



Meeting Minutes

West Valley Chapter APA

Opening:

The monthly meeting of West Valley Chapter APA duly called and held on October 3rd 2007 at the Foothills Branch Library in the Hummingbird room commencing at 6:06 pm.

Present were:

Mary Sanders
Cassie Johnson
Debi Ping
Pat Christman
Brian Dallmann
Donna Beaver
Carol Vario
Sam Austin
Sharrie Best
Kim Fernandez
Kathy Nelson
Susan Ewen

1. Approval of Agenda

The agenda was unanimously approved as distributed.

2. Approval of Minutes

The minutes from August 1st 2007 were approved by Mary Sanders.

3. Announcements

- Mary Sanders announced information on our up and coming Holiday Party.
- Cassie Johnson announced success of West Valley Child Crisis Center donation drop and shared pictures of the facility.
- Mary Sanders informed members that there will be a chapter meeting on November 7th and then there will not be another meeting until February of 2008.
- Pat Christman notified members of change to Decembers Westside Food Bank date, the new date will be December 8th 2007.
- Brian Dallmann reminded everyone that the election ballots for our up and coming 2 year term was e-mailed out today, all ballots must be received by November 16th 2007.

4. Open Issues

- Cassie Johnson needs to distribute via e-mail information on the wellness drive items for the West Valley Child Crisis Center.

5. New Business

- Cassie Johnson will be putting together a “adopt a child” program for the West Valley Child Crisis Center to secure the children getting their wish list items that they send to Santa. More information will be given on the items on November 23rd 2007.

6. Guest Speakers

- Linda Edwards from HR choice came to give information on the new e-verification program that will become mandatory for Arizona employers to begin using on January 1st 2008.
 - To become a designated agent you must register and pass a test.
 - You must download the manual at every location that has employee records.
 - All hiring locations must have a total of 4 mandated posters hanging visibly on the walls (2 in English, 2 in Spanish).
 - Existing employees can not be run through the new program only employees hired after a company begins using the program.

7. Agenda for Next Meeting

- George Lopez from the IRS will be speaking about year end resources and other topics.

Adjournment:

Meeting was adjourned at 7:17 pm by Mary Sanders. The next general meeting will be at 6:00 pm on November 7th 2007 at the Foothills Branch Library in the Hummingbird room.

Minutes submitted by: Cassie Johnson

Submission date: 10/16/07

Approved by: Mary Sanders

Approval date: 10/16/07