

## SCV-CAMFT BOARD MEETING MINUTES

January 26, 2007

### **Call to Order: 9:00 - Russell**

**Attendees:** Russell, Carol, Lara, Verna, Toby, Janet, Mary Kay, & Sean were present.  
Michelle and Randi came in after the call to order.  
Sadie, Bonnie, and Gina were absent.

### **Check-in/Appreciations/Announcements:**

- Carol gave an appreciation to all board members for their support and help regarding her friend's death.
- Sean expressed appreciation for the board members who supported his position while he was on vacation.
- Russell appreciated the volume of e-mails and the responsiveness from everyone on the board regarding the e-mails. He expressed appreciation for the BOD members being willing to volunteer their time.
- Russell thanked Michelle for writing the policy and procedures for her position.
- Lara appreciated Verna for volunteering to chair the Life after Intern Event in Sadie's absence. She also appreciated Michelle for her "50" P&P's and Carol for her "power e-mailing" to reschedule the retreat.
- Sean announced that he would be gone again March 1-6<sup>th</sup> and May 26<sup>th</sup> through June 15<sup>th</sup>. When the time get closer Russell will ask for volunteers to cover Sean's position.
- Russell announced that he will be gone at some time during late May but he doesn't have the dates at this time.
- Carol appreciated Russell and the other board members who are updating the P&P's and the Bylaws. She reminded us that these could have been updated at any time in the "last 25 years" and she feels increasing professionalism will be the current board's legacy to the chapter.

### **Approval of minutes from last Board meeting:**

- Carol moved that the board approve the minutes from the November 17, 2006 board meeting, Janet 2<sup>nd</sup> the motion. The minutes were approved without dissent.

### **Officer reports:**

#### **President's report/Russell:**

- Russell led a discussion regarding setting a date for the BOD retreat. The only dates that seemed to make it possible for all of the members present to attend were April 7<sup>th</sup> or April 14<sup>th</sup>. Bonnie and Gina will be called to see which of these dates work for them.
- Russell reminded all of the board members to add a section to the P&P's for all support groups and committees in their areas requiring SCV-CAMFT dues to be current for all active committee leaders and members.
- Russell volunteered to write a P&P regarding the process for dealing with in-active committee members who are running groups that we sponsor.
- A discussion was held about this topic and how it should be enforced in cases where people may not know that this rule will be enforced.
- Russell agreed to call Dee Marx-Kelly regarding her leadership of the Pre-licensed Group because her dues are not current. She has received reminder e-mails and a card.
- A discussion was held regarding the chapter's responsibility toward the groups that it sponsors. It was decided that we need to arrange for sign-up sheets to be completed by members of each group, including their names and phone numbers, and that these sheets should be sent to the SCV-CAMFT office to be kept on file.

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- A suggestion was also made that we create feedback forms, possibly online, for members to give the board and the leader feedback on the quality and usefulness of the groups. This was deferred until we resolve moving the chapter website.

### **President-elect's Report/Bonnie:** [absent](#)

- Bea Armstrong and Bev Kam have agreed to be on the Nominating Committee. The committee is being formed to prepare the nominations for the BOD election at the 2007 Annual Meeting – Russell.
- Russell has spoken to Mary Remeirsma regarding our bylaws. She informed him that the model bylaws that we have been using are out of date. The current State bylaws must be downloaded and any bylaws that we have started to change must be reviewed.
- The By-laws revision will include possible changes to the Board positions. It is important to have job descriptions for all of the positions to give to the nominating committee – Russell.
- The Annual State CAMFT Conference will be held at the Santa Clara Marriott on May 17<sup>th</sup> – 20<sup>th</sup>. We will need to provide volunteers to be at the conference at the chapter table and for other duties.
- Action – There was discussion regarding the conflict with the monthly luncheon. Carol made a motion that we cancel the May luncheon so people can attend the Conference, Mary Kay 2<sup>nd</sup> the motion.
- Carol suggested that it is very important for the local chapter to provide a hospitality room at the hotel for people to mingle. She has seen this in the past and feels it is very effective for creating bonding time for members. She recommended reserving a room at Conference rates for Friday and Saturday and providing wine and some light snack foods.
- Action – Toby made a motion that we provide a hospitality room for CAMFT members at the State CAMFT Conference. The motion was 2<sup>nd</sup> by Mary Kay and was passed without dissent.
- Carol volunteered to call the State Conference committee to discuss this with them and to call the Hotel to make a reservation.
- A decision for canceling the Board Meeting for May or for moving it to another day was deferred.

### **Secretary's Report/Verna:**

- The Life after Intern Event will be held March 2<sup>nd</sup> at Santa Clara University in the Kennedy Room from 4:30 – 6:00. Verna volunteered to chair this event. The SCU Graduate Association has agreed to provide the room and the refreshments at no cost. Michelle, Lara, Verna, George Cenker, Cheryl Olinsky and possibly Bill Suhay will be on the panel.
- Lara proposed that we send out an e-mail blast to members since this will not be listed in the newsletter.
- Verna will make inquiries to recent graduates she knows to see if anyone is interested in applying for Sadie's position.

### **Treasurer's Report/Toby:**

- The Financials for 2006 were sent out by e-mail.
- January's Financial Report will be presented at the February meeting.
- There has been a discussion about creating a 5 year budget to assist future boards. Action may be taken on this after the strategy/retreat meeting.

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### **Coordinator's Report/Sean:**

- Sean reminded members that we must always account for sufficient lead time if we want to get announcements into the chapter newsletter. Some things do not get published because this isn't planned for.
- Sean passed around 8 templates for business cards for the chapter. Preferences were discussed but Russell asked us to make the final decision by e-mail.
- Verna volunteered to take the feedback from this meeting and incorporate it into a final card.

### **Director Reports:**

#### **Programs and Evaluations/Michelle:**

- Policies and Programs for luncheon committees have been written and distributed by Michelle.
- **North Region**
  - Topic for February luncheon is Eating Disorders by Ellyn Herb.
  - Contract for the North Region ends on 12/23/07 but the venue is secured for the North Region's luncheon in February. There will be no luncheon held in May.
  - Discussion was held regarding the North Region because Tracy is the only member currently on the committee and the luncheons are financial losses to the chapter. Only 11% of the chapter membership is in the North Region so it would be proportionate to only have 1-2 luncheons per year in that region. Historically the 3 regions were split to ease the driving distances for members and for the BOD.
  - Several proposals were made regarding the region. Russell asked that we discuss and make a decision this month by e-mail – Michelle will send out the proposals.
- **Mid Region**
  - Topic for June luncheon is Treating the Unspoken Problem: When Sex is an Issue for Couples by Mary Buxton
  - Possible people for September speaker are Teri Quatman and Susan Martin to speak on Nutrition Science and Exercise Physiology.
- **South Region**
  - Carson Bowman is no longer on the committee
- **Well Being Committee:** Down to only 2 committee members (Mary Jo Trusso and Lee Ann Oneal) but they would also like to leave in the next 2-3 months.
  - Discussion was held regarding reforming this committee. Russell asked that Bonnie take the lead on setting parameters for this since she will be the President next year.
  - Michelle will contact Bonnie regarding this task.

#### **Technology & Communications/Randi:**

- It was decided that we can use our existing membership applications on our website if there are links added: one for new members and one for renewals. Randi will work this out with our vendor.
- Randi will check the two top vendor's references and present a proposal - Deferred

#### **Membership/Lara:**

- Annual meeting for 2007 – site confirmed at Lucie Stern for October 27<sup>th</sup>.
- This Annual Meeting will be a voting meeting and we discussed having a speaker. It was decided that speakers do help in drawing members.

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- It was decided that we try to get a speaker from State CAMFT to talk about current thinking at that level. Carol volunteered to call to arrange a speaker.
- Publicizing this event was deferred for discussion at a future meeting.
- Membership drive - do we want to do this? Who is willing to help? – This discussion was tabled for a future time.

### **Ethics/Carol:**

- Law & Ethics Workshop II, scheduled March 30<sup>th</sup> at Michaels. Additional expenses of approximately \$600 have been discussed by e-mail and approved. There was an e-mail blast to publicize the event and there will be advertising in the newsletter.
- Carol had received a request for a Senior Discount for the workshop. It was decided that this would not be offered.

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

- Discussion on the Entertainment Books – Gina had sent a message that we made \$400 on the 2006 entertainment books. Toby was not able to confirm that yet from the budget.
- Extending the contract for Entertainment Books for 2007 will be on the February agenda.

### **Member at Large/Janet:**

- Update on Sobrano Foundation grant proposal – Janet did make this proposal but they have turned us down because we were not the kind of organization that they support.
- Janet has met someone who is an entrepreneurial grant writer and she will be working with him to possibly create a grant proposal for us.

### **Disaster Preparedness/Mary Kay:**

- Class for Disaster Preparedness – Mary Kay said she has learned of a disaster preparation class that is being held in Marin County in June. She will try to get a class set up for the SCV-CAMFT membership for this year.

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

- Sadie has resigned from her position for personal reasons. Gena Harris will not be able to take her position so members should be letting people know about this opportunity.
- Life After Intern Event: Verna will chair – see Secretary Report.

### **Old Business:**

- Plan one-day chapter conference - Gina
- Fixed rates for CEU's comparable to other methods of obtaining CEU's.
- Re: listserve group:
  - Randi will contact East Bay CAMFT to see the volume of messages they have and the time it takes to monitor them.
- Action: Approve P&P 103 – Board Approval of Activities (with Appendix E) – postponed.
- P&P regarding email blasts (for members, non-members, other organizations)
- Toby asked that a P&P be written to cover advances on expenditures.

### **New Business:**

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**Meeting Adjourned: 11:17**

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**I do hereby attest that these minutes are an accurate accounting of SCV-CAMFT's Board Meeting on Friday, January 26, 2007.**

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Verna L. Nelson, Secretary