ❖ BenefitMall of Franklin, TN provided meeting space for 30 prospective study group members.
- ❖ Willis North America and the Nashville Public Library provided meeting space for 13 prospective study group members.
- ❖ Our members with CPP designation volunteered to host a total of 30 weekly 2-hour study sessions.
- ❖ We recognize members at our Chapter meetings when they have earned their certifications.



How many Chapter members joined a National APA committee in 2015?

- ❖ While we encourage our members to participate at the National level, we do not capture this information on our member profiles.
- ❖ Our members, Sherry Dwyer, CPP and Kathy Pack, CPP were both recognized at the 2015 Congress for their meritorious service.
- ❖ We have representation on the following:
 - Hotline Referral
 - CHAMPS Committee
 - Government Task Force,
 - Shared Services Task Force
 - ACH Committee
 - Certification Advisory Group
 - National Speakers Bureau
 - Education Grant Sub-Committee





How many Chapter members served as an Administrator for APA seminars.

- ❖ Our members serve as Administrators for every seminar held in Nashville.
 - Multi-State
 - Garnishment Forum
 - Local Income Tax
 - Preparing for Year End and 2016

- ❖ HCA Healthcare also hosts an in-house seminar (Preparing for Year-End and 2016)





Does your Chapter have a CHAMPS volunteer? If so, in which c a t e g o r i e s ?

- ❖ Over the past years, our Chapter Members and Officers have been actively involved with our organization and are skilled at leadership and management which supports our continued success. The list is extensive; however, here is a sampling.
 - Awards and Recognition
 - Communication and Budgets
 - Meeting Topics and Door Prizes
 - Chapter of the Year contest entries
 - Community Service and Fundraising
 - Elections and Nominations
 - Hotline Referral
 - Organizing Statewide Meetings

- ❖ We shared our knowledge with the Chattanooga, Memphis, and Knoxville Chapters to help them grow their organizations.





Greater Nashville Chapter of the APA: Region 7 Local Chapter



Chapter Items of Interest:

ADMINISTRATION:

Board of Directors

Mission Statement

Contact Us

Chapter Membership

CHAPTER ACTIVITIES:

Community Service

National Payroll Week

CPP & FPC Certification(s)

EDUCATION:

Monthly Chapter Meetings

Tennessee Statewide Conference

Region 7 of the American Payroll Association

Regional Advisor

SUE BAPTISTA, CPP

Phone: 617-587-8261

email Regional Advisor

Do you use your Regional Board of Advisors as a resource? If so, give an example.

- ❖ While we have participated in the regional conference calls, we have not had a specific need during this past year.
- ❖ We attribute this to the fact that there are many local resources within our Chapter that we can quickly reach out to.





When did your Chapter affiliate with APA?

❖ 1986

How many members does your Chapter have? What is your average meeting attendance?

❖ The Chapter membership roster consists of 129 members, 79 of which are also members of National APA. Average Chapter meeting attendance is 35.

GNC MEMBERSHIP GROWTH SINCE 2005

Membership Period	Total Members	APA Members	CPP	FPC	CPA	PHR/SP HR	Companies Represented
**2015-2016	129	79	62	9	1	6	77
2014-2015	134	92	69	8	1	6	82
2013 - 2014	154	94	72	8	2	3	100
2012-2013	159	90	73	5	5	4	93
2011-2012	152	82	72	6	3	3	89
2010-2011	155	84	71	6	2	2	89
2009-2010	149	77	66	6	2	2	83
2008-2009	182	75	65	9	1	1	85
2007-2008	102		44	2	1		50
2006-2007	99		45	2	1		46
2005-2006	133		41	0	5		65
**As of 02/04/2016							



How often do you inform APA National of Chapter activities and Chapter Officer updates?

- ❖ National APA is kept abreast of Chapter activities on a monthly basis. We communicate prior to each meeting to obtain certification approval for the meeting topic to ensure proper recording of CPP and FPC credits for our members. We also periodically submit articles for PayTech related to the Annual Statewide Conference and community service activities as well as participate in NPW Contest entries, COTY, Best Statewide, and Chapter Pictorial.



THE AMERICAN PAYROLL ASSOCIATION
GREATER NASHVILLE CHAPTER



Our Mission Statement

To provide economical, quality education, and networking opportunities to Middle Tennessee payroll professionals. Promote excellence within our profession. Motivate and empower our members by providing the tools to be knowledgeable concerning the constantly changing and complex federal, state, and local regulatory issues.



When do you have Officer elections?

- ❖ Our election process is launched in November. The Officer term begins March 1st of each year and runs through the end of February the following year. National APA is provided with annual updates following the new Officer board being presented to the members.

What is your process for Officer Transitions?

- ❖ Our February Officer's meeting is designated as a transition meeting. Outgoing and incoming Officers meet to share knowledge, processes, and documentation.
- ❖ We allow a period of social time (prior to the meeting) so that the team has an opportunity to get to know each other before the work begins.

How often do you use the Local Chapter Guide as a Chapter resource?

- ❖ A copy of the Guide is provided to all Officers at the beginning of their term. We refer to it often since this is the first time that most of us have served in this capacity.

Did your Chapter secure vendor sponsorship for any of your events? How did you go about the process?

- ❖ Yes, we have several GNC APA members who served on the Tennessee Statewide Board for the 2015 Payroll Round Up.
- ❖ The Board consists of members from all Tennessee Chapters; and, their collective effort secured the vendors.
- ❖ Vendors are contacted using verbal and written communication. Networking results were amazing as we had vendors reaching out to us saying that they wanted to be a part of our success.



List your Chapter's major accomplishments in 2015. (We enter the COTY contest every year)

- ❖ The Payroll Round-Up: a Tennessee Statewide Payroll Conference in partnership with the Chattanooga, Memphis, and Knoxville Chapters. The event was a resounding success because this two-day conference was chock-a-block overflowing with 154 participants, two key note speakers, and 28 breakout sessions. We heard that some bandits were spotted on the premises too.





THE PAYROLL ROUND-UP FRANKLIN, TN





List your Chapter's major accomplishments in 2015.

- ❖ National Payroll Week: American Cancer Society's Hope Lodge – Dinner and Music event. This is now known as our Signature event; and, through word of mouth, members and their families and friends prepare the meal, desserts, and non-alcoholic beverages, rustle up local musicians to share their talents, and share genuine hospitality to those travelling to Nashville for medical care.
- ❖ Since our guests have travelled in from surrounding states and they are weary from the daily treatments, we are mindful of their needs and design our menu to be good ole Southern comfort food. Our musicians play with such vibrancy - so that you just can't help yourself from toe-tapping, clogging, or just plain acting up. You ought to see the smiles and hear the laughter from our guests when one of our members start acting up. Names are withheld to protect the guilty. 😊





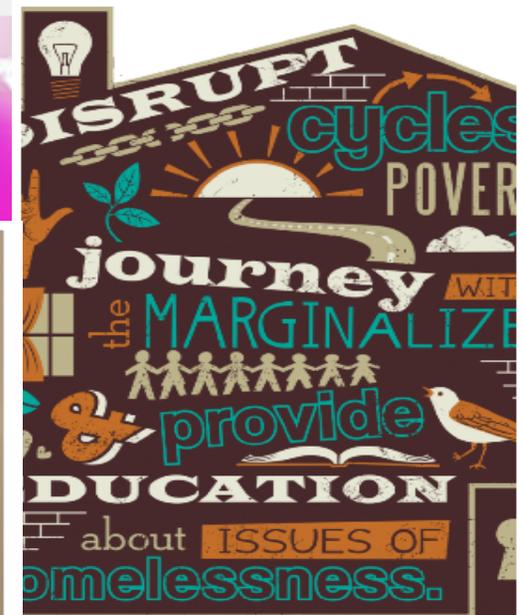
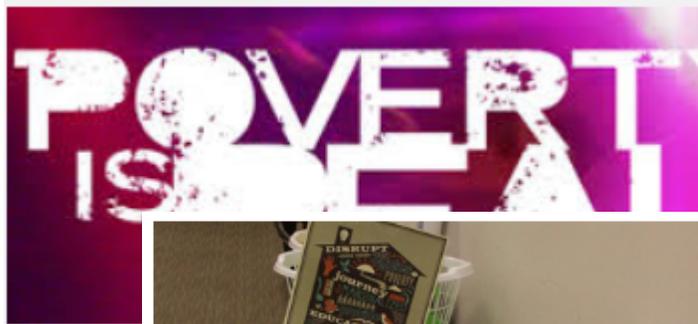
AMERICAN CANCER SOCIETY HOPE LODGE





List your Chapter's major accomplishments in 2015.

- ❖ National Payroll Week: Open Table Mission – Our members voted resoundingly when we asked for their guidance on selecting a group that we could share our love with. This outreach mission touches us deeply; and, our involvement is tangible because we have an experience of the homeless in our city. We share the value that everyone should have permanent housing and that no one should live in a tent city or on the street.



Our donations filled an Econoline van to the brim – the driver had a problem getting into the front seat. 😊



List your Chapter's major accomplishments in 2015.

- ❖ FPC/CPP Study Groups – We had a modest goal...to generate enough interest with payroll practitioners in the Nashville area to arrive at a minimum of 10 bona-fide participants. Our members in the Franklin, TN area had a group of BenefitMall's employees who would support the study group in that city.
- ❖ Within four days of our announcement, we had 43 paid registrants for our groups. Our initial groups were 30 participants in Franklin, TN and 13 in the Nashville area.
- ❖ Willis North America, Nashville Public Library, and BenefitMall provided the meeting spaces.





How does your chapter keep track of its membership?

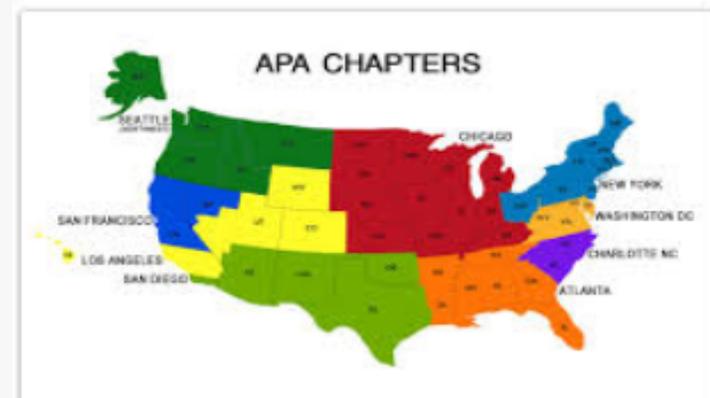
- ❖ Membership applications are submitted on-line and email notifications are sent to the Director of Membership, Treasurer, and President. The membership list is divided into groups and assigned to the various officer positions to encourage small group interaction to get to know our members and foster an atmosphere of volunteering and participation in chapter events.





- **Does your Chapter charge membership dues? If so, how much and why?**

- ❖ Our membership period is from October 1st through September 31st. Current members have the opportunity to renew with the Early Bird special of \$30 for the first few weeks of our campaign. During the second two weeks of our campaign, renewal dues are \$40. From there on, the full membership dues of \$60 applies.
- ❖ Payment options include paper checks and credit/debit card payments using our PayPal account.
- ❖ Our membership dues supports Chapter activities, quality speakers, philanthropic contributions, and educational scholarships.





- **Provide specific examples as to how your Chapter keeps its members involved.**

- ❖ Members have access to a secure section of our website where employment opportunities, presentations, photo gallery, Chapter minutes and financial data is shared.
- ❖ Our members are encouraged to submit their feedback and suggestions for speakers and volunteer events.
- ❖ During our round table meetings, Chapter members are our guest speakers and they lead round table discussions.
- ❖ We have received positive feedback on these round-table events because our participants are fully engaged in the discussion and have the opportunity to create specific payroll related scenarios and solutions.
- ❖ Our board shares our philanthropic and community service vision with our members.
- ❖ Feedback on the success of prior events generates much enthusiasm within the group to the extent that our members invite friends and family to participate.
- ❖ Each year we return to the American Cancer Society's Hope Lodge to provide hospitality, conversation, music, and a home cooked meal for those travelling into Nashville for treatment.
- ❖ During National Payroll Week, our Chapter members volunteer to visit the governmental offices to gather proclamations, network with county officials, and, of course, have great photo ops with important folks.





Has your Chapter been successful in retaining members? If so, how was this accomplished?

- ❖ Our leaders are passionate about payroll education. We share our success stories and suggest mentor opportunities. We educate new Chapter leaders about the tools National APA provides.
- ❖ We have established an annual membership drive with incentives to attract new members. We start early and our membership drive occurs just before the Chapter Officer nominations and subsequent elections. This helps members to renew early.
- ❖ Prospective members register online for inclusion on our distribution list. We use that list along with our existing membership list to continuously make contact to provide membership information.
- ❖ We also partner with local payroll vendor members to help spread the word about the local Chapter and our events.



What suggestions or advice would you have for a new chapter trying to affiliate? How would you suggest they get new members?

- ❖ First and foremost, partner with the Chapter Relations department at National APA. Liz Herrera is a dedicated partner and helps new Chapters get off to great start; and, she encourages the Board members to reach out to a CHAMPS team member who can help guide the formation.
- ❖ The new Local Chapter Guide is an excellent resource for new chapter as well.
- ❖ National APA provides a listing of National members in the local area and this is a great way to reach out to prospects and share our Chapter details and upcoming event dates.
- ❖ We encourage existing members to network with companies in the area and inform them of the exciting benefits of joining the local chapter.

What percentage of your members are also members of APA?

- ❖ 61% hold APA Membership





List your chapter meetings for 2015, including the date and meeting topic.

February 19, 2015: Trends in Employment Law and Regulation: 2015

March 19, 2015: How to Pack Your Purpose in the Coming Year

April 16, 2015: FMLA Compliance

May 21, 2015: The 10 Most Common Payroll Pitfalls

June 18, 2015: Accounting for Payroll

July 16, 2015: Virtual Prepaid Solutions

August 5 -7, 2015: Tennessee Statewide Payroll Conference - Payroll Round Up

September 17, 2015: Not just Pay Cards: The Paperless Payroll Opportunity

October 15, 2015: Change

November 19, 2015: What strategies and approaches are companies using in today's market to acquire top talent

December 17, 2015: Emerging Technologies in Payroll



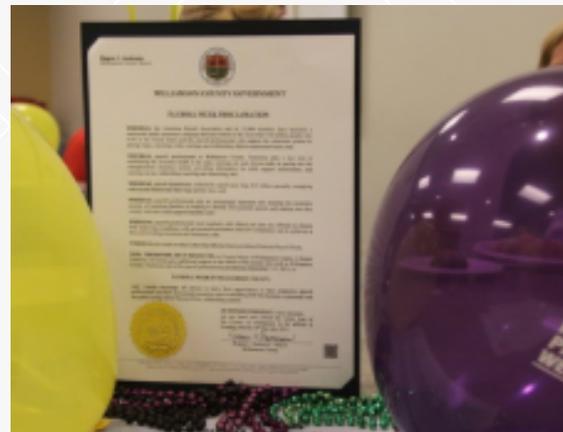
Describe, in detail, the most successful meeting of 2015. What made your meeting successful?

❖ Our most successful meeting occurred in September when we celebrated National Payroll Week. We collected the generous donations for the Open Table Mission, we unveiled the personalized lunch bags that were given to 45 participants, our proclamations were on display, our speaker engaged us in the Pay Card discussion, we shared generous door prizes, and had yummy cake for dessert!





NATIONAL PAYROLL WEEK SECOND HARVEST





How does your chapter recognize achievers within your membership? Do you provide grants? Do you offer awards at your statewide or regional meetings?

❖ We recognize Chapter Members and Chapter Friends throughout the year based upon volunteer efforts and partnerships; and, we present a certificate of appreciation at the local chapter meeting. We also recognize companies who donate door prizes and offer volunteer services to assist the chapter.

❖ Following the Statewide conference, custom thank you cards designed to capture the conference theme are sent to the vendors. The TSWB hosts a Statewide Theme contest with all of the TN local chapters; and, the winner receives a free conference registration. Barbara Hinshaw, CPP of the GNC APA was the winner – with her recommendation of “The Payroll Round-Up” theme. Yeehawww!!

❖ We distinguish those who help volunteer at our chapter events, greeters, servers, NPW proclamation presentation participants, speaker volunteers, helpdesk administrators, and website administrator.

❖ Chapter Education Scholarships are awarded to payroll professionals who desire to enhance their personal and professional growth in the payroll field including: Statewide Conference Registration; National APA Year-End Seminar; and the Payroll Source & Research Ready CD – values ranging from \$225- \$500!



Was your chapter involved in an annual statewide or regional meeting in 2015? If so, what specific contributions did your chapter make to add to its success?

❖ Our Chapter members are immersed in the planning of the Statewide Conference. Officers and Chapter Members serve on the TN Statewide Board and various sub-committees. Chapter members help promote the event within the community and throughout the state.

❖ Committee members provide ideas for locations to host the statewide, contact potential vendors, and help secure door prizes from member companies and non-payroll related organizations within the area. The GNC Officers graciously provided \$1000 towards door prizes such as gift cards and an iPad.

❖ Volunteers from the chapter helped stuff attendee goodie bags and set up for registration at the conference. The chapter officers along with the TSWB act as mentors to help the other Tennessee Chapters (Memphis, Chattanooga, and Knoxville) host upcoming Statewide Meetings.





Do you host study groups throughout the year? How many do you hold and what is the exam pass rate of Attendees?

- ❖ We hosted two Summer study groups in 2015. (30 weekly two-hour sessions)
- ❖ We received 43 paid registrations.
- ❖ Registration was \$30 for a 15 week session.
- ❖ We could not track the overall pass rate since more than half of the participants were not chapter members and did not disclose their results.
- ❖ Four of our current Chapter members passed the exam during the Fall testing window.





How did your Chapter celebrate NPW 2015?

❖ Our celebrations started early with the Open Table Mission drive, American Cancer Society's Hope Lodge dinner event, Heart Walk fund-raiser, and our NPW themed meeting.

How did your Chapter publicize NPW?

❖ We are proud to have the Queen of NPW, Lisa Odom, FPC who directed the radio release, promoting the online survey, gathering proclamations, and email notifications to our members and supportive community.



What type of community activities did your Chapter participate in during NPW 2015?

- ❖ American Heart Association Heart Walk – We raised \$1240.00!
- ❖ Open Table Mission – Provide goods and household items to furnish a home.
- ❖ American Cancer Society's Hope Lodge Dinner



How many proclamations did your chapter request and receive for NPW 2015?

❖ We requested and received 9 proclamations.

Did your Chapter promote participation in the “Getting Paid in America” online survey?

❖ Yes – email enclosed on CD

Did your chapter participate in the Money Matters National Education Day?

❖ Each year we strive to generate sincere interest with local schools; however, our offers to share the education opportunity are not accepted.





Does your Chapter have a website?

❖ www.apanashvilletn.org

Does your chapter have a Facebook, Twitter, or LinkedIn Group?

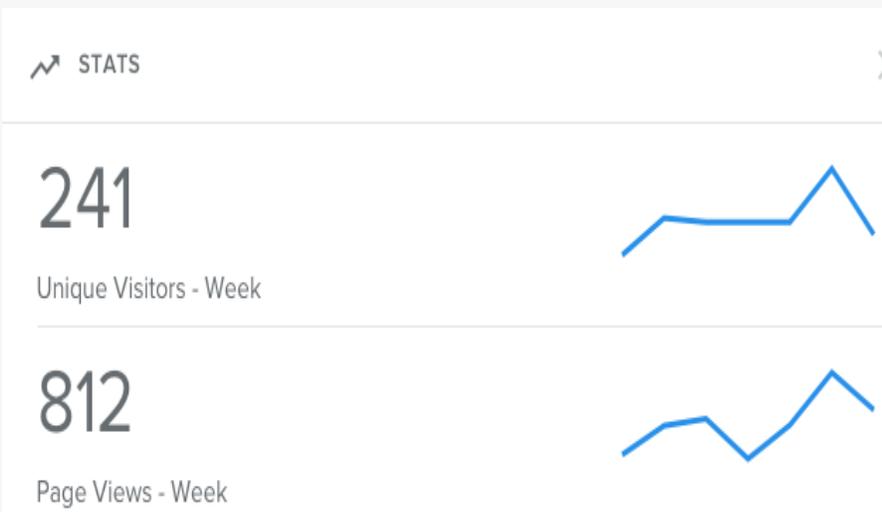
❖ [LinkedIn Group](#) – 75 Members

❖ <https://www.linkedin.com/groups/6942555>

❖ [Twitter](#) – 6 followers

❖ (https://twitter.com/GNC_APA)

❖ We do not have an active Facebook account.



How does your Chapter use its website and social networks to educate and update its members?

❖ We encourage our members to bookmark our website and use it as their primary source of current information. Our website is compatible with mobile technology, so our pages display properly on our members devices.

❖ Our Weebly site admin page provides us with current weekly stats in real time and provides us the assurance of activity and which pages were the most popular.

❖ We use LinkedIn to reach out to professionals who are not currently members. We invite them to join our group and our posts notify them of current events and important updates.



Through our Hostmonster administration site we were able to create consistent email addresses for all of the GNC APA's officer positions. What this meant for our organization was that our members would have one email address to either communicate with the collective Board of Directors or each position; and, that for Chapter business continuity, the incoming Officers would have access to prior email communications.

Once the individual email addresses were created, we added forwarding options for each Officer – they had the choice of the emails being forwarded to either their work or personal email addresses. This provides them with added privacy since their work/personal email addresses are not posted on our public pages.

ACCOUNT @ DOMAIN

apaliation@apanashvilletn.org

education@apanashvilletn.org

elections@apanashvilletn.org

gncapaboard@apanashvilletn.org

gov@apanashvilletn.org

helpdesk@apanashvilletn.org

membership@apanashvilletn.org

npw@apanashvilletn.org

npw@apanashvilletn.org

p.elect@apanashvilletn.org

p.prez@apanashvilletn.org

philanthropy@apanashvilletn.org

pr@apanashvilletn.org

president@apanashvilletn.org

scholarship@apanashvilletn.org

secretary@apanashvilletn.org

treasurer@apanashvilletn.org

webadmin@apanashvilletn.org



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Treasurer	
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National Payroll Week	
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THE
ROCK
STARS
OF
GNC
APA

