

SCV-CAMFT Minutes
Aug. 22, 2003

Call to order: 9:15 a.m.

- In attendance: Maureen, Mary L, Jondra, Mary DS, Barb, Ani, Laynee, Renee, Tam, Sean
- Not present: Lori, Cathy

Approval of Minutes from Last Meeting:

- Correction to Treasurer's report in regards to budget for next Board: *Will initiate by email; if ~~by~~ after the September Board meeting it hasn't been completed, then will schedule the October Board meeting to begin earlier in order to discuss.* Minutes approved as corrected.

President's Report/Maureen:

- Received cost estimate from Sean regarding missing directories. *Will send letter to Chris within next couple of weeks.*
- *Will arrange for Claudia Black tickets to be raffled off at September luncheon, and for email blast and newsletter notification.*
- Confirmed Carol Campbell as guest speaker at November Annual event.
- Received new letter from CAMFT with list of SCV members who still have not joined CAMFT, informing us that we have to drop them from SCV if they don't join by Sept. 1. *Sean will phone those on the list, informing them of the situation.*

President-Elect's Report/Mary L:

- Completed first draft of Emergency Disaster Plan and discussed with Board. *Will make updates and distribute final copy to Board.* Sean will include document in future Board binders. *Mary L will draft a Chapter Coordinator contract by next Board meeting for review, which will include provision for Board to contact Chapter Coordinator's emergency contact in the event that the Chapter Coordinator becomes suddenly and inexplicably unavailable and the Board needs to reclaim the Board's belongings from the Chapter Coordinator's residence.*
- Looked for volunteer signup sheets & bookmarks, couldn't find them. Found another box of directories.
- Development of Nominating Committee and next Board is in progress.
- State Compensation Fund has been canceled. *Mary DS will cut check for \$4 to close balance.*

Treasurer's Report/Mary DS:

- *Will initiate 2004 Budget development by email this month.*
- Distributed Income / Expense sheet for August.
- Pay Pal reference numbers in bank statements are not in synch with reference numbers in Pay Pal email confirmations. *Renee will call Pay Pal to get more information about the discrepancy in reference numbers.*

Chapter Coordinator's Report/Sean:

- Estimated costs of lost membership directories based on time, extra mailings, etc., and delivered the information to Maureen.
- Distributed membership status report.

Committee Reports:

- Ethics/Tam:
 - *Will order Ethical Standards from CAMFT prior to September Board meeting so costs will show up in time for Budget evaluation.*
- Fund Development/Barb:
 - No updates.
- Membership/Cathy: (Not present)

- Request for giveaways at the meeting. Need to evaluate Annual Meeting budget to determine how much we can spend. Also to consider, whether we want to order enough for this singular purpose or for multiple purposes. Deferred decisions to Annual Event committee. Barb will call Mary DS for help determining budget, as needed.
 - Annual Event room reserved 9-2:00, meeting time 10-1:00.
 - Mary DS will have 2004-2005 budget available to hand out at meeting.
- Prelicensed & Newly Licensed/Lori: (Not present)
 - ***Will email Internship Directory to Sean to be uploaded to new Web site.***
 - Workshops & Events/Jondra:
 - Looking for venue for October 18th workshop (9 a.m.-12 p.m.). Asked Ani for a couple of volunteers for the workshop, one for the registration table and another to provide Jondra with general assistance at the event. Still needs to determine fee structure.
 - Luncheon Programs & Volunteers /Ani:
 - Committees do not want to raise fees, feel it's not justified at this time. ***Ani will complete more thorough analysis of all expenses associated with luncheons, poll the committees one more time and then bring final recommendation to Board.***
 - Karen Smith will be taking over chair of South Region committee.
 - Received one response to needs assessment, Bev Kam may be interested as well. Continuing to look for people to join task forces and volunteer committee.
 - Technology & Communications/Renée:
 - Encouraged use of Valley View for announcements, e.g., October workshop announcement, requests for volunteers, etc.
 - Looking for laptop with wireless connection to Internet so she can demonstrate Pay Pal and sign people up at Annual Event.
 - Website development is at beginning building stages. Art director is reviewing materials Sean sent them, they're modeling database management tools and the site architecture is being wire framed. Will provide instructions for previewing site when available.

Old Business:

- ***Each Board member needs to document vital information in regards to their positions (e.g., Contacts, etc.) and email information to Sean or bring to September Board meeting. Job Description plus Contact Information will be included in binders for next Board.***
- Discussion regarding how to transition to new Board. ***New Board members will be invited to attend November Board meeting, and there will also be a potluck at Jondra's home on Friday January 9, 6-9 p.m.***
- ***If after September Board meeting the 2004 budget hasn't been completed, then will schedule the October Board meeting to begin earlier in order to discuss. Will also add extra time to discuss budget in September Board meeting under Old Business.***

New Business:

- None.

Meeting Adjourned: 11:15 a.m.