

SCV-CAMFT BOARD OF DIRECTORS MINUTES

November 22, 2013

Call to Order: 9:10 a.m. 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

Check-ins/Announcements/Appreciations

Board members shared announcements, upcoming events and updates

Approval of Minutes:

Action: Upon motion by Debra Rojas and seconded by Kate Viret, the Minutes of October 25, 2013 were approved with two board members abstaining because they were absent in October.

Action: Upon motion by Kate Viret and seconded by LaDonna Silva, the Minutes from the annual meeting held November 8, 2013 were approved with one member abstaining because he was absent in November.

President Report: Pamela Eaken

- Newsletter contingency plan. Kate Viret reported the new chapter coordinator, Nancy Orr will handle the newsletter with help from the prior chapter coordinator in order to meet the newsletter deadlines. Kate noted that this is no longer in the job description for the chapter coordinator but Nancy volunteered in order to keep the schedule.
- Pam announced the year-end party will be December 8th at Annie's Tea House in Los Altos. Pam asked all board members to please RSVP.
- Chapter Policy Agreement between SCV-CAMFT and CAMFT. Pam informed the board she provided CAMFT input and the state will have a new version in 2014.
- The 2014 Chapter Leadership Award will be presented at the Chapter Leadership Conference in February and asked board members to submit their nominations to her via email.
- CAMFT's new Chapter Excellence Award. Jane announced there were several chapters who submitted applications for the CAMFT Chapter Award. She stated it was interesting reading what other Chapters have accomplished through the year. The board will consider submitting an application next year.

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President-Elect Report: Kate Viret

- Kate reviewed the calendar for 2014. She highlighted the January strategic planning meeting will include an orientation for the new board members. Location to be announced.
- Board Manual Update. Kate reported when she broke her hand she needed help with typing and asked Debra Rojas to help. She reported Debra basically pulled together the P&P's and the final board manual will be ready in January.

Past President Report: LaDonna Silva

- LaDonna got an idea from CAMFT Connects to begin a roundtable discussion with prior past presidents to gather with current presidents. She stated there's a wealth of knowledge that they can share. Pam stated she would have appreciated that opportunity. Debra will provide LaDonna with the names of past presidents and will get it to LaDonna in the new year.

Secretary Report: Debra Rojas

- Update on graphic designer position. Debra defined the difference between the graphic designer position and graphic design for branding. The board previously drafted a job description for a graphic designer which is a contract position. Debra is currently accepting proposals from graphic designers for branding which will include logo design and formatting of all forms of communication and possibly web, mobile applications and social media. She will present the proposals to the new board in either January or February.

Luncheon and Innovative Programs: Elizabeth Basile

- Attendance at luncheons appears to stay steady. The number of walk-ins have increased.
- All venue contracts for 2014 have been signed and Michael's will be signed today.
- Committee chairs will remain the same for 2014.
- She is meeting with Kate and Dana on Innovative Programs scheduled for the first quarter of 2014 and gave ideas they're considering.

Ethics Report: Jane Kingston

- The numbers for the Law and Ethics Workshop held in October are not in yet and she will report in January.

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- Jane reported she recently joined the Lyons Club. The health care providers from the club recently partnered with Dr. Mehmet Oz and Dr. Deepak Chopra for a two-day event at the Santa Clara Convention Center. Dr. Oz will be speaking and there will be exhibitors and more. She stated the audience is the general public and asked if the board would be interested in participating with a booth and handouts. The cost is around \$300.00. The board expressed enthusiasm about participating in the event. Nancy will look into the details with Jane. Jane will update the board in January.

New Business:

- LaDonna remembered the decision to receive PAC donations from members at luncheons and donate the funds to state CAMFT for the CAMFT fund. She asked what has happened. Kate informed the board the former CFO stated there is a problem with that and she will follow-up and report at an upcoming meeting.
- Elizabeth reported concerns about mailing money collected at luncheons vs. writing personal checks. An idea to eliminate this problem is to utilize Square-Up instead of collecting cash. Merrett stated the board could purchase an iPad mini to use with Square-Up. She will research the cost to implement this new procedure and will report in January.
- Pam noted LaDonna and Diane are leaving the board and this is their last meeting. The board offered their appreciation for the contributions both have made to the chapter.

Adjournment: There being no further business the meeting adjourned at 10:25 a.m.

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

Debra D. Rojas, Secretary