**APA California Board quick facts**

**APA Board Meetings**

**APA Executive Board Conference Call**

When: Every third Friday of the month

Who: Executive Board (first page of the roster and 2 Section Directors who are appointed annually)

Where: APA California conference line

**APA Board Meeting and Retreat**

When: Every January or February (two-day meeting)

Who: Voting Board required to attend and Appointed/National members are also invited

Where: Rotates based on the location of the Conference

**APA June Board Meeting**

When: Typically scheduled for a Friday in June (one-day meeting)

Who: Voting Board required to attend and Appointed/National members are also invited

Where: APA California conference line

**Fall Board Meeting**

When: The Saturday of the APA California Conference in September or October (one-day meeting)

Who: Voting Board required to attend and Appointed/National members are also invited

Where: At the Conference site

**APA California Board Member Expenses**

The Chapter pays for the following expenses for Board members attending Board meetings and the annual retreat:

Board Meetings/Retreat: The Chapter pays for the following Board meeting/retreat expenses for Board members: meals provided by APA California for all Board members, and travel expenses such as plane tickets, mileage at the IRS approved mileage rate, cab fares, parking and bridge tolls. The cost of the hotel room for one night for Board members will also be reimbursed if the Board meeting or retreat is held over two days. Expenses are paid upon submission to the Chapter bookkeeper of (paid) receipts or other written documentation of costs incurred.

Board Meetings held at the Annual State Conference: The Chapter pays travel costs for the Board meeting if the Board member’s employer does not reimburse conference costs. Travel costs to Board meetings held at the annual conference do not include meals (other than meals related to the Board meeting or conference provided to the entire Board), or lodging for the conference.

The Chapter shall cover the cost of one night at the conference hotel for voting members of the Board who arrive the night prior to the Board meeting in order to arrive prior to the Board meeting’s start time; however, Sections are responsible for costs incurred by the Section Directors.

**Expense Forms**

Member expense forms can be found on the APA CA website at [www.apacalifornia.org](http://www.apacalifornia.org) in the “Board Binder” under “Board Activities”. Forms should be submitted to the Chapter bookkeeper within 30 days of the expense. Reimbursements are made during the calendar budget year only. Failure to submit a reimbursement request within the calendar budget year will forfeit the reimbursement unless approved by the VP of Administration and/or the Board. Completed forms should be emailed to Laura Dee simplybookkeepingpro@outlook.com.

**Board Meeting Agenda and Attachments**

Timing and Review of Draft Agenda: The draft agenda of a Board meeting/retreat will be sent out 30 days prior to the Board meeting. The President will review the agenda and agenda items with the Sections on the monthly Section Director conference call prior to the Board meeting.

The President will relay any comments or concerns with the agenda to the Executive Board at the next monthly Executive Board conference call.

The President will continue to request written reports and attachments for all agenda items, particularly those on which a Board member is requesting action.

Reports to the Board and attachments are due to the Chapter staff a minimum of two weeks prior to the meeting to allow time for processing and posting and adequate time for Board member to review materials.

At the discretion of the Chapter President, materials not received two weeks prior to a Board meeting may result in an item being removed from the draft agenda.

Format of Attachments: Board Members should try to limit the amount of attachments by including related items on one document, where it makes sense.

**APA California Website – Useful information for Board Members**

**Board Roster –** Please email updates regarding your contact information to Laura Murphy

**Board Binder –**The Board Binder includes expense reimbursement forms, important Chapter policies, guidelines, contracts and travel information.

**Board Meeting Agendas and Attachments** – All meeting information is posted online within a week of the Board Meeting.

**Board Meeting Minutes** – All final meeting minutes are posted and archived online.

\*Remember you must be logged in to see this information

**APA Conference Line**

APA California has a conference line for use by the Board. There is no charge to use the line, however all calls must be scheduled with Francine Farrell.

Conference Line: (866) 499-7054

Passcode: 2991253365

Leader Pin: 8614

**APA California Chapter Staff**

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| ADMINISTRATIVE DIRECTOR/ LOBBYIST | Lauren De Valencia y Sanchez916.443.5301 (w)916.443.3494 (f)916.812.9142 (c)lauren@stefangeorge.com | Stefan/George Associates925 L Street, Suite 200Sacramento CA 95814 |
| ASSOCIATION AND CONFERENCE MANAGEMENT SERVICES | Francine Farrell916.226.5512 (w)916.896.1918 (f)916.715.5479 (c)ategoresources@live.com | ATEGO ResourcesP.O. Box 1733Elk Grove CA 95759 |
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| CONFERENCE EVENT CONSULTANT | Deene Alongi312.622.4946 (w)deenealongi@outlook.com  |  |

**Who to Contact for What:**

**Sande George and Lauren De Valencia**

APA Board

Meetings schedule and logistics

Agenda and attachments distribution

Email communications

Board Documents

General questions and concerns

Financial

General Budget Oversight

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| **Francine Farrell** ConferenceMobile AppPost-Conference PresentationsWebsite Content and ManagementRegistration AssistanceMembership ServicesOnline Elections SurveysChapter Website MaintenanceSocial MediaFacebookLinkedIn **Laura Murphy** |
| AwardsAdditional Award OrdersNomination SubmittalsMembership ServicesAICP* Certification Maintenance Lending Library
* Certification Maintenance Log Assistance
* Exam Study Manual CD orders
* General Membership Inquiries
* Login Assistance

Cal Planner Advertisements Calling CardsDisplay AdsJob PostingsConference Session Submittals WebsiteConsultant DirectoryJob PostingsBoard Roster Updates  |  |
| **Laura Dee**Accounting ServicesConference accounting Chapter accounting Sections accounting Board expense reimbursements**Dorina Blythe** Cal Planner Conference Materials  |   |
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