

**Northern Colorado Payroll Association
Board Minutes – February 28, 2019**

Call to Order - Dixie

Old Business:

- New Member Packets
 - Previously discussed that we will add the informational flyer, mission statement, membership form and swag that is ordered; Other Ideas?
 - Motion to purchase folders: Carmie Salvatore-Hansen | Second: Bernice Rupp | Unanimously approved.
- Chapter Swag – for Rocky Mountain Regional Payroll Conference
 - Discuss ideas for purchases with chapter logo; could someone research cost?
 - Back scratchers, stress balls, pop sockets, phone card holders
 - Becky Hengl to research cost-effective options
 - Debbie – Walmart bulk orders
- We should decide on/vote/order before next board meeting; Discuss voting via email
 - Board agrees to email voting, but reserves the right to table until board meeting
- Chapter By-laws – Debbie
 - Need an Overhaul/Out-dated – Discussion
 - Debbie to add her comments and thoughts to the current by-laws. She will then send out to the rest of the Board for review and to add more thoughts/comments
- Non-Profit Status
 - Joli sent the application certified and it was accepted on 9/17; discuss filing the 990N
 - Debbie has completed and wishes to submit the 1023EZ Eligibility Worksheet in to regain NCPA non-profit status
 - Have not heard back regarding 990N
 - Currently being charged non-profit rates at the Chamber.
- Letter to DCPA – Recap Discussion
 - Letter distributed to Board members
 - Board members advised to include sitting presidents in all correspondence with other chapters for the sake of transparency

New Business:

- Becky – announcement; meeting with Alana; Key Bank info; Discussion
- Dates for Quarterly Board Meetings; Discussion/set
 - Quarterly dates to be finalized
 - June 27th Famous Dave's FoCo @ 5:30
 - Sept 26th Mimi's Café @ 5:30
 - Dec 12th Famous Dave's FoCo @ 5:30
- Motion to purchase Laptop carrier up to \$40
 - Motion: Bernice Rupp | Second: Tessa Reed | Unanimously approved

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- Officer Duties per Bylaws: Discussion/Questions – Absolutes and “Other duties as assigned,” update officer criteria as each officer finds their “*niche*”
- What Can We Do Better as Officers? Goals for 2019?
 - Hope to acquire more volunteers and committee members
 - Becky to send survey to gauge committee and volunteer interest
- Email Correspondence: Discussion – What works best for everyone?
 - Reserve the right to table issues for Board meetings or to have a phone call
- 2019 Membership Dues Monthly Invoicing – Set date for submission to members each month
 - Discussion – What about Late dues payments/Late lunch payments?
 - Can cancel RSVP up to 48 hours out to receive refund
 - Deadline can be reconsidered in extenuating circumstances
- 2019 Budget –
 - Discuss budget line items – what do they represent?
 - Leadership Summit – Discuss
- NCPA Historical Information – Discussion - Scattered/ needs to be organized
- Further Discussion?
 - Do a summer study group? Who would teach? Something to discuss in the future

Adjourn Meeting – Dixie

Tessa Reed, FPC
NCPA Secretary