

Metro Phoenix Chapter of American Payroll Association

Board Meeting

October 5, 2015

- 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
- III. New Business:**
 - a. New Laptop Computer: Discussion – Regan (Secretary) stated that she prefers to use her own computer to perform APA business at this time, and keep everything on a thumb drive as back up and for ease of transition to future officers, as it is much simpler. Suggests we hold off purchasing a new laptop until such time as one will actually be needed. The other members concurred.
 - b. New Member Recruitment - Brainstorm for ideas to increase our membership.
 - i. Regan and Antonio will work together to send email out to members in our database who are currently not active, inviting them to join again.
 - ii. Regan will request the Arizona contact list of National APA Members and we can include them in our email invite as well.
 - iii. Jo will be attending the Arizona Year End Payroll Seminar and will utilize this opportunity to make Arizona Payroll professionals aware of our chapter.
 - iv. Continue to seek someone to fill the position of Social Media Coordinator to maintain social media sites and work to grow our membership.
 - v. Regan will update our Facebook page each month with the meeting invite and any other payroll news of interest.
 - vi. Regan will investigate options for corporate membership for our chapter so companies can buy memberships for X number of their employees.
- IV. Webmaster Chapter Membership** - Our bylaws indicate that the webmaster must be a member of the Metro Phoenix APA local chapter. Currently our webmaster, Mark Hampsch, is not a member. However he donates much of his personal time to maintain our website at no charge. Therefore the officers all agree that the Metro

Phoenix APA will cover his 2015 annual membership fee of \$50. If the webmaster wishes to attend the monthly meetings, the fee for that will be at his own expense. This issue should be revisited and discussed each year, as circumstances may change.

V. 2015 Christmas Party –

- a. Historically, we have not had a “meeting” in the month of December with a presentation approved for RCH Credits. We have also not charged for the December meeting. However, this year the officers agree that we will request our V.P. (Val) to seek approval for RCH credits for educational payroll games other “fun” activities that will meet the RCH criteria. We will charge a \$10.00 fee for the December meeting.
- b. We will have a gift exchange as we have in past years.
- c. The officers approved a budget of \$300 for gift cards to be given to the members attending the party – Antonio (Treasurer) will purchase gift in varying denominations from \$50.00 to \$20.00 from a variety of vendors.
- d. We will have a 2015 Payroll Source Book to give away as a prize at the party.
- e. Antonio will look into menu options for our Christmas Dinner.
- f. Regan will create the holiday invite.

VI. Chapter By-Laws – Prior Rotation did some work revising our by-laws. They need to be reviewed by the officers, and then reviewed and approved by the membership.

- a. We will present them for vote at the November meeting.
- b. Mark (Webmaster) will make sure the current and the proposed by-laws are posted as such on the website. Links will be provided in the meeting invite.
- c. Jo and Regan will compare the current to the proposed and highlight the changes that have been made, and make them clear to the membership.

VII. Chapter Non Profit Status – We are not currently non-profit. National suggests that Local Chapters apply for 501c3 status. This would allow members to deduct the cost of membership and meetings as charitable contributions. It will allow our chapter to be tax exempt with the hotel and other purchases. It would also be a selling point for corporate membership and corporate sponsorship. Regan will look into what is required to move forward with this and report back.

VIII. Payroll State Conference Bank Account Status – Antonio is working with Kim C. and Kim P. to meet at the bank and transfer the ownership of this account. He will keep us advised of the status.

- IX. Website Hosting** – Currently our domain is with Go-Daddy, but our site is hosted with Hostgater. We just renewed for another year with Hostgater in September. Webmaster recommends that in Sept 2016 when the renewal is up, we move our hosting over to Go-Daddy so the domain and the hosting is with the same company. This will make things simpler to manage and will save money.
- X. Chapter Guidelines from National APA** – New guidelines were issued last month. PDF Document and Webinar is on the National APA website.
- a. There are stricter guidelines on RCH approvals and on Study Groups.
 - b. Wendy will complete and submit our annual affiliation renewal application before the deadline (October 15th?) to update the new officer's information.
 - c. All Officers will review the guidelines and view the On-Demand Webinar before the November meeting.
- XI. Spring CPP Study Group** – Wendy reported that as is historically the case, the fall study group session was not as well attended as the spring session. Two people will be testing this fall as opposed to 14 who tested after the Spring Study Group. Regan will research with other Chapters of similar size to see how they run their Study Groups and report back. Options under consideration are:
- a. Only hold one study group per year in the fall.
 - b. Charge a study group fee to all who attend to be paid in full at the beginning of the session. (This would be in addition to the current requirement to be a local chapter member in good standing.)
 - c. CPP's who attend to receive their RCH credits will be required to participate in some way such as doing a chapter presentation.
- XII. Next Board Meeting** - Will be in January 2016 – exact date, time and place to be determined.

Meeting adjourned at 7:25pm

Thank you for allowing me to be of service.

Regan Gawan, CPP

Secretary

