**Metro Phoenix Chapter of American Payroll Association**

**Board Meeting**

**April 15, 2017**

1. **Wendy** called meeting to order at 11am at ST Francis Restaurant 111 East Camelback Rd Phx.
2. **In attendance:** Wendy Wyman – President, Antonio Bianchi – Treasurer, Regan Gawan – Secretary, Jo McCoy – Government Liaison
3. **Business:**
   1. New Website – Design is complete and website is live. There will be a Webex training and I will send an invite out to everyone.
   2. Elections – Secretary and Treasurer position are up in September. Elections need to be held in June to allow time for transition. We will announce at our next meetings and add to website.
   3. Study Group for Fall 2017. We have not had anyone interested in leading this study group. We will continue asking until June. The study would need to start in August so that would be the latest we could begin arranging. Suggestion to ask all officers to lead the group for 3 weekends each. That would spread the responsibility out for everyone.
   4. IRS Non Profit Status. HB has indicated that he is finishing up tax season and now he will focus on getting our Non Profit Status filed and updated.
   5. Membership Outreach –
      1. Terri has not had time to work on the brochure we need to obtain the APA membership list. Regan will take that project back and get it finished.
      2. We discussed getting sponsors for our chapter. They could donate equipment, pay for one or month month of meetings at the Radisson, host our study group, etc. Everyone could speak to their employers about this and see if they are interested. This will go better once we have our 501c3 non profit status.
      3. Perhaps we could set up a membership incentive contest and see who can bring in the most members.

Meeting adjourned at 12:30pm

Thank you for allowing me to be of service.

Regan Gawan, CPP

Secretary