

SCV-CAMFT Minutes
January 27, 2006

Call to order: 9:05 a.m.

- In attendance: Ben, Russell, Sean, Toby, Carol, Lara, Randi, Sadie, Bonnie (visitors: Ani Martin, Bev Kam)
- Not present: Gina, Mary Kay

Announcements:

- None at this time.

Concerns:

- Secretary position is currently vacant. Bonnie agreed to take board minutes for today. Ben agreed to send email blast to membership as part of effort to recruit new Secretary.
- Quorum: discussed working definition of quorum. BOD agreed to continue historical interpretation of bylaws, that quorum is majority (more than 50%) of filled Board positions. Board currently has 10 positions filled, therefore quorum is 6. BOD agreed to have attorney, once hired, review this interpretation.

Approval of minutes from last meeting:

- Minutes approved as submitted.

President's Report/Ben:

- Ben encouraged all members to join .mac group. Randi asked that, prior to implementation of any new procedures, (e.g., use of .mac group as BOD intra-communication vehicle), that these procedures be discussed with any board member who's role said procedures may pertain to, and that BOD then vote to approve. Ben noted this concern, which other members also expressed, and agreed to follow this protocol in the future. He reported that .mac group is his own account and a personal expense. He discussed how it works, how to ensure BOD members receive all board-related emails, and explained additional uses for it. It was agreed that .mac group could meet some board members' needs, and that members are not required to utilize it.
- Carol asked about President's discretion around expenses and unilateral decisions. Discussion ensued. Ben agreed to discuss significant expenditures with BOD prior to making them.
- Discussed use of Sean's time, how these decisions and priorities are determined. Randi used current example of website having been down for a week, and her reluctance to use Sean's time to fix it, without Board approval. Board agreed to defer discussion and decisions around prioritization of Sean's time to upcoming Leadership Conference/Retreat.

President-elect's Report/Russell:

- Reviewed with BOD the qualifications of the three prospective attorneys he's interviewed. All three work on a project (vs. retainer) basis. Discussed some initial projects for attorney, including review of contracts and newsletter disclaimers, interpretation of 'quorum', and issues with website developer. Board asked Russell to speak with three references of leading candidate, before hiring him – which BOD gave Russell authority to do. Board is to pre-approve all projects assigned to attorney.

Treasurer's Report/Toby:

- Toby reports that she and Sean are now synchronized in use of Quicken. She stated that they may implement tracking of Sean's time by area/function.
- Bonnie asked about current bank account signatories. Sean stated that Toby, Russell & Ben are current signatories.
- Randi requested that PayPal get an updated signature card. Sean agreed to get a copy of Ben's US Bank signature card for PayPal.

Chapter Coordinator's Report/Sean:

- Sean reported that Jan/Feb newsletter went out late due to the need to obtain a new bulk mailing vendor, which he reports will be saving the Chapter \$600 a year.
- Sean stated that he is finalizing Chapter's registration for upcoming State Leadership Conference – as deadline is today.

Committee Reports:

- **Membership/Lara:**

Toby asked about the differences between various levels of membership. Discussed importance of providing higher-level incentives, and Russell stressed importance of acknowledging members who join at higher levels.

Toby suggested obtaining list from BBS in order to do a membership recruitment mailing. Sean said we can go to State CAMFT for membership outreach, and that a letter exists directly addressing these State (but not Chapter) members.

Sean suggested using a volunteer's time to chase down delinquent renewals. Board members thought this a very good idea, and also liked the idea of providing either an incentive for paying early/on time, or instituting a late fee.

Lara agreed to come up with a proposal incorporating these above issues, and to bring it to the February BOD meeting.

Board approved launching of Online Membership Survey, proposed by Lara, as soon as possible. Board decided to go with a 3-month commitment at this time. Sean agreed to send out an email blast announcement. Lara explained how she would handle random 'free lunch' drawing.

BOD approved mailing Membership Survey to all non-email address members, and suggested that these Surveys include a request for email address.

- **Ethics/Carol:**

Carol agreed to create a proposal for presenting an Ethics workshop to the community (e.g., attorneys) by April BOD meeting.

Discussed need for a venue for this and other workshops. Bonnie agreed to ask Mid-Region and Well-Being Committees if they will take on responsibility for finding a new low-cost workshop venue. BOD agreed that we'll do an email blast asking for volunteers to do this, if neither of these committees is willing to take it on.

- **Technology/Randi:**

Randi explained that working on our website is very cumbersome, due to poor administrative tools. She expressed great frustration with current developer's poor response time and high cost (\$300/month). Bonnie asked if Chapter is bound by any contract with website developer, and was told that there is no contract. Randi also explained that website is in the Chapter's name.

Sean reported that he needs to spend some time researching how to streamline or remove developer's administrative tools, and if/how we can implement our own if desired. Randi proposed that we go to using HTML without any front-end administrative tools, which requires that Technology Director and Chapter Coordinator be fluent in HTML – which fortunately is currently the case.

Board approved spending up to \$400 for Sean's time to do this research. Sean agreed to provide BOD with status update prior to February BOD meeting.

- **Programs & Evaluation/Bonnie:**

Bonnie provided BOD members with an updated Programs schedule for 2006, and reiterated the need to obtain a replacement venue for workshops.

Bonnie announced new North Region Luncheon facility: Left Bank, which Chapter will be 'auditioning' for February's luncheon.

Bonnie provided BOD members with an analysis of Luncheon Program financial losses over the past couple of years, due to significantly higher North Region venue costs. She led a discussion of various options in addressing this issue. The majority of Board members seemed to be against singling out the North Region by either moving their luncheons south or increasing only their fees. There appeared to be more interest in increasing audit & CEU fees, as well as looking at increasing luncheon fees equally across regions. BOD also discussed eliminating discounts for Board members and committee volunteers. Majority of Board members appeared to be against eliminating discounts, especially for committee volunteers.

Bonnie agreed to submit a proposal regarding Luncheon Fees prior to February BOD meeting. She reminded Board that, due to early publication deadlines, it may be unrealistic to expect implementation of new rates prior to summer.

- **Pre-licensed and Newly Licensed/Sadie:**

Report deferred to February BOD meeting, due to lack of time.

- **Business Development/Gina:**

No report. Gina was not present.

- **Disaster Preparedness/Mary Kay:**

No report. Mary Kay was not present.

Old Business: None at this time.

New Business: None at this time.

Meeting Adjourned: 11:10 a.m.

I do hereby attest that these minutes are an accurate accounting of SCV-CAMFT's Board Meeting on Friday, January 27, 2006.

Bonnie Faber, Secretary for the meeting

