NTSTF Call 1/28/09

Committee Members on the call: Sharon Richardson, David Neal, Sheri Hilger, Mark de St. Aubin, Tony Yamamoto, Shawna Kates, and Carol Maxwell (President-Elect)

Guest: Margaret Meyer, SSWLHC President

Attendees Representing Chapters:
Jennifer Cooper, New Jersey
Andrea Bailey, St. Lake
Kathleen Fellbaum, Seattle, Washington, past president
Hope Rife, North Carolina, President Elect
Phyllis Erlbaum-Zur, NY
Robert Goodman, Florida
Susan Alger, Oregon
Tom Bartolomei
Chris Haen, Chicago Memorial Children's
Sylvia Barrosa
May Young
Fred Zang, MO-KAN
Christine Schultz, Alaska
Brent Aleshire, Wisconsin
Ruth Marks Swift, Pen-Del
Others were on the call but did not get identified

Item	Discussion	Action Needed/ Assignment	Due Date
Brief Introduction by President Margaret Meyer			
Agenda Item 1: IRS Requirements	Fact sheet has been designed and will be posted on the SSWLHC Website. • Tony shared background on the change in IRS laws and requirements for non-profits to register with the IRS (form 990). Tony shared information on the use of the tax ID number and its significance. There is no fee involved with requesting a tax ID number from the IRS. • Chapters will have to decide whether they want to be incorporated or not. The main reason groups become incorporated is for protection from litigation issue; however, the committee was advised that risk is low.	The national organization is prepared to bring Chapters under their application for the 990 and there is a fee for this. This would be an estimated $1600. Local Chapters would still need to keep their own tax ID number. Chapters would need to check which comes first: get incorporated or	

	• Each state has different requirements on incorporation laws and requirements. • Consultant attorney • 4 options for chapters to consider: 1. Incorporate separately as a 501(c) 3. There is a filing fee to do this. 2. Organization can use the non-profit filing of another organization. A chapter can consider using another organization's non-profit status but then they will not be a part of the Society. (Example, some chapters use their state's hospital association's filing status. 3. Affiliate with the National Society and file under a group ruling. 4. Choose not to incorporate and not register with IRS, but that might not be a legal option. Form 1024 needs to be filed with the IRS. (If you are already a non-profit who has filed with the IRS, you do not need to complete this form.) There is a fee for any new organization to file. This form is used for unincorporated org., not affiliated with an umbrella org., not affiliated with the National. Estimated cost is $500-$750.	file 1024. Options 1 and 3 would allow the Chapter to affiliate with National and use the Society's name. Options 2 and 4 will not. Will post these explanations to the website in the *Chapters* section. If you want to be affiliated with national you have to use the official name of national. If chapters have been filing a 990 does it mean you are a non-profit?	
Item 2. Chapter Timeline	Goal is for unification implementation to begin January 2010. By January 1st, all chapters will need to be aligned with the Society and have taken the steps needed to file with the IRS. Expect that by early fall (2009) all chapters wanting to affiliate will have signed the *Chapter Affiliation Agreement.* The Agreement is being worked on and will shared with the Chapter Presidents in the near future. A postcard announcement is being developed that will direct dues paying national members to the website that will help them know what is going on with the national/chapter unification plans. Also would like for the Chapter Presidents to pass along this	See Timeline document that was distributed electronically to the Chapter Presidents. Dues collection changes will not be implemented until 2010 so Chapters should go ahead and collect 2009 dues as they normally would. The first year the local members who have not been	

	information to their members.	a part of national will get to be a part of national for the same amount they were paying at the local level.	
Item 3. Communication Plan with Chapter Members	We really appreciate the impact these issues have on the local chapters. National would like to be able to reach out directly to the local chapter members so that direct communication could occur with them from national. Sheri requested that Chapters consider sharing their e-list or mailing addresses with national so that this communication could occur.	Chapter Presidents can forward their e-lists and membership rosters to Margaret Meyer who will work to get them collated. It is preferred that the lists be forwarded in an **excel** file to simplify the mailing process.	If lists could be obtained by March 31st that would be great.
Item 4. Chapter President's Meeting	Would like to have the Chapter Presidents send in their top 2 priorities prior to the Chapter President's meeting at the conference. Will also discuss the National/Chapter unification at the conference.		
General Thoughts:		Please send questions to Sheri Hilger or Carol Maxwell who will try to get an answer and post it to the website.	

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