



## **MOCPA BOARD MEETING MINUTES**

*April 22, 2018*

*Meeting called to order at 10:18 am*

*In attendance: Tamara Latawiec, Robyn Koslowitz, Tara Lally*

### *I. Welcome*

### *II. Meeting Minutes (Tara Lally)*

Meeting minutes from the February 4<sup>th</sup> 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 six NJPA meetings since the last MOCPA Board meeting: February Executive Board Meeting, February Board Meeting with CODI, March Executive Board Meeting, March Board Meeting with Committee Chairs, April Executive Board Meeting, and April Affiliate Caucus Meeting.

## **OLD BUSINESS**

### *V. Membership Status (Tamara Latawiec)*

Invitations to join MOCPA were posted through the NJPA Listserv, NJPA email blasts, NJPA Friday Updates, the Rutgers GSAPP Alumni Listserv, the Monmouth Ocean County Psychotherapy Network, and the Rutgers GSAPP Student Listserv.

To date, MOCPA has 48 members:

- 43 Full Members
- 3 Associate Members
- 1 Emeritus Member
- 1 Affiliate Member
- 0 Student Members

Where MOCPA members live:

- 38 in Monmouth County
- 8 in Ocean County
- 2 unknown due to delinquent applications (likely Monmouth)

Where MOCPA members work (includes both primary and secondary work settings):

- 41 in Monmouth County
- 9 in Ocean County
- 3 in Middlesex County
- 1 in Bergen County
- 1 in Essex County
- 1 in Hudson County
- 1 in Union County
- 1 in Los Angeles County (California)
- 1 retired
- 1 unknown due to delinquent application

Maps showing where MOCPA members live and work were shown to Board members.

There are two members who have paid dues and not yet submitted applications despite much email communication back and forth about doing so. Another member submitted a partially completed application and has been asked to revise it, but thus far, has ignored requests. The Board suggested that Tamara contact delinquent members one last time with a new final due date.

## *VI. MOCPA Website and Forum (Tamara Latawiec)*

Despite the website company stating that their platform is compatible with all browsers, the MOCPA website appears to be incompatible to varying degrees with certain browsers and with Apple/Mac devices as well. Tamara will follow up with website tech support soon once there is time to do so in between social event planning, continuing education planning, and membership directory development.

In addition, the MOCPA membership application was problematic for a minority of people either in terms of downloading or saving or formatting. Most members were able to navigate it successfully. Members will not have to submit renewal applications again unless they wish to change their information for the directory.

Despite having 48 MOCPA members, only 17 members have thus far signed up for the online website Forum, and no active posting is occurring yet. Two people reached out with questions/problems, but it is difficult to determine if the Forum is working correctly and members are merely confused about how to use it, or if there is a legitimate problem with its function. Ideas about how to generate interest in the Forum were discussed, and Tamara will consider sending a test post out to the Forum around the next special event.

## NEW BUSINESS

### VII. *MOCPA Directories (Tamara Latawiec and Tara Lally)*

Tara and Tamara have worked on the directories. All directories are now complete, pending the outstanding information from three members who either did not complete their applications or completed only partial versions.

Discussion ensued regarding whether MOCPA should disseminate the searchable directory in its present spreadsheet form, or whether MOCPA might instead prefer to pay someone to design a database to improve user-friendliness in searches and make the visual interface more manageable and appealing. Searching with Excel requires highlighting columns, clicking *Data*, and then clicking *Search*, but given how problematic technology has been for some members, the Board discussed whether this was a viable option for members. On the other hand, a database would likely require members having Microsoft Access, unless there is open source database software available. It was decided that a database would not be pursued, and the Word version of the directory would serve as the main membership directory, with the Excel spreadsheet version also distributed as a possible bonus directory for those interested and technologically savvy enough.

### VIII. *June 10<sup>th</sup> MOCPA Luncheon (Tamara Latawiec)*

MOCPA's first social event will be a luncheon held on Sunday, June 10<sup>th</sup>, from noon to 3pm at the Doubletree Hotel in the Sapphire Ballroom. Tentatively, there are 33 guests who plan to attend with approximately seven guests still undecided. Four members have not responded. Because our guest count falls under the 35 person minimum for a buffet, a plated banquet has been arranged instead, which includes one appetizer, one entrée (selected among a choice of three entrees with final counts due 10 days prior to the event), and one dessert. The hotel will accommodate individual special meal requests, including vegan and kosher (the vegan meal also serves as a gluten-free meal). A fruit/cheese/bread display has been added and incurs an additional charge. Because this event is a plated banquet rather than a buffet, there will be no free mimosas; however, a cash bar has been secured, also an additional charge. If at least 30 guests attend, the \$75 server fee will be waived. The plated banquet is cheaper than the buffet, which is welcome, considering that there have been a couple member complaints about the anticipated price of the event.

Tamara is securing centerpieces, decorations, votives, favors, and an informal ice breaker activity and will subsidize these expenses personally. Jazz music will be streamed through the hotel speaker system via online Sirius XM subscription on Tamara's sister's tablet. A registration table for check-in and name tags, as well as a non-miked podium, will also be provided, and both are free of charge.

Volunteers are needed to arrive early to assist with set-up. Centerpieces, decorations, votive candles, party favors, and ice breaker cards all need to be carried into the ballroom and arranged at each table. One or two people may need to man the registration table to sign people in and provide name tags. Tamara will ask the membership to volunteer for these tasks, and Tara and Robyn agreed to serve as back-up volunteers if membership assistance was inadequate.

## *IX. Future Social Event Planning (Tamara Latawiec)*

The mapping of MOCPA member home addresses can help guide future selection of social event venues. With the exception of a Freehold area cohort, most MOCPA members hug the coast. A Southern Monmouth location close to the shore—perhaps Avon, Belmar, Spring Lake, Sea Girt, or Manasquan—might be the site of a future event. And then perhaps the Red Bank area.

Hosting some events at members' homes is also important. The NJPA President, Past-President, and President-Elect, along with the Executive Director, all like to visit county affiliate events together so that they can meet affiliate members, encourage volunteering on committees and task forces, and offer more direct access for questions and answers. County affiliates are expected to subsidize their costs, so it was suggested that inviting them to less elaborate and expensive events, such as a continental breakfast or afternoon tea at a member's home, for example, would be prudent.

Tamara suggested sending a survey out to MOCPA members to inquire about the possibility of lending their homes for future events, as well as what other types of social events may interest them beyond brunches, lunches, teas, and dinners. A variety of social gatherings were discussed including speed networking, wine and cheese tastings, movie nights, theater tickets, museum/gallery trips, boat rides, golf events, bowling, etc.

## *X. Continuing Education Planning (Tamara Latawiec and Robyn Koslowitz)*

The next MOCPA event should be a continuing education event. The proposed member survey could also ask members to volunteer to present a continuing education workshop and could also inquire about what topics members are most interested in learning about.

Tamara has investigated possible venues for continuing education events, and it is likely that Monmouth University will be able to provide classroom space and some food for a very reasonable price. Both Robyn and Lori have been investigating special event insurance as well, which is required for most venues outside of hotels and restaurants. Robyn presented some special event insurance options along with pricing and explained that some of the insurance options are tiered or customized.

Robyn developed check-list instructions for continuing education events, one set of instructions for MOCPA outlining MOCPA responsibilities with respect to our presenter and with respect to NJPA, and another set of instructions for presenters so that they are guided through the presentation process. Robyn reported that there is an application template that needs to be completed and submitted to NJPA per presentation. Robyn agreed to assist presenters if obstacles arise during this process. Applications must be submitted a minimum of 60 days prior to the intended presentation date; however, Robyn suggested that this process should instead perhaps begin at 90 days.

Robyn also suggested that members of the Ethics committee are available for presentations. It was agreed that this might be a viable option for a presentation in the future, perhaps after the initial presentation.

*Meeting concluded at 12:15 pm*

*Next Meeting Date was Sunday, July 1, 2018 (canceled and to be rescheduled)*

*Submitted by Tara Lally, PhD*