

## SCV-CAMFT BOARD MEETING

Minutes – November 21, 2008

**Call to Order:** 9:10 am Meeting called to order by Bonnie Faber

**Attendees:** Bonnie Faber, Lara Windett, Matt Larkin, Russell Wilkie, Carol Marks, Verna Nelson, Claire Wright, Nanette Freedland, Judy Hanf, Chandrama Anderson and Terry Sanders.

**Out:** Maureen Ross.

### **Concerns/Announcements & Appreciations:**

- Nanette's website is up and running.
- Judy appreciated all board members who helped with the Annual Meeting.
- Board members gave individual appreciations to Bonnie for her service as President.
- Bonnie appreciated Russell for all of his hard work on the Board and especially how he helped her. Many members expressed their appreciation for Russell.

### **Approval of Minutes from prior Meeting:**

- Nanette motioned that we approve the October 24, 2008 minutes as amended. Lara seconded the motion. The minutes were approved.

### **Officer reports:**

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

- Bonnie brought up CAMFT Annual Conference. Carol had contacted Michelle Hyson (CAMFT Annual Conference contact) and volunteered to be liaison with her. Carol will coordinate the conference except with regard to the volunteer pool. Nanette will help Carol with the conference.
- Bonnie will finish Nominating Committee and Chapter Referral Policies and Procedures (P&P) before 12/31/08

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

- Lara informed that CAADAC CEUs might be offered with the addiction workshop in June.
- Claire motioned that June 2009 Board meeting be moved to June 19, 2009. Chandrama seconded the motion. The motion passed. Terry volunteered to host the Board meeting at her office: 1670 Hillsdale Avenue, Suite B. San Jose, CA 95124.
- Lara motioned that Terryann Sanders be nominated Outstanding Chapter Leader. Carol seconded the motion. The motion passed unanimously.
- There was 1 referral request for November.
- The Annual Board Day Away is confirmed for January 10, 2009 10:00AM – 4:00PM at the Palo Alto Arts Center, 1313 Newell Ave. Palo Alto, CA 94303. There is a \$150 budget. Matt will take care of food. He will consult with those who have food allergies.

#### **Past President's Report/Russell:**

- Russell brought up many unfinished P&Ps including: 1) How we handle mailing labels needs to be done. Nanette will work with Sean on this one; 2) Luncheon speaker protocol. Verna will take this one; 3) Newsletter publishing guidelines. Sean should do this one; 4) Board configuration – Lara; 5) Event satisfaction survey – Programs and Evaluations chair; 6) Nominating committee and Chapter referrals– Bonnie; 7) Volunteers – Membership; 8) Annual Conference – Programs and Evals. Or Membership; 9) Audit of Books – CFO; 10) Sean's job description – Sean; 11) Editorial Committee – Russell.
- Russell waved "Bye Bye" because it is his last Board meeting as Past President.

#### **Chief Financial Officer's Report/Terry:**

- Terry wants to create a P&P for check writing and returned (by Board bank) checks.
- Terry suggested that a P&P be created for the CFO Annual Report and when it should be included in the newsletter.

## SCV-CAMFT BOARD MEETING

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- Terry suggested that the Board be cognizant about how often it sends out emailed info to membership. This will be further explored at January planning meeting.

### **Secretary's Report/Matt:**

- No new business.

### **Director Reports:**

#### **Business Development/Nanette:**

- Nanette suggested that all Board members bring an updated job description to the Annual Planning Meeting January 10, 2009.

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

- Carol received very positive feedback on the Law & Ethics workshop by David Jensen.

#### **Membership/Judy:**

- Judy will propose an incentive (i.e., \$20 gift certificate) for joining chapter at the January planning meeting.
- The Annual Meeting location was discussed. Lucie Stern is available on October 16<sup>th</sup> and November 6<sup>th</sup>. Terry motioned that we put a deposit down on Lucie Stern Center for October 16<sup>th</sup> 4:00 – 6:30PM. The board may change to a better location by phone vote only. Claire seconded the motion. The motion passed unanimously. Matt, Carol, and Judy will check the availability of other venues such as Campbell Community Center and Sunnyvale Community Center.

#### **Pre-licensed and Newly Licensed/Maureen: **Absent****

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#### **Programs and Evaluations/Verna:**

- In September 40 attended luncheon with a loss of \$30.
- In October 42 attended luncheon with a surplus of \$200.
- There are 37 pre-registered for today's luncheon.

#### **Technology & Communications/Chandrama:**

- Sean said that website should be up by December 1<sup>st</sup>, but it'll be later because bugs need to be worked out.

#### **Special Events/Claire:**

- Practice development panel of Barbara Griswold (Insurance) and Casey Truffo (Marketing) would not be able to happen until end of next year.
- Claire will research people who can audit our books.
- 5 people have signed up for Hugh Grubb workshop in Feb. and one for CISM in March.

#### **Old Business:**

- Nanette will contact CAMFT regarding the advisability of participating in BBS consumer website.

#### **New Business:**

- How do we become APA CEU providers for Psychologists (Board meeting 10/24)?

#### **Meeting Adjourned:** 11:05am

**I do hereby attest that these minutes are an accurate accounting of SCV-CAMFT's Board Meeting on Friday, November 21, 2008.**

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Matt Larkin, Secretary