

## SCV-CAMFT BOARD MEETING MINUTES

February 25, 2011

**Call to Order:** 9:06 am meeting called to order by Nanette Freedland

**Attendees:** Nanette Freedland, Terryann Sanders, Debra D. Rojas, Shazad Contractor, LaDonna Silva, Pam Eaken, Judy McFarland

**Absent:** Carol Marks, Pam Milliken

### **Check-ins/Announcements & Appreciations:**

- Various board members provided announcements and updates on their personal and professional experiences and concerns.

### **Action Items:**

- **Action:** Upon motion by Terryann Sanders and seconded by Pam Eaken the Board Minutes for January 25, 2011 were unanimously approved.
- The Chapter Coordinator frequently advances her own money for expenses then submits receipts for reimbursement in minor dollar amounts. A petty cash fund will enable her to use chapter funds instead of advancing her own money to cover minor expenses.
  - **Action:** After discussion and upon motion by Pam Eaken and seconded by Debra Rojas it was unanimously approved that a petty cash fund be established in the amount of \$300 and the CFO be designated to monitor the process.

### **Technology Update: Nanette**

Nanette provided a progress work for work covered under the previously authorized \$5,000:

- The Chapter Exchange function now has an archive.
- The following work is ongoing: Search engine optimization, removal of those who are no longer members, advertising enhancements, benefits of membership page to make it more captivating and increase membership, and pre-licensed page

The board discussed limitations on how interns market themselves on the banner ads and Nanette will get clarification from CAMFT and report at a future meeting. Nanette will also get clarification from CAMFT on therapist advertising and compliance with BBS and Business and Professions Code. Additionally, Nanette clarified language regarding expended listings does not include a free web page for therapists. She reminded board members to complete their expanded web listings.

Nanette provided an update on the Leadership Conference. Carol Marks was honored at the luncheon. The CAMFT CEO is retiring and a replacement will be selected by the end of March, and this year the board election is contested, which will change the face of CAMFT. An update on the LPCC license indicated policy is not solidified. Other chapters have the same concerns as SCV-CAMFT--membership needs and engagement. Regarding business development, a number of chapters get sponsors for their events, which is something the board has previously discussed and will look at in the future once the position of Business Development is filled.

Nanette reviewed the goals outlined at the strategic planning meeting in January stating our focus this year is to match our projects with our goals and that we are on target.

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### **Financial Report: Shazad**

Shazad reported that several years ago someone opened a brokerage account for the chapter. He previously thought it was a CD, but received notice that the chapter is charged an annual fee of \$75 plus a \$95 inactive fee. Since we are a nonprofit, USB will refund the fees and send it to the chapter. Shazad stated it is not worth it for the chapter to keep money in a brokerage account.

**Action:** Upon motion by Shazad Contractor and seconded by Judy McFarland, it was unanimously approved that Shazad proceed to close the USB Brokerage Account and transfer the funds to the chapter's checking account.

Shazad provided an update on refunds to members who haven't responded to previous communications. The chapter will mail checks to members who are due a refund and will consider this matter closed.

### **Special Events: Pam Eaken**

- The Critical Incident Stress Management event is full. She reported that the previously overcharged amount of \$500 was an error and they have credited the chapter.
- She has been in contact with Stir Fry Seminars and a speaker has been selected for the Diversity Workshop. She has spoken with him to discuss his approach and how it benefits therapists and a proposal will be submitted for approval in March.
- Regarding expectations for board members attending the networking luncheon, the plan is to introduce board members as a sign of support.

### **President-Elect Report: La Donna Silva**

- LaDonna provided an update on the member list of Disaster Response Team, noting training requirements to become a member. She will check with Mary K. Bigelow to define who is on the team and determine how the chapter can partner with her to become a more active participant. A protocol should be established and Nanette asked Pam Eaken to contact state CAMFT for a job description as a first step in creating a committee to define a protocol.
- Two board positions have been announced:
  - The Business Development position had one response and the candidate has not yet replied to the packet provided.
  - The position for Luncheon Director has two promising candidates.
  - The Volunteer Coordinator had two responses.

LaDonna will provide updates at future meetings.

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### **Past-President Report: Terryann Sanders**

Terryann reported the Volunteer Coordinator position is a volunteer position reporting to the President-Elect. She presented the job description for board review, noting that as we move forward there may be changes.

**Action:** Upon motion by Terryann Sanders and seconded by Judy McFarland, the job description for the Volunteer Coordinator was unanimously approved. A copy of the job description is attached to these Minutes.

### **New Member Tea: Nanette Freedland**

Pam Milliken was unable to come to the meeting due to weather conditions. Nanette requests that we communicate via e-mail in preparation of the tea. Ideas regarding refreshments were discussed along with projected costs.

**Action:** Upon motion by Terryann Sanders and seconded by Shazad Contractor, the board unanimously approved \$500 for refreshments at the new member tea.

**Meeting Adjourned:** 11:15 a.m.

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors Meeting held on Friday, February 25, 2011.

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Debra D. Rojas, Secretary

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### Job Description for Volunteer Coordinator Reporting to the President-Elect

1. Participates in volunteer recruitment including but not limited to:
  - Networking and soliciting volunteers at SCV-CAMFT sponsored events such as luncheons and support groups
  - Placing recruitment announcements in the newsletter and/or utilizing the chapter exchange
  - Responding to all volunteer inquiries in a timely and professional manner.
2. Maintains all necessary volunteer records, including up-to-date volunteer lists with contact information, availability, volunteer assignments, and volunteer time.
3. Coordinates Volunteer Recognition activities such as:
  - Announcements in the newsletter
  - Verbal acknowledgement of volunteers at events/workshops
  - Special events honoring volunteers
  - Certificates of appreciation distributed at the annual meeting.
4. Schedules and calendars all volunteer activities, and is responsible for ensuring that volunteers receive clear, comprehensive information about their job duties, location, job duration, etc.
5. Collaborates with board members and committee chairs to identify volunteer opportunities based on needs as they arise.
6. The Volunteer Coordinator may also choose to facilitate a volunteer group or group email on a bi-monthly basis in order to build and maintain relationships with volunteers and to address volunteer-related concerns, challenges and achievements.
7. Strives to ensure that the service of volunteers is utilized regularly and with the utmost respect for volunteers' time.

Updated 2/2011