

SCV-CAMFT Minutes

Jan. 24, 2003

- ❑ Call to order: 9:10 a.m.
 - In attendance: Maureen, Laynee, Renée, Tam, Lori, Barb, Ani, Mary L, Cathy, Mary DS, Sean
- ❑ Appreciations: To each of us for carrying extra weight and pulling ourselves through the crisis!
- ❑ Concerns: Yes! (Covered in “Old Business”)
- ❑ Announcements: None.
- ❑ Approval of Minutes from Last Meeting: Approved
- ❑ President's Report/Maureen:
 - Leadership conference: Mary L & Maureen will be attending.
 - State conference in May: Well-being Committee and others are working on it. We are hosting the fun & games at the Friday night family night at Discovery Museum, will be needing lots of volunteers.
 - Maureen has invited Ani to stay on Board when Jondra returns. ***They will be discussing her role and will inform us at the next Board meeting.***
- ❑ President-Elect's Report/Mary L:
 - Started nominating committee. ***Each Board member should draft roles & responsibilities and deliver to Mary L by end of February. Mary L will draft & deliver outline/guidelines.***
- ❑ Treasurer's Report/Mary DS:
 - Distributed expense report, discussed concerns regarding extensive money out for directories and minimum in due to delayed deposits of membership fees. ***Need to compare recent membership directory expenses with next year's budget to determine difference and reevaluate budget.***
- ❑ Chapter Coordinator's Report/Sean:
 - ***Will find out if we can recover our old FAX number and put it under SCV-CAMFT's name.*** If not, Maureen will email membership regarding the number no longer functioning.
- ❑ Committee Reports:
 - Technology & Communications/Renée:
 - Getting bids for redesign of website.
 - From now on, when a member sends the chapter a request to distribute an announcement via email, we will direct them to Valley View. ***We will send reply to sender that tells them they need to post the announcement on Valley View prior to our sending it via email. We will then send a general email to chapter with note at the bottom that it has been posted on Valley View as well. Goal is to phase out chapter email announcements by July. Renee will detail steps for getting onto Valley View; Maureen will draft email text and send to Sean. Renee will also draft announcement for newsletter including step-by-step process and then will send to Maureen to get to editorial committee in time for March/April edition.***
 - C2it: ***Sean will strip link off the website. Maureen will draft email to chapter announcing that we will be discontinuing C2it indefinitely and to notify us through Chapter email if anyone has already utilized it. Sean will route replies to Renee, who will find out where money has been routed. Question: Do we still want to do this if it's no longer free? Will be on next month's agenda.***
 - Ethics/Tam:
 - Received copies of “Sex is Never Part of Therapy” and will put chapter stickers on them. Will be publishing a chapter Q&A in next newsletter.
 - Business Development/Barb:

- Marilyn Regan sent check and flyer regarding Proceed With Caution event, we received check but not flyer. **Barb will ask her to send duplicate copy to post in March/April newsletter, with 50% refund.**
 - Plans to start focusing on establishing relationships with other chapters.
 - Membership/Cathy:
 - Drafted “Thanks for renewing” letter for renewing members; for new members, drafted letter which promotes all the benefits of membership and encourages volunteering.
 - Wants to put blurb with cartoon in newsletter regarding “thanks for your patience”; **Layne will send Cathy some sample clip-art emphasizing, stress, office chaos; Cathy will write up blurb for newsletter and get it to Maureen in time for March/April edition.**
 - **Cathy will follow up a second time with member who communicated concern regarding lack of responsiveness.**
 - Prelicensed & Newly Licensed/Lori:
 - Submitted form to be printed in newsletter, soliciting agencies and private practice employers to participate in directory. **Should we look at putting internship directory online vs. expense of printing? Also, how about offering advertising to generate income to offset expenses?**
 - Program Planning & Evaluation/Ani:
 - Working with regions to fill programs in for the year, making good progress. Alan Kessler to do workshop at Marionist Center, agreed to do 6 hours for \$300, topic will be on groups. **Ani will find out minimum and maximum attendees, will let Barb know so we could possibly open to other chapters.**
 - Why is today’s workshop so well attended? **How can we find out so that we can continue to draw big crowds in the future?**
- Old Business [issues tabled from last Board meeting]
 - Newsletter: January newsletter went out; March/April is done and will be distributed soon.
 - Mail: **Lori will transition to Sean & determine plan for internship directories; goal is for him to start picking up mail and coordinating distribution beginning February. Sean & Mary DS to meet about Pitney Bowes (postage machine) prior to next meeting.**
 - Voicemail & email: Sean has picked them up.
 - Sean is going through all the boxes to determine what’s necessary, then boxes will be removed from AC (Maureen to coordinate with Mary L) and relocated to Mary L’s storage.
 - Ani will work directly with Sean to coordinate next month’s luncheon.
 - Office Space: Lori found office space on California Ave within walking distance from Post Office, \$300, 10x11. **Need to evaluate total start-up and monthly expenses involved: rent, phone line, furnishings, computer, printer, fax, scanner; Barb volunteered to investigate.** Mary DS, Mary L, Sean & Lori will contribute ideas & Barb will run list by them.
 - Voicemail: Can add voicemail boxes (tree) up to 99 extensions, one-time \$20 per mailbox, \$20/month per additional mailbox. **Board votes to table this for a future time. Sean will investigate adding Board members and their email addresses to Chapter website.**
 - Mary DS changed Office Depot charge number. Kinko’s account was closed and new account was opened.
 - Board retreat: Scheduled for March 15. Same bat time and bat place as last time. Maureen and Mary L will be creating agenda. Cathy will send out directions prior to retreat.
 - Evaluation of Chapter Coordinator: **Send questions/concerns to Mary L by email regarding coordinator’s role, expectations around work situation with/without office space, etc. Will spend time at next Board meeting to discuss.**
- New Business [issues emailed to Maureen prior to Board meeting]
 - Outstanding Volunteer: Bev Kam, members of Wellness Committee and Ann Williams nominated. **Ann Williams chosen**, due to her years of experience volunteering with the Chapter and retiring this year. **Ani will put blurb together by Feb. 15. Maureen will send Ani contacts to interview.**
 - Relationships with other chapters: Barb has been discussing reciprocity with other chapters. **Board agreed we’re open to reciprocity; Barb will work out details and report back to the Board next month.**
- Meeting Adjourned: 11:29 a.m.