

SCV-CAMFT BOARD MEETING MINUTES

April 25, 2014

Call to Order: 9:00 am by Kate Viret

Present: Kate Viret, Debra D. Rojas, Pamela Eaken, Merrett Sheridan, Nancy Andersen, Robin Ginsberg, Kelly Kilcoyne, Jane Kingston, Jenna Benson

Absent: Elizabeth Basile

Approval of Minutes:

- **Action:** Upon motion by Pam Eaken and seconded by Merrett Sheridan the board unanimously approved the Minutes of February 21, 2014.
- **Action:** Upon motion by Nancy Andersen and seconded by Robin Ginsberg the board approved the Minutes of March 28, 2014, with Debra Rojas and Pam Eaken abstaining due to their absence.

President Report: Kate Viret

- **Volunteer Coordinator Position:** Kate proposed the idea of a new Volunteer Coordinator position, who can coordinate and draw from a pool of volunteers in support of special events. The position would report to the Past President. Debra informed the board there is a job description for Volunteer Coordinator approved by a previous board of directors, however the position was never filled. The previously approved job description was given to Pam Eaken for review and refine for approval at the May meeting. In the meantime Pam will act as the Volunteer Coordinator and post an announcement on the chapter exchange calling for volunteers.
- **Board recruitment:** Kate stated Robin Ginsberg's term will end in July this year and we need to recruit a new Special Events Director. Robin stated she is committed to the process of training a new Special Events Director and knows two possible candidates. She will check with these candidates and if they are interested will forward their contact information to Debra.

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President-Elect Report: Debra Rojas

- Rebranding: The rebranding committee comprised of Debra Rojas, Kate Viret and Michael Jaret reviewed logo designs from the design firm. She presented three logo designs to the board for review and requested direction. The board reviewed the three designs and unanimously selected one design.
 - **Action:** Upon motion made by Debra Rojas and seconded by Pam Eaken, the board unanimously approved design #2 from the SCV Logo Development Round 2. A sample of the logo is attached to these Minutes.

Debra stated the next step in Phase I is to review colors and requested input. She will provide an update at the next meeting.

CFO Report: Merrett Sheridan

- Merrett summarized the financials for the first quarter of 2013 noting a net overall gain.

Special Events: Robin Ginsberg

- Robin distributed a to do list for advertising the special event and requested feedback on other ideas to promote the event. She also distributed flyers to each board member to distribute.

Ethics: Jane Kingston

- Survey: Jane distributed survey questions for board review. She will use Survey Monkey for the survey.
- The Editorial Committee requested direction in announcing board meetings in the newsletter. Debra will check the By-Laws and provide the information to Jane and the board.
- June Symposium: Jane will be attending the symposium hosted by the Peninsula Lions Club titled "Create Your Future Health Summit" to be held on June 13-14. She believes attendance by the board will help toward our participation next year.
 - **Action:** Upon motion by Jane Kingston and seconded by Debra Rojas, the board unanimously authorized \$300 for two board members to register and attend the Create Your Future Health Summit 2014.

Membership: Jenna Benson

- Expired memberships: Jenna stated progress has been made in calling members whose membership has expired. She thanked Nancy Orr for making the calls and helping

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bring memberships current. Jenna will be staying on top of memberships which expire so we don't fall behind again.

- The Membership Renewal Policy has been revised and Jenna will present the new policy for approval in May and Debra will include the new policy in the P&Ps at that time.
- The topic of membership fees was raised and no final decision has been made. The board will wait for the survey results.

Newly- and Pre-Licensed: Kelly Kilcoyne

- Intern advertising: Kelly stated the inclusion of intern profiles in the Membership Directory and on the website constitutes advertising. It was brought to his attention by the webmaster that intern profiles are not in compliance with BBS regulations. The webmaster reworked the site to provide space for interns to provide information in compliance with BBS regulations. A letter from the chapter will be sent to all interns and will be sent in an email blast.

Chapter Coordinator: Nancy Orr

- Nancy stated she needs software which will enable her to include hyperlinks in the newsletter.
 - **Action:** Upon motion by Kate Viret and seconded by Merrett Sheridan the board unanimously approved \$100 for Adobe software for the chapter coordinator.

Meeting Adjourned: 11:10 AM

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors Meeting held on Friday, April 25, 2014.

Debra D. Rojas, Secretary

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Santa Clara Valley Chapter
CALIFORNIA ASSOCIATION OF MARRIAGE AND FAMILY THERAPISTS



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