

**SCV-CAMFT Minutes**  
**June 27, 2003**

**Call to order:** 9:10 a.m.

- In attendance: Maureen, Laynee, Barb, Renee, Lori, Ani, Cathy, Tam (by phone), Sean
- Absent: Mary DS, Mary L, Jondra

**Appreciations:**

- Cathy showing up despite two sprained ankles and a fracture! And other Board members who made it to the meeting despite personal challenges and conflicts of their own.

**Concerns:**

- Need to vote and approve web site but don't have a quorum; resolved by having Tam dial in.
- We have not received any information yet regarding incoming Board.

**Announcements:**

- Maureen has left Teen & Family Counseling Center.

**Approval of Minutes from Last Meeting:** Approved

**President's Report/Maureen:**

- Left a message for Chris in regards to membership directory, never heard back. Suggestion agreed upon to follow up with letter to him on official letterhead that addresses his accountability, including wording: "To avoid further legal action..." ***Maureen will follow up with drafting and sending the letter.***
- Received request from Well-Being Committee to produce 400 more wellness bookmarks at \$300. ***Maureen will ask Cathy Hauer to do price comparisons to see what she can get for \$100-150.***

**President-Elect's Report/Mary L:** Not present.

- ***Will deliver address, keys and pass code to Sean, Maureen, Mary DS and Laynee.***
- ***Will document Emergency Disaster Plan (in progress).***
- ***Will look again for volunteer signup sheets & bookmarks when moving stuff to storage unit.***
- ***Will start working on slate of nominees.***

**Treasurer's Report/Mary DS:** Not present.

- ***Will add storage unit as new line item under Office Expenses.*** – Not visible on Treasurer's Report, so not known if action item was completed.

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

- Looking for a couple of volunteers to help put labels on newsletters. ***Sean will draft email to send to Maureen, who will send it to the chapter on Monday.*** In the future, will request volunteers to stay after luncheons to help apply labels.
- Question from non-member about purchasing a membership directory. Based on policy noted in membership renewal packet, can only give information (both labels and directories) to members or other local mental health professionals. ***If request comes from a qualifying member or local mental health professional or agency, offer to have them join and directory is included (have to join State as well unless they join as Institutional Member), or pay \$110 for directory only.***
- Sean will be out of town Sept. 9-17.

**Committee Reports:**

- Fund Development/Barb:
  - Advised Sean as to the steps needed to be taken to obtain a copy of the Chapter non-profit determination letter, and Sean sent the letter.
  - Other chapters asking about sharing mailing lists without cost. Suggestion to share mailing lists electronically vs. pre-printed mailing lists. Also, suggestion to utilize chapter websites for cross-chapter advertising of events.

- Membership/Cathy:
  - Informed Board that Institutional members are ITP and Almaden Valley.
  - Agreed to Sean's proposal from last month for less expensive options for publishing the Membership Directory. Recommendation from Lori that next elected Board survey members to determine how they want to get information in future: web site or hard copy.
  - Decided not to purchase FileMaker software. Would cost \$700+, Sean has software.
  - ***Will work with Jondra to coordinate Annual Event and with Ani to get volunteers to form committee.***
- Prelicensed & Newly Licensed/Lori:
  - Asked several interns about their preference for hard copy vs. online Internship Directory. All said they'd prefer online, so leaning toward not printing it and placing it on the web site in Members Only section.
  - Despite miscommunication, letter and email blast went out in regards to Internship Directory, has received about 40 responses so far.
  - Will not be attending Aug. 22 meeting.
- Workshops & Events/Jondra: Not present.
  - ***Will see what Ani's group proposes in regards to Luncheon fee structure and will then bring proposal for Event fee structure to next Board meeting.***
  - ***Will coordinate text for reminder for Kessler workshop and then send it to Maureen & Sean to distribute via email and post card.*** – Kessler workshop was cancelled due to not enough signups, possibly due to late advertising and timing (Father's Day, graduations).
- Luncheon Programs & Volunteers /Ani:
  - Coordinating with Sean to get volunteers to help out with mailing of newsletters.
  - Took proposed Luncheon fee structure to committees, who rejected \$30 fee. Concern that if we make fee too high, more will audit and less will eat, so even less profit. \$23 acceptable to them. Regarding interns, recommended we maintain \$20 and don't lower lunch fees. ***Will continue to investigate.***
  - Danielle Draper will be sole chair of mid-region due to Kathleen's health issues.
- Technology & Communications/Renée:
  - Final Web developer proposal: \$4500 fee for site design, \$295/month for hosting and technical support with InfoLane. ***Proposal approved as presented.***
  - Someone called Sean with complaint about Valley View in regards to email delay from time of posting. Valley View will be hosted on our new web site soon instead of State's, so not too concerned at this time.
- Ethics/Tam: no updates

**Old Business:**

- ***Decided that printing 25 extra newsletters is adequate.***
- ***Each Board member will document vital information in regards to their positions (e.g., Contacts, etc.) and provide by September Board meeting.***

**New Business:** None

**Meeting Adjourned:** 11:10 a.m.