

Metro Phoenix Chapter of American Payroll Association

Board Meeting

June 1, 2016

- I. Wendy called meeting to order at 6:20 pm.**

- II. In attendance:** Wendy Wyman – President, Antonio Bianchi – Treasurer, Regan Gawan – Secretary, Jo McCoy – Government Liaison, Mark Hampsch – Webmaster, Terri Collins – Vice President

- III. New Business:**
 - a. Study Group for Fall –
 - i. The Study Group will be held at Metro Phoenix Member Lisa Jacksons' place of employment: Bank Of America at 201 East Washington Street.
 - ii. It will begin on Saturday July 9th 2016 and run for 10 Saturday's for three hours each day. The time will be 8:30 to 11:30.
 - iii. Wendy Wyman will be the leader of the Group.
 - iv. There will be a \$180 Registration Fee charged to each member who wishes to participate in the Study Group, to be paid in full by July 1st.
 - v. Must be a current member of the Metro Phoenix APA Chapter.
 - vi. Neither the Leader (Wendy Wyman) nor the Host (Lisa Jackson) will be charged a registration fee. They will still need to be paid in full for the Metro Phoenix Chapter membership
 - vii. Participants may receive a \$30 refund on the registration fee for doing a presentation for the Study Group. No more than 2 presentations per person.
 - viii. Bank of America requires \$8 each day for each person parking in the parking lot. Metro Phoenix will cover this parking fee. Payment to Bank of American for the Parking fee can be paid by Metro Phoenix by check. Payment will be due each Friday, prior to the Saturday meeting. We will be required to provide a list of attendee names with the check based on the expected attendee count for that Saturday (\$8 per person). When they pull into the garage they will need to push the attendant button, provide their name and who they are with (Metro Phoenix Chapter American Payroll Association), if their name is on the list they will be

granted access to the garage with no payment. Everyone should park on level P3, NE end by the elevators. Take elevators up to the 2 floor. Lisa will meet folks there to escort them to the 3rd floor. It will be important for folks to be on time, as the 3rd floor is locked and there is no other access without Lisa.

- ix. The Registration for testing begins on 7/19/2016 and testing is held from 9/7 through 10/15 2016.
 - x. Regan will create an email announcement and send to the entire Metro Phoenix Database.
 - xi. Mark will post all the information on the Website as soon as Regan sends him all the info.
 - xii. Mark will also create a pay pal button to pay for the study group.
 - xiii. I have sent Wendy the Power Point Presentations for the chapters that I have so she can send to the National APA in order to get approval for our Study Group.
- b. New Member Recruitment - Brainstorm for ideas to increase our membership.
- i. Regan and Antonio have both requested the National Member list for AZ. National requires us to send them a copy of the recruitment piece/brochure that we will be using. We have a copy of Denver's and it has been sent to Terri – she will arrange to have one made for our chapter.
- c. Darla is not interested in retaining the Social Media Coordinator position any longer. We will need to find someone else to fill the position. Also might add the responsibility of a Newsletter to the job description.
- d. The President, Vice President and Gov't Liaison Positions are up for re-election in September. Wendy will announce at the next meeting.
- e. Regan received a call from a company in Virginia who said they have been receiving our mail. They are sending it to my home address and when I get it we will figure out what is going on.
- f. Discussed the Post Office Box. Antonio will check into having the mail forwarded to his home so he doesn't have to go to the Post Office.
- g. Brainstormed idea's to grow our membership. Perhaps check opportunities to partner with SHRM or display our Brochure at their events/conventions/meetings.

Meeting adjourned at 7:25pm

Thank you for allowing me to be of service.

Regan Gawan, CPP

Secretary