



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



(2014) Board Meeting Highlights
Agenda
March 6, 2014
Location: Conference Call

❖ MEETING CALLED TO ORDER by President, Siouxrita Clarke, at 6:05 pm.

In attendance:

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

1. Siouxrita approved the minutes from the prior board meeting 2/6/14
2. Next meeting 3/20/14 on Affordable Care Act with Raul Quinones-Siouxrita needs the power point presentation from Raul; Cheryl agreed to make copies of the presentation; Larry agreed to bring leftover ½ case of water.
3. Larry will send email reminder for the 3/20/14 chapter meeting
4. On 2/25/14, Cheryl, Larry and Lisa met by computer to review the chapter membership process- the meeting went well. Additional changes will be made to the membership script online when the prospective member requests to join the chapter.
5. Star Chapter credit card policy exists under terms and conditions on our website. We DO NOT ship.
6. Members CAN REVIEW all minutes online
7. Per our Bylaws, the Treasurer will give a verbal update report of cash-on-hand and expenditures at each monthly general membership and board meeting. We have *not* been doing this and plan to start up again beginning the 3/20 chapter meeting.
8. For all website downloads, we now must set edit privileges so that nobody can edit the documents. Upload PDF versions for general viewing; upload Word versions for board member only viewing.
9. Lisa needs to convert all board minutes to PDF version and create separate folders for Board in Word version.
10. All Board Members also need to also review and upload with lock in/out all member option as needed.
11. Star Chapter Privacy Statement Policy approved? Sonya to write up the credit card use and Larry to send to Star Chapter to post. (Is this the same as the terms and conditions area?)
12. Elections will be done online this year. Email will be sent to members w a link that takes the member to Star Chapter Survey. The email deadline will be set at the next chapter meeting of 3/20/14. The email will contain a list of who can be nominated (must be a current national member-Cheryl will send to Larry).
13. Member renewals are pretty good-many took advantage of the Christmas party-Cheryl.



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14. Larry Hall **motioned** for the reinvestment of the Certificate of Deposit account #353406135015 for \$5000.00 in a CD of the Boards choice. Siouxrita Clarke **approved the motion**.

Current signers on the US Bank North San Diego County Chapter of the APA are:

Siouxrita Clarke, President

Sonya Mendoza, Treasurer

Lisa Lavalley, Vice President/Secretary

The current signers on account and will go to the bank to make the changes to the CD account #353406135015 (during the 10 days starting on the expiration date of 4/12/14). The funds in excess of \$5000.00 will be deposited into our bank account for normal chapter business expenses. We must also make a change to the business address on file at the bank. *This board minute item must be printed and taken to the bank for authorization to make the reinvestment of the CD.*

15. 2014 President Report still in process-Siouxrita to get to Larry to post on website.

❖ BOARD MEETING ADJOURNED at 6:55pm