



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



(2014) Board Meeting Highlights
Agenda
May 1, 2014
Location: Conference Call

❖ MEETING CALLED TO ORDER by President, Siouxrita Clarke, at 6:02 pm.

In attendance:

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

**Board minutes for April 2014 meeting approved by Siouxrita Clarke

1. **Chapter Photo Contest** – Need to think of ideas for July. I checked with our region APA representative and he doesn't know either. No notice on APA website as of 5/1/14 **Siouxrita**
2. **Need a new location** – I looked at Employers' Resource building but it is small but close to the freeway in San Marcos. I have called a few others. We need to discuss options. Isis Labs is best-close to Life Technologies. Backup could be Cheryl's office in Rancho Bernardo **Siouxrita**
3. **Upcoming Chapter Meetings** – On schedule, but may need to use Employers' Resource building temporarily until a bigger location can be obtained.
Water – I have left over water from last meeting – **Siouxrita**
4. **Board Elections**, to send via the website. Siouxrita is going to send Larry a reminder. Elections must be completed in June 2014. Upcoming positions: Treasurer-Sonya Ok to continue in position, Program Director-Siouxrita Ok to continue in position
5. **Any open Board Minutes/update**-last minutes from April were posted to the website 4/3/14- **Lisa**
6. **Treasurer update**-On 4/12/14, Siouxrita, Sonya and Lisa went to US Bank and purchased a \$5000 CD that will expire 5/12/2017 at a 3 year rate higher than last investment period. The excess of \$ 1270 was transferred into the normal checking account, new balance as of 5/1/14 is \$2399.58 – **Sonya**
7. **CPP Study Group Boot Camp** – **Siouxrita**
Approximately 10 people interested already. This includes 8 new people.
Members **MUST** pay up dues and be current.
Cheryl to use the member list for CPP Study Group tracking.
Keep electronic list for class on website.
Sonya will go to the P O Box each week for Study Group member payments.
Add prorated member price chart on website.
Create a folder on the website for all certificates. Keep all online for 1-2 years. Siouxrita will let board know when uploaded and folder name.
Can Larry attach certificates to member profile after Siouxrita and Cheryl sign and scan?



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

Lisa Lavalley, CPP – To teach and assist at Boot Camp (may be need to have Lisa teach Aug 12th class)

Sonya Mendoza, CPP – To teach

Alicia Orozco, CPP – To teach

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

Bonnie Tiefenbach, CPP – To teach one class

Marilyn Carlson – To help with signing in sheet/administrative

Cheryl Levstik – to print RCH certificates

8. Star Chapter Merchant Payment Account/Accepting Credit cards on website– Sonya/Larry
Sonya to post a standard terms of use. Add to payment policy at the bottom of the home page.
Sonya will send to Larry to have Star Chapter implement within 3 days

\$0.00 Monthly fee - No

3% Transaction fee on charge

.30 Transaction fee

9. Chapter website updates – Larry

Reminder: To send out meeting announcement every Monday so that members get the information more frequently. Larry needs a backup

Update Website calendar of speakers

10. Sponsorship/Membership: Siouxrita/Larry/Cheryl

Vendor/Company Chapter Dues ideas? Thoughts?

Corporate business membership rate 1-3 people: \$100.00

Add'l each business member \$15.00

National member \$40.00

Associate-Non Nat'l \$45-cancelled

11. Other Chapter business-persuade CPP Study Group attendees to join our chapter-promote agenda/calendar!

ADJOURNED AT 7:07 PM BY ACCLIMATION