

MINUTES
SCAPA Bi-Monthly Meeting
June 18, 2015
Submitted by: Tim Peters

Our president Ann Fink opened the meeting at 10:00 AM thanking everyone that helped at the April 16th meeting in Summerville, SC, because she was unable to attend. There were a total of 18 members and new member JoAnn Busbee from Mid-Carolina Electric Cooperation one guest Wanda Gadsden from STG in attendance, we also welcome Perry Hopper for returning, our host for the meeting was Virginia McGrady. During the opening of the meeting Pat Hinson gave the new members packets and welcomed them to the chapter.

Our morning speaker Ms. Liz Mason from South Carolina Business One Stop was introduced. Ms Mason gave us a brief history of her background and what she does. She introduced her co-worker who accompanied her telling what their job were at the Business One Stop. Ms. Mason then went into her presentation on how the Business One Stop operates and how they are there to help anyone get started with their business. After the presentation, Tracy Fish thanked the speakers giving them gift packets

Places to go for lunch were discussed.

The chapter returned from lunch at 1:00. Ann Fink reminded everyone about the 50/50 and started the business part of the meeting. Everyone was asked if they had a copy of the chatterbox and did they read the minutes. Nancy Sousa motioned to approve the minutes and Lisa Lee seconded the motion. Tracy Rutland was unable to attend the meeting so she e-mailed the Treasury report to Ann who read the report to the chapter, Tracy Fish made motion to approve the report, seconded by Lisa Lee. JoAn Roland was unable to attend the meeting to give the chapter an update on the payroll conference in November but Ann passed on to the chapter that everything should be on the website by July 1st. They are still figuring out a few details on gift the chapter will give. We will have more information on the status of conference at the August chapter meeting.

Ann talked about the officers position of president and president elect, she stated that she got a copy of the by-laws and it stated if the president was not present and the vice president was unavailable to perform the duty of the president during the meeting then the president elect would handle the meeting. Ann mention that we only need to have a president and vice president some of the members made comments as to why that elect position was started and it was determined that the chapter did not need the position of president elect. The chapter then got the board member that were in attendance to vote on removing the president elect position and four of the five member in attendance voted to remove it.

The next topic discussion was Ann had drafted a new membership letter that could be sent out to businesses around the area to draw in new members. The letter would invite them to a meeting and if they enjoyed the meeting and information we shared they could join the chapter. Pat Hinson mentioned about getting the chapter partnered with South Carolina Business One Stop and maybe they could mention the chapters so new business owners could check out the chapters and get even more information to help them with their business. Ann then asked the chapter if there were any old business that the group wanted to discuss. Ann asked if everyone's e-mail & phone number was up to date with the chapter. Virginia discussed the study session for the CPP and FPC testing which is schedule for September 19th thru October 17th. Kathy Smith has setup study session at the city of Columbia in August to help members that want to prepare for the testing. The chapter briefly discussed National Payroll Week and the pens we would get. Ann told the chapter that she would see what her company could get the pens for and would get the information to the chapter. The 50/50 drawing was held and Perry Hopper was the winner, the door prizes were draw and winners were Liz Broom, Tracy Fish, and Kelvin Byrd.

Ann then introduced the afternoon speaker Melissa Anderson from the Robert Half Company and she specializes in hiring for accounting and HR. She spoked about going the extra mile building a service oriented business culture. After Melissa finish her presentation she was given a gift bag, The second presenter was Jacob also from Robert Half Company who talked about the secrets employees are not telling employers and how we can improve morale and retention in our company. After Jacob finished his presentation he was given a gift bag and thanked for the presentation.

Ann thanked everyone for coming and adjourned the meeting.