

## SCV-CAMFT BOARD OF DIRECTORS MINUTES

September 27, 2013

**Call to Order:** 9:08 a.m. by Pamela Eaken

**Present:** Pamela Eaken, LaDonna Silva, Kate Viret, Debra D. Rojas,  
Robin Ginsburg, Jane Kingston, Diane Patton, Michael Sally

**Absent:** Nancy Andersen, Elizabeth Basile

### **Check-ins/Announcements/Appreciations**

Board members shared announcements, upcoming events and updates

### **Approval of Minutes:**

**Action:** Upon motion by Michael Sally and seconded by Diane Patton, the board unanimously approved the Minutes of August 23, 2013. Kate Viret and Merrett Sheridan were absent from the August meeting and abstained.

### **President Report: Pamela Eaken**

- CAMFT voted “To approve the repeal of the current bylaws approved in July 2013 and reinstate the bylaws adopted in June 2009. The Board’s approval is subject to voting members' approval by ballot.” Pam stated that even though CAMFT repealed the Bylaws she will send the results of the chapter’s survey regarding the ByLaws to CAMFT.
- CAMFT Chapter Excellence Awards. Jane explained she’s a member of the Chapter Advisory Council made up of 4 CAMFT members. They put together criteria for a Chapter Excellence Award designed to recognize a CAMFT Chapter that demonstrates excellence in four key areas:
  - Chapter Management
  - Communicating with Members
  - Using Programs to Meet the Diverse Needs of Membership
  - Promoting Chapter and Community Involvement

The deadline date to submit the application is October 15, 2013, which doesn’t provide enough time to submit a thoughtful application. A majority of board members expressed their desire to submit an application on behalf of the chapter. The board discussed the benefits of submitting an application and reviewed the four criteria areas. Kate volunteered to spearhead preparing the application provided board members help by providing her information. Various board members committed to provide information such as Promoting the Chapter, Finance, Outreach, and Technology.

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### **President-Elect Report: Kate Viret**

- Kate reported on the nomination process and summarized nominee qualifications for the Newly and Pre-Licensed Director and Membership Director. There was no interest in the Technical Director position.
- Chapter Policy Agreement: Kate expressed concerns about some of the terms in the Chapter Policy Agreement to be signed between CAMFT and SCV-CAMFT. The deadline is November 11, 2013. Pam asked Kate to email her any concerns and she will forward them to CAMFT.
- Website Update. The Groups and Committees Page of the chapter website has outdated information. Kate reported she will feed information to the webmaster for correction and update.

### **Membership: Diane Patton**

- Annual Meeting Update. Diane reported her needs for the annual meeting event. She needs volunteers for set-up. The board discussed details such a decorations, flowers, etc.
- Volunteer of the Year Award: The board suggested the names of a number of chapter members for consideration of the Volunteer of the Year award. Pam requested the board vote online.

### **CFO Report: Merrett Sheridan**

- Merrett reported the chapter now has a debit card which will be kept on file at luncheon venues and used for payments instead of writing checks. Kate stated controls must be put in place and recommended one way to offer controls is for another board member to review the monthly bank statements. After discussion it was agreed the President will review monthly financials and bank statements as a form of controls. Merrett will email bank statements to the President and she will email a copy of the monthly financials to board members.
- Kate requested a list of vendors be distributed to the board indicating those using the debit card.
- Merrett reported she is not receiving bills in a timely manner and important bills are being paid late. She stated online banking offers more efficiency.

### **Law and Ethics: Jane Kingston**

- The Law and Ethics Workshop is scheduled for October 18. currently there are 45 registered. Jane needs volunteers for handouts.

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**Special Events: Robin Ginsburg**

- Robin asked for feedback and clarification on fees when the cost of a workshop is more expensive than normal. Additionally, the issue of a two-week cancellation policy is not enough time and can pose a financial risk for the chapter.

**Adjournment:** There being no further business the meeting adjourned at 10:55 a.m.

I do hereby attest that these Minutes are an accurate accounting of SCV-CAMFT's Board of Directors Meeting held on Friday, September 27, 2013.

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Debra D. Rojas, Secretary