

SSWLHC Chapter Presidents' Meeting Agenda/Minutes

Date/Time: 4/22/2009, 1:00 pm – 4:00 pm	
Location: Melrose, 3 rd Floor of Hilton	
Meeting called by:	SSWLHC: Margaret Meyer, President; Rose Popovich, Meeting Facilitator. Additional facilitators: Sheri Hilger, National-Chapter Unification Task Force chair; also Past President of the SSWLHC; Tony Yamamoto, Task Force Member and Board Member.
Required Attendees:	Chapter Presidents
Attended:	
Topics	Notes
Introductions	Margaret welcomed Chapter Presidents to the meeting. Each attendee introduced themselves and identified their chapter affiliation. Sheri Hilger, representing the National/Chapter Unification Task Force, gave an overview of the unification activities and discussions over the past 2 years.
Document Review: <ul style="list-style-type: none"> • Agenda • Benefits Grid • Draft Affiliation Agreement 	<p>Affiliation Agreement: the idea behind the agreement was to clarify the obligation between the national and local chapters, understanding the “branding” criteria involved, and the benefits to be received or expected if you are a part of the agreement. (Just a reminder that many years ago the chapters had to sign an affiliation agreement to be a part of the national Society but somewhere over the years this requirement went away.)</p> <p>Rose facilitated a section by section review/discussion of the affiliation agreement. (The expectation is that this document will be changed and tweaked over the years as this process evolves.)</p> <p>II.A. 1 section: clarification was made about the word “sanctioned”. Recommended changing. In the same section the word “each” will be added to say “at least once <i>each</i> per calendar year.” Need to clarify sanctions if a chapter does not participate on calls as required. Also need to clarify what the national will do if the local chapter does not comply with the IRS rules and regs (which puts National at risk).</p> <p>A flow chart or procedural manual needs to be developed to help local chapters know the step by steps of what needs to be done.</p> <p>Clarification of dues paying for 2010: if you are already a member of national AND a member of local, you don’t change how you are paying your dues for 2010. After 2010, there will be one fee structure.</p> <p>A question arose about what happens for those who are part of national but don’t have a local chapter or are not a part of a local chapter. Will their national dues automatically put them in a local chapter? (The Affiliation Agreement clarifies what the size of your chapter needs to be in order to be an official chapter.) You can be a national member without being a part of a local chapter but you can’t be a local member without being a part of national if there is an affiliation agreement.</p> <p>One suggestion would be let chapters decide their dues structure in 2010 as a transition period for locals by possibly decreasing the local chapter dues for those who are also paying national dues. Local chapter by laws might have to be changed to allow this. Proposal: National members who are members of local would not have any of their dues rebated back to local. Only local members who are not members of national will have part of their dues rebated to national.</p>

<p>Document Review Continued:</p> <ul style="list-style-type: none"> • Draft Affiliation Agreement • IRS documents • BenefitsGrid: 	<p>One of the original proposals was that in 2010 whatever the dues are at the local level, 40% goes to the national from local.</p> <p>There was much discussion about the dues structure.</p> <p>Question was raised about the percentage rebated back to local chapters starting in 2010. Comment made is that the proposed 15% is not sufficient enough to sustain the local chapters. A challenge for the Task Force is to decide what the % rebate back to the locals is since the proposed 15% may not be enough.</p> <p>Question was raised about election cycle as described in the affiliation agreement. The plan is for symmetry in elections so that if your chapter became affiliated they would follow a nationwide time table for elections. Specifics have not been determined at this time as to what that time table would look like.</p> <p>Tony reviewed IRS regulations as related to the non profit issues that prompted the unification proposal. He reviewed the Q&A document that had been sent out previously to the Chapter Presidents.</p> <p>Membership Benefit discussion:</p> <ul style="list-style-type: none"> • Website availability: chapters would be able to have a home page in the Chapter section of the national website. This is a repository website only, not an interactive site. Another option is to have a link off the national website to a local website that is more interactive. Using interns, IT staff at our institutions, or websites like Face Book, Twitter, Linked in, etc. are other suggestions for creating cheap websites.
<p>Timeline</p>	<p>Sheri reviewed the Timeline that was developed and distributed in January. Plan is that by January, 2010, the Affiliation Agreements are all complete. Clarification of notification back to the local chapter of acceptance by national of their affiliation agreement was needed: the intent is for national to get back to the local quickly.</p> <p>Communication with local chapter members about the unification is forthcoming. There has been a delay in getting lists from the local chapters. Need to get remaining lists or move forward with what we have.</p>
<p>Chapter Sharing:</p> <ul style="list-style-type: none"> • Successes • Struggles 	<p>Recruitment of members at the local and national level: A membership and marketing committee has been reformed by National who is working on member benefits. Initial activities are occurring with much work to be done. The development of a marketing package is a goal.</p>
<p>Informal Meeting with SSWLHC Leadership Opportunity</p>	<p>Meeting adjourned.</p>

Action Items:

Action Items Generated from this Meeting:			
AI #	Action	Date Due	Owner