

SCV-CAMFT BOARD MEETING MINUTES
MARCH 22, 2013

Call to Order: 9:11 by Pamela Eaken

Present: Pamela Eaken, LaDonna Silva, Kate Viret, Debra D. Rojas, Merrett Sheridan, Nancy Andersen, Elizabeth Basile, Robin Ginsberg, Jane Kingston, Diane Patton, Michael Sally

Guest: Michael Jaret, Webmaster

Check-ins/Announcements/Appreciations

- LaDonna announced she's opening a new office and will be sending invitations to her upcoming open house.
- The board expressed appreciation for Michael Jaret for providing an historical document of his work on the chapter website.
- Appreciation was extended to Robin for her hard work on securing a speaker for the CISM workshop scheduled for the fall.

Pam welcomed Merrett Sheridan to the board, noting this is her first board meeting. Merrett shared a little about her background and her work as a marriage and family therapist.

Pam introduced Michael Jaret, webmaster for the chapter's website. Michael provided an overview of the work he's done since 2009. His goal was to change the site from a spreadsheet format to an automated site which eliminated unnecessary administrative input time and enabling more efficient use of chapter resources. His continuing work is to streamline, automate and review the trends to keep up with changes in technology, which can be complex. In 2012 the chapter spent a significant amount of money to update the website and move it to a new server resulting in savings on monthly hosting fees. He is continuing to look for ways we can improve the website and make it more functional.

After fielding a number of questions, Michael suggested offering more content on the site and offered the board a number of ideas to consider to make the website more valuable to the membership.

The board discussed adding a director for technology. LaDonna reminded the board there actually is a position and it has been vacant since the board has been using a liaison to help with tech issues. The executive committee will review the previous job description for director of technology and update it for consideration at a future board meeting.

ACTION ITEMS:

Approval of Minutes: Debra Rojas called attention to a typographical error in the Minutes for February 22, 2013.

Action: Upon motion by Ladonna Silva and seconded by Elizabeth Basile, the board unanimously approved the Minutes of February 22, 2013 noting the correction of the typographical errors.

New Bookkeeper: Kate Viret reported now that Merrett Sheridan is CFO they have secured a replacement bookkeeper. After interviewing and reviewing references Rebekah Cahoon, MFTI will serve as the contract bookkeeper for the chapter.

Action: Upon motion by Kate Viret and seconded by Debra Rojas, the board unanimously approved the contract for Rebekah Cahoon as the new bookkeeper for the chapter.

Fee to change invoices: The chapter received a request from a member to change invoices/receipts for events to list more identifying information for their bookkeeping purposes.

Action: Upon motion by Kate Viret and seconded by Diane Patton the board unanimously authorized the cost of \$115.00 for website changes to include more identifying information on invoices/receipts.

Affiliate Relationship Proposal: Debra Rojas reported a chapter member who is a trust and estate planning attorney as well as LMFT (although he no longer practices as a therapist), has written a Professional Will for therapists to personalize for their practice. He requested the chapter enter an affiliate relationship to offer this Will to members at a discounted fee. This Will has been reviewed by 2 CAMFT attorneys and state CAMFT will consider his offer at their June meeting, but he wanted to offer it to chapter members at a discounted fee. The board had a number of questions. Debra acknowledged this is a comprehensive subject and suggested we table the topic for next month to give members time to study this offer and Professional Wills. Nancy Andersen, business development director will contact the attorney to obtain more information. No action was taken.

New Business: Robin Ginsberg reported since the chapter is no longer offering ICISF-credentialed training and will offer trauma and crisis workshops, she signed an agreement with Gregory Childs to present Therapy Skills for Trauma Response at a workshop scheduled for the fall.

Action: Upon motion by Debra Rojas and seconded by Michael Sally, the board unanimously ratified the agreement with Gregory Childs in an amount not to exceed \$4,000.00.

Workshop Proposal: Robin presented two options for a June workshop and reviewed both topics and budget considerations for each. Discussion ensued regarding topics and dates.

Action: Upon motion by Robin Ginsberg and seconded by Nancy Andersen the board unanimously authorized Robin Ginsberg to sign a contract with John Arden, PhD to present a workshop titled Brain-Based Therapy in an amount not to exceed \$4,000.00.

President-Elect Report: Kate Viret

Kate recently met with the chapter coordinator who offered suggestions about ways her time can be utilized more efficiently. The USPS will forward mail on a weekly basis for an annual fee resulting in significant savings and enabling the chapter coordinator to utilize her time more efficiently.

Action: Upon motion by Kate Viret and seconded by Debra Rojas, the board unanimously authorized an annual fee of \$900.00 to USPS to forward chapter mail on a weekly basis to the chapter coordinator.

The annual publication of the membership directory consumes a tremendous amount of time for the chapter coordinator. After discussion and exchange of ideas, Kate will work with Merrett Sheridan to review benefits of keeping the directory as is, other uses for it and ideas for change.

Kate requested the chapter coordinator's role with the editorial committee be redefined. Board members on the editorial committee will follow up.

Business Development Report: Nancy Andersen

Nancy provided an overview of the role of sponsors for organizations and shared information she received at the Leadership Conference. Nancy needs a committee to help identify issues, ideas, review contracts explore how we use sponsors and how the chapter can become a sponsor. Debra Rojas and Elizabeth Basile volunteered to help on the committee.

Meeting Adjourned: 11:22 AM

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors Meeting held on Friday, March 22, 2013.

Debra D. Rojas, Secretary