

Broward Association of School Psychologists  
Meeting 1/23/15

In Attendance: Caroline Hejja (President), Bianca Srivastava (Vice President), Elouise Demestichas (Secretary), Audrey Wong (Treasurer), Melanie Levine (Technology Contact), Tiffany Griffin (Intern Representative), Dawn Sclafani, Catherine Poindujour, and Jamie Kreisberg.

Minutes:

Caroline Hejja reported that the minutes from last meeting held on December 12, 2014 were sent out to attendees and were approved.

Order of Business

Treasurer's Report/ Budget Update

Audrey: BASP has money in the bank but it is currently inaccessible. She was able to deposit \$600, but is encountering a lot of problems setting up the account. Audrey went to a different branch of the bank and they would not give her access to the account. She is trying to establish an account at a branch close to the office. At the present time the name on the bank account is Broward Association of School Psychologists (BASP). We used to bank with Bank of America, but they noted that unless we register as a nonprofit organization they were going to start charging us for the account. We transferred the account to BB&T, as they were willing to take the account without charging us, and we were not obligated to be incorporated and registered as a nonprofit organization. Since we don't have a tax ID number they have been using the treasurer's social security number as the ID.

There was a discussion regarding registering BASP as a non-profit organization (NPO). Caroline noted that in the past they had gone as far as getting a NPO number, but did not continue because of the large amount of paperwork involved in the article of incorporation, including many questions to answer. It costs \$100 to register and \$65.25 each year to renew. The benefits of registering as a nonprofit organization includes making it easier to transfer the account from one treasurer to another, tax free purchases for events sponsored by BASP, and having the tax-exempt number as our ID number. For example, when BASP buys goods or sponsor breakfast, our purchases would be tax-free. We could either pay for those goods with the bank check or present the tax-exempt number. Caroline will call and find out other benefits of being registered. Dawn Sclafani reported from her experience that the procedure was simple and could be completed on line.

Dade Association of School Psychologists is registered as a nonprofit organization, but Palm Beach Association of School Psychologist is not registered. Caroline said maybe she should contact both associations, to get insight as to how they are

operating, and the pros and cons of registering or not registering. She will report her findings. Audrey noted that the lady she dealt with at the bank could not figure out how we could exist without being incorporated. There were inconsistencies regarding what the bank wanted. Those present agreed that if the procedure of incorporation was simple, it would be a good idea to register as a nonprofit organization. Audrey indicated that if we need to spend money, this is the year to do it. If we become incorporated as a nonprofit organization and there is too much money in the treasury, we would lose our tax-exempt status.

### Old Business

#### The BASP Website

Melanie indicated that we purchased the template for the BASP website. She got the photos that were taken last week at the Professional Team Day from Jackie Bell, so she could populate the site. The site has not been made live as yet. She needs to go to the existing site website and figure out what we want to keep and what we want to get rid of. Caroline suggested pulling Dirian in to help as she indicated that she really wants to help, not with the technical side but with helping with the content and proofreading. Caroline noted that we could use those pictures for now but as soon as possible we need to get BASP pictures. Melanie wants to know what other photos we wanted to put on the site and what other events do we want to document. Caroline reported that she had taken a few pictures when she presented the donation we did at the beginning of the year. Melanie will give us a preview of the site, at which time we will be able to make comments and suggestions.

#### Meetings Location:

Caroline checked with Mary Claire regarding a room for our meeting. They were booked up on till March. We do have a room for April and May however. So we will continue to try to meet in the computer workroom, which usually works. However, if the computer room is occupied we will use the lunchroom.

#### Community Service Committee

We are slotted to do the Valentine's Day party at the Susan B Anthony, a residential facility in Pembroke Pines on Valentines Day, which is Saturday, February 14<sup>th</sup> from 10 to 12. We really need to promote it and get as many people as we can to help.

Elouise will send out a notice to the psychologists indicating that we are having a Valentine's Day party and include the date, the time and the place. The email will ask for a response indicating who is interested in coming and what they are willing to do to help. We will need people to do decorations, crafts, games etc. When we did the party at Children's Services we did a craft table and indoor and out door activities. The kids rotated. We had pizza and cupcakes at the end. Caroline will contact the people who volunteered for the community service committee (10 to 15

people signed up) and see if anyone will take responsibility for a specific part of the event. We have not called on the social service committee to do anything this year. We had the school supplies drive. It was suggested that rather than trying to designate a leader we could just get volunteers for the different areas that need to be taken care off. We could send a list of things that we need to that committee and have people sign up. Caroline will get a better idea of how many kids will be there when it gets a little closer to the day. We would likely be serving about 50 kids with their mothers. Caroline will get the age ranges and the exact number when the time gets closer.

Tiffany said that the interns volunteered to be in charge of decorations and inquired about a budget for the decorations. Audrey suggested \$30 and it was agreed upon. Food and craft items would be need to be covered. The decorations committee needed to come to the center ahead of time to make the room pretty before the party started. Caroline reported that she did very well purchasing the baskets that we gave out on the positive psychology day. She shopped at Tuesday Morning and got good deals. She only spent \$35.50 on each basket.

### Social Committee

#### End of Year Luncheon:

Phyllis volunteered to chair committee but she's not here today. The date of the luncheon is the last day that the teachers are in school (June 5<sup>th</sup>). We need to have the luncheon on the same date that the teachers are having theirs. Last time we talked about Jacaranda Country Club and Plantation Preserve. We have had luncheons at both places and they were quite good. Audrey and Phyllis had not gotten the chance to get information from these venues as yet. We noted at the last meeting that in order to encourage attendance to the end of year luncheon we could contribute a more significant amount for BASP members.

### Professional Development Team

We have not had anyone come forward with any in service or professional training ideas. We able to sponsor trainings but no ideas have been presented, so we are still open to speakers or any specific topics. If you attend another conference and hear speakers that impress you, it would be okay to invite them to our county. There is enough money to sponsor events and speakers.

#### The Banner:

Caroline will check with her sister regarding purchasing the banner. Audrey suggested trying to get it cost. We discussed getting the banner, which is great for outside events, and the tablecloth, which is good for inside use. Caroline saw online where she could get a tablecloth for \$150. The tablecloth is made of polyester and there are a variety of colors available. BASP's colors are blue and white, which are

Broward County's colors. The tablecloth would be a little bit cheaper if it had one color. On the tablecloth we could put Broward Association of School Psychologists' logo. A Royal blue tablecloth with the Broward Association of School Psychologists in white was suggested. We will continue looking into both a banner and the tablecloth. This is a good year to purchase these items because we have funds.

Closing thoughts: We need to work very quickly on the Valentine's Day party as well as the end of the year luncheon. We need to resolve the banking issue.

Caroline thanked everyone for participating.

Meeting Adjourned

Next Meeting: February 20, 2015.