

**SCV-CAMFT Minutes**  
**Jan. 25, 2002**

**Attendees:**

Maureen Johnston, Tam Pham, Barbara Valdez, Susan Stahl, Renée Brown, Susy Hammond, Mary Logan, Laynee Gilbert, Cathy Waldron, Lori Godin, Mary Deger Seevers

**Not in attendance:**

Jondra Phillips

**Agenda (decisions/action items in bold italics):**

- ❑ Facilitator: Maureen Johnston
- ❑ Call to Order
- ❑ Appreciations
- ❑ Concerns
  - Mary DS: Haven't discussed the leadership conference yet. Maureen: Will today.
  - Laynee: Unable to attend February meeting. **Lori volunteered to take minutes.**
  - Renée: No prior information available regarding Technology/Communications role.
  - Lori: No job descriptions exist for current roles. Maureen: **If haven't yet done so, write and bring job descriptions to next meeting.**
  - Mary DS: Board members should not all sit together during the luncheon.
- ❑ Announcements
- ❑ Approval of Minutes from Last Meeting
- ❑ President's Report:
  - CAMFT Legal/Ethical training workshop April 13: Satisfies 6-hour legal/ethical requirement for license renewal. East Bay charged \$100/person and 75 people attended. Jondra is looking for venue. \$100 includes CEUs. **Jondra will report on this at the next board meeting.**
  - State to sponsor radio talk shows: Will start in L.A. and move to our area soon. Tam: If speak Vietnamese, Catholic Charities has a radio program interested in speakers.
  - Retreat: **Scheduled for Saturday, March 9th, 9:30-4. Cathy will check availability of place in Ben Lomond and contact Mary DS. If it's not available, Mary DS will check availability of Willow Glen location. Decision will be made and emailed to all prior to next month's board meeting.**
  - Storage facility: **Mary Logan will research cost for facility large enough to store at least 12 standard file boxes.** Rules or policies for how long to keep records? Susy: 7-yr yardstick for incorporation papers, financial papers, minutes, major purchases. **Susy will dig through Secretarial notebooks/archives to look for original incorporation papers.**
  - State Leadership Conference: Saturday, Feb. 9. Santa Clara Marriott, 9-4. No charge, lunch provided. **Planning to attend: Maureen, Jondra, Renée, Barb, Cathy, Lori, Mary DS.**
- ❑ President-Elect's Report:
  - Personnel report: In process of interviewing candidates for Susy's position. **Mary DS would like to be involved in final interview process.** Concerns regarding Mac vs. PC operating systems for new personnel. If good candidate, do we rule out the candidate if they don't have a Mac or spend money to find a technological solution? **Need to be conscious of technology requirements and financial aspects while interviewing potential candidates.**
- ❑ Treasurer's Report:
  - Passed out Request for Payment sheets, status report and budget. **Mary DS will email monthly reports to Laynee to attach with minutes.** Two primary concerns: 1) Lower membership count, and 2) Newsletter advertising has gone down (see

budget report). Recommends membership campaign in order to maintain current income. Will have a month of paying two chapter coordinators during transition. **Board members should review their individual budget income/expenses and talk to Mary DS personally about specific numbers.** Susy: Request for Payment form must be filled out in order to get reimbursed for expenses. Can fax copies to Susy if need payment right away, but she still needs originals. Tries to get checks cut once a month in time for board meetings. If over \$250, requires two signatures. Money for and from fundraisers is not listed in budget. **Susy will send Barb any information she has in Quicken about past fundraising expenses and paperwork. In June when new budget is being proposed, Barb will add fundraising as a budget item.**

- Chapter Coordinator's Report:
  - Working on replacement. Is willing to do May/June newsletter for contract fee of \$35/hour. Mary DS recommends that we pay in order to maintain consistency with newsletter. **Susy will email estimate to Board by end of the weekend; Board will decide at the next board meeting.**
- Committee Reports:
  - Ethics/Tam: New phone number: 408-345-2323. Recruiting members for committee.
  - Fund Development/Barb: Needs more volunteers. Maureen: Make announcements at luncheons and pass pad of paper around. Can also send email to Susy/Maureen to distribute to entire chapter. Vendor is willing to give discount but must pay ahead of time with company check or credit card. **Can have check beforehand as long as Susy has lead time for signatures.** Will be going to Valley Fair Monday to solicit donations from vendors; needs to know what funds are going to be used for before she goes. Possibilities: Scholarship fund for critical incident training; website advertising; more funding to MFT study; purchase software or other items as necessary for chapter coordinator. Susy: Not a charitable contribution. **Agreed that the following sound-bite would suffice: "Proceeds from the fundraiser will be used to promote public awareness of the value and activities of Marriage and Family Therapists, including crisis intervention and trauma relief for such things as school shootings, earthquakes and family violence." Will discuss specific fund allocation at retreat.**
  - Legislative Affairs/Susan: Plans to meet with the original forensics task force and find out what can be done to get the ball rolling again. Also plans to liaison with SCV-American Psychological Association and connect with their forensics committee to coordinate a training together. Mary DS: Talk to Jondra regarding how to coordinate workshops.
  - Membership/Cathy: Got a lead from Mary DS about membership campaign. **Will spend time at retreat to brainstorm ideas.**
  - Pre-Licensed and Newly Licensed Members/Lori: Distributed job description. Newsletter published incorrect information regarding newly licensed support groups. **Lori will send email with corrections to Susy/Maureen to distribute to chapter.**
  - Program Planning & Evaluation/Jondra: Not in attendance.
  - Technology & Communications/Renée: Committee is in the works.
- Old Business: Fund development.
- New Business: None.
- Adjournment