



North San Diego County Chapter
An Autonomous and Independent Chapter
Of the
American Payroll Association



(2014) Board Meeting Highlights

Agenda

January 9, 2014

Location: IHOP, Vista, CA

❖ **MEETING CALLED TO ORDER** by President, Siouxrita Clarke, at **6:20 pm**.

In attendance:

- Siouxrita Clarke, President
- Lisa Lavalley, Vice President/Secretary
- Sonya Mendoza, Treasurer
- Cheryl Levstik, Membership Director

Prior Board meeting minutes approved: meeting date 11/24/13 by Siouxrita.

Wow another year has started! As a board, we will continue to meet the first Thursday of the month to review the speakers, etc. I have attached the 2014 schedule of what has been planned so far. The first meeting is usually an onsite meeting at IHop in Vista at 6pm and is designated to confirm the meeting dates and what speakers have been assigned so far. Please review below.

1. Chapter Photo Contest – We won 1st place! Our picture should be in the APA January/February Paytech magazine. Siouxrita
Larry to post certificate on our website.

2. Upcoming Chapter Meetings – Siouxrita
Review Chapter Schedule. Need to confirm 5 additional speakers
Water – Sonya will handle first meeting

3. Any open Board Minutes/update – Lisa NO
Located on website: Content/Media Manager/Documents. Lisa gave Siouxrita the extra flash drive.

4. Treasurer update – Sonya
Posted 4th Quarter financials to website. 1/8/14 \$1371.00 account balance

5. CPP Study Group Boot Camp – Siouxrita
Amounts increased for 2014

6. Planning for next year in progress – June 10-September 20, 2014



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Study Group:

Member \$ 55.00
Non-Member \$ 65.00

Boot Camp:

Member \$75.00
Non-Member \$90.00

Siouxrita Clarke, CPP, CRTP – To teach and assist at Boot Camp

Lisa LaVallee, CPP – To teach and assist at Boot Camp

Sonya Mendoza, CPP – To teach

Cherie Snyder, CPP – To teach and assist at Boot Camp

Marilyn Carlson – To help with signing in sheet/administrative

Cheryl Levstik – to print RCH certificates

7. Star Chapter Merchant Payment Account/Accepting Credit cards on website–

Sonya/Larry

Sonya to get sample policy

Waiting on Larry for feedback when trying to pay online-first screen shows \$\$\$ but not on the second page.

\$0.00 Monthly fee?

3% Transaction fee on charge

.30 Transaction fee

7. Chapter website updates – Larry

New format on website. Documents are now listed under Content/Media Manager.

8. Sponsorship/Membership increase process: Siouxrita/Larry/Cheryl

Siouxrita to work on sponsor letter

Final solicit letter-national member pending

Lisa will help Siouxrita with mail merge

13 renewals \$520 per Cheryl are pending

9. Bank CD \$6200.00-Sonya to find out expiration date

10. 2013 Renewal form was old version per Sonya-Cheryl updated form 1/9/14 to \$40/yr.

11. Lisa to fix spelling of Siouxrita's last name to Clarke not Clark

12. Star Chapter website training-Larry to take more training, Lisa is interesting in learning as well



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13. **Membership renewals**-Cheryl needs to know how to send out renewals Cheryl to setup meeting with Larry and Lisa on website membership in Feb/Mar.
14. IHOP agreed to **CPP Study Group for 2014** schedule
15. **Board meetings first Thursday each month**-everyone please verify dates.
16. **Chapter elections** should be March, Treasurer is up for renewal
17. Some **meeting topics** suggested: Payroll-Auditing techniques, Debbie Luzberg, Life and Business Coach, SOPS-How to, W/C Auditing-How to
18. Everyone **verify the calendar dates** for the following:

NSDCCAPA 2014 Chapter Meetings schedule				
Month/Date	Theme	Speaker	Water	
2/20/2014	Common Wage & Hour Mistakes	Brandon Sylvia, Rutan & Tucker, LLP	Sonya	
03/17/14-03/21/14	ADP Meeting of The Minds conference			
3/20/2014	Affordable Care Act	Raul Quinones, Health Savings Associates		
04/06/14-04/09/14	ADP Meeting of The Minds conference			
4/17/2014	Interviewing skills for Supervisors/Managers for the Payroll Dept	Carole Ross/Ross Employment Law Office		
05/13/14-05/17/14	APA Congress			
5/22/2014				
06/10/14- 09/16/14	Study Group	Need 3-4 CPPs to help present		
6/19/2014				
7/17/2014	Chapter Photo/dinner	TBD	Terri Fuller to assist in posters	
8/21/2014	Department of Labor	Linda Aguilar/DLSE		5:30pm
09/02/14-09/06/14	APA National Payroll Week	n/a	n/a	
9/18/2014	Focus Day	n/a	n/a	
9/20/2014	Boot Camp at:	Nadia Krispel/Los Angeles		
9/25/2014				
10/16/2014				
11/20/2014	Year End Update/Recap	Siouxrita Clarke, CPP, CRTP and other CPPs		
12/4/2014	Christmas/Holiday Party	N/A	Terri Fuller to plan etc.	



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NSDCCAPA 2014 Chapter Meetings schedule			
Month/Date	Theme	Speaker	Water
Board Meetings	May meet every quarter		
1/9/2014	Meet at IHOP, Vista	1st Board meeting of the year	
2/6/2014	Meet		
3/6/2014	Conference call 6pm	Discussion Board Elections	
4/3/2014	Meet		
5/1/2014	Conference call 6pm	Need theme for photo; board election	
6/5/2014	Meet	Elections need to be completed	
07/02/14	Holiday week - no call		
8/7/2014	Meet		
9/4/2014	Conference call 6pm (tentative)		
10/2/2014	Conference call 6pm		
11/6/2014	Meet		
Other notes:			
1st Meeting	Free to Non Member/Guest		
Raffle	\$3.00 for 5 Tickets		
T-Shirts	\$12.00 each		
Membership Dues	\$40		
Study Group	\$55.00 Member/ \$65.00 Non member	Effective 1/1/14	
Boot Camp	\$75.00 Member/\$90.00 Non member	Effective 1/1/14	
Sponsorships	TBD	Larry/Siouxrita	

❖ MEETING ADJOURNED by President, Siouxrita Clarke, at 7:06 pm.