

# MINUTES

## SCAPA Bi-Monthly Meeting

August 20, 2015

Submitted by: Tim Peters

Our president Ann Fink opened the meeting at 10:00 AM thanking everyone for attending. There were a total of 19 members in attendance. New member Karen Richardson brought along her co-worker Jeanne Soule, a member that transferred from New York. Ann welcomed her to the meeting and encouraged her to return and join us. Our host for the meeting was Lisa Lee from Palmetto Protective Services here in Columbia.

The morning speak, Andrea Roubal from Homeland Security was introduced. She gave a brief bio of herself and what she does at Homeland Security. She covered the homeland security IMAGE program with and gave the chapter information to join some of their program they offer to businesses.

The chapter took a group picture for National Payroll Week, before beginning the business meeting. The minutes from June 18<sup>th</sup> meeting were reviewed. Barbara strong approved the minutes and Lisa Lee second the minutes. Tracy Ruthland gave the chapter the treasury report, the report was approved by Lynn Williams and second by Dephna Givens.

Having no old business to be discussed, Ann proceeded to introduce new business. Ann suggested to make the month of September our membership drive month, our membership has slowed down since the chapter broke down into other chapters in the state. Our current membership needs new faces. New members can help the chapter grow, bring some fresh ideas to chapter and maybe fill some chapter office that need to be filled. She informed the chapter that she had a listed of business addresses and asked for Chapter members to volunteer to contact these company and invite their payroll/human resource to our meeting. The list was divided among the volunteers. Ann asked if anyone knew where the chapter letterhead had been ordered from. Ann will take care of ordering more so we can use it during the membership drive. A \$50 gift card to a nice local restaurants will be given to the member that brings the most new members to the October meeting. We also discussed that the chapter will do the drive again for the February chapter meeting and some type of award or prize for the member that bring in the most attendee/new members for the entire year.

We talked about getting a replacement for Pat Hinson who does the chatterbox, website and member services for the chapter, Pat is retired but helps the chapter because we haven't found a member willing to step in yet.

We talked about the chapter give away for the conference in November; Ann presented coffee mugs, sticky pads and drinking glasses all with the SCAPA logo on them and all within the chapter budget. Barbara Strong made a motion to select the sticky pad. The chapter voted and approved. After the business meeting the 50/50 drawing was held and Ann Fink won. She and Tracy Rutland won the name drawing door prizes. Places to go for lunch was discuss and the chapter was dismissed for lunch.

After lunch the afternoon speaker was introduced, Tom Sheaffer spoken to the chapter by audio conference call and he discussed with the chapter about ACA Section 36 B Provision and IRS Privacy Rules and Identity Theft Procedures. After Mr. Sheaffer presentation the chapter thanked him and our vice president Kelvin Byrd dismissed the meeting for the day.