

# SCV-CAMFT BOARD MEETING MINUTES

June 23, 2006

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

**Attendees:** Russell, Toby, Michelle, Verna, Sean, Lara, Randi, Sadie, Gina, Mary Kay. Bonnie-9:20; Carol – 9:30. Janet was absent.

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

- Lara – Bonnie & Russell for getting membership form and process moving forward and Sadie for all of her great ideas.
- Randi – thanks everyone for all of the energy on the board and Sean for all of his help with meeting with the website providers.
- Toby – to Russell for helping her understand the Policies and Procedures numbering process.
- Russell – to Sean for meeting him at the storage units and helping to get stuff ready to move and to everyone for all of their contributions to the chapter.
- Janet had planned to come today but was unable to because of transportation issues.
- Toby gave appreciations to Sadie for all of her work in getting new members.

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

- The minutes from the May 19<sup>th</sup> meeting were approved without dissent.

## **Officer reports:**

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

- Gina made the motion that Policy and Procedure 100 on Membership Renewals be approved, motion was 2<sup>nd</sup> by Bonnie and it was approved unanimously.
- Action was deferred on Policy and Procedure 101 – Meeting Minutes , 102 – Vision and Mission Statement, & 103 – Board Approval of Activities
- 101, 102 and 103 to give members time for more study and feedback.
- Use of Sean's time was discussed. Board members will do more of their own work on projects so we make the best use of Sean's time and our fiscal resources (Randi loves to make flyers). Use of Sean's time for projects needs approval through Bonnie.
- The membership directory for 2006 has been completed. Publishing the membership directory more than once a year was deferred into New Business for next month's meeting.
- Russell reported that the chapter bylaws were modeled on the state bylaws and were last updated in 1993. He will highlight the differences to make it easy to see changes.
- A motion was made by Bonnie and amended by Carol that the bylaws update be worked on by a committee comprised of former BOD members. The President will send out an e-mail message to ask for former board members to volunteer. Sadie seconded the motion and it was passed.

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

- Update on referrals: Bonnie has received about 10 calls asking for referrals since January.
- Bonnie is tracking names of people interested in serving on the BOD in the future, please pass names on to her. She already has 3-4 names of people who are interested.

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

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

- Toby is working to make the language of the financial reports more understandable. She has determined that changing language in the Budget doesn't need BOD approval.

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- This month's financials shows a loss in some areas due to spikes in income and expenses.
- An attempt will be made next year to budget expenditures and income when they will occur to correct that problem.

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

- The Fed-Ex Kinko cards have been received.
- E-mails have been sent to people with membership applications that were lost. Several of them have completed their applications.
- The signature cards for the bank have all been completed except the one that was given to Verna at the meeting.

### **Director Reports:**

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

- Bonnie and Sadie have updated the pre-licensed member brochure and the regular member brochure. They will send out revisions to the BOD members by e-mail.
- Action for next meeting will be to vote on the brochures. Everyone should review and make comments during the month and be ready to vote.
- The Life After Intern Event will be postponed until next year because there are several events happening this fall. Russell has created a procedure for making proposals that Sadie will complete for this event.
- Sadie proposed that we attend the JFK open house August 5<sup>th</sup> to attract new pre-licensed members. Bonnie made a motion that approve Sadie's plan to participate in that open house, Mary Kay 2<sup>nd</sup>. Sadie asked that we amend the motion to include using the old membership packets. Gina made that motion and Mary Kay 2<sup>nd</sup>, the amended motion was passed.
- Michelle, Toby and Mary Kay volunteered to attend the JFK open house. Lara and Michelle will create 75 copies of the old packet.
- Randi will bring a proposal about the open house for JFK's Wholistic Studies program next month.
- The online Internship Directory is being revised. The current document is in a word file, it will be sent to Sean to move into a PDF format so updates will be easier in the future. Bonnie approved that use of his time.

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

- Diane Miers will be teaching a Critical Incident trauma class this weekend. Members will need to take a class like this to qualify for the Disaster Team.
- There was a suggestion that SCV-CAMFT offer Diane's class or a Red Cross class to the membership. State CAMFT will give a \$1000 to the chapter if we have 25 members attend. A decision was deferred until we have more information.

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

- **Fundraising:**
- Entertainment Books will be ready for sale August 7<sup>th</sup>. By July 6<sup>th</sup> members can go to the website to order the books and SCV-CAMFT will get a percentage. She reminded us that the percentage will increase if we sell more books.
- Gina will check to see if she can get a sample book or if she can get any books before August 7<sup>th</sup> to be sold at the Wellness Retreat which will happen August 4<sup>th</sup>. Gina will arrange for flyers advertising the E. Books to be available for the Wellness Retreat.

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- Entertainment books will be advertised in the Sept/Oct Newsletter – text will be due to Sean by July 15<sup>th</sup>.
- Gina will need volunteers to sell books during luncheons August – December. Carol suggested that we have SF books available to sell as well as Santa Clara County. Gina has ordered 100 books for sale.
- Status of license frames – The licenses are non-standard sizes and are not available at any of the places Gina checked. This item and puppets will be deferred while she works on promoting the Entertainment Books.
- Business cards – Gina is not working on this project at this time. Sean and Carol will still try to get quotes from private printers to see what the costs would be. Toby/Carol and Gina will form a committee to work on getting business cards for board members.

### **Membership/Lara:**

- Discussion was held regarding the purpose of the Annual Meeting. This is not a voting year and it was decided that this year it would be a Mixer rather than having a speaker. The Mixer will include food, music and socializing to help bring forward the new culture of connection/caring. It will also be a chance to “come meet your BOD”.
- Bonnie moved that the Annual meeting be held Friday afternoon, November 3<sup>rd</sup> from 3:00-7:00 pm in the Community Room at Lucie Stern in Palo Alto. Lara will be authorized by the board to sign the user agreement if that time is still available. Randy 2<sup>nd</sup> the motion and it was passed unanimously.
- Gina/Lara/Bonnie agreed to be the committee to arrange the flowers, decorations, and music, etc. for the event. Carol and Randi offered to help with the food.
- Vote on Membership Renewals, Policy & Procedure 100, was voted on and approved, see President’s Report above.

### **Ethics/Carol:**

- The annual Legal and Ethical workshop will be held Friday, October 20<sup>th</sup> from 9:00-4:00. Flyers will be handed out at luncheons. The BOD will receive copies.

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

- Checklist of suggestions for future workshops was created from the luncheon evaluations by Russell.
- The North region wants to change the meeting time of their luncheons, possibly to a brunch, to increase attendance. Sean will look to see what percentage of members from the North region come to luncheons compared to other regions.
- Eric Taggart has volunteered to take over as the North Region Committee Chair. Michelle will check to make sure he is a state CAMFT and SCV-CAMFT member.
- Marketing to mental health agencies and recruiting participants – deferred.
- Lara's idea - incentive for a chapter member to bring someone to a luncheon (free CEU's, etc) will be discussed next month under New Business.
- The Wellness Retreat will be held August 4<sup>th</sup>, their flyer was distributed to members.
- There is concern that a formal proposal was not made asking for BOD approval for the Retreat. In the future, this type of event will need to propose a project to the BOD, using the Policy and form from P&P 103, when it is approved.

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

- The meeting with Cambria went well, Sean and Randi liked the group. Their proposal includes high upfront costs but a low monthly hosting cost.

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- Sean and Randi will get more quotes to see how competitive Cambria's rates are. We were reminded that the monthly hosting costs from our current provider are very high.

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

### **Old Business:**

- Demarcation of chapter into 3 regions, by zip codes.
- E-mail blasts to members.
- 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.
- Official reciprocity agreements with other chapters to avoid individual arrangements.

### **New Business:**

- Can board members receive a discounted price for SCV-CAMFT events?
- Should we offer an incentive for a chapter member to bring someone to a luncheon (free CEU's?)
- Do we want to publish the membership directory more than once a year.
- Vote on revised prelicensed and regular member brochures next meeting.
- Marketing to mental health agencies and recruiting participants – deferred.

### **Meeting Adjourned: 11:14**

**I do hereby attest that these minutes are an accurate accounting of SCV-CAMFT's Board Meeting on Friday, June 23rd, 2006.**

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Verna Nelson, Secretary