

**SCV-CAMFT BOARD MEETING MINUTES**  
**March 27, 2015**

Call To Order: 9:04am by Debra Rojas, President

Present: Debra D. Rojas, Michal Ruth Sadoff, Elizabeth Basile, Kelly Kilcoyne, Mike Lysaght, Melissa Risso, Kate Viret, Kim Panelo, Jenna Benson Sholl

Absent: Merrett Sheridan, Nancy Andersen

Guest: Catherine Rodriguez  
Joined meeting for discussion of Mentor Program.

**Action:** Upon motion by Michal and seconded by Kelly, with Kate abstaining, the board approved the Minutes of February 27, 2015.

**President Report: Debra D. Rojas**

CAMFT Chapter Agreement. Debra gave background information about the proposed CAMFT Chapter Agreement, and asked for input for a response to CAMFT. Michal stated she would like CAMFT to be more specific for #17 Inspection of Records as to what records can be required to be available for inspection, and also suggested we ask CAMFT to make this a mutual point. Jenna stated she would like a lawyer to review the agreement. Debra asked that members give any additional input to her via email. The deadline to give our feedback to CAMFT is April 30, 2015.

**Action:** Upon motion by Jenna and seconded by Kate, the board approved up to \$1200 for Debra to hire a lawyer to review the proposed Chapter Agreement. Elizabeth will forward to Debra contact information for a lawyer who specializes in law related to nonprofit organizations.

Membership Tiers and Fees. Discussion and action on this was deferred to the next meeting.

Review of SCV-CAMFT Chapter Exchange Guidelines. Discussion of this was deferred to the next meeting

**Prelicensed and Newly Licensed Report: Kelly Kilcoyne**

Mentor Program. Debra welcomed Catherine Rodriguez to the meeting, and thanked her for her work on the Mentor Program. Debra praised the proposal as thoughtful and thorough, and stated a desire to simplify some aspects in order to be easier for the program director to manage, particularly relating to training mentors and tracking mentorship agreements. Catherine stated that her intent was for the proposal to be scalable and for the mentor program to be largely self driven. Debra provided some written comments to Catherine. Catherine will review, and also asked that any additional

comments by other board members be emailed to her. Debra asked that an orientation and kickoff be provided to mentors. Catherine will write a newsletter article to submit by the May 15th deadline for the July/August newsletter. A mentor program policy and procedure should be submitted to the board for approval. Some of the detailed proposal material can be moved to separate documents to be provided as part of the orientation materials. If ready, the policy can be brought to the Board next month for approval.

### **Special Events Report: Kim Panelo**

Annual Workshop. Kim gave an update on the Annual Workshop, including marketing materials, proposed expenses, and an action plan to carry out the event. Debra asked that the marketing materials describe the event in terms of how therapists can help their clients who are older. The materials as currently written could lead potential ounger conference attendees to assume that the event is for therapists who are older, and not for them. Debra also asked that the SCV-CAMFT logo on the flyer be larger. Registration will open by April 1st.

**Action:** Upon motion by Kim and seconded by Jenna, the board approved up to \$6,000 as a preliminary budget for the Annual Workshop.

### **Luncheon and Program Report: Elizabeth Basile**

Elizabeth reported that Soad Tabrizi is the new Mid Region Luncheon chair.

### **Past President Report: Kate Viret**

Teri Quatman Book Signing Event. Kate distributed a document on behalf of Nancy Andersen, who has been working to put this event together. The proposed date and time is Friday April 24 from 5:30-7:30pm. Two locations were described: the Palo Alto Art Center, with a rental cost attached, and a private office in Santa Clara with no rental cost. Catering costs were not yet estimated. The event would be co-sponsored with the South Bay Committee for Psychoanalytic Study (SBCPS). A sponsor would be approached to defray the cost.

The board discussed the event and expressed interest in supporting it. However, there were several concerns: whether people will avoid attending due to traffic congestion at that time of day, whether there is sufficient time for advertising the event, and the lack of information about catering costs. In addition, the board was not clear how and when the location decision would be made, which would affect costs. In the end, board members concluded there was insufficient information about costs to be able to approve the proposal yet.

Refund Policy. Kate presented a draft Refund Policy. The board wordsmithed it. The wording will be put into policy format and brought to the next board meeting for approval.

Grievance Policy. Discussion of this was deferred to the next meeting

**Business Development Report: Melissa Risso**

Updates on Community Outreach and the SCV-CAMFT hospitality room and booth for the 2015 CAMFT Conference in Burlingame were deferred to the next meeting.

Meeting Adjourned: 11:14am

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors Meeting held on Friday, March 27, 2015.

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Michal Ruth Sadoff, Secretary