



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



**Board Meeting Highlights**  
**Agenda 3/3/2016**  
**Location: Conference Call**

❖ MEETING CALLED TO ORDER by Vice President, Steven Slason, at 6:00 pm.

In attendance:

Steven Slason, Vice President and Secretary and Treasurer  
Larry Hall, Webmaster

1. Good turnout for kickoff meeting at Round Table Pizza location-
  - when we have a speaker we will need to turn off the music
2. Bylaws updates – Did all the board members review my latest revision changes – splitting apart the Secretary?
  - Steve read them and has responded by email
3. Did Membership Director or Webmaster review my Nomination Short election form to verify we have listed all the eligible candidates?  
Steve, please print the short form and election ballot form, make available for voting approval for March 17<sup>th</sup> meeting. These individuals have accepted the nomination via email but we need member approval at next meeting  
Fawn Johnson – Secretary  
Eveline Tritsch - Treasurer
  - Larry "I can't help with this as I no longer know who is a member or who is not"
  - Membership Director Alicia will need to update the website
4. Membership Director Alicia – Are members payments up to date?
5. Treasurer update – Status of Account
  - Status given and we had 6 annual dues paid in Feb
  - We need to confirm new Treasurer in March 17<sup>th</sup> meeting. Steve, after she is elected, 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
6. 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.)
  - Larry- I have changed the Board sub-groups on the website to have a separate Secretary and Treasurer; and changed group on Steve's member record to VP.



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7. Next Chapter Meeting, March 17, 2016

Attached updated our 2016 speaker list.

- o Larry-I will add this Friday to the website

8. Website updates – Larry

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

- o Larry-I wrote up a review of the site and listed pros and cons in my email to the Chicago chapter (cc: board). Not sure what the issues are? Bottom line is the board is not using the website as it was designed.

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

Larry – Did pictures get posted to the website?

- o Larry –I can't find any file with "focus" I received after 1/1/2016. Can you send again and put Focus Day in the subject? Thx.
- o Steve will send them to Larry

10. 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 17<sup>th</sup> chapter meeting

11. Other comments / board business:

- o We need to know if the actionable items from previous minutes are accomplished.
- o Goal for 2016– We need to get more local chapter members to be national members to meet the 51% APA chapter requirement. We fortunately made it for the 2015-2016 year.
- o Siouxrita to email Terri Fuller for Authorization to build gift basket purchases to Focus day 2016. This turned a profit this year 2015.
- o Larry requested the board to resolve to accept Credit cards on line and in person this year 2016. Larry to speak to Sonya about previous documentation and research for credit card processing. The chapter owns the "Square reader" for cell phone processing. The board should consider a per credit card charge of \$2.00 for CC purchase if we go that way. Or raise membership fees by \$2 and discount cash by \$2.
- o Siouxrita to email the new APA guidelines for sponsors and sending out letters, recertification each year.
- o Change the quarterly board meetings to in person meetings to collaborate on Growth-building membership, credit card processing, Goal setting, prospecting...
- o Need to think about Location for 2016

13. Closing/End time of board meeting - 6:30Pm

1<sup>st</sup> Motion – Steve

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