

**Metro Phoenix Chapter  
American Payroll Association  
Meeting Minutes  
July 19, 2005  
Radisson Hotel**

President Judie Aranyos called meeting to order at 6:00P.M.

Secretary Cheryl Carstensen read the minutes from June 21, 2005 meeting. President Judie Aranyos 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 \$2,147.47, deposits of \$275.00 withdrawals of \$345.00; ending balance for was \$2,077.47  
The Treasury report was approved and seconded by the membership as read.

**Committee Reports - There were no reports presented at this meeting.**

**NEW BUSINESS**

**New Members:** Judy Aranyos 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.

No new members were present at the meeting.

**New business or announcements, from the membership**

Elections for Treasurer and Secretary were held - Vivian Hill, CPP – Casino Arizona was voted in as the new Treasurer. Cheryl Carstensen, CPP TRW Safety Systems was voted in as Secretary.

**Job Openings:** There are job posting now on the Metro Phoenix APA web site.

**Upcoming APA Training:**

**Audio:**

**Local Seminars:**

**Speaker:** Cheryl Carstensen presented a brief presentation on “How to Handle Payroll Processing for a Deceased Employee. Cheryl covered what documentation was needed, how the remaining wages or current wages were to be paid, how the taxes were to be handled and some of the different state laws covering who should get the death benefits.

**Next Meeting:** No meeting in August with the State Conference

There were 19 members in attendance.

Meeting was adjourned at 7:30 P.M.