



# THE WANADA BULLETIN

NEWS AND INFORMATION FOR AND ABOUT FRANCHISED NEW CAR DEALERS IN THE WASHINGTON AREA

WANADA Bulletin # 17-06

April 27, 2006

IN APPRECIATION OF YOUR SUPPORT

## A Fine Time at WANADA Kindred Member Reception



WANADA CEO Gerard Murphy (pictured left) welcomes kindred members on behalf of party host, Jack Fitzgerald. Pictured right (from the left), Sen. Larry Levitan, Harry Criswell, Martin Kady, and Dudley Dworken

Who could turn down an invitation to share cocktails and hors d'oeuvres at Congressional Country Club on a perfect spring evening? Apparently not many, which the large crowd that showed up for WANADA's *Kindred Member Appreciation Reception* last week documents.

The reception, which followed a WANADA Board of Directors meeting, was held in appreciation of all the support and invaluable resources provided by WANADA's many kindred-line members.

"We plan to make this an annual event to show our appreciation for all our kindred-line members who do so much for member dealers," said WANADA CEO Gerard Murphy. (See page 2 for more snapshots of a really fine time.)

### LEGISLATIVE UPDATE

#### Dealers Prepare for Estate Tax Vote in US Senate

With the US Senate likely to consider permanent repeal of the estate tax during this work session, which convened this week, NADA has stepped up its lobbying and grassroots efforts in support of repeal.

NADA's Legislative Office continues to meet with senators and their staffs, following up on contacts made by NADA directors during the Government Relations Committee meeting at the end of March. Senate Majority Leader Bill Frist (R-TN) has publicly stated that he wants a vote to occur before the Memorial Day recess.

NADA with AIADA are cosponsoring a policy forum on May 3 at the U.S. Chamber of Commerce, which will feature Sen. Jon Kyl (R-Ariz.), a leader in the fight against the death tax.

Dealers are urged to contact their senators to encourage them to vote for permanent repeal. For more information, contact the NADA Legislative Office at 800/563-1556.

For its part, AIADA intends to run an ad in Roll Call, a widely circulated Capitol Hill publication, encouraging all sena-

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IN APPRECIATION OF YOUR SUPPORT

**WANADA Kindred Member Reception** *(Continued from page 1)*

**WANADA board members and kindred-line members enjoying fellowship at Congressional Country Club last week**



## NADA MONTHLY DEALER OPERATIONS COMMENTARY

## FLSA Records Retention

Under the Fair Labor Standards Act (FLSA), dealerships must make, keep, and preserve records. Although no particular order or form is prescribed, records must list information in detail. Well-documented records and timekeeping are very important since controversies often are resolved in favor of employees when necessary documentation is lacking. **Note: state laws may require additional records to be kept and/or may specify longer record retention periods.** In addition to the following FLSA records, it is recommended that detailed job descriptions and written pay plans be maintained for all employees. See *NADA Descriptions Now!*<sup>®</sup> *Blueprint for Dealership Job Descriptions*.

Keep the following records for employees entitled to both minimum wage and overtime:

1. Full name and employee symbol or number identifier used on any records
2. Social Security number
3. Home address (including zip code)
4. Date of birth if under 19 years of age
5. Sex and occupation
6. Time and name of day on which employee's workweek begins
7. Regular hourly rate of pay and basis on which wages are paid
8. Hours worked each workday and total hours worked each workweek
9. Total daily or weekly straight-time earnings or wages
10. Total weekly overtime excess compensation
11. Dates, amounts, and nature of additions and deductions to wages
12. Total wages paid each pay period
13. Date of payment and the pay period covered by the payment

Limited records must be kept for exempt employees.

- For employees covered by the "white collar" and *outside salesmen* exemptions, maintain and preserve all of the items listed above **except for 6 through 10**. Note the basis on which wages are paid for each pay period to permit a calculation of total remuneration, including fringe benefits and perquisites.
- For *salesmen, partsmen, and mechanics*, maintain and preserve all of the items listed above **except for 6 and 9**. Keep data and information regarding the basis on which wages are paid.
- For *commission employees*, maintain and preserve all of the items listed above **except for items 6, 8, 9, and 11**. Note if individuals are *commission employees* and keep copies of employment agreements showing the basis of compensation, the length of the agreement, and the date entered into.

Dealers must preserve these and other records for at least two to three years, depending on the type of record. For more details, or for more information on the FLSA, see NADA's *A Dealer Guide to the Fair Labor Standards and Equal Pay Acts* (from which this article is excerpted). You can order this and other publications and products through NADA Management Education's quarterly catalog or online at [www.nada.org/mecatalog](http://www.nada.org/mecatalog).

### LEGISLATIVE UPDATE: DEATH TAX REPEAL

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tors to vote to repeal the Death Tax.

Repeal of the Death Tax will also be a key agenda item at the upcoming AIADA Automotive Congress, May 22 & 23, 2006.

## F&amp;I UPDATE

## NADA Chairman William Bradshaw Makes Media More “AWARE” of Financing Issues

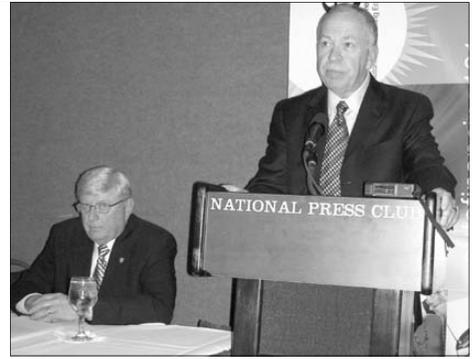
While a majority of today’s consumers conduct extensive research before buying a new car, a new survey by AWARE (Americans Well-informed on Automobile Retailing Economics) reveals that 7 out of 10 do little or no research before heading to the showroom. AWARE, a coalition of leading automotive financial companies and dealer groups, was formed to provide consumers with information, tools, and other resources to improve consumers’ knowledge of the vehicle financing process.

That was the key message delivered by NADA Chairman William Bradshaw and Randy Lively, president and CEO of American Financial Services Association (AFSA) and chairman of AWARE, as the featured speakers at the Washington Automotive Press Association April luncheon.

“The mission of Aware is to educate the consumer, but behind that mission we want to create satisfied customers because satisfied customers are much more likely to come back and do business with us. I’ve been a dealer since 1979, and in my experience the best informed customers tend to be the most satisfied customers,” said Bradshaw, president of Bradshaw Automotive Group in Greer, SC.

The first major project of AWARE was a consumer Web site — [www.autofinancing101.com](http://www.autofinancing101.com) — that focuses solely on auto finance education and does not attempt to sell a product. “When I speak to auto dealers around the country or to other industry groups I encourage them to provide a link on their Web site to this Web site,” said Bradshaw. AWARE has also produced a brochure, “What You Need to Know About Auto Financing, which was available to dealers at this year’s NADA Convention and is being widely distributed at auto shows and other events.

Regionally, WANADA and MADA have joined forces with JM&A on developing and offering F&I Certification for dealer professionals to ensure their effectiveness with consumers.



**NADA Chairman William Bradshaw (right) and AWARE Chairman Randy Lively educate the Washington auto press on financing issues.**



**Johnny Holliday donning a hardhat after a “beating” at the WANADA Open**

***Sign Up Today—Space Filling Up Fast!***

## **2006 WANADA Open, Monday, June 5**

***Johnny Holliday to Emcee Awards Dinner***

**If you want to play golf you need to make your reservations now as spaces are filling up fast for this year’s WANADA Open at Lansdowne Resort in Leesburg, VA. You don’t want to miss the chance to compete on *two* championship courses or enjoy the company of your friends at the cocktail reception and awards dinner (with more prizes this year), hosted again by popular sports broadcaster Johnny Holliday. A WANADA Open flyer and registration form is enclosed with this WANADA Bulletin. For more information, call Trish Frisbee at (202) 237-7200.**

## **Staying Ahead...**

*Some mornings it just doesn't seem worth it to gnaw through the leather straps.*

**—Emo Phillips**

### **Enclosure:**

- WANADA Open Flyer & Registration Form