



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



**Board Meeting Highlights**  
**Agenda 4/7/2016**  
**Location: IHOP**

❖ MEETING CALLED TO ORDER by President, Siouxrita Clarke, at 6:11 pm.

In attendance:

Siouxrita Clarke, President  
Alicia Orozco, Membership Director  
Steven Slason, Vice President and Secretary and Treasurer  
Larry Hall, Webmaster  
Fawn Johnson – Secretary waiting confirmation  
Eveline Tritsch – Treasurer waiting confirmation

1. Not a good turnout for March 17th meeting. Possibly due to the holiday  
Need to post the sign in sheet to the website  
Alicia has a great new way to supply RCH certificates right at the meeting.
2. Bylaws updates – Did all the board members review my latest revision changes – splitting apart the Secretary?  
Yes and all are in agreement
3. These individuals have accepted the nomination via email but we need member approval at next meeting 4/21/16  
Fawn Johnson – Secretary  
Eveline Tritsch - Treasurer
4. Membership Director – Are members payments up to date? Alicia  
Alicia is working with Larry to update the website “membership director.” Steve is available to help and support
5. Treasurer update – Status of Account  
Cash account \$4892.56  
CD account \$5096.78  
Focus day committee delivered \$625.00
6. Need to re-confirm new Treasurer and Secretary in April 21 meeting. We didn't have a lot of people so what to re-notify everyone. Steve, we will need to set up an appointment to go to US Bank to add Eveline Tritsch to the account. We will need to bring copies of the March updated board minutes, and the Officer Election results document to the bank to add the new Treasurer to the account. Please provide me the Savings and/or CD account information so that I can update the checking account document to bring with us  
Delivered on 4/21
7. Secretary – Splitting up VP/Secretary board position. Once Fawn Johnson is confirmed, Steve & I will need to get together to review some open tasks for follow up (sponsorships, website log etc.)  
Need to set a date



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8. Next Chapter Meeting, April 21, 2016--Paycards

Attached updated our 2016 speaker list. I also got the entire year's meetings already approved!

APA has been working on improving this process and it appears to have done so!

9. Website updates – Larry

Were you able to create a log of issues (see recent emails)?

Yes

10. Focus Day baskets \$250/minimum. Need to place in budget in June board minutes

Siouxrita will email Terry Fuller the authorization confirming the dollar amount.

11. Larry – Did pictures get posted to the website?

Yes

12. Sponsorships – Steve, I will work with you to send out my standard letter via email to various companies once new Secretary board position is ratified by the chapter membership in the March 17th chapter meeting

13. Other comments -

14. Need to continue working on meeting location

15. Other board business –

Fawn suggested a theme for each chapter meeting. For example the April meeting could be “spring.”

Fawn has several ideas to promote membership and attendance

Board will explore adding electronic payment to the website and inn person

Closing/End time of board meeting – 7:17pm

1<sup>st</sup> Motion – Steve

2<sup>nd</sup> Motion - Alicia