

**SCV-CAMFT Minutes**  
**September 27, 2002**

**Attendees:** Maureen, Cathy, Laynee, Lori, Mary DS, Renée, Mary L, Silvie

**Not in attendance:** Barb, Susan, Tam

**Facilitator:** Maureen

**Agenda (decisions/new action items in bold italics; last week's action items in blue):**

- ❑ Budget discussion: *Next month's Board meeting will commence at 8:30 to review final budget together. Final worksheets completed and to Mary DS and Silvie by 10/11.*
- ❑ Call to Order: 9:00
- ❑ Appreciations
- ❑ Concerns: Not enough members present today for a quorum, so no decisions can be made. **Maureen will send email encouraging everyone's attendance next month in order to approve the budget.**
- ❑ Announcements: Cathy has a new grand-niece, Katie!
- ❑ Approval of Minutes from Last Meeting: Approved
  
- ❑ President's Report/Maureen:
  - *Address Board attendance issue.* Part has been addressed, another part in progress.
  - *Confirm Silvie's salary adjustment with Mary L & follow up with Silvie.* Done
  - *Contact Kathleen Virmani to discuss possibility of she and Danielle Draper co-chairing mid-region program committee.* Done. The two will co-chair the mid-region.
  - *Call Beverly Kam to discuss sitting in on the Board meetings in Jondra's absence.* Not yet completed, playing phone tag.
  - State conference: Number of people have come forward to help, including Wellness Committee. After annual meeting in November, Maureen will begin scheduling meetings.
  - Chapter survey: Maureen currently completing it for the chapter.
  - Leadership conference: Feb. 8 in Pasadena, Maureen, Mary L & Lori interested in attending. **Need to find out about Susan, Tam and Barb. Maureen will put \$500 in budget to supplement.**
  
- ❑ President-Elect's Report/Mary L:
  - *Need personnel guidelines by November, to include a salary budget.* Clarification: Job description as well as review guidelines. **Silvie will send Mary L job description information she received from Suzie.**
  
- ❑ Treasurer's Report/Mary DS:
  - Income for last period nearly identical from last year, expenses about \$1500 more this year than last. **After the budget is completed, Mary DS will look into other options for investments to see if there are better returns if money's shifted around differently, e.g., transfer some funds from checking into money market.**
  
- ❑ Chapter Coordinator's Report/Silvie:
  - *Place copy of CAMFT commendation letter in next newsletter. Cathy will give copy to Silvie.*
  - *Call Lucy Stern Center to find out when the room for Membership Event is booked.* Jondra had already booked it from 9-3. **Need to decide about start time, whether it should be 9 or 10:00.**
  - *Make "Do Not Disturb" sign for outside Board meeting room.* Done
  - *Send Cathy CEU guidelines.* Done
  - *Make up label: "Provided by SCV-CAMFT."* Done
  - Will be on vacation Dec. 14-Jan. 2.
  - 693 paying members; total 719 including courtesy members.
  - **Initiate "Thanks for joining" letter in response to new members joining, Maureen to work with Cathy on drafting it. Include reminder about free directory. Silvie will order more directories this year to accommodate new member requests.**
  
- ❑ Committee Reports:
  - Membership/Cathy:

- ***Change wording in membership form to “Advanced Degrees Related to MFT Profession.”*** Cathy, Mary L & Silvie will work on this for next edition (not current one).
  - Will pass around signup list at luncheon for help at annual meeting. Theme: Providing Light in the Darkness, have not yet confirmed speaker. Plan to charge \$5 for CEUs and offer to waive fee for early registration. ***Cathy will update text on laminated bookmarks & Silvie will implement. Ideas to Cathy by 10/4, Silvie will order 1000.***
  - ***Board members to call everyone on their page of the directory as soon as the agenda has been established (postcard received). Cathy will send us a script.***
  - Annual meeting: To honor all volunteers, ***send list of all volunteers we know of to Maureen by 10/11. Silvie will create Certificates of Appreciation. Add to postcards to invite members to bring personal networking materials to display.***
  - New members have already off-set more than half the cost of the mailing.
  - Calculated cost per member: \$170.
- Prelicensed & Newly Licensed/Lori:
- ***Follow up with Yvonne Blockie regarding Mentor/Mentee program.*** Done. She'll manage it, and blurb will be in next newsletter to get more mentors.
  - ***Look into chapter presence at Multicultural Conference at Santa Clara.*** Done. Too late to get in on it, didn't have a presence.
  - Getting involved in co-sponsoring upcoming programs with SCU. Mass email out to chapter today to recruit MFTs for SCU panel Oct. 18.
  - Losing newly licensed support group facilitator. Got call from newly licensed person who wants to start a group in mid-peninsula; Lori may either find a facilitator for that group or drop her pre-licensed group and pick up the newly licensed group herself. May begin coordinating orals study groups.
- Program Planning & Evaluation: [to sit in for Jondra?]
- ***Jondra will send Silvie calendar of events.*** Done. ***Silvie will email to Board.***
  - ***Jondra will work offline with Mary DS on budgeting*** Done
  - ***Barb will find out Sept. luncheon details and contact Silvie by Aug. 30.*** Done
- Technology & Communications/Renée:
- Passed around keyword list, asked members to ***add to it and bring to next Board meeting.*** Also passed around list of available listserv options; recommendation is CAMFT's chapter listserv. Might demo it at November membership event.
  - Online payment for membership fees, workshops & luncheons. Recommendation is C2it (Citibank). Board recommended a disclaimer when we announce it to membership. Investigate if we can put a link on our site to C2it. ***Renee will send a transaction to Silvie for next luncheon payment to see how it works.***
- Ethics/Tam: [not present]
- ***Tam will communicate advertising rule regarding degrees in next newsletter.*** Done
  - ***Order 100 copies of “Sex is Never Part of Therapy” (Jondra will send Tam ordering information). Add to next month's agenda.***
- Fund Development/Barb: [not present]
- Legislative Affairs/Susan: [not present]
- ❑ Old Business [misc. issues to follow up on from last Board meeting]
- ***Scholarship for financial hardships: Board will consider on a case-by-case basis.***
  - Evaluation of new meeting process: So far so good!
- ❑ New Business [issues emailed to Maureen prior to Board meeting]
- ***Referrals process – New process: Silvie will send all requests to Mary L who will make the decision regarding who to forward it to next (or respond herself).***
- ❑ Meeting Adjourned: 11:20