

SCV-CAMFT Minutes
May 23, 2003

- ❑ Call to order: 9:15 a.m.
 - In attendance: Maureen, Mary L, Mary DS, Jondra, Barb, Tam, Cathy, Ani, Laynee
 - Not present: Renee, Lori, Sean
- ❑ Appreciations
- ❑ Concerns:
 - Not all Board Members present.
- ❑ Announcements:
 - Sean balanced books precisely.
 - Mary DS & Jondra are in a new office.
- ❑ Approval of Minutes from Last Meeting: Approved
- ❑ President's Report/Maureen:
 - Multicultural conference coming up, information given to Tam.
 - State chapter sent list of members of SCV not also members of State; Sean is following up with them.
 - ***Will attempt to follow up with Chris to investigate source of problem with membership directory distribution.***
- ❑ President-Elect's Report/Mary L:
 - Rented small storage unit, \$36 month, 4x5. ***Mary L will deliver address, keys and pass code to Sean, Maureen, Mary DS and Laynee. Mary DS will add storage unit as new line item under Office Expenses.***
 - ***Will document Emergency Disaster Plan (in progress).***
 - Discontinued employee insurance, and also discontinued Advantage (Payroll).
 - Checked boxes in storage for volunteer signup sheets & bookmarks, couldn't find them. ***Will look again when moving stuff to storage unit.***
 - ***Will start working on slate of nominees.*** Passed around sheet for Board members to name self or write nominees.
- ❑ Treasurer's Report/Mary DS:
 - Distributed Treasurer's Report, no issues noted.
 - Called Accountant for non-profit determination letter, got billed \$105 for call plus fax of letter we already had (not the determination letter), plans to follow up with the Accountant about the bill. ***Barb will let Sean know what steps need to be taken to follow through with obtaining a copy of the determination letter.***
- ❑ Chapter Coordinator's Report/Sean: (See report distributed prior to meeting)
 - Downloaded email and Chapter information onto CD and purchased lock box. Both Maureen and Sean have a key, Maureen's key is in her middle desk drawer. Lock box is under her desk.
 - Sent out profit/loss statements for newsletter to Cathy, Mary DS and Barb.
 - ***Board agreed to pay Sean to do mailing of newsletters instead of Direct Mailer company. Ani will coordinate with Sean and try to get volunteers to help him out.***
 - Website development: Has been attempting to converse with the two website vendors, pleased with Infolane's efforts to respond as well as their answers, but not pleased with lack of response from Strategic.
 - Annual meeting: ***Facility reserved on Sat. Nov. 1 from 9-2,*** same price as in the past.
 - Directory cost: Discovered that it cost more to print & mail this time because it had many more pages due to wider margins and too much white space. Will be reformatting it to make it less pages and less cost.

- Committee Reports:
 - Membership/Cathy:
 - Distributed initial draft of proposal for definition and benefits of Institutional Membership. Feedback:
 - Needs clarification regarding whether individuals in the institution need to also be Chapter members to gain benefits.
 - Needs clarification around bullet regarding precicensed support services at their site.
 - Add option of co-sponsoring functions.
 - **Will let Board know who our three institutional members are.**
 - **Will draft proposal for less expensive options for publishing the Membership Directory.**
 - Provided Newsletter cost comparisons, Board decided to stay with current vendor.
 - **Will talk to Sean about whether or not we need to purchase FileMaker software.**
 - Annual meeting (see New Business)
 - Precicensed & Newly Licensed/Lori: Not present
 - **Will draft proposal regarding whether or not to have Internship Directory reprinted or online only.**
 - Workshops & Events/Jondra:
 - More discussion around separate fee structure for members vs. non-members. **Will see what Ani's group proposes in regards to Luncheons and will then bring proposal to next Board meeting.**
 - Retained Michael Riera, author of *Uncommon Sense for Parents with Teenagers*, to present at a Chapter Event. Accepted our fee of \$300. Saturday half-day workshop in the Fall.
 - Hopes to plan Domestic Violence workshop & Law and Ethics workshop for next year.
 - **Jondra will coordinate text for reminder for Kessler workshop, send to Maureen & Sean to distribute via email and post card.**
 - Luncheon Programs & Volunteers/Ani:
 - Working on profit/loss for each of our luncheon venues, to consider in proposed new fee structure. Board members are encouraged to send Ani their feedback. **Will take proposed fee structure to committee and then bring final proposal to Board. Maureen will tell Sean not to put new prices in newsletter that were decided on last month until new proposal is reviewed.**
 - Technology & Communications/Renée: Not present
 - **Will get Sean's feedback regarding Web developers and bring final proposal to next Board meeting.**
 - Ethics/Tam:
 - Began working on August luncheon topic, but then learned that Luncheon committee found another speaker for August.
 - Fund Development/Barb:
 - Reciprocity established with all nearby chapters.
- Old Business:
 - **After May conference, reassess whether we should have 25 or 50 extra newsletters printed – since Sean was not present, deferred until next Board meeting.**
 - **Each Board member will document vital information in regards to their positions (e.g., Contacts, etc.) and provide by September Board meeting.**
- New Business:
 - **Annual Meeting: Cathy & Jondra will work with Ani to get volunteers to form committee. Board members should send ideas to Cathy & Jondra, cc: Maureen.**
- Meeting Adjourned: 11:15 a.m.