

**Metro Phoenix Chapter  
American Payroll Association  
Meeting Minutes  
May 18, 2004  
Radisson Hotel**

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

Secretary Cheryl Carstensen read the minutes from the April 20 meeting. President Vicky Harrison asked for any changes to the minutes, there were none. The minutes were approved and seconded by the membership as read.

Treasure Report: Treasure Theresa Mejia presented the financials from the May meetings, beginning balance in May was \$719.90, and there were deposits of \$493.00, withdrawals of \$296.59 with an ending balance of \$916.31. The Treasury report was approved and seconded by the membership as read.

**Committee Reports:**

**CPP Study Group:** Donna Hermansen reported that Shawn Webb, Helen Hill and Heather Glen had all taken and passed the CPP exam. Donna reported that Shawn Webb had also taken the FPC exam and passed. The fall classes will start in July. Vicky Harrison thanked Donna and Karen for facilitating the study group.

**State Payroll Conference:** Chairperson Vicky Harrison announced that she would be back from Florida to attend the conference and would be doing a workshop.

**Government Liaison Report:** Jeff Geisler announced that the new FLSA rules will go into effect on August 23<sup>rd</sup>. Information is available on [www.dol.gov/fair\\_pay](http://www.dol.gov/fair_pay). Vicky announced that the Metro Phoenix APA web site has a link to the site. Jeff reported that 1 in 4 person making \$75, 000 are doing well with their saving plan. Half of the employees with a savings plan would have to borrow sell, etc if they were laid off from their jobs. With regards to investing 50% felt that they could get over 22% on their investment.

**National APA:** Jeff Geisler reported that there were 1,800 participates at the National Conference in Nashville, Tennessee with five members from the Phoenix Area. Jeff also reported on a side trip that was taken to Bowling Green, KY to the Corvette plant.

**New Business:** Vicky Harrison asked all members who were attending the meeting for the first time to stand up and introduce themselves. Each new member was presented with an APA welcome bag containing information on the local chapter, national APA, CPP & FPC along with information from vendors and a few surprises. The new members were:

Name	Company
Barbara Martin	Medical Malpractice

**Donald W. Sharper Grant:** Cheryl Hookey spoke on the Congress and how everyone should go at least once in their lifetime.

**By-laws** – There was vote on the By-law changes that were announce at the April 2004 meeting. All members presented were asked to vote on the changes.

A). The terms of the officers need to be staggered so not all end on the same year. Two of the officer's term will end on the odd years the other three will end on the even years. This change will start with the next elections. **Voted on and passed by all members present.**

B). A term limit needs to be set at 2 consecutive terms. With 1 to 2 year caps before taking the same office again. **Voted on and passed by all members present.**

C). The out going President automatically takes the board position of Chapter Adviser (non-voting office) for one term (same as president). **Voted on and passed by all members present.**

D). Meeting days, our by-laws specify that we meet on the 3<sup>rd</sup> Tuesday of the month. By stating this if we should need to change the date due to a holiday, we are in violation of our own by-laws. It is suggested that it be changed to read only that the Chapter will hold their meetings once a month, 10 months per year. **Voted and passed by all members present.**

The changes will take effect in September with the start of the New Year.

**Committees:** Vicky also announced:

Newsletter Committee - Cheryl Carstensen will be the new Coordinator  
National Payroll Week Committee - Donna Hermansen will the Coordinator  
New Member Welcoming Committee still needs a coordinator/coordinators

**Upcoming APA Training:**

**Audio:**

**Local Seminars:**

June 7 – 9, 2004	Payroll Practice Essentials
June 15, 2004	Payroll Tax Forum
August 6, 2004	Wage and Hour Seminar
August 13, 2004	Garnishments Forum
November 5, 2004	Preparing for Year-End

**Announcements:** Vicky Harrison announced that Donna Hermansen would be the Interim President until September. She asked for nominations for an Interim Vice President until September. There were no nominations.

Vicky Harrison also announced that the Monthly Fees for the meeting would be going to \$25.00 for members and \$30.00 for non-members starting with the June 15 meeting.

**Speaker:** Cynthia Taylor, Senior Group Banker Retail Officer from Bank One spoke on the,

TOPIC: “How to be successful in getting employees to sign up for Direct Deposit”

Cynthia presented a seminar on how as an employer to get employees to sign up for Direct Deposit. She presented that by getting employees to sign up for Direct Deposit; payroll expenses would be reduced without additional cost to the employee. She also discussed the Visa Debit check card programs that are available for employers to offer to their employees instead of getting a live check on payday.

**Job Opening:** There were no job openings announced.

**Final Announcement:** President Vicky Harrison turned over the Chapter gavel to Donna Hermansen who will now be the Intermit President until September.

Next Meeting – June 15, 2004

There were 36 in attendance.

Meeting adjourned at 7:30p.m. Accepted and second.