NCSTF Chapter Presidents' Call
June 24, 2009 Minutes

Participants: Judy Arnold, Nancy Tuftie, Wendy Evans, Mary Baudet, Lisa Fortier, Carla Lemay, Michelle Meers, Stacy Wright-Meier, Patty Juhnke, Tom Bartolomei, Beth Lee, Renee Hammerman, Ruth Marks Swift, Tracey Bush
Task Force Members on Call: Bill Ratcliff, Sheri Hilger, Shawna Grossman Kates, Sharon Richardson, Carol Maxwell, Diane Francis, Rose Popovich, Tony Yamomoto
Fernley & Fernley: Lindsay Groff and Kevin Fernley

Item	Comments/Concerns	Action Needed
Introductions	Sheri Hilger introduced all the participants on the call and gave an overview of the agenda. The primary goal was to answer questions and support Chapter Presidents in the unification process. The task force has received numerous questions from various chapters and decided to first review those questions before taking additional questions. There are four chapters that have already agreed to join in the unification.	
Questions from Chapters: Dues Structure?	♦ What will the dues rebate be once all fees are going to national? Sheri referred the participants to the Timeline document dated 5/28 for guidance with some of the structure. For affiliated chapters, beginning January 1-June 30, 2010, members of local chapters will be considered a member of national but will not be required to pay any fees to national. July 1, 2010-June 30, 2011, the local chapters will pay national $10 per member and national will begin managing the membership rosters and renewal notices for the local chapters. Beginning July 1, 2011, the local members will be paying the national dues rate plus the $35 that will go back to the local chapter. National will collect dues and rebate chapters quarterly.	
Dues for current national members in transition year?	♦ Those who are already national members will not be able to retain national membership for 2010 by just paying their local chapter dues. (In other words, you can't try to get away with paying less for the transition year when local chapters affiliate with the national and only pay their local rate for 6 months). This is a NEW member benefit.	
Benefits of a national membership by an individual or chapter?	♦ What is the advantage of being a member of the national organization? Rose Popovich, a former SSWLHC president and task force member, gave a view of health care social workers thinking more broadly than their local chapters especially given the fact that the world is much smaller now and we need to think more collectively in our advocacy and professional representation with other health care groups or our Strategic Partners (i.e. NASW). The Society name comes with a recognizable brand that should benefit paid members. Shawna Kates, who is co-chairing the SSWLHC marketing efforts, referred participants to the various toolkits and resources (i.e publications, leadership training, enhanced networking) that are available from the Society and are not accessible to local members. ♦ Judy Arnold shared that there was a loss to the VA SW Directors when the VA no longer paid their membership to the	

	AHA for the SSWLHC membership. Judy hoped that the marketing work group could assist with this issue. Request was made to get the list of the Social Work Chiefs around the country and maybe survey them as to what are their needs from a professional organization.	
501 (c) (3)?	• 501 (c) (3) filing: Chapters first need to decide if they are filing independently vs. filing under the national's status. Tony Yamomoto referenced IRS information for the definition of the various filing criteria. Recently, however, the committee learned that the distinction really needs to be filing as a 501 (c) (6). A modification will be made in the affiliation agreement. Chapters do not have to do their own filing if they plan to affiliate with national. If the local chapter already has a 501(c) (3) status they do not have to re-file with national if they don't want to. Incorporation issues are different from the IRS filing. • When you incorporate in your state it's a two part process; once incorporated then you have to file for the 501 (c) (3) – IRS under 990 which is a non-profit category allowing for you to do charitable activities of which professional education is allowed. • 501 (c) (3) allows you to be tax exempt – all Chapters still have to file for a tax ID number which is separate from the 501 (c) (3). All chapters will need a tax ID number regardless of if they incorporate separately or under national • IRS filing for income under $25K it's a simple postcard. If over $25K then a longer form is required. You have to show that you are not making over a certain percentage. You are able to make a profit but need to show how it is going back into the organization/charitable events of the chapter, i.e. scholarships • About.com is a website you can go to for further information on the IRS requirements – tax status, etc.	Refer to page 3 of flow chart sent to Chapter Presidents as a good reference to this issue.
Could Chapters affiliate after the September 1st timeframe if they originally choose not to affiliate?	• There is no penalty if a Chapter does not meet the September 1st date- there is a grace period up to January 1, 2010. The IRS ruling on filing as a non-profit was originally due in 2008 but was delayed until end of 2009. No mater whether a chapter decides to affiliate with national or not, they need to file with IRS by the end of the year for legal reasons.	
Chapter's use of Fernley & Fernley for administrative assistance?	• The flow chart refers to chapters being charged for excessive administrative fees so clarification of this item was requested. This refers to the situation where a local chapter might want help with a special project or require more resources *beyond* the normal membership dues and renewal notices that would be managed at the national level if affiliated. • The national Board could approve for Chapters to purchase administrative services from F&F at the national rate. • Chapters are free to use their own resources. SW Penn. has a paid administrative position that they can continue to use.	
Chapter fundraising events- who keeps the money?	• Any revenue generated at the local level is kept with the local chapter. Monies would only be shared with national if it was an agreed upon event (i.e. regional conference).	www.sswlhc.org

Plans	♦ National Chapter Structure Task Force is trying to keep chapters informed about resources, next steps, etc. Check the SSWLHC website for details and history for those who are not familiar with the unification activities over the past few years. ♦ A letter has been developed to send to Chapter members via eblast to show reasons why it's a benefit for members to consider joining national. ♦ Chapter Presidents' conference calls will be held periodically as we move forward with the unification process. Several Chapter Presidents verbalized the value of a periodic conference call.	