

SCV-CAMFT Minutes
October 25, 2002

- Budget discussion
 - **Following six changes were made and budget was APPROVED:**
 - **Add CEU certification expenses to Program**
 - **Put taxes into Treasurer's expenses**
 - **Printed checks in Treasurer's expenses**
 - **Category name change to Postage & Box Rental**
 - **Divide Newsletter advertising into Member & Commercial Advertising categories**
 - **Category change of Barlocker to Director's Liability Insurance**

- Call to order
 - Members in attendance: Mary DS, Tam, Renee, Maureen, Mary L, Cathy, Barb, Laynee, Silvie
 - Not in attendance: Susan, Lori

- Appreciations: Silvie & Mary DS for extensive work on budget; Lori for organizing event at Santa Clara

- Concerns
 - Laynee absent next month; **Mary L to take minutes, email to Laynee, then Laynee will distribute**
 - Directory may not be ready for annual meeting. **Silvie to see if Kinko's can have 100 made in time.**

- Announcements
 - Per Mary DS, Jondra's doing well & planning to return in January.
 - Cathy's pottery sale on Nov. 9.
 - Teen & Family Counseling Center is looking for clinical supervisor.

- Approval of Minutes from Last Meeting: Approved [**Include bathroom break in next week's agenda!**]

- President's Report/Maureen:
 - Called Beverly Kam to discuss sitting in on the Board meetings in Jondra's absence. Bev's mother is sick so declined; called a couple others but no response; **will call Jondra to see if she's coming back in January**; if so, won't look for sub; if not, let Maureen know of ideas. Main concern is 2003 calendar. **Send luncheon speaker suggestions to Maureen.**
 - Sent email encouraging everyone's attendance next month in order to approve the budget.
 - Followed up with Susan, Tam and Barb regarding their interested in attending Leadership Conference.

- President-Elect's Report/Mary L:
 - Working on Silvie's job description, trying to make it manageable so as to not burn her out.

- Treasurer's Report/Mary DS:
 - **In January will begin looking into other options for investments to see if there are better returns if money's shifted around differently.** In the meantime, send suggestions or recommendations to Mary DS.
 - Distributed Treasurer's report. We continue to make money over last year due to Membership & programs.
 - Finished cleaning up Quicken categories, looking into upgrading to Quick Books.
 - Will be updating postage meter soon, additional cost savings.

- Chapter Coordinator's Report/Silvie:
 - Sent Mary L job description information received from Suzie.
 - **Will order more directories this year to accommodate new member requests.**
 - **Will print 1000 laminated bookmarks for Membership Event. Cathy will email text to Silvie. Will add contact numbers to back of bookmark (State chapter, BBS).**
 - **Will create Certificates of Appreciation for Membership Event.**
 - 2003 Calendar of Events is in newsletter, so no need to email to Board.

- Committee Reports:

- Prelicensed & Newly Licensed/Lori: Mary L reported on last week's successful event.
- Program Planning & Evaluation: All three regions are covered, being managed by Maureen.
- Technology & Communications/Renée:
 - Board members reviewed keyword list and brought suggestions to Board meeting.
 - Sent a transaction via C2it to Silvie for next luncheon payment to see how it works. **Board decision to go with C2it, will send email to chapter describing the new service, then link will be attached to next luncheon email. Will have demo set up on laptop at annual event. Renee to send Laynee link to see if she can create PowerPoint demo in time for event.**
 - **We're now set up in State ListServe.** Wants to test ListServe with Patty at CAMFT first before announcing it to general chapter. Can enhance website to have link to ListServe, in time for annual event? **If wants to demo it, will contact Lori to ask her to bring her laptop and wireless modem. Laynee will bring laptop for C2it demo.**
 - Mary Jo Trusso asked for link to contact Wellness Committee as well. **Silvie will look into adding the link to the For Members section of the website.**
- Ethics/Tam:
 - **Will try to get copies of "Sex is Never Part of Therapy" in time for Annual Meeting.**
- Business Development/Barb:
 - Not getting marketing leads from anyone, and those she's sending info out to are not responding. **Wants minimum of one-time advertising at full page at \$385 by Christmas. Any associations we belong to, send leads to Barb to either advertise or buy labels.**
 - New business item: Promotional items for our table at State conference: tote bags, \$2.27 each is best price; Barb leaning toward badge-holder w/business card holder & space for a pen, \$1.98 for high end; vinyl lunchbox; six-pak lunchbox. Wellness committee wants healthy snacks at table. Will talk about it more next time. Would also like to have stuff like this to sell at luncheons and other events. **Put on next month's agenda.**
- Legislative Affairs/Susan: Not present.
- Membership/Cathy:
 - Gave copy of CAMFT commendation letter to Silvie to place in next newsletter.
 - **Will work with Maureen to draft "Thanks for joining" letter in response to new members joining, and include reminder about free directory.**
 - Membership Event:
 - **Determined start time: 10:00 for members, 8:30-9:00 for setup.**
 - **All Board members to call everyone on their page of the directory.**
 - **All Board members to send list of volunteers to Maureen in order for them to get honored at Membership Event.** How far back do we want to go with honoring of volunteers? Those who have volunteered since last Annual meeting. Include those who helped with Membership Drive.
 - Added to postcards to invite members to bring personal networking materials to display.
 - **Silvie will bring letter openers & post-its as giveaways.**
 - Passed around Lights in the Darkness agenda layout & asked for input.
 - **Check emails frequently this week for last minute Annual Event requests/announcements.**
- Old Business [issues tabled from last Board meeting]
 - Decisions about ListServe and Online Payment options: **Decided on CAMFT List Serve and C2it.**
- New Business [issues emailed to Maureen prior to Board meeting]
 - Barb: Promotional items for state conference in May & other fundraising ideas (see committee report)
 - Cathy: State chapter update – passed around State chapter directory listing to update our information
- Meeting Adjourned