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| **Greater Nashville Chapter of the American Payroll Association**  **Monthly Director’s Meeting Minutes**   Saturday, February 3, 2018 at 11:00 AM – 2:00 pm CSTLogan’s Roadhouse, 1715 Gallatin Pike N, Madison, TN 37115In Person Meeting – Lunch will be provided Attendees: Lisa Wachter, CPP, Amy Duffer, Bonetta Bond, FPC, Susan Young, CPP, Janet Baxter, Lisa Odom, FPC, Patsy Campbell, Valerie Phillips, CPP, Kathy Pack, CPP, Katya Manning, CPP, Janet McReynolds, CPP  **Old Business**   * **Lisa Wachter, CPP**: Welcome to the combined 2017/2018 officer cut-over meeting – 11:20. Lisa thanked everyone for coming and each attendee introduced themselves. * **Janet McReynolds, CPP**: Approval of minutes from the December Director’s Meeting   Bonetta Bond, FPC 1st & Amy Duffer 2nd     * **Valerie Phillips, CPP**: Membership Update   135 members/85 APA/63 CPP/6 FPC/3 CPA/4 PHR-SPHR/2SPHR-CP/2 SHRM-SCP/2 ADP-CPS/82 Companies   * **Lisa Wachter, CPP:** (Charla Daley not able to attend)   + February 15th speaker/topic: “Working Well with a Team” – Speaker: Vicki Hill, CPP, Mosiac Group   + Future 2018 Meeting Speakers:     - March – Melanie Crow; Inova Payroll     - April – Kyle Glave; NOVAtime Technology     - May – Mark Robbins/Julie Gallina; E & Y     - June – John Baumgartner; Thomas & Company     - July – Clink Blaylock & Jason Arp, ACH.Com     - August – TN STATEWIDE – No Chapter Meeting     - September – Vicki Hill, Mosiac Group     - October – Adam Newton, Paylocity     - **November - OPEN**     - **December – OPEN**   Katya Manning, CPP will continue to work on November & December. |
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* **Bonetta Bond, FPC:** Treasury Update - $13,470.62
  + - 2017 Budget Overview

Actual for FY17 was ($2,599.19). Changing the meeting place from 2nd Harvest to the MMH increased costs & the amount charged per person didn’t cover the cost. The Full Day Seminar helped with the money needed to cover the additional costs.

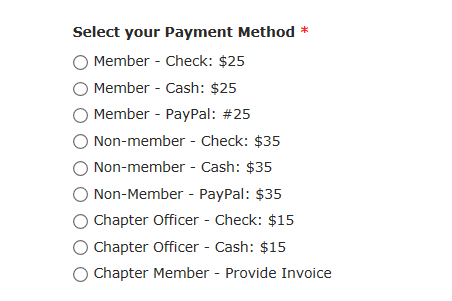
* + - 2018 Budget Presentation

Bonetta Bond, FPC proposed a FY18 Budget ending with $975 Working Capital. Lisa Wachter, CPP made a motion to approve & Kathy Pack, CPP 2nd. All approved.

* **Ekaterina Manning, CPP:** 2018 Spring Study Group Update
  + - The group is meeting in the Mosaic Building in Berry Hill. The meetings are going well with around 6 to 7 attending. Katya asked for volunteers to help with the classes. Teachers will receive CPP credits for teaching. Amy Duffer will send for the Payroll Guide for the class. Amy Duffer suggested a thank you be sent to the company.
* **Lisa Odom, FPC** – National Payroll Week Awards
  + - Online Survey Promotion – 3rd Place
    - Lisa Wachter, CPP thanked Lisa for her work on NPW. Theresa Patch, FPC will take over for next year.
    - Lisa Odom, FPC encouraged members to consider teaching payroll to High School Juniors & Seniors. Also, it would be beneficial to have an NPW committee to help with NPW Week.
* **Kathy Pack, CPP –** APA Liaison Update
  + - Kathy encouraged everyone to send in information to put in the newsletter. She regularly contacts the Regional Board Advisor and keeps him updated on the GNC activities.
* **Lisa Wachter, CPP**: Chapter Friend or Chapter Member suggestions
  + - Chapter Member – Katya Manning, CPP for organizing the study group class.
    - Chapter Friend/Member – Lisa Mathis & the Mosaic group for allowing the use of their building for the Spring Study Group.
    - Chapter Friend/Member is someone who has exceeded expectations by going over and above in their role within the chapter or volunteered to assist the chapter in some way – (i.e. committee members, sponsorships, donations, fill in when someone was absent, submit articles for National publication, assist officers at meetings, help with community service, NPW, etc.)
    - Not required monthly, but should strive to recognize all who fall into these categories
    - Recognition is key to retaining members as well as officers and volunteers!

**New Business:**

* **Lisa Wachter, CPP – Welcome Outgoing & Incoming Officers to Cut-Over Combined Meeting** 
  + President: Lisa Wachter, CPP
  + President Elect: Tammy Mills
  + Secretary: Patsy Campbell
  + Treasurer: Bonetta Bond, FPC
  + Membership: Valerie Phillips, CPP
  + Education: Ekatrina Manning, CPP
  + Public Relations: Susan Young, CPP
  + APA Liaison: Kathy Pack, CPP
  + Government Liaison: Jan Taylor, CPP
  + NPW – Theresa Patch, FPC
  + Community Service: Janet Baxter
  + Past-President: Amy Duffer
* **Lisa Wachter, CPP** – Review Documents:
  + Lisa suggested that it would be good for the dates be sent to everyone so that their calendars can be updated with the meeting dates. The chapter dates are always the 3rd Thursday of every month except for May & December.
  + **2018 Contract / GNC Meeting Dates / Millennium Maxwell House Hotel**
    - 2/15; 3/15; 4/19; 5/10; 6/21; 7/19; 9/20; 10/18; 11/15; 12/13
    - August TN Statewide – Embassy Suites Murfreesboro, TN 8/8 – 8/10 (no chapter meeting)
    - January 2019 – no chapter meeting
    - Note: May and Dec meetings are on the 2nd Thursday – not 3rd Thursday
  + Reminder: Monthly meeting fees will increase in February $5 per registration type
    - Website registration page and payment tabs have been updated to reflect new rates
    - PayPal website – are updates needed/receipts?



* + **Monthly Officer conference calls – mark your calendar now**
    - 1st Thursday of each month – 12:30 pm – 1:30 pm
    - Next conference call – Thursday, March 1, 2018
    - Conference call number (712) 770-4340; participant code: 734147
    - Agenda provided prior to the meeting by President
* **BY-LAWS highlights** – Lisa Wachter, CPP asked that everyone read the By-Laws.
  + Updated 7/11/17
  + Membership – company paid or individual paid
  + Membership year – Oct 1 to Sept 30 annually
  + Membership Drive – begins no later than August 1st
  + Chapter Meetings & Events – minimum of 10 events & GNC Board is expected to be present at no less than 75% of the chapter meetings, seminars, and events
  + NPW – proclamations and event planning should start early (May/June is not too early)
  + Nominating Committee – appointed by the October Board Meeting
  + Membership renewals – must have renewed to be eligible for officer nomination
  + Officer Nominations – Oct chapter meeting – Oct 31st
  + Elections – Nov chapter meeting – Nov 30th
  + Budget – should be presented annually
  + Disbursement of funds – Treasurer, President, or Pres-Elect (signature cards updated)
  + Meeting Contract – negotiations early fall; contract in place by end of Nov
  + Officer Responsibilities overview
    - Current Officers speak – 1 – 2 minute overview of your role
* **Local Chapter Guide Overview**
  + National APA Contacts – chapter relations/speakers/certification
  + National APA issues policies that govern local chapters
  + Local chapters are required to submit annual schedule and not hold meeting that are in direct conflict with National APA meetings in the area
  + Local chapter must be comprised of at least 51% National APA members
  + Membership is only available to individuals (no company membership allowed)
  + Local chapters are encouraged to participate in contests: (such as NPW, COTY, Best Website, Best Statewide
  + Local chapter may request an APA mailing list for National members in the area - Form
  + Monthly lists of new National members in the area are sent out
  + RCH approval is required for all chapter meetings – in advance (30 days)
  + National requires chapters to keep attendance records for all events and sign in sheets
  + Statewide meetings must be conducted in association with the local chapter
  + TSWB (TN Statewide Board) – brief overview / description
    - All chapters must be represented on Board
    - TSWB is not independent but designed to work in conjunction with all TN Chapters
  + Chapter Re-Affiliation – annual requirement (happens in conjunction with your Chapter Officer Year – March 1 for GNC) – Form Review
* **Chapter Marketing**
  + Social Media (Facebook, Twitter, LinkedIn, Instagram, etc.)
  + Chapter relations should receive copies of marketing materials
  + All marketing material must display the APA logo and link to APA website
  + Chapter Relations provides logo guidelines
* **Chapter RCH Guide**
  + Director Education – obtains speakers and submits the RCH packet prior to each meeting (at least 30 days prior to ensure RCH approval before the event)
  + Specific format and requirements
  + 1 RCH for each 60 minutes of education (breaks not included). Subsequent RCH can be awarded in 30 minute increments
  + Chapter business does not count toward the “education” portion of the meeting – that is why the monthly meeting is from 12 – 1:30 pm.
  + RCH certificates – sent out following meeting
  + Approved RCH programs are found on APA’s website for each chapter
  + Speakers topic outline must follow one or more KSA (Knowledge, Skills, Abilities) – see handout
* **Local Chapter Resources**
  + APA’s website – local chapters
  + Elizabeth Herrera – Chapter Relations Manager
  + Ashton Garcia – Chapter Relations Coordinator
  + Speaker Request Forms
  + APA National Committee Volunteer Form
  + Chapter Profile Edit Procedures
  + Top 100 Popular Topics
  + NSB (National Speaker’s Bureau) Members & Topics (paid professional speakers)
  + Regional Advisors – GNC is Region 7 – Advisor: Jon Schausten, CPP
  + CHAMPS – Chapters Helping APA Members Make Payroll Shine
* **Chapter Newsletter – PaySmart**
  + Kathy Pack, CPP – editor
  + Monthly Articles needed related to any/all positions
  + General interest articles welcomed
* **Chapter Website**
  + Updates – can be completed by chapter officers
  + Registration spreadsheets are to be downloaded from the website
  + Registration forms flow to the responsible officer’s email address
  + APA email address – put in your contacts/safe senders file
  + Mostly updates are currently done by Lisa Wachter, CPP and/or Amy Duffer
  + [www.weebly.com](http://www.weebly.com) – user ID and Admin password for editing
  + Lisa & Amy are not Webmasters – we are self-taught and still learning
  + Officer page content should be updated regularly as applicable
  + Chapter calendar updates – meeting dates, events, etc.
  + Member’s Only section – minutes, contest entries, membership listing, job postings, etc.
  + Board Members – Need Updated Picture by Feb 23rd
  + GNC – APA email addresses – links to personal/work email – will need to know where you want to receive GNC email (needs to be an email address that you are able to check regularly, hopefully on your phone if personal and not linked to your workl) – need to know by Feb 23rd
  + It takes ALL Officers reviewing and communicating to keep the website fresh and current
  + If you see something wrong or broken let me know immediately
* **Individual Break-Out Sessions (approximately 15 – 20 minutes)**
  + Incoming Officers ask specific questions
  + Provide details about position to incoming officer
  + Determine transition timeline (i.e. current officers are responsible for Feb meeting)
  + Establish additional discussion date/time for transition if necessary
  + Exchange phone number and email contact information
  + New Officers assume their roles and voting powers – March 1, 2018

All Officers discussed their roles and offered advice to the incoming officers and then the current officers met with the incoming officers to discuss further and answer any questions.

* **Lisa Wachter, CPP** – Other New Business

It was suggested that the GNC explore new banks since the old names cannot be taken off the signature cards.

Also, the meeting place contracts should be started early in the year & the contract for the next year should be signed by the end of November.

* **Lisa Wachter, CPP** - Meeting adjourned

**Upcoming Events:**

Chapter meeting – February 15

APA Multi-State Class – April 11

Congress – National Harbor, MD – May 15 – 19

APA Tax Forum – June 20

TN Statewide – Aug 8 – 10

APA Garnishment Forum – Aug 15

APA Preparing for Year-End and 2019 – Nov 9

GNC One-Day Seminar – Possibility Feb/Mar 2019 (to be discussed/determined no later than July Board meeting)

**Greater Nashville Chapter of American Payroll Association Outgoing Board Members:**

President: Amy Duffer

President Elect: Lisa Wachter, CPP

Secretary: Janet McReynolds, CPP

Treasurer: Bonetta Bond, FPC

Director of Membership: Valerie Phillips, CPP

Director of Education: Charla Dailey, CPP

Public Relations: Melinda Stewart, CPP

APA Liaison: Kathy Pack, CPP

Director of NPW: Lisa Odom, FPC

Government Liaison: Jan Taylor, CPP

Community Service: Ekaterina Manning, CPP

Past President: Vacant