

## SCV-CAMFT BOARD MEETING MINUTES

July 28, 2006

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

**Attendees:** Russell, Toby, Carol, Janet, Randi, Lara, Verna, & Sean. Bonnie arrived at 9:20. Michelle, Sadie, Gina, and Mary Kay were absent.

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

- The members checked in with each other. Janet was able to give us an account of her accident and her miraculous recovery process. Welcome back Janet!
- Bonnie gave an appreciation to Sean for bringing a business card quote from the printer.
- She also gave Russell an appreciation for all of his diligence and hard work on the P&P's. This was seconded by many other members.
- Bonnie also gave an appreciation to Lara for sending emails to and following up on delinquent members and getting several renewals.
- Lara gave an appreciation to everyone for reading all of e-mails on the membership process and for giving her feedback.
- Lara also gave an appreciation to Janet for making the trip to the meeting this month.

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

- The minutes from the June 23, 2006 meeting were approved without dissent.

### **Officer reports:**

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

- Bonnie made the motion to approve Policy and Procedure #101 – Meeting Agenda & Minutes; Lara seconded the motion. It was approved without dissent.
- Verna made the motion to approve Policy and Procedure #102 – the Vision and Mission Statement; Bonnie seconded the motion. It was approved without dissent.
- There was discussion regarding Policy and Procedure #103 – Board Approval of Activities (with Appendix E), and it will be amended. It was suggested that a separate P&P be created to address luncheons.
- Toby made the motion to approve Policy and Procedure #105 – Web links; Janet seconded the motion. It was approved without dissent.
- Russell asked that a committee be formed to review the old chapter by-laws and make additions/revisions as necessary. Bonnie and Carol agreed to join him on the committee. He asked for volunteers from former board members to assist in this committee in the newsletter. January 2007 is the goal date for implementing new board by-laws.
- There has been a new volunteer to lead the Newly Licensed Support Group. There was a discussion regarding allowing the leader to charge for the group. Russell reported that Mary Remiersma said the leader should not be paid for leading the group. It would be permissible to charge if the fees went to the chapter. There were some strong feelings that support groups should not charge the members.
- Russell will write a policy regarding support groups for prelicensed and newly licensed members.
- Carol will call CAMFT/BBS to find out regulations regarding allowing the prelicensed support group to be used as psychotherapy hours for interns. There was a discussion that chapter sponsored groups should not be providing therapy.
- E-mail blasts to promote chapter events for other chapters were discussed. The decision was made that there needs to be a policy to document the procedure and a form created. This promotion should be reciprocal between chapters.

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- Russell reported a request from SC CAMFT to promote an event with Congressman Sam Farr on August 25<sup>th</sup>. There was a discussion and Randi made a motion that we send out an e-mail announcement promoting the Sam Farr event; Toby seconded the motion. The motion was passed without dissent.
- There was also a discussion regarding a Santa Cruz event that their board has asked us to promote. Bonnie made a motion that we promote this event; Randi seconded the motion. The motion was passed without dissent.
- There was discussion regarding the Well-Being Retreat and the low number of sign-ups. Bonnie will ask the Well Being Committee if they want to request that Santa Cruz do an e-mail blast for us to reciprocate for our advertising for them. If they do, Bonnie will call Santa Cruz CAMFT to create a reciprocity agreement with them.

### **President-elect's Report/Bonnie:**

- Bonnie has agreed to write a P&P for the way Chapter referrals are handled and a P&P for tracking the names of volunteers for future open board positions.

### **Secretary's Report/Verna:** no business

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

- The 2007 budget needs to be prepared now to be ready by January. Toby will distribute the budgets by e-mail and they will be due back to her by the October board meeting.
- Toby will distribute the 2006 budget this month for each department. It will be color coded and will include a 3% cost of living increase. Profit making projects should also be budgeted. Kethyr Solution costs will be budgeted by department.
- We will do a 1-year budget at this time. The 5-year budget plan was tabled until next year.
- Toby will look into the vesting time of the chapter t-bill. It is possible that it may be used for moving the website or other large expenses.

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

- Sean is working on the project for breaking up regions by zip codes. He will get back to the board with information regarding the percentage of attendance at luncheons in North Region.
- Lara will draft an e-mail asking people who sent in the survey by e-mail if they are comfortable with the chapter using their e-mail addresses and to send e-mail blasts to them.

### **Director Reports:**

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

- Update on offering Critical Incident Trauma class or Red Cross Disaster Preparedness class for members. – Deferred

#### **Business Development/Gina: Absent**

- (Sean) Update on Entertainment Books availability for the Wellness Retreat. The ad for the books and the description of the program will be in the next newsletter. There will be a link for the entertainment books. It was decided that a description of this fundraiser and the link will be on the front page of the website. No flyers or sample books are available yet for next Friday's Well-Being Retreat.
- (Sean) Update on printer costs for business cards from Sean.

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Sean did distribute a bid from our current printer for creating two-color business cards with the CAMFT logo. We can order them in lots of 4,000 card blanks and the printer will store the stock and 330-card sets can be printed for each board member at \$26.88.

- Bonnie made the motion that we order 4,000 cards with the CAMFT logo from this printer. There was discussion that the color scheme will not match the website colors. It was decided that this may be addressed when the website is moved.
- Bonnie amended the motion to say that the chapter would order 4000 business cards from the printer that are green and cream to match the colors used on the newsletter. Randi seconded the amended motion and it was approved without dissent.
- Board members receiving a discounted price for SCV-CAMFT events. – Deferred until next month.
- Marketing to mental health agencies and recruiting participants for CAMFT membership. – Deferred

### **Membership/Lara:**

- Lucie Stern community room has been obtained for the Annual Meeting on November 3<sup>rd</sup>, Friday afternoon – 3:00-7:00.
- Lara needs volunteers to help with the food and other logistics for this event. (From June minutes: Gina/Lara/Bonnie agreed to be the committee to arrange the flowers, decorations, and music, etc. Carol and Randi offered to help with the food.)
- Incentives for a chapter member to bring someone to a luncheon (free CEU's) to assist regions in getting members to attend. – Deferred
- Publishing the membership directory more than once a year. – Deferred

### **Ethics/Carol:**

- Update on Legal and Ethical workshop. Bonnie agreed to be on a committee to help with this event.
- Lara & Toby agreed to be on the standing Ethics Committee.

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

- (Bonnie) Mid-region wants panel volunteers for the Enneagram presentation at the September luncheon.
- (Bonnie) Mid-region has no chair at this time, they need volunteers.
- (Bonnie) Date for luncheons in 2007. – Tabled
- (Bonnie) There was some discussion about the issue of purchasing a projector for presentations. Sean says there is a small budget for renting equipment for luncheons. It was decided not to spend money to purchase equipment that quickly becomes outdated.
- Several changes in the region were reported by Michelle in an e-mail:

#### **North Region**

Kristin is resigning and being replaced by Eric Taggart but there will be a transition period for training purposes.

#### **Mid Region**

Nanette is resigning as Region chair.

Kathleen Virmani is resigning.

Joe Stein would like to move from Mid to South region.

#### **South Region**

Karen Smith is resigning and being replaced by Karen Sumi in January.

Christine Sanderback is resigning.

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

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- Website update – There was a bid from another vendor but the price was \$35-80,000 depending on the size of the changes. This will not be considered.
- She will get more bids.

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

- (Bonnie) A motion was made by Bonnie to approve the updated brochures for pre-licensed members and for regular members; Russell amended the motion that the brochure colors should match the newsletter in green and cream. Toby seconded the amended motion. It was approved without dissent.
- (Toby) Update on JFK open house – August 5<sup>th</sup> - Lara and Michelle created copies of the old packet for the event. Toby will give a short talk about the benefits of membership. They will take certificates for auditing a luncheon to give to new prelicensed members. (From June minutes: Michelle, Toby and Mary Kay volunteered to attend the JFK open house.)

**Member at Large/Janet:** no business

### **Old Business:**

- Demarcation of chapter into 3 regions, by zip codes – Sean is working on this.
- Plan one-day chapter conference.
- Fixed rates for CEU's comparable to other methods of obtaining CEU's
- Addressing negative media attention.
- Consider a lifetime membership as an additional category for the chapter.

### **New Business:**

**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, July 28, 2006.**

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Verna Nelson, Secretary