



## **MOCPA BOARD MEETING MINUTES**

*November 19<sup>th</sup>, 2017*

*Meeting called to order at 10:06 am*

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

### *I. Welcome and Introductions*

### *II. NJPA County Affiliate Agreement (Tamara Latawiec)*

The NJPA Affiliation Agreement with annual attestation was reviewed and agreed upon by all Board members and signed by both Tamara Latawiec and Tara Lally after amendments were made to portions pertaining to tax structure, allowing for the possibility of forming a 501(c)6 organization.

### *III. NJPA Affiliate Caucus Meetings and Representation (Tamara Latawiec)*

NJPA has two meetings that pertain to affiliates each year. The first meeting is the Executive Board meeting, which occurs approximately seven times per year on Friday mornings at the Central Office in West Orange. The second meeting is the Affiliate Caucus meeting, which follows the Executive Board meeting on Friday afternoons and occurs approximately three times per year. Tamara Latawiec will serve as a representative to both meetings, and Tara Lally will serve as a substitute representative to the Affiliate Caucus meeting. All Board members were in agreement.

### *IV. Non-Profit Structure (Tamara Latawiec)*

MOCPA has historically operated as an unincorporated association, having no formal tax structure. Board members discussed the possibility of incorporation and considered the 501(c)3 versus 501(c)6 tax structures, noting that incorporation is required in the event that annual revenues exceed \$5000. A 501(c)3 is deemed a charity with a focus on serving the community, in contrast with a 501(c)6, which is instead appropriate for business leagues interested in promoting the professional development of their members. The pros and cons of the 501(c)6, including state and federal tax exemption requirements, were discussed. A 501(c)6 requires an annual business meeting open to all MOCPA members at which a year end summary is delivered. Member dues are also not considered charitable deductions, but are considered

business expenses instead. In addition, a 501(c)(6) is required to pay sales tax. All Board members agreed to form a 501(c)(6) organization.

#### V. *MOCPA Bylaws and Articles of Incorporation (Tamara Latawiec)*

The proposed MOCPA Bylaws and Articles of Incorporation drafted by Tamara Latawiec were reviewed, agreed upon, and officially adopted by the Board.

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

Tamara Latawiec has designed most of the new MOCPA website and hopes to complete it by the next Board meeting. The website will function as a central information resource for MOCPA members, allowing them to access forms, an interactive forum, and directories. The website will include the following components: a mission statement, access to bylaws, a downloadable membership application, online payments, special events information and registration, an interactive forum, a directory of full members, and officer contact information. Discussion ensued concerning what identifying information will be published about Board members, and it was determined that Board member names, titles, and email addresses will be included, but not photos or biographical blurbs. Robyn Koslowitz also raised a question regarding confidentiality of forum posts, specifically if they can be found via Internet searches. Tamara Latawiec agreed to research the answer to this question. All board members were in agreement with the components of the website.

#### VII. *MOCPA Officer Contact Information*

Tamara Latawiec, PsyD  
732-720-3236  
[nerveuse@aol.com](mailto:nerveuse@aol.com)

Tara Lally, PhD  
732-598-6381  
[tlally1105@gmail.com](mailto:tlally1105@gmail.com)

Dolores (Lori) Reilly, PsyD  
732-822-0808  
[shore.psychology@verizon.net](mailto:shore.psychology@verizon.net)

Robyn Koslowitz, PhD  
848-299-3080  
[drkoslowitz@cfpgnj.com](mailto:drkoslowitz@cfpgnj.com)

#### VIII. *MOCPA Officer Roles and Responsibilities (Tamara Latawiec)*

Roles and responsibilities were reviewed and agreed upon as follows:

President, Tamara Latawiec, to: create Board meeting agendas, lead Board meetings, annually re-attest NJPA Affiliation Agreement, attend both Executive Board meetings and Affiliate Caucus meetings, report back to MOCPA regarding the outcomes of the Executive Board and Affiliate Caucus meetings, manage the website including entering and deleting members into and from the forum and full member directory, conduct elections, coordinate with venues for special events, deliver the business end-of-year review, and communicate with NJPA via email blasts.

Secretary, Tara Lally, to: take meeting minutes, forward meeting minutes to President for review and approval prior to subsequent meetings, provide a spreadsheet of MOCPA members to NJPA within 30 days of the membership application deadline, receive and manage all applications of MOCPA members by entering their data into two internal member directories, forward membership applications to President for entry into the interactive forum and full member directory, serve as Membership Coordinator (NJPA's title), reach out to new NJPA members in Monmouth and Ocean counties and encourage them to join MOCPA, and archive MOCPA records via flash drive and binder.

Treasurer, Dolores Reilly, to: present an itemized income and expenses log at each Board meeting, present an annual report at the end-of-year business meeting, file both state and federal tax forms and complete annual tax filings, provide payments to venues for special events, manage online banking and PayPal accounts, maintain receipts as well as checks and debit cards, and begin incorporating and registering MOCPA as a 501(c)(6) structure.

Continuing education coordinator, Robin Koslowitz, to: research all continuing education regulations including both APA protocol and NJPA co-sponsorship protocol, contact and coordinate with the NJPA Council on Continuing Education Affairs as well as Kelly Somers who serves as NJPA's Event Manager, develop an approved structure for speaker presentations, develop approved post-presentation surveys, research how to appropriately advertise events, research how participants pay for presentation attendance and how to deliver CE credits to participants, and recruit presenters and guide them in adhering to approved presentation design.

*Meeting concluded at 11:35 am*

*Next meeting initially scheduled for Sunday, January 14<sup>th</sup> @ 10:00 am and later rescheduled for Sunday, February 4<sup>th</sup> at 10:00 am.*

*Submitted by Tara Lally, PhD*