

## SCV-CAMFT BOARD MEETING MINUTES

November 17, 2006

### **Call to Order: 9:15 - Russell**

**Attendees:** Russell, Carol, Gina, Randi, Bonnie, Lara, Verna & Sean were present.  
Toby, Sadie, Michelle, Janet and Mary Kay were absent.

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

- Russell shared the feedback from several members saying they liked the new format for the Annual Meeting.
- Lara thanked all of the board members for helping make the event a success.
- Carol appreciated the great job Lara did with the Annual Meeting.
- Randi gave Russell appreciation for his great speech at the Annual Meeting.

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

- Bonnie moved that we approve the October 27th, 2006 minutes, Carol 2<sup>nd</sup> the motion. The minutes were approved without dissent.

### **Officer reports:**

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

- Russell led a discussion about the Annual Meeting. One concern was low attendance. Although there wasn't an exact count, it was believed to be lower than in prior years. This was most visible when members who were supposed to receive awards were not there. Russell reminded us that we are required to have 73+ people attend on years where the members need to vote.
- Russell shared Janet's suggestion for increasing attendance: that BOD members call members to personally invite them to the meeting next year.
- Other suggestions for increasing attendance included: sending personal invitation cards to members, making sure people who are receiving appreciation certificates attend, holding the meeting Saturday morning, having a speaker and looking for another venue.
- Carol suggested that we ask a speaker to come from State CAMFT to give an update from the State level.
- After discussion, Randi made a motion that the 2007 Annual Meeting be held on a Saturday, Gina 2<sup>nd</sup> the motion. The motion was approved without dissent.
- Carol made a motion that the 2007 Annual Meeting be held on November 3<sup>rd</sup>, 2007. Bonnie modified the motion to make it contingent on finding a suitable venue for this date. Gina 2<sup>nd</sup> the motion with the contingency. The motion was approved without dissent.
- Carol volunteered to call State CAMFT to arrange a speaker.
- Several people volunteered to call different venues to check if they are available for the November 3<sup>rd</sup> date. They will report back at the January Meeting and we will vote on the venue at that time. Carol will call Michael's at Shoreline, Lara will call Lucie Stern, and Carol will call the church on Magdalena that has been used in the past.
- Russell called for discussion about giving additional recognition to members who send in more than the basic amount for membership dues. Currently they are only recognized in the newsletter. Other suggestions included: a call from the president, thank you cards from Janet, personal calls from BOD members, and recognition on the chapter website.
- Lara made a motion that the Member-at-Large Director will send thank you cards and that Sean create a display ad on the website to recognize members who join or renew at higher membership levels. The motion was 2<sup>nd</sup> by Carol and it was approved without dissent.

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- Discussion was held regarding checking voicemail, e-mail and hardcopy mail for the chapter while Sean is away from Dec. 11-Jan. 2<sup>nd</sup>. It was agreed that one person should be in charge of getting mail from the P.O. box since there is only one key. The other two tasks would be divided into 3 equal time segments. Bonnie will send out an e-mail asking for volunteers from the BOD. Sean will make available the instructions for each task.
- Russell and Sean will decide how to respond to the questionnaire from Brook Hall, East Bay CAMFT, regarding our policy on our handling of sending notices for events by other chapters or other individuals who are not members.

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

- Bonnie called for a discussion on the updating of bylaws. The updated bylaws need to be finalized in 2007 and voted on by the chapter members. The approved bylaws will be implemented in January of 2008.
- One bylaw change that is being considered is to limit the number of years a board member serves to be 6 years. Currently, the limitation states that "no person shall be placed on the ballot or appointed to the board of directors, if such person, in serving out his or her present elected or appointed term, will have served on the board of directors for six (6) consecutive years or more, whether by appointment or election. This provision shall be inapplicable to a person who is placed on the ballot for the office of president-elect/president".
- Russell recommended that Bonnie, as the President-elect, chair and take charge of recruiting the nominating committee that will interview and recommend candidates for the 2008-2009 BOD. Bonnie will start by talking to the people who have been on the nominating committee in the past.
- There was a discussion regarding who will attend the State Leadership Conference in February. It was decided that Bonnie will attend as President-elect and Lara will attend as our chapter's Outstanding Chapter Leader for 2007. It was agreed that they can use the President's \$500 budget for conferences to fund their trip.
- Bonnie asked for a discussion regarding attendance requirements for board members. Several members of the current board have missed a number of meetings. One of the criteria for being a board member is to be active and involved, and part of the criteria for involvement is attendance at board meetings.
- It was discussed that attendance is normally stressed by the Nominating Committee during the nominating process, but since several members of the current board joined after the board was formed this did not always happen.
- Members were also reminded that each board member position is held for a minimum of 2 years.
- There is a State CAMFT BOD member application packet that describes the expectations for board members, including meeting attendance and term limits. Bonnie will try to obtain a copy.
- Russell reminded us that it is important for each of us to write the job description for the job we hold to help Bonnie and the nominating committee make appropriate recommendations and to facilitate a smooth transition of BOD members.

**Secretary's Report/Verna: no business**

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

**Coordinator's Report/Sean: no business**

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### **Director Reports:**

#### **Ethics/Carol:**

- Update on Legal and Ethical workshop – Carol shared the positive feedback she received from participants regarding the venue at Michael's, except for the inaccurate directions.
- Law and Ethics Part II will be presented by State CAMFT in January. It was decided that we would also sponsor Part II on a Friday in March or April if David Jensen is available. A general announcement that Part II will be held in spring can be placed in the Jan. /Feb. newsletter. A specific announcement can be placed in the newsletter for March/April, that deadline is January 15<sup>th</sup>.
- Discussion was held about board members receiving a discounted price for SCV-CAMFT events. It was decided that it would be a conflict of interest if the board made that decision to affect this board, it could go into effect in 2008. Carol will find out what the State CAMFT policy is about BOD discounts to their events.

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

- Lara updated the BOD on Mid-Region and South Region luncheon venues.
- Lara presented the luncheon proposal for Michael's at Shoreline. The maximum cost per meal will be \$22 at Michael's, including tax and service charges. Bonnie moved that the proposal be approved, Randi 2<sup>nd</sup> the motion. The motion was passed without dissent.
- Lara also presented the new contract for Los Gatos Lodge for the South Region. There was a small cost increase to raise the total to \$16.50 plus service and tax, only \$1 more than last year. Carol moved that this contract be approved, Randi 2<sup>nd</sup> the motion. The motion was passed without dissent.
- It was decided that Michelle should sign the luncheon venue contracts. We were reminded that an SCV-CAMFT board member needs to sign all contracts.
- Mid region wanted to know if it was possible to add all the committee members' names to Page 2 of the newsletter and/or the announcements for Mid-Region luncheons. It was decided that this was too costly and time consuming to add to the newsletter. Wendy Wegeforth can write an article about the Mid-Region committee for the newsletter.
- There is talk of training the regional committee members to do registration to eliminate errors. It was agreed that Sean can leave the BOD meeting early to train members.

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

- Pre-licensed news: Sadie is waiting to hear from Santa Clara University's graduate student association to see which Friday in February we can reserve a room for the Life after an Intern event. Once room and date are confirmed, she will need help in finding newly licensed volunteers to be part of the panel
- Newly licensed news: Sadie requested that we announce at future luncheons that the newly licensed support group is now running.

#### **Membership/Lara:**

- Lara gave appreciations to all the board members for helping with the Annual Meeting.
- Lara will leave instructions for future boards to help them prepare for their annual meetings. She also suggested the venue should be reserved by January each year.
- Lara reiterated that she will not be able to both run a membership drive in 2008 and the annual meeting.
- Lara would like to target CAMFT members in our area who have not joined our chapter for membership during next year's recruitment cycle.
- Should we offer an incentive to members to bring someone to a luncheon? (Free CEU's?) – Deferred

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

- There was discussion about keeping or sending back the Entertainment Books we have now. It was decided to send the extra books back before the deadline of December 10<sup>th</sup>.
- Eleven books were sold to members on-line. SCV-CAMFT will continue to get credit for any books sold online for the rest of this year.
- Gina will have the final numbers on books sold and cost/profits for the January meeting.
- Lara sold the most books of any member besides Gina.

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

- Sean and Randi will discuss the template more and present to the board - Deferred
- Randi will check the two top vendor's references and present a proposal - Deferred

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

- Update on the Sobrano Foundation grant proposal - deferred.
- Janet will defer making a proposal to the Charter Club until after she approaches the Sobrano Foundation.

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

- Class for Disaster Preparedness – Deferred.

### **Old Business:**

- Plan one-day chapter conference - Gina
- Fixed rates for CEU's comparable to other methods of obtaining CEU's.
- Re: listserv group:
  - Randi will contact East Bay CAMFT to see the volume of messages they have and the time it takes to monitor them.
- Action: Approve P&P 103 – Board Approval of Activities (with Appendix E) – postponed.
- P&P regarding email blasts (for members, non-members, other organizations)
- Toby asked that a P&P be written to cover advances on expenditures.

### **New Business:**

**Meeting Adjourned: 11:14**

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**I do hereby attest that these minutes are an accurate accounting of SCV-CAMFT's Board Meeting on Friday, November 17, 2006.**

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Verna L. Nelson, Secretary