

**Metro Phoenix Chapter
American Payroll Association
Meeting Minutes
February 17, 2004
Radisson Hotel**

President Vicky Harrison called the meeting to order at 6:00 P.M.

Secretary Cheryl Carstensen read the minutes from the November meeting. There was no meeting in December due the annual Holiday Party nor was there a meeting in January due to W-2 processing. President Vicky Harrison asked for any changes to the minutes, there were none. The minutes were approved and seconded by the membership as read.

Treasurer Theresa Mejia read the Treasury report. Beginning balance was \$2,503.07 deposits of \$ 285.00, withdrawals of \$1,114.03, ending balance was \$1,674.04. The Treasure report was approved and seconded by the membership as read.

Committee Reports:

CPP Study Group: Karen Kelling and Donna Hermansen the new study met and has 17 members show up for the study group.

2004 Arizona State Payroll Conference: The State Conference for this year will be Payroll Fiesta. The Keynote Speaker for Thursday, August 26 will be our current APA President Irene Chapman. The Keynote Speaker for Friday, August 27th will be Neil Dempster.

Government Liaison: Jeff Geisler reminded everybody about the deadlines for filing Exempt on W-4 and EIC- W-5. Jeff also discussed an article relating to the new regulations from the Department of Labor and how will affect works with regards to their overtime.

National Report: Jeff Geisler reported that the new APA Learning Center in Las Vegas is now open.

NEW BUSINESS:

New Members: Vicky Harrison asked all members who were attending the meeting for the first time to stand up and introduce themselves. Debra Rico Moreno from Wireless Retailer introduced herself.

Membership Drive: Vicky Harrison went over the rules and prizes for the membership drive that is going on until July 31, 2004. Monthly prizes will be such items as Your Paycheck & Multi-State Reference booklets, Payroll Trivia, Luggage tags, etc. There will be four overall drawing based on the number of new members that are signed up

Chapter President's Leadership Seminar: Vicky Harrison asked if any members would be willing to donate a Southwest Airline frequent flyer coupon for her to attend the Leadership Seminar.

Donald Sharp Grant Committee: Vicky Harrison announced that she had been asked to be the chairperson for the Donald Grant Scholarship for 2005 and 2006.

Upcoming APA Training: Audio:

March 11 Taxation and Reporting of Selected Fringe Benefits A Continuing Series

April 15 What Every Payroll Professional Needs to Know about Garnishments

Local Seminars:

June 7 – 9, 2004 Payroll Practice Essentials

June 15, 2004 Payroll Tax Forum

August 13, 2004 Garnishments Forum

November 5, 2004 Preparing for Year-End

Speaker: Jennifer Katacic presented a presentation of the avoidance of fraud using electronic processing and tracking.

Next Meeting – March 16th

There were 28 members in attendance

Meeting was adjourned at 7:30 p.m.