

SCV-CAMFT BOARD MEETING

Minutes – June 19, 2009

Call to Order: 9:05 am Meeting called to order by Lara Windett.

Attendees: Lara Windett, Nanette Freedland, Claire Wright, Chandrama Anderson, Maureen Ross and Terry Sanders, La Donna Silva, Bonnie Faber

Out: Carol Marks, Judy Hanf, Verna Nelson, Matt Larkin

Concerns/Announcements & Appreciations:

- Welcome Donna Silva to the Board as Special Events Chair
- Lara appreciated Nanette for stepping in as Secretary
- Thank you to Terry for opening up her office for the meeting

Approval of Minutes from prior Meeting:

- Terry motioned that we approve the May 29, 2009 minutes. Chandrama seconded the motion. The minutes were approved.

Officer Reports:

President's Report/Lara:

- There are 60 people signed up for addiction workshop in June. Lara is confident it will likely get to 70 attendees. Lara addressed technical issues and has created several back-up plans. Sean is renting the chapter his projector. Terry, Bonnie and Nanette will help with registration. Wendy will be there as well.
- General discussion about workshop planning for next year and budget considerations for this. Recommendation to have a BOD point person for workshops. This will most likely be the Special Events Chair.
- Recommendation that Mary Kay Bigelow be honored as the Chapter Volunteer of the Year. The award will be presented at the Annual Meeting in October. Claire motioned; Terry second. The motion was approved. Lara will call Mary Kay to inform her.
- Chandrama motioned to approve LaDonna as Special Events Chair. Bonnie second. Motion was approved. The Board welcomed LaDonna and expressed gratitude for her joining.
- The chapter Public Storage account is currently held by past president Russell Wilkie. Russell and Sean will go to the storage facility to change the name on the account. They will first try changing it to the Chapter organization name; otherwise Sean is willing to have it in his name. Recommend to keep this on the agenda for follow-up next month.
- Lara reported on a conversation with Cathy Hauer, who contacted her about the recent issue of The Therapist. There has been much conversation and frustration about this recent issue throughout the state. Mary Riemersma acknowledged there were problems with how the issue has been perceived and is in contact with key members of CAMFT on what to do going forward. Chandrama recommended people consider running for open seats on the state board. La Donna expressed her personal process for ongoing engagement.

President-elect's Report/Terry:

- All Board positions are filled except CFO. The nominating committee has approached Shazad Contractor for this position. He has an accounting background and is currently the CFO of a family business. Will be interviewed in the next 2-3 weeks and Terry hopes to inform the board at the next meeting.
- Terry believes it will be a goal oriented board and is excited about the commitment and energy of new members. They will officially be voted in at the annual meeting.
- Terry is planning to have an informal meeting at her house for new board members. Lara plans to have an event to honor the outgoing board.

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Chief Financial Officer's Report/Claire:

- An ad hoc committee (Bonnie, Matt, Claire, Chandrama, and Terry) to review the job description for administrative/financial staffing will meet and discuss what responsibilities can be delegated to an independent contractor. Committee is having difficulty finding time to meet.
- Ongoing discussion regarding current costs for administrative work. Looking to redistribute work to paid contractors. Currently the work load for the CFO is too extensive for one volunteer position.
- Nanette and Chandrama will gather information on a bookkeeper's job description and pass this along to Bonnie for refining.
- Bonnie will review Sean's invoices to determine what his current job involves to help set parameters for new positions.
- Committee will bring a proposal to the Board re: hiring and paying for bookkeeper.
- Claire is meeting with Terry after meeting to discuss budget and streamlining financial statements. Claire will use 2008-2009 details to set the 2009-2010 budget.
- Authorize.net is the new process for online payment. It costs \$35 per month. US Bank Merchant billing \$15 service fee will be canceled. No vote is needed.

Secretary's Report/Nanette (sitting in for Matt):

- The next board meeting will be July 24th, 2009 in the South Region.

Past President's Report/Bonnie:

- Job description for independent contractors was discussed under CFO's report
- Bonnie recommends developing a process to contact new chapter members welcoming them to the chapter. Other membership issues to consider: monthly report to board on membership changes, and interviewing non-renewing members about reasons for non-renewal. This will be a new business item for discussion when Judy returns. Bonnie will contact Judy to fill her in.

Director Reports:

Technology & Communications/Chandrama:

- Nothing major is new for the web site. Still have some bugs that Sean is working on.
- Board would like to know how many members have signed on the web site. Remind members that they can use the new local list serve as part of their membership. Chandrama will send a reminder to Sean asking how many members have signed on and how many have renewed their membership on line.
- Extended conversation about changing the fee for expanded listing on website and offering free ongoing expanded listing for past board members. 17 people are paying for the expanded listing. In addition Lara wanted to offer a benefit to board members to have the expanded listing even after they leave the board. No decision on this proposal was made. Chandrama will contact Judy re: expanded listings for all members as a member benefit now that therapists create their own listing though the new website (as opposed to Sean manually entering it) Recommend this topic be placed on agenda for July meeting

Membership/Judy: [Absent](#)

Programs and Evaluations/Verna: Absent

Business Development/Nanette:

- No report.

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Pre-licensed and Newly Licensed/Maureen:

- Maureen contacted Yvonne Blocke about the Mentoring program. No actual numbers are available. Yvonne does not have a list of current mentors or mentees. Program has low usage and has not been closely monitored. Maureen does not have a proposal for this program at this time. Board recommended eliminating advertising this program pending review. Maureen will contact Yvonne prior to any change.
- Maureen has still been unable to contact Peter Hess, the North Region Pre-Licensed Support Group leader. The board will stop advertising his group. Bonnie will notify the chapter administrator and the editorial committee.
- Maureen reported that few groups have outside speakers and any speakers used are found through the members of each group.
- Groups have rosters that are sent to Sean, but he is not sending them on to Maureen in a timely manner. Will table this discussion for next month. Need to set up new procedure going forward

Ethics/Carol: Absent

- No new business.

Special Events:

- LaDonna Silva is the new Chair. No new business at this time.

Old Business:

- Update on change of name on Public Storage Account.
- Working 'subcontracting' committee will bring proposal to the Board re: hiring and paying for bookkeeper
- Membership chair discussion on contacting new and outgoing members
- Expanded listing on web site and possible change to membership categories and benefits
- Process for passing on group rosters from leaders to Maureen for filing

New Business:

Meeting Adjourned: 11:20 am

I do hereby attest that these minutes are an accurate accounting of SCV-CAMFT's Board Meeting on Friday, June 19, 2009.

Nanette Freedland,
for Matt Larkin, Secretary