

Greater Nashville Chapter August 2018 Officer's Meeting



**AMERICAN
PAYROLL
ASSOCIATION**

Meeting Details

- Date and Time: Thursday August 2nd 1:00 PM CST
- Location: Call in 712.770.4340 Code: 734147

Attendees

Attendees		August
<i>Officer Meetings</i>		
President	Lisa Wachter, CPP	x
President Elect	Amy Duffer	
Secretary	Patsy Campbell	
Treasurer	Bonetta Bond, FPC	x
Director of Membership	Valerie Phillips, CPP	x
Director of Education	Ekaterina Manning, CPP	
Public Relations	Susan Young	x
APA Liaison	Melinda Stewart, CPP	x
Director of NPW	Theresa Patch, FPC	x
Government Liaison	Jan Taylor, CPP	x
Community Service	Janet Baxter, CPP	
Past President	Amy Duffer	
Outgoing Secretary	Janet McReynolds, CPP	
Outgoing NPW	Lisa Odom, FPC	
Total		7

Old Business

- ▶ Welcome and Call to Order- Lisa Wachter, CPP (President)
- ▶ Approval of minutes from July 2018 Meeting- Lisa Wachter, CPP on behalf of Patsy Campbell (Secretary)
 - First: Susan Young, CPP
 - Second: Theresa Patch, FPC
- ▶ Membership Update- Valerie Phillips, CPP (Dir. Of Membership)
 - 156 members -90 APA -65 CPP -6 FPC- 3 CPA -1 JD- 1 MBA- 4 PHRSPHR - 2 SPHRCP- 2 SHRMSCP- 3 ADPCPS -96 Companies represented
 - Valerie Phillips, CPP stated she will continue sending emails and updates to encourage membership renewals
 - Bonetta Bond, FPC mentioned she had received 3 more renewal payments at the chapter meeting and will forward the names for cross reference.
- ▶ Speaker Information for February Meeting- Lisa Wachter, CPP (President) for Ekaterina Manning, CPP (Director of Education)
 - August-TN State Wide, No Chapter Meeting
 - September-Vicki Hill, Mosaic Group
 - October-Adam Newton, Paylocity
 - **November**-Kyle Glave, Nova time technology
 - **December**-Mark Robbins ENY
 - Lisa Wachter, CPP (President) will reach out to Ekaterina Manning, CPP to confirm that November and December are still lined up.
 - Theresa Patch, FPC and Susan Young, CPP both stated they provided potential speakers to be considered.
- ▶ Lisa Wachter, CPP (President) encouraged all Board Members to attend the TN statewide conference if possible.
- ▶ Treasury Update-Bonetta Bond, FPC (Treasurer)
 - 13123.12-current balance
 - Purchased two southwest gift cards on personal card as the chapter card does not have a pin number
 - She will be reimbursing her card with 500.00 which will reduce the balance.
 - Gift cards purchased for statewide:
 - (2) \$250.00 Southwest
 - (1) \$100.00 Vanilla Visa
 - (2) \$100.00 Best Buy
 - (4) \$50.00 Vanilla Visa
 - Total collected for Community Service (Shriners) was \$25.00 bringing the total year to date to 152.50. This amount is included in the current bank balance., and will be paid to the Shriners at the end of the year in the full amount collected
- ▶ Chapter Friend/Member Suggestions-Lisa Wachter, CPP (President)
 - Lisa Wachter, CPP suggested to recognize the 2018 Fall Study Group teachers at the September meeting.

2018 Officers:

- President: Lisa Wachter, CPP
- President Elect: Tammy Mills
- Secretary: Patsy Campbell
- Treasurer: Bonetta Bond, FPC
- Membership: Valerie Phillips, CPP
- Education: Ekaterina Manning, CPP
- Public Relations: Susan Young
- APA Liaison: Kathy Pack, CPP
- Government Liaison: Jan Taylor, CPP
- NPW – Theresa Patch, FPC
- Community Service: Janet Baxter, CPP
- Past-President: Amy Duffer

Upcoming Events:

- TN Statewide – Aug 8 – 10
- APA Garnishment Forum – Aug 15
- APA Preparing for Year-End and 2019 – Nov 8
- GNC One-Day Seminar – Possibility Feb/Mar 2019 (to be discussed/determined no later than July Board meeting)

GNC Study Group Schedule		
Class dates	Topic	Teacher
	Introduction	
8/14/2018	Ch. 1 Employee-Employer Relationship	Katua Blanning
8/19/2018	Ch. 2 Federal Wage an Hour Law	Lisa Wachter
9/26/2018	Ch. 3 Taxable and Non Taxable Compensation	Bonetta Bond
7/5/2018	Ch. 4 Health Accident and Retirement Benefits	Valerie Phillips
7/12/2018	Ch. 5 Paying Employees	Lisa Wachter
7/19/2018	Ch. 6 Withholding Taxes	Jack Hill
7/26/2018	Ch. 9 Other Deductions from Pay	Melissa Jackson
8/2/2018	Ch. 7 Unemployment Insurance	Katua Blanning
8/9/2018	Ch. 8 Depositing and Reporting Withheld Taxes	Jan Taylor
	Ch. 10 Record Keeping Withheld Taxes	
8/16/2018	Ch. 11 Payroll Accounting	Robert Buck
8/23/2018	Ch. 14 Payroll for US Employees Abroad and Aliens in USC Ch	Michelle Bacher
8/30/2018	Ch. 12 Payroll Systems and Technology	Theresa Patch
9/4/2018	Ch. 13 Managing Payroll Department	Theresa Patch

New Business

- ▶ Lisa Wachter, CPP (President)
 - Chapter Leadership Event-Registration Deadline has passed.
 - APA pays for one hotel room for Friday Nov. 9 and Saturday Nov. 10 at the Golden Nugget
 - Lisa Wachter, CPP and Amy Duffer registered to attend
 - Have not booked flights or discussed hotel arrangements
 - ◆ Once secured, Bonetta Bond, FPC (Treasurer) will be notified and arrange any payments needed
- ▶ Garnishment Forum-Nashville August 15th
 - Valerie Phillips, CPP volunteered to be administrator at event.
 - Lisa Wachter, CPP elaborated on requirements of administrator
 - Valerie Phillips, CPP will receive additional information about a week from the event concerning any items she will need to administer at the conference.
 - Jan Taylor, CPP expressed concern on sending additional materials back to APA.
 - Lisa Wachter, CPP clarified National does not require shipment of additional materials back any longer, just one envelope be sent back regular mail and books given to speaker.
- ▶ Statewide Update
 - 24 registered Vendors
 - 116 registered attendees, 56 from GNC
 - RCH Sign in sheets are required per APA guidelines for each session
 - 13 RCH credits approved
 - Bonetta Bond, FPC inquired if she was registered as an attendee
 - Lisa Wachter, CPP clarified she was registered as a speaker, but still needed to register as an attendee and select classes
 - Chapter Member Charla Daley is now the Director of Speakers for the TSWB. She has done a fantastic job securing speakers, and getting RCH approval, as well as ensuring the board was capturing required compliance information for APA
- ▶ Jan Taylor, CPP (Government Liaison)
 - Requested to have time listed for updates for September meeting
 - Additional discussion around 2019 W4 form and IRS concerns that employees are under withheld for 2018.
 - CBS news article aired stating Employers were not correctly withholding and therefore employees were likely to be under withheld.
 - Discussion on how this impacts payroll departments who are withholding based on the W4's in hand today.
 - Bonetta Bond, FPC is planning to teach on the topic at statewide
- ▶ Theresa Patch, FPC (Director of NPW)
 - Proclamation Pickups/Photo Ops
 - State of TN proclamation is being mailed and Lisa Odom, FPC is consulting and assisting with other NPW activities.
 - Contact will be made to additional government agencies
 - Will notify the board if there are photo opportunities
 - Plans to order 20 balloons for NPW meeting in September
 - Plan for 60 attendees for the NPW meeting
 - Reached out to Christie Cookies regarding NPW
 - Discussed other ideas for NPW swag with chapter logo
 - Continues to send emails concerning NPW survey
 - Requested chapter members to provide donations
 - Trying to coordinate getting NPW banner from Lisa Odom
 - Lisa Wachter, CPP will be in contact to discuss ideas on previous years NPW activities
 - Hope Lodge Community Service
 - Serve dinner on 8/29 or 9/5 (both are Wednesdays)
 - Board approved 8/29
 - Mexican dinner suggested
 - Menu needs to be determined
 - ◆ Need volunteers to sign up to bring items
 - Communication with chapter will need to happen on weekly basis to obtain enough to feed approx. 50 people
 - Theresa Patch, FPC will get with Lisa Odom to discuss how this community service worked in years prior.
- ▶ Janet Baxter (Director of Community Service)-absent
 - Bonetta Bond, FPC updated the collected to date amount of 152.50, reiterating a check will be presented at the end of the year for all collected donations.
- ▶ Melinda Stewart, CPP (APA Liaison)
 - No New Updates
- ▶ Lisa Wachter, CPP (President)
 - Other New Business
 - Full day seminar in Feb or March
 - Ideas submitted to Lisa throughout the August
 - Be prepared to make decision on the event at Sept Meeting
 - Will need a dedicated planning committee to secure resources and

speaker, as well as plan event location

- Needs to happen soon to ensure enough time to register attendees and secure location.

Summary

- ▶ Called to Order: 1:00PM CST
- ▶ Concluded: 1:30 PM CST (approx.)

Next Meeting

- ▶ Date and Time: September 6, 2018 12:30 PM CST
- ▶ Location: Call in 712.770.4340 Code 734147