

Gateway Association of Payroll Professionals
Board Meeting Minutes/ Wednesday September 3rd, 2014

Minutes approval: August Minutes were approved pending changes Sherri will make the finale changes. Sherri will distribute to P. J. once Pat's changes have been updated. August minutes sent to P.J. on Oct 7th.

New Business: Tracy Brothers was introduced. Tracy met with PJ earlier in the month. She is interested in becoming the Web Master. Michelle made a motion to accept Tracy as the new Web Master, 2nd by Teresa. Approved by all present.. Motion was passed. Welcome to Tracy as the new Web Master. As the new Web Master, membership and meeting fees will be waived.

Electronic Payment Service: Cheryl is working on obtaining a Merchant Account. Once she has the Merchant Account electronic payments can be received.

Newsletter Committee: Cheryl is going to reach out to the folks that were on the conference all. Tracy will help with the committee.

School Supply Drive: Michelle received a thank you card from Lusher Elementary Principal, Julie Melton, for the school supplies. We will collect school supplies for the rest of the year.

Copies for Oct NPW GAPP Meeting: Cheryl and Pat will make the copies for the meeting.

Speaker Evaluations: There was no update for this meeting. Any comments will be provided next month.

CPP Study Group Update: Study sessions will end on September 11, . The participants can then sign up if they plan to take the CPP exam. The next CPP Study Group will start in February 2015.

2014 Annual Registration Report and Registered Agent: Pat has completed the filing with the Secretary of State for the organization. There was a \$10.00 filing fee.

Financial Update: Cheryl distributed the financial report. There were 32 attendees. The amount of \$1,838.65 was collected in membership fees and CPP book sales and CPP Study Group Fees. Total expenses for the month were \$2,950.89 which resulted in a loss of \$1,112.24 for the month. NOTE: Since the financial report was provided after the 9/3/14 meeting, it should be discussed at the October meeting and put in the October meeting minutes.

Midwest Regional Payroll Conference: There will be 17 ½ to 18 RCHs available. They have received approximately 127 registrations. Pat has taken on the role as the Director of the Midwest Payroll Conference Organization. Congratulations to Pat. The conference will start at 1 p.m. on 10/15 and end at 2:45 p.m. on 10/17. There are 21 speakers. The session selection should be sent out in a few weeks to those that have signed up.

APA Liaison Update: Pat is working on obtaining a proclamation from the county executive's office or the Governor to be presented to GAPP. Pat will complete the officer chapter profile update form and submit it to APA knowfor the new officers. Pat is going to send out the updates for APA webinars in the APA update. There is a change in the statute for Missouri creditor garnishments. Missouri creditor garnishments will be in effect until paid in full effective on 1/15/15. There will be a one time administrative fee of \$20.00

National Payroll Week: Pat informed us of the speakers; Erin Williams – Ogletree Deakins; Malcom Smith-DOL; and Lisa Yankowitz- Workplace Educator at Informed Workplace/Ntrinsx. Pat is contacting past GAPP Presidents to invite them to the meeting on September 18. It was decided not to charge the past GAPP Presidents if they attended the luncheon only, but a charge of \$55.00 if they attended the meeting for the full day. A reminder will be sent to the members for donations. Felicia has four gifts from ADP. Pat obtained a certificate from the Crowne Plaza's donation of a one night stay at the hotel. Pat has ordered 100 computer bags the cost was \$1,584.10. The bags should be delivered by 9/12. We will be decorating at the Crowne Plaza on September 17 for those who can assist. Pat will let us know the time the room will be available for decorating and setting out the presentations and speaker evaluations. There will be two games played during the meeting. The total number of RCHs was approved for six.

Membership Committee: Michelle presented the new membership packet. A motion was made to update the Handbook and the Constitution with the changes a 2nd by Teresa. Approved by all present. Motion was passed. The website will also need to be updated with these documents.

Round Table: Michelle- New Membership Drive will start the 1st week of Oct. A flyer will be provided to send out through the website. Cheryl suggested that we have a rolling membership. This could start in February.

Attendees: Teresa Battle, P.J. Grabowski, Cheryl Proyaseng, Pat McQuiller, Michelle Longs, Tracey Brothers and Sherri Moraru.