

## SSWLHC Chapter Presidents' Meeting Minutes

|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date/Time: Friday, March 4, 2011; 10-11:30 central time</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Call Facilitated by:</b>                                    | Doug Williams and Sheri Hilger                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Attended:</b>                                               | Sloane Caskey, Brian Giddens, Christine Hamilton, Judy Arnold, Tony Yamamoto, Virginia Martinez, Beth Brubaker, Rose Popovich, Carol Maxwell, Gwen Ziegler, Dena Mullins, Kathy Breneman, Beth Coon, Stephanie Peters, Kathy Wade, Ann Segovia (for a little while)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Topics</b>                                                  | <b>Notes</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Introductions/Housekeeping                                     | <ul style="list-style-type: none"> <li>• Please keep Sheri and SSWLHC home office up to date on Chapter Officer roster and email. We especially want the President, President-elect, and Treasurer contact information so that we can keep a current list and improve our communication with Chapters. Sheri has rosters from: Maine, Texas, SW Pennsylvania, Florida, N. California, OH-KY, Indiana, NY Metro, Washington, and MO-KAN.</li> <li>• Membership Rosters are due now.</li> <li>• This call is moving in the direction of being led by the Chapter Presidents with facilitation by a President with assistance from someone representing SSWLHC. Today's call is being co-facilitated by Doug Williams (in the absence of Andrea Bailey) and Sheri Hilger.</li> </ul>                                            |
| Affiliation Agreement and By-laws Documents                    | Is being revised to reflect current status of affiliation process and will be sent out to Chapters the week of 3/7. By-laws are also having minor revisions based on feedback from the Chapters. After this date the documents are due every 3 years.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Election and Dues cycle                                        | Still recommending Chapters adjust their election cycle to match national time period. Dues are all going through national as of July 1, 2011 so there is not an issue with those timetables matching.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 990 Filing                                                     | There is a one-time fee for filing 990 of about \$3000 for SSWLHC. Going through SSWLHC is saving Chapters money because if they had to file themselves then they would incur this cost individually. The due dates for 990 filing for 2010 varies depending on when your fiscal year runs. Jan-Dec, 2010 fiscal year 990 filing is due April 15. If you make less than \$25,000 you can file the 990-EZ form. This document is available on the IRS website. If you made more than \$25,000 there is a different form to complete. The group exemption filing is done by national. CPA recommends all chapters move to the same fiscal year cycle as national due to tax filing issues. (Will get Tony and our accountants to summarize this in a single document to go out to Chapters.)<br><b>See attached documents.</b> |
| Marketing Documents                                            | Being worked on at this time and should be ready this month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chapter Presidents Role                         | <p>Doug asked the group to determine the purpose for the group, mission, and focus. Whose agenda is this? Response from Presidents:</p> <ul style="list-style-type: none"> <li>• Want to hear what is new at the national level about which the Chapters should be aware</li> <li>• Any changes with the Society that impact the Chapters</li> <li>• Value information from national to take to local membership</li> <li>• Use as a platform for Advocacy</li> <li>• Learning from other Chapters how they are addressing membership issues, programs offered, etc.</li> <li>• CP forum at annual meeting was very helpful in hearing what other chapters are doing, ideas, and connections with other chapter leaders.</li> </ul> <p>How can we structure future calls to meet the needs described above?</p> <ul style="list-style-type: none"> <li>• Quarterly calls</li> <li>• Agenda ahead of time (one week best). Make the time on the call meaningful by being more prepared for the call. Get input on agenda from everyone.</li> <li>• Ask Chapters to send a blurb about activities they are doing prior to the call to send as an attachment with the agenda. Doug recommended possibility of adding structure to what we want to hear from Chapters so that there is a central theme each call or having categories that Chapters would submit info in. Doug will help draft a document for Chapters to use.</li> <li>• Use the Ad Hoc Board representative to send Chapter issues to so that the concerns and questions are going to one person who can synthesize them.</li> <li>• Request that we create a list of all Chapter Presidents so that they can contact each other directly. Knowing the persons area of work or expertise would be helpful.</li> </ul> |
| Committee Opportunities and Marketing Materials | <ul style="list-style-type: none"> <li>• Please encourage your local Chapter members to get involved in a national committee.</li> <li>• Send to Chapter Presidents the marketing package of materials (committee list, brochure, bookmark, member benefits) and then determine a good place on the website for these materials to consistently be available to members and chapters.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| Social Work Month Celebration                   | <p>Ways some chapters are celebrating the month:</p> <ul style="list-style-type: none"> <li>• Conferences</li> <li>• Appreciation events</li> <li>• Reception for entire SW committee</li> <li>• Recognize SW Leader of the Year</li> <li>• Special speakers for the month honoring social workers</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Calls for 2011                                  | <p>All calls are on Friday, 11-12:00 EST:</p> <p><del>March 4</del><br/> June 3<br/> September 2<br/> December 2</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |