

SCV-CAMFT Minutes
Sept. 26, 2003

Call to order: 9:13 a.m.

- In attendance: Maureen, Mary L, Jondra, Mary DS, Barb, Ani, Renée, Tam, Lori, Cathy, Sean
- Not present: Laynee

Approval of Minutes from Last Meeting:

- Minutes approved as submitted.

President's Report/Maureen:

- Sean has letter for Chris from Maureen, and *Sean will send letter certified mail to Chris.*
- Tickets for Claudia Black will be raffled at the luncheon today.

President-Elect's Report/Mary L:

- Mary L. announced that she has ability to reserve meeting rooms at El Camino Hospital at no cost.
- Final draft of emergency disaster plan to cover chapter coordinator responsibilities presented. *Mary L. or Sean will email to the board. Sean will include in the chapter binder.*
- Contract for Chapter Coordinator services is still in process. *Mary L. will complete for next meeting.*
- Maureen informed Mary L. that she needs to have her slate of board nominees ready in two weeks in order to send out to the membership prior to the annual meeting. *Mary L. agreed to have the slate of nominees to Maureen in 2 weeks.*

Treasurer's Report/Mary DS:

- Mary DS provided budget worksheets to the board members by email.
- Mary DS provided budget materials to the board in the meeting.
- Budget materials were reviewed and some individual budgets were handed into Mary DS in the meeting. *Anyone who did not turn in their budget worksheet to Mary DS, do so ASAP.*

Chapter Coordinator's Report/Sean:

- Called all 13 of the people who were members of our chapter, but were not members of the state CAMFT. Still in the process of connecting and/or following up with them. *Sean to continue working with these people until discrepancies are resolved.*
- Sean asked whether or not he should contact people who respond to their postcard saying they no longer want to be a member, in order to find out why they are opting out of membership. It was agreed that the board wants to know why a member would choose not to renew. *Sean will determine whether or not a line can be added to the postcard asking for a reason the member chooses not to renew membership. If this is not possible, Sean will follow up with a phone call to the member.*
- There was a problem with Shurgard in which they did not get paid automatically as was set up. To handle the problem, Sean personally provided them with a check. *Sean, Mary L. and Mary DS will follow up to ensure that the automatic payment process works in the future.*
- Sean distributed the procedure for accessing the chapter voicemail.

Committee Reports:

- Technology & Communications/Renée:
 - Renée called Pay Pal to get more information about the discrepancy in reference numbers. She confirmed that all money that goes through PayPal is guaranteed. Reference numbers from origination account and into destination account are different, and there is no way to cross-reference them. As long as we get an email, we are guaranteed that money. Mary DS stated that this makes it difficult to track and balance our books. *Mary DS and Sean will work out a system to track and manage these funds.*
 - Update on website development – Renée has mixed feelings. She is disappointed in the way things are happening. She was told by E-Agency that they were delayed on another

project and are only now getting started on our project. Renée had a letter stating that they have done the following:

- Developed design comps from their designer
 - Established wire frame site prototype
 - Developed member record management code
 - Technical refinements to various code bases that your site will use
 - Renée is committing to stay on top of E-Agency to get our website up and running by the annual meeting.
 - Renée has a commitment from E-Agency to have a prototype online by October 15th.
 - Renée handed out her position's contact information and suggested ways to generate income to offset our web hosting costs. ***Everyone to review the suggestions and be prepared to discuss at our next meeting.***
- Ethics/Tam:
 - Ordered Ethical Standards from CAMFT and got them for free! Sean gave her the 'provided by SCV-CAMFT' stickers to apply to the brochures.
 - Fund Development/Barb:
 - No updates.
 - Membership/Cathy: (Not present)
 - Carol Campbell will speak at the annual meeting, and the theme is 'harvest.'
 - Working on offering CEU's for Carol's talk. ***Maureen will talk to Carol and make sure that CEU's are set up for the meeting.***
 - Yvonne Blockie contacted Maureen and suggested that we recognized newly licensed members at the meeting. ***Maureen will get a list of members who have been licensed in the last 2 years and provide it to Lori. Lori will create certificates to provide at the annual meeting.***
 - ***Maureen will develop a little brochure/program for the annual meeting.***
 - ***Cathy will send a list of things that the Chapter Coordinator is responsible for at the annual meeting to Sean.***
 - ***Sean will call Lucie Stern to determine if they have wireless Internet access.***
 - ***Ani will look for volunteers for the annual meeting.***
 - Prelicensed & Newly Licensed/Lori: (Not present)
 - Emailed Internship Directory to Sean to be uploaded to new Web site.
 - Newly Licensed Support group started up this month with 11 attendees!!
 - Workshops & Events/Jondra:
 - The Michael Riera workshop had to be postponed due to poor timing, unable to advertise adequately. Will attempt to reschedule in June of next year and coordinate with next board member.
 - Luncheon Programs & Volunteers /Ani:
 - Still looking at profitability of luncheons and fee structure. Appears that we are making about an 8% profit without Sean's time. With Sean's time included, we lose about \$200 per luncheon. Ani asked for feedback on what our philosophy is with respect to the luncheons and how much money they should make. Board members discussed this and the only consensus agreement was to charge non-members more than members for the luncheon. Topic was included in new business below.
 - Since we have such a high number of attendees for today's luncheon, Maureen will ask the luncheon attendees to include on their feedback sheets why they chose to attend today's luncheon.
 - Ani passed around a sheet of scheduled luncheon topics.

- Ani asked if program chairs could be luncheon presenters. Consensus of the board was that program chairs should not be allowed to be luncheon speakers.
- Cathy suggested an annual call for speakers to our general membership.

Old Business:

- *Each Board member that has not handed in their vital information in regards to their positions (e.g., Contacts, etc.) must email or fax their information to Mary L. ASAP.*

New Business:

- Should luncheons be moneymakers or break-even events? Should we consider frequent luncheon cards to reward people who attend a lot of luncheons, or other ideas? *Tabled to next meeting.*
- Jondra update on her disaster/emergency response coalition. *Tabled to next meeting.*
- Barb presented new promotional items below. The board decided they wanted two promotional items – the big kahuna pens for the annual meeting and the post-its for the new member welcome mailings.
 - Double heart key holder, 250 @ \$1.07 each
 - Big Kahuna pen, .96 each plus tax and shipping, set-up is \$20 (Barb's personal favorite) or \$350 for 250.
 - Highlighter, pen size, \$225 plus shipping, or thicker one, \$315 plus shipping.
 - Post Its, \$240 plus set up and shipping, for 500

Meeting Adjourned: 11:25 a.m.