

**Metro Phoenix Chapter
American Payroll Association
Meeting Minutes
November 16, 2004
Radisson Hotel**

Vice-President Cheryl Hookey called meeting to order at 6:00P.M.

Secretary Cheryl Carstensen read the minutes from October meeting. Vice- President Cheryl Hookey 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 \$2,337.62, deposits of \$717, withdrawals of \$719.78; ending balance for November 2004 was \$2,334.84. The Treasury report was approved and seconded by the membership as read.

Committee Reports

CPP Study Group: Donna Hermansen presented each of the new CPPs with their CPP pins.

State Payroll Conference: Cheryl Hookey announced that the State Conference was still looking for a place and they were working on a title for the conference.

Government Liaison: Jeff Geisler was not present Cheryl Carstensen presented Jeff's report. Cheryl covered the 2004 Year End and Preparing for 2005 Seminar which was held in Phoenix.

National APA: Jeff Geisler was not present.

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
Mel Alfonte	

Ask for any new business, announcements, from the membership?

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 19, 2004 Calculating Paychecks

Speaker: Larry Ketering presented a presentation on "How to Make Yourself Noticed". Larry showed how labels affect all of us when we are communicating with others and how to stand out in our jobs. Larry presented 10 simple rules that all of us can use in our jobs to make ourselves become noticed.

Next Meeting: December 14th - **Christmas Party**

There were 25 members in attendance.

Meeting was adjourned at 7:30 P.M.