

**Gateway Association of Payroll Professionals  
Board Meeting Minutes/ Tuesday, June 3, 2014**

**Minutes approval:** May Minutes were approved pending changes from Pat. Brenda will distribute to P. J. once Pat's changes have been updated.

**Candidates for June Election/Ballot:** P.J. will forward the ballot template to Felicia.

**Take Inventory:** We need to determine what needs to be purchased for National Payroll Week. Pat will count the Gateway Payroll Portfolios and Flash drive gift sets. Michelle has sticky note pads, pens and decorations.

**Electronic Payment Service:** Pat reported that a Social Security Number was not required to set up an account with [www.authorize.net](http://www.authorize.net). It was approved last month that we would enroll for the Tier 1 service. Felicia will test the enrollment prior to sending a communication to the membership.

**New membership packet:** No updates. Brenda distributed samples of business cards she purchased from [www.vistaprint.com](http://www.vistaprint.com).

**Newsletter Committee:** This committee will be listed on the June ballot.

**Cardinal Theme Day/School Supply Drive:** Michelle will create a flyer and send to Brenda for distribution. Michelle will prepare a game to play. Felicia will get a pair of tickets for a give-away. P.J. will try to get some giveaways from Mercy who is an official sponsor of the St. Louis Cardinals. Everyone is going to try and obtain giveaways as opposed to taking money from the treasury. Felicia and Michelle will bring bins for the school supplies.

**Copies for June GAPP Meeting:** Pat will work on copies but there are 67 pages. She may need assistance if attendance is high. Handouts will be made double-sided.

**CPP Study Group Update:** Candace reported to Felicia they are looking to use the Overland Community Center. One of the attendees lives there so they are hoping to get the fee waived. If that does not work out, Cheryl said that St. Anthony's facility could be used.

**Projector:** Pat will test out the new projector prior to the June 19 meeting.

**APA Congress:** 2015 Congress will be May 5-9, 2015. The theme will be Payroll Games (Training, Survival and Victory). GAPP did not win a contest for this Congress (state or local). APA will waive new membership enrollment costs for APA Congress attendees. Renewal memberships are excluded.

**2014 Annual Registration Report and Registered Agent:** Decision needed by July. Pat checked with Fendelman Law Firm and they would charge \$200 per hour or \$20 per 10 minute increments or we can have an Officer be our registered agent. There is a \$10 cost associated with changing the name of the registered agent. The on-line filing with the Secretary of State for the organization is due by August 31.

**Financial Update:** Cheryl distributed the financial report. There were 33 attendees. The amount of \$525.00 was collected in membership fees. Total expenses for the month was \$1,694.87 which resulted in a loss of \$834.87 for the month.

**Midwest Regional Payroll Conference:** There will be a planning meeting in Columbia on June 14.

**APA Liaison Update:** Pat reported results from the speaker evaluations from the May GAPP meeting. There were 23 evaluations received. No speaker suggestions were made. Suggested Topics were FLLSA (which has occurred for the year), ACA (July 17 meeting) and Payroll Best Practices. Pat also made us aware of the free webinars that will be included in the APA Liaison update.

**National Payroll Week:** Pat indicated there will be multiple speakers for the September meeting in celebration of National Payroll Week. Lisa Yankowitz is one of the speakers who will be contacted for a speaking engagement in the September meeting. GAPP will participate as a team for National Education Day again this year.

**Membership Committee:** Nothing to report this month.

**Attendees:** Teresa Battle, Felicia Chatman, P.J. Grabowski, Cheryl Proyaseng, Pat McQuiller and Brenda Whitted.