SCV-CAMFT Minutes August 23, 2002

Attendees: Maureen, Cathy, Tam, Laynee, Lori, Jondra, Mary DS, Barb, Silvie

Not in attendance: Renée, Susan, Mary L

Agenda	(decisions/action	items in	bold italics):

- □ Facilitator: Maureen
- □ Call to Order: 9:08 a.m.
- Appreciations:
 - Maureen read letter of commendation from CAMFT regarding our innovative approach to driving membership. Copy of letter will be placed in next newsletter.
- Concerns:
 - Several Board members stated concerns about continuity of Board member attendance & consistent follow-up with action items. *Maureen to address.*
 - Silvie: Still hasn't received review. Board voted on the following: Increase salary to \$20/hr, reassess at annual review. Maureen to confirm Board agreement with Mary L and then follow up with Silvie by Wed. Aug. 28. Also, need personnel guidelines by November, which will include a salary budget.
- Announcements:
 - Barb will be out of town next month.
 - Tam may not attend next month as well.
- Approval of Minutes from Last Meeting: Approved
- □ President's Report/Maureen: Covered in Old Business (see below).
- □ President-Elect's Report/Mary L: Not present.
- □ Treasurer's Report/Mary DS:
 - o Higher income this year from last, due in large part to membership drive efforts.
 - Each Board member needs to review budget items: Go through Quicken categories and email changes to Mary DS & Silvie by Sept. 13. Highlight what you think relates to you and propose a budget for your area. Board will meet at 8:30 a.m. for next two meetings and first half hour will be devoted to budgeting.
- □ Chapter Coordinator's Report/Silvie:
 - What to do with request from chapter member for referral to collection agency? Any questions like this should be referred to Board to take over (as was done this time). Also, as a Board we don't make recommendations of this nature.
 - o Can newsletters be sent out to people moving out of the area and dropping their membership? *No. Must be a chapter member to receive the newsletter.*
- □ Committee Reports:
 - Prelicensed & Newly Licensed/Lori:
 - Maureen: Yvonne Blockie has expressed interest in taking a leadership role in Mentor/Mentee program. Lori to follow up with Yvonne.
 - Multicultural conference at Santa Clara Sept. 17-18. Lori will look into our chapter having a presence there (e.g., table with chapter information).
 - Program Planning & Evaluation/Jondra:
 - □ Jondra to take a leave of absence until end of year. Related action items:
 - Jondra will send Silvie calendar of events to keep programs on track until she returns.
 - Maureen to contact Kathleen Virmani to discuss possibility of she and Danielle Draper co-chairing mid-region.

- Jondra will work offline with Mary DS on budgeting to ensure consistency with when she returns next year.
- Maureen will call Beverly Kam to discuss sitting in on the Board meetings in Jondra's absence.
- □ Silvie hasn't received any luncheon information for September yet. **Barb will** find out details and contact Silvie by Aug. 30.
- o Technology & Communications/Renée: Not present
- o Ethics/Tam:
 - According to CAMFT, okay to use either MFT or LMFT. If advanced degree is in field other than counseling this must be disclosed in advertising, but Board doesn't want to "police" directory. Tam will communicate advertising rule in next newsletter; also, change wording in membership form to "Advanced Degrees Related to MFT Profession." Turns out we'll get the ethical guidelines for free. Mary DS requested we order 100 copies of "Sex is Never Part of Therapy." Jondra will send Tam ordering information. Silvie will make up a label: "Provided by SCV-CAMFT."
 - Someone contacted her who dropped membership due to financial hardship.

 Next meeting Board will discuss scholarship for financial hardships.
- o Fund Development/Barb:
 - □ Forward leads to Barb if you have contacts that might be interested in advertising but you don't want to contact them yourself.
- Legislative Affairs/Susan: not present.
- o Membership/Cathy: 10 new members from drive so far!

Old Business:

- Org chart: Maureen to update when possible.
- Spring 2003 CAMFT conference in San Jose: Committee being formed. Barbara Griswold has volunteered to chair, Mary Jo Garrett and Jondra to participate.
- Membership Event: President sets up agenda; membership chair manages logistics.

 Anyone with input should email Maureen and Cathy. Silvie to call Lucy Stern

 Center to find out when the room is booked for.
- Process enhancements: The following new processes were implemented:
 - □ Laynee will email Maureen a "template" following each Board meeting that will be pre-populated with Action Items based on the minutes.
 - Board members will email concerns/new business with estimated time allotments to Maureen, who will then put together the agenda and email it to the team the Friday before the next Board meeting.
 - If guests are to attend Board meeting, need to be on agenda with allotted amount of time.
 - □ Meeting will begin promptly at 9:00.
 - □ Appreciations, Concerns & Announcements will be completed by 9:15.
 - □ Reports will be 5 minutes unless previously requested otherwise.
 - □ Meeting will end at 11:15.
 - □ Setup and check-in will begin no earlier than 11:15. Silvie will make "Do Not Disturb" sign.

New Business:

- Cathy: Diocesan committee to sponsor sexual abuse workshop, can chapter sponsor CEUs? To sponsor CEUs, we must co-sponsor program. Board in agreement that we'd like to join w/ Diocese on this. Silvie to send Cathy CEU guidelines to ensure we comply. Cathy and Maureen to figure out financial issues.
- CEUs advertised as being offered at today's luncheon, but there's no speaker so it doesn't comply with guidelines. Maureen will announce at luncheon that CEUs aren't available and to see her with concerns.
- □ Adjournment: 11:15