

SCV-CAMFT BOARD MEETING  
Minutes – September 28, 2007

**Call to Order:** 9:11 Meeting called to order by Russell

**Attendees:** Russell, Terry, Lara, Carol, Michelle, Mary Kay, Verna & Sean.

**Out:** Randi, Leslie, Bonnie

**Concerns/Announcements & Appreciations:**

- Sean thanked all of the board members who did the coordinator's tasks while he was away. He reported that things seemed to have gone smoothly.
- Russell announced that he was out of town starting September 29<sup>th</sup> for the following week and he would not be checking e-mail.
- Lara gave Bonnie a contact at the BBS so that SCV-CAMFT could get the specifics to hold a Supervisor's Workshop and meet the BBS requirements.

**Approval of Minutes from July 27, 2007 Meeting:**

- Mary Kay made a motion to approve August 24th minutes as presented; the motion was 2<sup>nd</sup> by Terry. Motion passed without dissent.

**Officer reports:**

**President's report/Russell:**

- There was discussion regarding the New Membership Application Form. Terry voiced concerns about the application question asking therapists to report their hourly fees. There was concern if it could be seen as price fixing to ask and to publish the results.
- Terry made the motion that we accept the New Membership Application with the condition that Russell will call Mary Remeirsma for feedback regarding asking the pricing question. If the question is kept, the committee will add an Optional box and a question about therapists accepting a sliding scale to the form. Lara 2<sup>nd</sup> the motion. The motion was passed without dissent.
- Russell reported that the letter has been sent to Janet Steele rejecting her request for reimbursement of funds. He has not received any response from her. He presented a copy of the letter and receipts to the board for review.
- Russell reported that he called the Infolane president, David, to set up a meeting but he has not received a response.
- Russell asked that all of the P&P's that are in process be completed, including their approval and revision dates for the November Board Meeting.
- There was discussion regarding Maureen Johnston and Associated Counselor's offer to sponsor a Holiday Party for the chapter at their offices. Verna will look into it further and will send the activity proposal form to Maureen for further information.

**President-elect's Report/Bonnie: [absent](#)**

**Secretary's Report/Verna:**

- Verna asked for an update regarding the North Region luncheon at Van's. Michelle reported that the luncheon went well, the service was good and unobtrusive and there were no complaints.
- Only 24 people attended the event so the chapter did lose a small amount of money and it was not a good test of how they would respond to a large crowd.
- The November luncheon will be held at Van's which will give more data on how well they can do.

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### **Treasurer's Report/Terry:**

- Preparation of the Budget for 2008 is in process. Terry has not been able to work on it because of problems with Quicken and data sharing with Sean's computer. The deadline for the approved budget is the October 26th Board Meeting. The approved budget must be presented at the Annual Meeting on October 27<sup>th</sup>.
- There was discussion on obtaining a Laptop for the chapter to use as a parallel system to back up chapter data now kept only on Sean's computer. It can be used to keep finance data, budgeting, membership information, chapter documentation and website information. Russell reported that the donation that was discussed last month will not be appropriate.
- Terry proposed that the chapter buy a laptop as back-up to the current system that could cost up to \$700, Mary Kay 2<sup>nd</sup> the motion. The motion was passed without dissent. Russell appointed Terry as chair of the committee to obtain the laptop that would be comprised of Terry, Bonnie and Carol.
- Terry will contact Alice Sklar to see if the Well-Being Committee is planning to hold a one-day conference during 2008 in order to see if this needs to be included in the budget.

### **Coordinator's Report/Sean:**

- Sean asked if there was anyone with an extra BOD chapter binder for Leslie. Mary Kay will give Leslie her binder. New binders will be made for the new 2008-09 members.
- Sean announced that October would be his last time attending a board meeting and it was decided that he will not attend the Annual Meeting again this year. Sean has professional and personal reasons also to reduce his hours working for the SCV-CAMFT chapter.
- Sean discussed a proposal that had been made by the board officers of ways he could reduce his hours as coordinator from an average of 30 hrs per week to 20 hrs. He felt many of the actions were feasible, including not attending luncheons or board meetings and reducing the number of times each day/week that he checks e-mail, voicemail, post office and bank. Sean will also not be attending the Newsletter committee meetings.
- Sean recommended that the budget reflect an average of 25 hrs. per week because historically there have always been extra duties and requirements for the coordinator that come up during the year that should be planned for.
- Sean felt that the proposal to update the website 2 times per month was not realistic because of the growth of classified ads and event announcements. The newsletter and website maintenance are also time intensive.
- Sean suggested that the chapter might save money by breaking up the work that he does and paying an intern to do the clerical chores of the chapter at a lower rate.
- He also suggested that we use more e-mails, take charge cards on-line and have an auto renewal format to reduce the amount of time that it takes to process membership applications and renewal forms.

### **Director Reports:**

#### **Disaster Preparedness/Mary Kay:**

- Dana Meyers has reserved time on March 7-8<sup>th</sup>, 2008 to do the Eye of the Storm Training for the chapter. Mary Kay reported that her base fee is \$2500 plus her expenses for up to 35 trainees. She charges \$60 per person for additional attendees up to 65. CAMFT will reimburse the chapter \$1000 for offering the training and they will help promote the event to members on the crisis response team as it is a required training.
- Mary Kay will try to reserve Michael's at Shoreline as the venue.

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**Ethics/Carol:**

- The Legal and Ethical III training is being held October 19<sup>th</sup> at Michael's. We currently have 33 attendees which is less than the enrollment at the earlier trainings.
- Carol reported on the January 18<sup>th</sup> training for family law attorneys regarding custody and foster child issues. Carol believes co-sponsoring this training will be at not cost to the chapter and their will be no income received from it.

**Programs and Evaluations/Michelle:**

- It was discussed that presenters can sell materials at the luncheon where they are presenting. Selling items is not permitted to other people or groups at luncheons.
- FYI: Mid Region wants to inquire about canceling their June 2008 luncheon and instead conduct a workshop - deferred
- FYI: Thoughts on signing a new contract with Michael's for 2008 - deferred

**Membership/Lara:**

- Lara reminded us that the Annual Meeting will be held Saturday, October 27<sup>th</sup>, from 9:30 – 1:00 at Lucy Stern Pavilion in Palo Alto.
- All board members, old and incoming, are asked to attend. Board members need to arrive at 8:30 to help with set-up and stay to help with tear down. Mary Remeirsma has confirmed that she will be the speaker and she will talk at 11:30.
- The agenda:
  - 8:30 – 9:30 – Set-up - BOD members meet @ Lucy Stern to help
  - 9:30 – 10:30 – Networking
  - 10:30 – 11:30 – Russell's speech, awards & voting of new board members
  - 11:30 – 12:30 – Mary Remeirsma update on State CAMFT activities
  - 12:30 – 1:00 – Close and Networking
  - 1:00 – 2:30 – Tear down
- Russell has put out a request for the names of volunteers who should be recognized with award certificates. He wants a list of the volunteers sent out next week.
- Russell asked for a volunteer to coordinate the list of proposed award recipients, to maintain oversight of the candidates and to make the certificates. Michelle said she would check with Sadie to find out how it was done last year.
- Candidates will need to be called to invite them to the event so we know who is attending.
- Lara needs volunteers to help with buying food, getting decorations, calling the award recipients, decorating, and working at the registration table.
- Karen Sumi was suggested as a possible candidate to receive a plaque for Volunteer of the Year. It was not decided how the other region chairpersons would be recognized.
- Other Annual Meeting business will be handled on-line.

**Pre-licensed and Newly Licensed/Leslie: absent**

**Technology & Communications/Randi: absent**

**Business Development/position vacant**

**Meeting Adjourned: 11:18**

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**I do hereby attest that these minutes are an accurate accounting of SCV-CAMFT's Board Meeting on Friday, September 28<sup>th</sup>, 2007.**

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Verna L. Nelson, Secretary