

SCV-CAMFT Minutes

Feb. 28, 2003

- ❑ Call to order: 9:15 a.m.
 - In attendance: Maureen, Tam, Lori, Barb, Ani, Mary L, Cathy, Mary DS, Laynee, Sean
 - Not present: Renée
- ❑ Appreciations
- ❑ Concerns: None noted.
- ❑ Announcements:
 - Lori's office will have space available in the next couple of months. If interested, contact her.
 - Cathy announced there will be training for therapists working with people who have been abused by the clergy. If interested, contact her.
- ❑ Approval of Minutes from Last Meeting: Approved.
- ❑ President's Report/Maureen:
 - State Conference in May: Maureen has turned over responsibility for coordinating the chapter's efforts to Barbara Griswold and Cathy Hauer. Cathy Hauer is looking for information on the chapter's non-profit status; **Barb will contact her with that information.** Steve Weiner will come to March or April luncheon to talk about the State conference in May.
 - Leadership Conference: Mary & Maureen went to Leadership Conference. Only chapter close to ours in size is East Bay, next closest is half the size. Valuable experience.
 - Retreat: Ani will not be able to attend, but Jondra will be there. Six plan to attend Friday night. **Mary & Maureen will make plans for lunch.** Saturday 9:30 – 4:00.
- ❑ President-Elect's Report/Mary L:
 - **Each Board member should draft roles & responsibilities and deliver to Mary L by retreat.** Include Board position objective and how to accomplish those objectives.
 - Evaluation of Chapter Coordinator: **Discussion resulted in decision to make Sean an offer; Mary will meet with Sean prior to the retreat.**
- ❑ Treasurer's Report/Mary DS:
 - Provided comparison of membership costs, in particular the directory, and the profit/loss comparison between now and this time last year. **Need to investigate less expensive options for publishing the directory.** Distributed Request For Payment sheet for reimbursement, and directed Board members to send completed form with receipts to Mary DS. **Mary DS will email electronic version of document to Board.** Check Signers are MaryL, Mary DS, Maureen & Laynee.
- ❑ Chapter Coordinator's Report/Sean:
 - Silvie canceled FAX line and we can't get the number for 3 months; **Maureen will contact Silvie to have her personally give authorization to SBC to release number prior to the 3 months.**
 - Pitney Bowes postage meter had been put on hold due to inactivity; new machine to be delivered next week.
 - **Will look into adding a link to Board members and their email addresses in the navigation bar on the home page of the web site.**
 - Chapter member asked about inserting flyer. **Recommend full-page ad instead of insert.**
 - Carrying extra newsletters around (50 extras). What's the purpose? To have them available at functions and luncheons, to send in "Thank You For Joining" letters currently being drafted. **After May conference, we'll reassess whether we should have 25 or 50 extras printed. In the meantime, Sean will continue to hold onto them.**
- ❑ Committee Reports:
 - Program Planning & Evaluation/Ani:
 - Luncheons have been scheduled through end of the year.
 - Kessler workshop on Groups in June: Estimates 30 people at \$75 for 3 ½ hours, 3 CEUs. Pruneyard needs deposit for food and room. **Ani will send Barb a blurb for other chapters to use for advertising in their newsletters and email distributions.**

- Needs chair to replace Ann for north county programs. Plans to send letter to everyone who has been involved since 1996 to invite them to take the position.
 - Met with Jondra last week, she's interested in coming back and focusing on workshops. Ani will continue to own luncheons and maintain volunteer contact list.
 - Put blurb together in regards to Ann Williams Chapter Recognition award, sent to State in time for deadline last week. **Ani will deliver copy to Sean for next newsletter.**
 - **Some question around May luncheon date; Ani will verify.**
- Technology & Communications/Renée: Not present. **Website proposal and online payment tabled until retreat.**
- Sent to Maureen the steps for getting onto Valley View; **Maureen will draft email text and will send to Sean to use when he replies to members in regards to emailing announcements.**
 - Drafted announcement for newsletter including step-by-step process and sent to Maureen in time for March/April edition.
 - Sean stripped C2it link off the website. Maureen drafted email to chapter announcing that we will be discontinuing C2it indefinitely and to notify us if anyone has already utilized it.
- Ethics/Tam:
- Sex books are here with labels, Sean will be putting out every workshop.
 - **Will begin providing continuing education updates for newsletters.**
- Fund Development/Barb:
- Distributed start-up costs & recurring monthly expenses involved with office space: rent, phone line, furnishings, computer, printer, fax, scanner, etc. EXCELLENT JOB! **Will discuss at retreat.**
 - East Bay has agreed to reciprocity and will charge us the same as their own chapter members for advertising and events. We'll send an email to the chapter regarding a workshop of theirs coming up. Waiting to hear back from Santa Cruz and other chapters as well.
- Membership/Cathy:
- Distributed to Board a proposed Application for Institutional Membership. Need separate Institutional Member section in directory. **Will work on definition & benefits of Institutional Membership.** Maureen confirmed with State that Institutional Member can be member of chapter without being member of State as long as they're in our own separate category. Inactive members would fit in this definition as well.
 - Made changes to New Membership Information Form. **Cathy and Sean will get together to ensure form is in synch with existing data management program that Sean is utilizing.**
- Prelicensed & Newly Licensed/Lori:
- Recommends that we put Internship Directory online, make it free of charge and available to members only. Website doesn't have members-only access area yet, so we can't do this until that's in place. **Sean is looking into members-only access.**
 - Plans to send letter to directory participants asking them to update their information and return by May 1. Will also put full-page form into newsletter soliciting additional private practices and agencies. Could we include a separate letter in the mailing in regards to Institutional Membership once the definition and benefits are completed? **Will discuss at retreat.**
- ❑ Old Business: **Deferred to retreat.**
- **On-line payments**
 - **Website revision**
 - **Office space**
- ❑ Meeting Adjourned: 11:20