

## SCV-BOARD MEETING MINUTES – Feb. 24, 2006, v. 1.1

### **Call to order by Russell - 9:05 a.m.**

Attendees: Russell Wilkie, Bonnie Faber, Lara Windett, Mary Kay Bigelow, Gina Biegel, Toby Borheady, Janet R. Steele, Verna Nelson (arrived late), Sean Armstrong and Sadie Ashraf by phone.

Motion made by BF to approve Member at large – Janet R. Steele approved by quorum - 7 members: no one opposed. Those who voted = SA (by phone), RW, BF, LW, MKB, GB, TB. SA hangs up phone after voting.

Motion made by LW to wait for Verna to arrive before voting her in as secretary as we now have 7 board members. Motion approved - no objections.

Motion made by Lara to approve last month's board meeting minutes - MKB second, no one opposed. Jan 06 board meeting minutes approved.

### **Appreciations:**

Russell - interviewing new Board members, doing Agenda, all the work he has done in the last month

Sean - continued hard work for the chapter, lots of requests responded to in timely manner

Lara – survey

Russell thanked the Board members who went to the Leadership Conference for taking the time to attend. He also thanked them for sending out summaries of their breakout sessions – and would like to receive any others that are outstanding.

### **Sharing:**

Gina shared that she has completed her hours.

Bonnie is now supervising at Almaden Valley Counseling Service.

Toby is now EMDR certified.

### **Vacations announced:**

Russell - May, could miss May board meeting

Sean - Dec 11, 2006 - Jan 1, 2007

Janet - may miss April board meeting

Motion made by LW to approve Secretary - Verna Nelson, Seconded BF, approved by quorum.

### **9:15am - President's & President elect's report - Russell**

- 4 officers to be included on bank account as signatories - President, President Elect (now vacant) Secretary and Treasurer.
- Sean stated that PayPal needs signature card for Russell.
- FYI - state CAMFT provides attorney - SCV-CAMFT does not need to hire one
- Board retreat discussed as a working session- motion proposed by Bonnie, 2<sup>nd</sup> by Toby, motion approved, no objections.
- Retreat date put out for consideration = April 22, 2006. 6-8 hour day, another day can be added if necessary. Date will be finalized at March meeting. Other topics for retreat should be forwarded to Russell.
- Discussion – demarcation of chapter into 3 specific regions by zip codes, purpose for Sean to have for data breakdowns Motion by Gina, make this a topic for board retreat, 2<sup>nd</sup> by Toby, motion approved, no objections.
- FYI - email blasts to members - a topic for the board retreat.
- FYI - PAC contest - getting members to donate so that the chapter wins state CAMFT prizes - to be discussed at retreat.
- 2 referral request calls filled by Russell.

## SCV-BOARD MEETING MINUTES – Feb. 24, 2006, v. 1.1

**Secretary report** - None this month

### **Treasurer's report – Toby**

- Quicken update done.
- Toby asked for Sean to send her Quicken updates on the 15th & 31st of every month, Sean agreed.
- Discussion re: spending. Russell advises that all spending has to have board approval in order for reimbursement. Board members should email what they want before board meeting, gather feedback and then make request for voting at board meeting.
- Request made to send spending request to Russell for approval, verbal or email approval is OK, then to treasurer, Toby.
- Toby requests that all Board Members turn in hours today or e-mail them to her.
- Discussion re: what has to be published re: SCV-CAMFT financials, and how these will be made available to all members?
- Motion made by BF that we “find out what is legally required to be published to the members: a P&L statement or current budget and actuals.” JRS seconds motion, approved by members, no objections. Toby will research by-laws
- Discussion led by Russell that in the spirit of openness we will keep members apprised of financial status. By-laws will be updated in this regard in the future.

### **Coordinator Report/Sean:**

- Working on a proposal for new Web host, should have it completed in the middle of next week.
- Discussion of how delinquent members should be tracked and encouraged to renew, especially if they are active members of committees. Sean will continue to contact and remind people at this time.

### **DIRECTOR REPORTS:**

#### **Business Development/Gina:**

- Planning a daylong chapter conference with several speakers. Russell noted that the state CAMFT organization has offered to help support and advertise conferences. Discussion was tabled for action at the retreat. Russell asked that Ben's message be forwarded.
- Recommended raising money for the chapter by using promotional products with SCV-CAMFT or CAMFT logo on them. Suggestions were made for a frame for licenses and other products that could be created by the Regan Group. Gina also suggested groups such as Hugger Mugger or Folkman's that would sell already created products to us at a discounted rate for resale.
- PAC (Political Action Contest) will fall under Business Development. There will be prizes for largest fund amount and highest percentage of members donating. It isn't known what the prizes will be. Will be discussed at board retreat.
- Entertainment books and method of payment. Our application to sell Entertainment books has been approved for fundraising. Books would be sold at chapter meetings. Discussion was help for possibility of selling on Website. Gina volunteered to manage the materials and setting up a table for sales. We only pay for those books that are sold as long as we return the unsold books by the 15<sup>th</sup> of the month.
- Gina will look into items that are the “hottest sellers” for CAMFT.
- Motion was made to endorse the Entertainment Books as a fundraiser by Gina and seconded by Mary Kay, the motion was approved – no objections.
- Other fundraising ideas will be tabled until the Retreat.

**Disaster Preparedness/Mary Kay:**

- Mary Kay attended a trauma response team conference from CAMFT.
- Specific training will be offered to people who join the trauma response team. Workshop will be offered but it will only be available to licensed members.
- CAMFT will give the chapter \$1000 to help offset the training.
- Purpose of this workshop is to have a local team prepared if there is a disaster in this area.
- Applicants for the team will be given to Shawn at CAMFT.

**Ethics/Carol:** Not present

**Pre-licensed and Newly Licensed/Sadie:** Not present

**Technology & Communications/Randi:** Not present

**Programs and Evaluations/Bonnie:**

- Well-Being Committee has a great reputation with the State. Bonnie sent kudos to Ani Martin and Bev Kam.
- Well-Being Committee activities will not include any meetings that could be considered to be psychotherapeutic or consultation. It is appropriate for collegial support.
- New mission statement for Well-Being Committee proposed by Bonnie, amended by VN and seconded by RW. Approved with no objections the following revised mission statement: "Designs and creates supportive and educational programs & services which encourage, enhance, and maintain wellness and effective functioning of SCV-CAMFT chapter members."
- The Well-Being Committee is still looking for a venue for the annual retreat.
- P&E program updates:
  - The January luncheon made \$175.
  - The Marketing Workshop by Wendy Davis-Larkin had 40 attendees and made about \$1500.
  - There are 34 pre-registered for today's luncheon.
- Bonnie reported that none of the committees reporting to her (Well-Being and Regional) are willing to locate a venue for the Ethics workshop. It was discussed that the venues for workshops will vary depending on the particular event's needs. The cost should be low, under \$200. Finding venues could become part of the Board Member At Large duties.
- Bonnie distributed an updated Programs Schedule to all BOD members.
- For the luncheon program, the current process is that the regional committees find presenters to fit the interests of the region. Historically, the BOD has given the committees the authority to find speakers. The committee chairs then speak to the P & E Director who oversees the choices and reports back to the Board. This process is to be discussed at the Board Retreat, and a formal policy and procedures will be created.
- There was an action item to increase luncheon fees. It was decided to defer that decision to a later time when there is more data from the member survey. It was reported that workshop revenues have helped make-up for the luncheon losses.
- Lara reported from the early survey data that a large majority wanted the chapter to subsidize the luncheons.
- Deferred to Board Retreat: discussion of addressing negative media attention toward MFT's, including possible use of CAMFT's sample letter.

**Membership/Lara:**

- Report was made by Lara on the current status online surveys.
- A motion was made by TB to "distribute hard copy surveys to all non-email address holding members." It was seconded by MKB and approved by the board.

## SCV-BOARD MEETING MINUTES – Feb. 24, 2006, v. 1.1

- An amendment was proposed by GB to that motion to include a self-addressed and self-stamped envelope with the survey to increase the return rate. The amendment was seconded by TB and approved – no objections.
- Mary Kay will stamp envelopes and Lara will do input and try to get volunteers to help.
- Membership levels and dues were discussed. We have to have all the membership levels that are offered by CAMFT. If we wish to have additional levels that is permitted.
- Lara will send members a list of the levels and dues charged by CAMFT.
- Lara will follow up with the BBS re: getting files to gain membership and/or finding out cost for doing this.

### **Unfinished Business:**

Action: Use volunteers instead of Sean to track down delinquent renewals.

Action: Late fee for renewal or reduced renewal for on-time payments of Chapter dues.

### **Old Business:**

- What is the President's discretionary budget?
- The President-Elect, as the personnel officer, determines the use of Sean's time. P&P possible language: "Requests for work from the Chapter Coordinator shall be routed through the President-Elect, who is the personnel officer and who will approve of time and dollars spent in the Chapter's best interest, based on some of the following factors:
  - Time to complete the project/request
  - Cost
  - Chapter Coordinator availability
- Sadie to report on Statistics on licensees/pre-licensees.
- Randi to give update on feasibility of taking back the Chapter Website.
- Toby will make a proposal of policy and procedures for writing checks.