

**Greater Nashville Chapter February 2019 Officer's Cutover Meeting**



**Meeting Details**

- Date and Time: February 9, 2019 11:00 AM CST
- Location: Darfon's 2810 Elm Hill Pike Nashville TN 37214 Lunch Provided

**Attendees**

President	Bonetta Bond, FPC	x
President Elect	Patsy Campbell	x
Secretary	Valerie Phillips, CPP	x
Treasurer	Melinda Stewart, CPP	x
Director of Membership	Robert Buck, CPP	x
Director of Education	Ekatrina Manning, CPP	x
Public Relations	Susan Young, CPP	x
APA Liaison	Debbie Rule, CPP	
Director of NPW	Tina Pursley	x
Government Liaison	Darlene Greer, CPP	x
Community Service	Jan Taylor, CPP	x
Past President	Lisa Wachter, CPP	x

OUTGOING OFFICERS		
President	Lisa Wachter, CPP	present
President Elect	Bonetta Bond, FPC	present
Secretary	Patsy Campbell	present
Treasurer	Bonetta Bond, FPC	present
Director of Membership	Valerie Phillips, CPP	present
Director of Education	Ekatrina Manning, CPP	present
Public Relations	Susan Young, CPP	present
APA Liaison	Melinda Stewart, CPP	present
Director of NPW	Theresa Patch, FPC	present
Government Liaison	Jan Taylor, CPP	present
Community Service	Janet Baxter	
Past President	OPEN	

**Upcoming Events:**

08/07/19 – 08/09/19  
 2019 TN Statewide Payroll Conference,  
 “CSI: Is Your Payroll a Crime Scene”  
 Murfreesboro, TN – Embassy Suites  
**GNC is the “HOST” chapter this year**

**APA National Events:**

April 10 – Multi State  
 May 14 – 18 – Congress Long Beach, CA  
 June 19 – Payroll Tax Forum  
 July 10 – 12 – APA’s Strategic  
 Leadership – Nashville, TN  
 August 14 – Garnishment Forum  
 October 31 – Preparing for Year-End and  
 2020

**Old Business**

- ▶ Welcome and Call to Order -Lisa Wachter, CPP (Outgoing President)
- ▶ Approval of minutes from October/November/December 2018 Meeting -Patsy Campbell (Outgoing Secretary)
  - First: Theresa Patch, FPC
  - Second: Jan Taylor, CPP
- ▶ Membership Update-Valerie Phillips, CPP (Director of Membership)

<u>Membership Period</u>	<u>Total Members</u>	<u>APA Members</u>	<u>CPP</u>	<u>FPC</u>	<u>CPA</u>	<u>JD</u>	<u>MBA</u>	<u>PHR/SP HR</u>	<u>SPHR-CP</u>	<u>SHRM-SCP</u>	<u>ADP-CPS</u>	<u>Companies Represented</u>
<b>2018-2019</b>	<b>133</b>	<b>84</b>	<b>65</b>	<b>5</b>				<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>94</b>

- ▶ Speaker Information -Ekaterina Manning, CPP (Director of Education)
  - February Meeting: Jay Sharp Addiction Campus;
  - Topic: Payroll, more than a button pusher-a Strategic Partner!
  - Looking Ahead 2019:

- March: Krystle Glenn, Child Support Policy Development
  - April: Josh Kendall, Thomas and Company
  - May : Jennifer Dolan, Robert Half
  - June : David Gray, Transcor
  - July: Matt Merriam, Rapid Paycard
  - August: TN Statewide- Aug 7-9-No Meeting
  - September: OPEN-Potential Speaker Larry Phillips-Valerie to follow up as Larry has been traveling.
  - October : OPEN-Potential Speaker Attorney from Smile Direct-Ekaterina to confirm
  - November : Bruce Buchanan, Sebelist Buchanan Law, PLLC
  - December: Gary Baucom, Ceridian
- ▶ Treasury Update-Bonetta Bond, FPC (Outgoing Treasurer)
    - Current account \$12346.86
    - 2018 overview and 2019 proposed budget
      - Total Revenue 2018 15935.86
      - Total Expense 2018 17440.62
      - Total Revenue Proposed 2019: 22000.00
      - Total Expense Proposed 2019: 20150.00
        - Concerns raised on revenue this year-suggestions include
          - ◆ Membership drive
          - ◆ Committees to visit businesses
          - ◆ TV Stations/Community Event calendars
          - ◆ USPS flyers
        - Email ideas to Bonetta and revisit at a future meeting
        - Vote at first meeting on approval of 2019 budget
      - 990 done through 2018 and will do 2019's in April
  - ▶ Spring Study Group-Ekaterina Manning, CPP
    - 5 participants all are interested in obtaining CPP
    - Two teaching slots open, Bonetta stated she had a sub available if needed
  - ▶ National Payroll Week Awards-Theresa Patch, FPC (outgoing Director of NPW)
    - 3rd place in Educational outreach
      - Awarded Payroll Source, redeemed for Study Group participants
    - 1st place in NPW online survey
      - Awarded free registration to 37th annual congress only (winner responsible for travel)
      - Drawing to determine winner, Theresa Patch, FPC won
    - Suggested committees for different parts of NPW and work on activities throughout the year.
      - Proclamations
      - Pictures
      - Money matters
      - Community service
  - ▶ Chapter Friend/Member Suggestions
    - Someone who exceeds expectations and goes above and beyond for chapter
    - Not required, but is vital to retention
      - February outgoing officers
      - March Cumberland Trucks

**New Business**

- ▶ Lisa Wachter, CPP (President)
  - Recognize outgoing and incoming officers

	Incoming	Outgoing
President	Bonetta Bond, FPC	Lisa Wachter, CPP
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Secretary	Valerie Phillips, CPP	Patsy Campbell
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- Review Documents
  - 2019 Contract with Millennium Maxwell House Hotel
    - Meeting dates, third Thursday each month
      - ◆ Exceptions: No meeting in January or August and 2nd Thursday in May and December
  - Monthly Officer calls
    - First Thursday each month 1230-130PM, next call March 7
      - ◆ July 4th will be moved at Bonetta's discretion
    - Mark Calendars now
      - ◆ Number to call is 712-770-4340
    - Agenda provided prior to meeting
  - Statewide updates
    - Nashville Chapter will host this year
      - ◆ Think about things to do for hosting
    - Fall Study group will need to be moved week of Statewide
    - Link will be up for statewide soon and posted on website
- Bylaw update
  - Last updated 7/11/17
  - Memberships are either individual or company owned
  - Membership year runs from Oct 1 through Sept 30
    - Drive for membership must start by August 1
  - Events
    - Minimum of 10 meetings
    - Board present for at least 75% of events
  - NPW planning start by May (recommended)
  - Nomination committee appointed no later than October board meeting
    - Membership must be current to be eligible for nominations
    - Officer nomination runs for month of October
    - Elections run through month of November
  - Budgets presented annually and agreed on by board
  - Disbursement of funds-President, President Elect or Treasurer
    - Considering move to another bank due to signature update issues with BOA
  - Officer Responsibilities
    - Round table with current officers
- Local Chapter Guide
  - APA Contacts
  - APA policies govern local chapters
  - Chapters required to submit annual schedule of events
    - Cannot conflict with national events
  - Membership only available to individuals-not companies
  - Chapters can request a mailing list for APA members in local area
    - Monthly lists of new members sent to President
  - RCH approval required for all meetings at least 30 days prior
  - Attendance records must be kept
  - Statewide must be associated with local chapters
    - TSWB-TN Statewide Board
      - ◆ All chapters represented on independent board
      - ◆ Not an APA organization, but works in conjunction with all chapters to remove burden of one chapter planning event solely
  - Chapters reaffiliation must happen annually March 1.
- Chapter Marketing

- Social Media
- Chapter relations should receive copies of chapter marketing materials
  - Marketing must display national logo and links to APA website
- Chapter Relations provides logo guidelines
- RCH Guidelines
  - Education director obtains speakers and submits RCH packet
    - Specific formats and requirements
  - 1 RCH for each 60 minutes of education (excluding breaks)
  - Chapter business not counted towards RCH
  - RCH certificates sent out by email following meeting
  - Approved RCH programs are on APA website
  - Topics must be relevant to Knowledge skills abilities provided by APA
- Local Chapter Resources
  - APA Website
  - Chapter Relations Manager-Elizabeth Herrera
  - Speaker Request Forms
  - Chapter Profile Edits
  - Regional Advisors
  - CHAMPS program: Chapters Helping APA Members Make Payroll Shine
- Chapter Newsletter-PaySmart
  - Released according to approved schedule
    - Discuss at future meeting who is responsible and how often
  - Articles provided monthly/quarterly
- Chapter Website: [www.apanashvilletn.org](http://www.apanashvilletn.org)
  - Updates-submit to Patsy Campbell or Lisa Wachter
    - Speaker updates should be updated ASAP, but no later than board conference call
  - Event Forms are downloaded from back office website
    - Forms are emailed to officer responsible
  - GNC APA Emails-ensure they are in contacts/safe senders
  - Webpage should be updated when new content is made available
  - Members only section
    - Minutes
    - Contests
    - Membership lists
    - Jobs
    - Password will need to be updated
  - Pictures
    - New board members need to provide photo by Feb. 22
  - GNC email addresses
    - Linked to personal/work email
    - Submit routing to Lisa Wachter
- Chapter Contests
  - COTY- due 2/15
  - Best Website-due 3/1
  - Chapter Pictorial- due 3/1
  - Best Statewide- due 3/1
- Other New Business
  - None offered
  - Meeting Adjourned
    - Officers were encouraged to meet with the incoming officers to discuss questions, material handoffs, email/phone exchange
      - ◆ New officers assume roles 3/1

#### Summary

- ▶ Called to Order: 11:20 AM CST
- ▶ Concluded: 1:21 PM CST

#### Next Meeting

- ▶ Date and Time: March, 7 2019 12:30 PM CST
- ▶ Location: Conference Call: 712-770-4340