

**Metro Phoenix Chapter  
American Payroll Association  
Meeting Minutes  
October 19, 2004  
Radisson Hotel**

Interim President Donna Hermansen called meeting to order at 6:15P.M.

Secretary Cheryl Carstensen read the minutes from September's meeting. Interim President Donna Hermansen 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 \$1,225.41, deposits of \$2,010, withdrawals of \$897.79; ending balance for October 2004 was \$2,337.62. The Treasury report was approved and seconded by the membership as read.

**Committee Reports**

**CPP Study Group:** Donna Hermansen announced the new CPPs that had just passed their test. They were Martha Mignus, Janet Arp, Debra Ricco Moreno, Brad Bennison and Diane Fairbank.

**State Payroll Conference:** Cheryl Hookey announced that the committee was working on finding a location for the 2005 Conference.

**Government Liaison:** Jeff Geisler was not present Cheryl Carstensen presented Jeff's report. Cheryl presented the article with Rochelle Bach and the cost for small business to offer medical insurance to their employees.

**National APA:** Cheryl Carstensen presented for Jeff Geisler the New 2005 Social Security rates of \$90,000 an increase of \$2,100 from the 2004 wage base of \$87,900. Cheryl announced that there would be a seminar in Phoenix on November 5, 2004 for 2005 and the Year End.

## NEW BUSINESS

**New Members:** Donna Hermansen asked all members who are 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 location chapter, national APA, CPP & FPC along with information from vendors and a few surprises.

New members were:                      Name    Company

**Ask for any new business, announcements, from the membership?** Donna introduced the nominees for President and Vice President... The ballots were passed out when the members sign-in at the registration desk. Cheryl Carstensen collected the ballots and tallied the votes. The winners were announced by Donna Hermansen at the end of the meeting. The new President of the Metro Phoenix Chapter is Judie Aranyos and the new Vice president Cheryl Hookey. As one of her last official duties Donna Hermansen presented Judie Aranyos with the Chapter's gravel.

### **Job Openings:**

### **Upcoming APA Training:**

#### **Audio:**

November 18    What Every Payroll Professional Needs to Know About Cafeteria Plans  
December 2    Your Last Look at Preparing for 2004's Year End  
December 7    Regulatory and Legislative Update for 2005  
December 9    What Will Form W-2 Require?

#### **Local Seminars:**

November 5, 2004    Preparing for Year-End  
November 19, 2004    Calculating Paychecks

**Speaker:** Gonzella Jones with the IRS presented "How to Fix a Misclassified Employee with the IRS". Gonzella presented the steps that an employer could take to correct misclassified employees with the IRS. She went through the different tax forms and other related forms that an employer would need to use to correct the error.

**Next Meeting:** November 16<sup>th</sup> – Larry Kettenring -

There were   21   members in attendance.

Meeting was adjourned at 7:30 P.M.