



MOCPA BOARD MEETING MINUTES

February 4th, 2018

Meeting called to order at 10:07 am

In attendance: Tamara Latawiec, Tara Lally, Dolores Reilly, and Robyn Koslowitz

I. Welcome

II. Meeting Minutes (Tara Lally)

Meeting minutes from the November 17th board meeting were reviewed and approved.

III. Treasurer Report (Dolores Reilly)

Current Treasurer Report and Profit and Loss Statement were reviewed and approved.

IV. NJPA Meetings (Tamara Latawiec)

Tamara attended three NJPA meetings since the last MOCPA Board meeting: Annual NJPA Association Orientation, January Executive Board Meeting, and January Affiliate Caucus Meeting.

OLD BUSINESS

V. NJPA Board Meetings and MOCPA Board Representative (Tamara Latawiec)

It was clarified that there is just one MOCPA representative to NJPA who attends both the NJPA Executive Board meetings and the NJPA Affiliate Caucus meetings. The MOCPA President is invited to attend the Affiliate Caucus meetings as well. There is no backup representative. This arrangement was previously misunderstood. Given that there is no one else on the MOCPA Board who can serve as the representative to NJPA by attending Friday morning and afternoon meetings at Central Office, Tamara will serve simultaneously as both President and NJPA Representative, which is unusual, but permitted.

VI. MOCPA Website (Tamara Latawiec)

The components of the new MOCPA website were reviewed both prior to and during the meeting as a pilot test prior to unveiling it to the public. Tamara explained how the online forum would operate and

pointed out the Terms of Use and general directions available within the forum in order to establish one's profile and settings. It was noted that different browsers affect how the website displays, and Google Chrome was identified as displaying the website more successfully. Tamara also replied to Robyn's query from the last board meeting, noting that posts to the forum will not be discoverable or searchable on the Internet and will remain private within the forum itself, which will be a members-only privilege with special permission granted to access it. It was agreed that the website could now go public in order to begin membership registration.

NEW BUSINESS

VII. New Accounts (Tamara Latawiec)

A hard copy of MOCPA's new accounts with log-in and password information was distributed to Board members. MOCPA's website, email, PayPal, bank, and Box account information were included.

VIII. Membership Application, Dues Collection, and Directory Compilation Flow (Tamara Latawiec)

Prospective members will be invited via NJPA email blasts and Friday Updates to apply for membership via the MOCPA website. Invitations will go out to listservs outside NJPA as well, including the Rutgers GSAPP Alumni listserv and the Monmouth County Psychotherapist Network. Board members were encouraged to spread the word among their connections and communities. Prospective members can download a membership application and make a dues payment directly from the website within the "Membership" section. They can type directly into the membership form, save it, and email it to the MOCPA email address. They can also pay their dues online through a PayPal link. It was decided that the application deadline will be Monday, February 26th. Tara will access the submitted applications in the MOCPA email account and create an online directory via spreadsheet. Tara will email the completed spreadsheet to Lori, who will check to see if dues have been paid by each member. Lori will be able to see who has paid dues via the MOCPA email account as well as the MOCPA PayPal account. She will complete the final column of the directory spreadsheet marked "Paid Dues" to indicate payment. Lori will then email the spreadsheet to Tamara who will invite members to join the online forum and grant them online access. Once the spreadsheet is finalized, Tamara will send a close version of it to NJPA to update NJPA with MOCPA's current membership. A second directory via Word will be compiled by Tara, using the spreadsheet directory information. A third directory via Word that includes only the Full Members will also be compiled by Tara. These Word directories will be emailed to Tamara for final review.

XI. Continuing Education Update (Tamara Latawiec and Robyn Koslowitz)

Kelly Somers has scheduled another virtual continuing education training via Zoom this Wednesday, February 7th, and Tamara and Robyn plan to participate in order to learn the nuts and bolts of the continuing education process.

Robyn hopes to find speakers for MOCPA continuing education events. Tamara's MOCPA Interest Survey that was conducted in the spring of 2017 when the resurrection of MOCPA was first being considered indicated that, of the 64 respondents to the survey, 19 indicated that they would be interested in presenting a continuing education workshop, and 17 said they would perhaps consider

presenting. Respondents agreed to present for free in exchange for CE credits for the presentation itself. Tamara suggested sending a follow-up survey after membership applications have been processed in order to obtain names of interested members.

Discussion ensued regarding how to obtain speakers, whether we recruit within and/or outside membership, and under what circumstances speakers are and are not paid. Tamara asked each board member to consider her unique set of connections and resources.

Discussion regarding the subject matter of presentations was also entertained, specifically how much MOCPA determines or does not determine what topics are presented and when. Consensus suggested that MOCPA allow presenters to determine what they would like to present without much interference from MOCPA. Tamara suggested that another survey could assess what members might be interested in learning about.

XII. Special Events (Tamara Latawiec)

After completing membership applications, the first MOCPA social event will be planned. Tamara suggested that the Eatontown area may be a prudent first choice in which to have an event, given that many highways converge in that area, which would make traveling there relatively easy for most people. Tamara suggested that the Sterling Ballroom at the Doubletree Hotel may a good option, given that the Eatontown Sheraton is closed for renovations until May, and Gibbs Hall at Suneagles Golf Course will soon be undergoing renovations as well. Tamara will research the Doubletree Hotel as well as other Eatontown area venues for a spring social event.

Discussion ensued regarding how to structure the event, including music, activities, speakers, photography, etc. Robyn suggested implementing an ice breaker to facilitate new members getting acquainted. Price point was another item for discussion. An \$80 fee for a formal dinner was viewed as reasonable.

After the first social event, it is intended that smaller social events in various neighborhoods around Monmouth and Ocean counties will be planned. Tamara has compiled a long list of venues and caterers and has noticed that venues outside of restaurants and hotels/inns tend to require event insurance. Single special event insurance reportedly exists and will have to be researched.

In addition, it was suggested that social events could possibly involve something more than merely a traditional meal, such as movie nights, book clubs, trips to theaters, museums, home and garden tours, wine and cheese events, cooking classes, golf outings, boat cruises, etc. Another survey could be sent to membership to assess their interests. Members could also possibly offer their homes as venue spaces in order to save money on ticket fees to traditional spaces. Two volunteers have already stepped forward to help in planning for future events.

Meeting concluded at 12:02 pm

Next meeting initially scheduled for Sunday, March 25th @ 10:00 am and later rescheduled for Sunday, April 22nd at 10:00am

Submitted by Tara Lally, PhD