

**Metro Phoenix Chapter
American Payroll Association
Meeting Minutes
November 18, 2003
Radisson Hotel**

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

Secretary Cheryl Carstensen read the minutes from the October 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.

Treasurer Theresa Mejia read the Treasury report. Beginning balance was \$2,142.27, deposits of \$1,423, withdrawals of \$1,189.19, ending balance for October was \$2,376.08. The Treasury report was approved and seconded by the membership as read.

Committee Reports

Government Liaison: Jeff Geisler reported that Arizona's State Amnesty program had collected 1.8 million dollars at last meeting. At the end of the program, the state will collect 73 million dollars with 48 million dollars already received and the remaining 23 million dollars to be received by 4/2004. The number of taxpayers participating in the programs was 4,700.

CPP Study Group: Karen and Donna announced when and where the study group would be meeting.

Facilitators: Karen Kelling, CPP and Donna Hermansen, CPP

Start Date: February 5, 2004

Day: Every Thursday

Time: 6:0 to 7:30/8:00

Location: Pitre Chrysler
6460 E. McDowell Rd
Scottsdale, AZ 85257
(Near Sky Harbor Airport)

Study Guide: Payroll Source

To register or for more information please email; Karen at KarenKelling@wirelessretailinc.com

Donna at dhermansen@princetonresorts.com

New Business:

New Members: 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, the National APA, the CPP & FPC tests along with information from vendors and a few surprises.

New members were:	Name	Company
	Lisa Derken	Quality Distributors

Membership Drive:

Vicky Harrison announced that there would be a membership drive that will end on July 31, 2004.

Rules:

- The new member can not be affiliated with a company that has had active Metro Phoenix Chapter members in the past two years (2002/2003)
- Multiple members from one company are allowed as long as each has an individual membership and the company meets the rule above.
- The new member's dues must be paid in full.
- Drive begins on November 18, 2003 and ends July 31, 2004. New members are eligible to join in on the drive after their own membership dues are paid.
- There will be a drawing each month between any current member who sponsored a member.
- The overall winners will be drawn at the August 2004 meeting.

Prizes:

- Monthly meeting – APA prizes such as the Your Paycheck and Multi-Sate Reference booklets, Payroll Trivia, Luggage tags, etc.
- Overall drawing – There will be 4 drawings as follows; if you have signed up -----
 - 2-3 new members – One meeting registration fee = \$20.00
 - 4-5 new members – One annual membership dues = \$36.00
 - 6-7 new members – Paid one-day registration to State Payroll Conference.
 - 8 or more new members – Paid two-day registration to the State Payroll Conference.

Toys and Food Drive: We will be taking donations at our November and December meeting. If you wish to donate, please bring your donations to one of the meetings.

Food: Canned or non-perishables. Items must have labels attached. You may also donate cash. The cash will be collected and MPC will write a check payable to the charity. Items will be donated to St. Mary's food bank.

Toys - The toys must be new and unopened. Items will be donated to Toys for Tots – US Marines.

December Holiday Celebration: The December meeting will be held on the 16th and will be a holiday celebration, there will be no cost to the Metro Phoenix Chapter members who have paid their annual dues. If your \$36.00 member dues have not been paid, please do so by the November meeting. Guests (spouse, friend, co-worker etc) are welcome for a \$25.00 charge.

There will be a Holiday Ornament gift exchange. The ornament can be any type of holiday decoration; it does not have to be a tree ornament. The limit is \$10.00. The ornament is to be gift wrapped with no tags. Numbers will be drawn and #1 will pick a gift and open it, #2 may take that gift or select an unopened gift and open it. #3 may take an opened gift or an unopened gift. If your open gift is taken from you, you can then take another open gift or select an unopened gift. A gift can only be taken three times. We will continue until everyone has a gift, then the person who was #1 will have the opportunity to either take a gift from someone or they can keep the gift they already have.

Question from Member: Jill Downdy from Houston's Restaurants needed recommendations for a vendor to supply W-2 forms.

Meeting Sponsorship: Robert Half International, donating a \$150.00 dollar door prize, which was won by Cheryl Hookey.

Speaker- Cheryl Pilon – Regional Manager with Policy Studies, Inc. TOPIC: New Hire Reporting presented presentations on what paper work needs to be processed by an employer when an employee starts. This information is used to track parents who owe or are in the arrears for Child Support payments.

Next Meeting - There will not be a meeting on December 16th.

There were 36 members in attendance.

Meeting was adjourned at 8:00p.m.