

SCV-CAMFT BOARD MEETING MINUTES
September 24, 2010

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

Attendees: Terryann Sanders, Tracy De Soto, Pam Milliken,
Debra D. Rojas, LaDonna Silva

Absent: Shazad Contractor, Nanette Freedland, Judy McFarland, Carol Marks,
Lara Windett,

Check-in, Announcements & Appreciations:

- The Board acknowledged the recent San Bruno tragedy and extended concerns to Tracy who lives in San Bruno. Tracy provided an update on the situation.
- Terryann announced it is the President-Elect who chooses the next year's President-Elect and Nanette has chosen LaDonna Silva as the next President-Elect. Congratulations were extended to LaDonna.
- Terryann announced positions to be filled for the next year: Business Development Director, Special Events Director, Volunteer Coordinator and Technical Director.

Approval of Minutes from prior Meeting:

- **Action:** Upon motion by Tracy and seconded by LaDonna, the Minutes of the August 27, 2010 meeting were unanimously approved.

Business Development Job Description:

Terryann thanked Tracy De Soto for all her work on developing the new job description for the Business Development Director. She stated the next step will be to begin interviewing applicants.

- **Action:** Upon motion by Pam and seconded by Debra, the board unanimously approved the new job description for Business Development Director, P&P 110-F. A copy of the new job description is attached to these Minutes.

Professional Liability Insurance:

Terryann reported its time to renew the business liability coverage. Shazad previously reviewed all options. Since the chapter already has another policy that provides Errors and Omissions coverage for Board Members and Chapter Officers, and since the chapter does not have a physical office eliminating the need to provide any certificates of insurance to any of the places where we hold functions, there is no need for the building related coverage.

- **Action:** Upon motion by Debra and seconded by Pam it was unanimously agreed that the chapter renew the Hartford providing just the Business Liability insurance of for \$1,000,000 for an annual premium of \$425.

Membership Brochure—Terryann:

The board reviewed the latest draft of the brochure. A discussion ensued regarding color and Terryann will talk with with the Program Coordinator about color options for the brochure.

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Annual Meeting Update—Pam:

To date 68 members have already registered for the annual meeting. The speaker and topic have been confirmed. Pam provided an update on the status of event details.

Marketing Calendar, Scheduling of Events—LaDonna:

LaDonna outlined events for 2011 she is currently working on such as CISM, Cultural Diversity Workshop, and discussed possible dates ensuring they do not conflict with other events such as the annual meeting.

Credits to Members—Terryann:

The chapter currently has \$3,000 in credits to members for various reasons. Conversation ensued regarding how to handle these monies instead of carrying them on our books.

- **Action:** Upon motion made by Debra and seconded by Tracy it was unanimously approved that
 - A letter be sent to the membership with options on how they want their credits to be handled and
 - From this date forward, future credits will be refunded immediately to members.

Luncheons Updates—Tracy:

Luncheons are moving along. All speakers for next year will be scheduled by the end of this year. Tracy informed the board that materials and supplies are transported to the luncheons which requires each region to coordinate the exchange of these materials prior to each luncheon. She requested the board authorize the purchase of two boxes of supplies so each region will have its own box of supplies.

- **Action:** Upon motion made and seconded the board unanimously approved an amount up to \$150.00 for the purchase of 2 boxes and supplies for each luncheon region.

Website Update—Michael Jaret:

Michael Jaret, the Website Coordinator provided an update on the chapter's website outlining current projects in process, future enhancement projects and explained list server problems. He answered questions from board members and reiterated the goal is to use technology to eliminate unnecessary work for the Program Coordinator and Web Designer, thereby increasing revenue for the chapter.

Meeting Adjourned: 11:15 a.m.

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors meeting held on Friday, August 27, 2010.

Debra D. Rojas, Secretary

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September 24, 2010

Santa Clara Valley Chapter - California Association of Marriage and Family Therapists (SCV-CAMFT)
Policy and Procedure Manual

Subject: Job Description	Initial Date: 01-02-07	
Responsibility: Business Development	Date Reviewed: 08-31-10	
Approved by: SCV-CAMFT Board of Directors 09-24-2010	Date Revised: 03-26-09	P&P 110—F

110—F

JOB DESCRIPTION FOR THE BUSINESS DEVELOPMENT DIRECTOR

Specific duties:

Generally ensures the growth of the chapter, increases awareness of the chapter and the services it provides, and increases awareness of marriage and family therapists and the services they provide-

The Business Development Director's duties include:

1. Attends all board meetings and the annual chapter meeting.
2. Attends board meetings prepared to debate and discuss issues at hand.
3. Regularly handles board business through email, which allows a board meeting to be mainly a voting event for issues already discussed by email.
4. Actively supports the decisions of the Board of Directors.
5. Ensures adherence to the mission and goals of the chapter.
6. Ensures adherence to chapter deadlines.
7. Develops proposals for new business opportunities, with board consultation, commensurate with the needs of the chapter.
8. Oversees the promotion of chapter events including supervising the creation of flyers for events, distribution of advertising and flyers, and follow-up to insure the timeliness of promoting events.
9. Establishes strategic partnerships with other CAMFT chapters, nonprofit agencies, institutions, etc.
10. Explores and develops opportunities for advertising and promoting chapter events.
11. Explores and develops opportunities to promote the services of marriage and family therapists within our geographic area.
12. Develops appropriate business relationships to encourage corporate sponsorship of designated events and activities hosted by the chapter (to be approved by the board of directors).
13. Maintains a database of potential sponsoring relationships as well as ongoing businesses sponsoring chapter events.
14. Works with other board directors as needed in the development of sponsor relationships and advertising of events.
15. Transfers all material pertaining to the office to the newly elected Business Development Director and educates the newly elected Business Development Director as to the role of the position.

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