

## SCV-CAMFT BOARD MEETING MINUTES

October 22, 2010

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**Call to Order:** 9:06 am meeting called to order by Terryann Sanders

**Attendees:** Terryann Sanders, Shazad Contractor, Tracy De Soto, Nanette Freedland, Carol Marks, Pam Milliken, Lara Windett

**Absent:** Judy McFarland, Debra D. Rojas, LaDonna Silva

### **Check-in, Announcements & Appreciations:**

- Terryann announced she is in the process of moving her practice to a new location.
- Terryann reminded the board that LaDonna has accepted the position of President-Elect effective 2011.

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

Nanette pointed out that she was absent from the September 24, 2010 meeting and requested the Minutes be corrected to reflect her absence.

- **Action:** Upon motion by Nanette and seconded by Lara the Minutes of September 24, 2010 were unanimously approved with the correction reflecting Nanette's absence from the meeting.

### **2010 / 2011 Budget—Shazad Contractor:**

A lengthy discussion ensued regarding how the workshop section is reflected in the budget specifically the Legal & Ethics Workshop. Shazad explained the budget has always been structured that way and pointed out some errors in the previous projection might explain some of that disparity. Nanette expressed concerns about the projected net profit and how much lower it is than previous years. Shazad stated he will prepare a variance analysis from 2009 to 2011.

- **Action:** Upon motion by Shazad and seconded by Carol, the budget for 2010 / 2011 was unanimously approved.

Shazad further reported the chapter saved money on insurance this year, that credits to members will be resolved this year and will be categorized under Membership/Other. He is concerned about credit card fees and will talk to Terryann privately about the issue before bringing the issue to the board at a future meeting.

### **Annual Meeting, Update and Finalize Planning--Pam Milliken**

Planning is currently on schedule for the annual meeting. Currently 119 attendees have signed up. Pam updated the board on specifics such as estimated food cost and equipment needs. A lengthy discussion ensued regarding details and board members volunteered for responsibilities such as decorations, equipment needs, volunteer appreciation certificates, and other details. No action was taken.

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### **Review of Law and Ethics Workshop--Carol Marks:**

Carol reported the workshop was successful. She reported the cost was higher since the website and materials required last-minute changes due to the change in speaker who was Mike Griffin, an attorney and social worker. Reviews were positive. Carol stated she would love to see this become a two-day workshop in the future. Carol requested the Chapter Coordinator to put together a list of costs associated with the workshop.

The Chapter Coordinator charged 10 hours instead of the 5 that were budgeted which includes the time she spent at the registration table and last-minute changes. Total income for the workshop was a little over \$9,000.

### **Luncheons, LPCC, Community Forum—Tracy De Soto:**

Most of the luncheons for next year are set in terms of location and speaker. She stated she didn't know why the issue of LPCC was agendaized.

Regarding the Community Forum, Tracy asked the board to delay further discussion about this until the membership committee can decide whether or not it will be handling this. Terry suggested we create a technology committee to handle this. No decisions were made.

### **Website Update--Lara Windett:**

- Website update with chapter financials is ready and complete.
- Shazad will update the documents at a later date.
- We are now tracking emails that go out to members regarding renewals and just updates from the list serve, so that process is being worked on/improved.
- The board page on the website will be updated in the near future, and now is the time to submit a new photo unless you want to keep the old one.

Issues currently in progress including

- Trying to find the most economical way to do a radius search for therapists (via therapist finder).
- Still working on overall streamlining of payment processes.
- Also working on making the website stickier, maybe a promo to members for expanded listings in therapist finder or something like that, at no cost to us but great value to members.
- How do we get the members to utilize the website more? Currently we only have 18 members utilizing (and paying for) the expanded therapist listing, which Lara suggests means it is incorrectly priced and not perceived to be of any benefit.

Discussion ensued on ideas to address these issues, no action was taken.

### **Business Development Director Opening--Nanette:**

We have several positions that are shifting next year...we have the Director of Business Development position, the Special Events Director position and the Technology Director.

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Since this is an off-nominating year, Nanette stated we need to work together as a board to find people we would recommend and then begin the interview process.

### **Volunteer Coordinator Position--Terryann:**

Terryann feels strongly that we need someone in this position. She will re-send the job description to the board with a request for feedback for discussion or vote at the next board meeting.

### **Well-Being Committee--Terryann:**

Terryann reported there has been interest from a former member of the Well-Being Committee, but we presently do not have an active well-being committee. Terryann would prefer to explore the issue further before taking any action.

### **Credit Card Fees--Shazad**

Terry brought up this question privately with Shazad. The chapter currently pays \$400 per month in credit card processing charges and Shazad and Terryann are concerned about this cost. Shazad wants to discuss this with our webmaster Michael, but Terryann pointed out that this is not within Michael's job description. Shazad will talk to Michael.

**Meeting Adjourned:** 11:12 am.

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors meeting held on Friday, October 22, 2010.

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Debra D. Rojas, Secretary