

SCV-CAMFT BOARD MEETING MINUTES

January 22, 2010

Call to Order: 9:06 am meeting called to order by Terryann Sanders
Attendees: Terryann Sanders, Lara Windett, Shazad Contractor, Carol Marks, Judy McFarland, Pam Milliken, LaDonna Silva, Tracy DeSoto and guest Michael Jarrett.
Absent: Nanette Freedland, Tricia Jordan, Debra Rojas

Concerns/Announcements & Appreciations:

- Terryann expressed surprise by Sean's resignation as Chapter Coordinator and acknowledged his many accomplishments to the Board.
- Carol appreciated Lara's year as President.

Approval of Minutes from prior Meeting:

- **Action:** Motion by Judy, seconded by Shazad and it was unanimously approved that the Board Minutes for November 20, 2009 be approved.

Officer Reports:

President's Report/Terryann:

- Terryann pended the contract discussion for the Chapter Coordinator and new Webmaster.
- The board reviewed proposed changes to P & P 111 referral protocol.
Action: Motion by Carol and seconded Pam the Board unanimously approved that the proposed changes into P & P 111 referral protocol be incorporated into the P & P.
- Shazad initiated a discussion about contracts for the Webmaster and Bookkeeper.
- Kim Ives Bailey has stepped down as Editor of the Editorial Committee. The board discussed the qualifications of Vinutha Mohan and agreed he was very qualified.
Action: Upon Motion by Shazad and seconded by LaDonna the board unanimously approved the appointment of Vinutha Mohan as Editor of the Editorial Committee.
- Terryann reported she extended an invitation to Jane Kingston to attend the February board meeting and forwarded her a proposal form and requested Jane submit a proposal regarding the election process, but has not yet heard back from her.
- Terryann queried whether board members would like hard copies of the Board of Directors Member binders. Seven members replied and she will distribute them at the next board meeting.
- A discussion ensued about the new roles of the Chapter Coordinator and Webmaster. No action was taken.
- Terryann provided an update to Sean's advertising status. She outlined the agreed-upon payment plan between Sean and the 2009 Board and a history of his stated agreement with previous Boards. Presently Sean has made 2 payments to date and has yet to make a 3rd and final payment.
- Terryann provided history of the Chapter's dependence on the Chapter Coordinator and the rationale for distributing duties to other contractors. She will have a discussion with Sean about his resignation as Chapter Coordinator before announcing the resignation to the Chapter membership. The board would like to acknowledge Sean's contributions to

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the Chapter. She pointed out that there is no precedent to replacing the Chapter Coordinator and stated she will e-mail the current job description to Board Members and requested that if they know of any interested candidates to send her an e-mail.

President Elect's Report/Nanette: Absent

Chief Financial Officer's Report/Shazad:

- Shazad recommended the chapter get a Deposit Only bank card for convenience.
Action: Motion by Shazad and seconded by Carol, it was unanimously approved that the Board request a Deposit Only Bank Card.
- Shazad proposed applying for Read-Only On-Line Banking, explaining and answering questions about on-line banking. Discussion ensued about who will be responsible for the on-line banking.
Action: Motion by Shazad, seconded by Judy it was unanimously approved that Shazad be authorized to apply for Read-Only On-Line Banking.
- Update on the issue of bank signatures. Shazad will connect with bank personnel to change to a more convenient bank location. Signators include the President, Past-President, Present-Elect, Secretary and Chief Executive Officer
- Regarding the value of PayPal, Shazad pointed out that it is clumsy and expensive. He stated that chapter members could provide their input through the Survey and will e-mail Lara specific survey questions.

Past President's Report/Lara:

- The discussion of archives is tabled.
- Lara discussed the Membership survey. She has yet to determine which survey tool to use, but the survey will be conducted on-line with a link, and members will only be able to fill out the survey once from their e-mail address. She noted that there are only 20 Chapter members who currently are not on-line. Once the survey is complete, she will present the results to the Board. The cost for the survey is approximately \$300.00.
Action: Motion by Lara and seconded by Carol it was unanimously approved that Lara is authorized to spend \$300.00 to pay for the on-line survey.
- Lara discussed a number of website issues such as backups not happening and the security certificate has expired, and asked Michael the cost to correct these issues. Michael estimated time at 15 hours at the rate of \$30 per hour for a total of \$450.00
Action: Motion by Lara and seconded by Shazad it was unanimously approved that Michael will correct the above website issues be corrected for a total of \$450.00.

Director Reports:

Ethics/Carol:

- A date for the next Law & Ethics Workshop needs to be determined based on the availability of David Jensen of CAMFT and Michael's at Shoreline. Carol proposed October 1st or 15th, 2010, stating that the 15th will allow more time for planning, and further noting that it will not conflict with the Annual Meeting scheduled for November 5, 2010.

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Action: Upon motion made and seconded and it was unanimously approved that the next Law & Ethics Workshop be scheduled for October 15, 2010.

Membership/Pam:

- Pam proposed changing the venue of the Annual Meeting from Lucy Stern to Michael's at Shoreline, noting an increase in cost due to the catering expenses. Discussion ensued regarding the budget for the Annual Meeting and ways to make the event special. Terryann noted that the Chapter has a cash surplus and we should give back to Chapter members. She further suggested promoting the Annual Meeting as a Special Event which may encourage a larger turnout.

Action: Motion by Pam, seconded by Judy, it was unanimously approved that the venue for the November 5, 2010 Annual Meeting be changed from Lucy Stern to Michael's at Shoreline.

Pre-Licensed & Newly Licensed/Judy:

- Judy inquired about the status of Jamie Moran's group for newly licensed therapists since he will not be able to attend one meeting asking how the situation should be handled. Lara stated that there is a P & P around support groups, that groups are a benefit of members, non-members were allowed to attend in the past. She further emphasized that these are support groups and not therapy groups.

Programs & Evaluations/Merle:

- Merle reported luncheon speakers are in place for the next couple of months. She is open to suggestions from Board members for recommendations on speakers and topics
- She would like to explore different luncheon venues on the Peninsula for the North Region, and stated that she and Pam Eaken will eat lunch at a couple of restaurants on Fridays to determine suitable venues.

Technology & Communications/Trisha: Absent

Special Events/LaDonna:

- The Eye of the Storm workshop will be held April 9th & 10th, 2010. Despite monthly notices to chapter members, registration has been light. LaDonna stated she isn't concerned yet since it is still early. E-mail blasts will be sent out weekly beginning in March.
- For the June workshop LaDonna is waiting on two proposals. She will contact the speaker and expects to have a proposal by the February 2010 board meeting.
- Lara recommended a cancellation policy be added to the Eye of the Storm Workshop advertising.

Special Guest—Webmaster/Michael Jarrett:

- Lara introduced Michael Jarrett, the new Chapter Webmaster. Michael stated he will clean up the website and implement a back-up plan, describing the back-up process and website application. He invited input from Board members.

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- Terryann asked Michael about training Board members to extract member information from the website and Shazad asked about report writing capabilities. Michael will connect with Shazad to better determine what and how information can be extracted.

Old Business:

- Discussion of website training will be delayed until the February Board meeting.

New Business: None

Meeting Adjourned: 11:04 a.m.

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors Meeting held on Friday, January 22, 2010.

Debra D. Rojas, Secretary