

EAST BAY CAMFT 2021

BOARD OF DIRECTORS RETREAT

Zoom Meeting

January 17, 2021 9a – 12pm

Meeting Minutes

9a Meeting called to order

Welcome and Check-In

- Board Members in Attendance via Zoom: Beth Hermosillo, Susan Kelsey Weissenborn, Jennifer Brookman, John Kravitz, Aliss Wang, Nanci Finley, Tanya Jacobs, Nalini Calamur, Khea Gumbs
- Guests Present: Sandy Smith
- Notes: Jennifer Brookman

9:30a - Interview board applicant - Khea Gumbs

Khea provided information about her personal, educational, and clinical background and reasons for requesting to join the board. Goals and expectations of the position were discussed and acknowledged.

Current 2020 East Bay CAMFT Board of Directors:

Immediate Past President: Beth Hermosillo

President-Elect: John Kravitz

Secretary: Jennifer Brookman

Treasurer: Susan Kelsey Weissenborn

Membership Director: Nanci Finley

Program Directors: Aliss Wang and Susan Kelsey Weissenborn

Marketing/Social Media Director: Jennifer Brookman

Pre-Licensed Director - Associate: Nalini Calamur

Pre-Licensed Director - Student Representative: Tanya Jacobs

Member-at-Large: (open) [Khea Gumbs was voted in later in this meeting - see below]

Member-at-Large: (open)

Bookkeeper/Admin: Sandy Smith

9:35a - Board Training:

- **Norms/Expectations (Beth)**

The Board discussed and agreed to the following with relation to Board culture:

- Each Board member will uphold the expectation in the Bylaws to not miss more than 2 meetings per year.
- Attend meetings dressed appropriately. Business casual attire to monthly meetings is not necessary.
- The acting Board President will appoint a timer for every meeting to monitor and ensure meetings are held in an efficient manner.
- Ban side conversations (including being on phone) during meetings.
- Arrive on time. Board members will communicate with as much notice as possible if they must be late.
- When announcements are made to members, the Board speaks with one voice and is united in its messages.
- Board conflicts are to be resolved within the Board and will not be shared externally with members.
- All Board members' opinions are to be respected.
- Information shared in Board meetings are to be held in confidence.
- Meetings will be open for members to attend. At any time, a Board member can request that the meeting be closed to discuss confidential matters.

Each Board member shared their expectations/desires for the Board during the next year.

- **501c6 Information (Susan)**

Susan presented information regarding EB-CAMFT's 501c6 status and how this impacts members and Board members, including:

- Records must be kept for at least 7 years.
- Records for Continuing Education Unit (CEU) training events must be kept according to the Continuing Education Provider Approval (CEPA) Program's guidelines.
- All members must get the same level of benefits, but different fee levels may exist (e.g. Student, Pre-Licensed, Clinical).
- Board members may attend events free of charge, but are required to participate in implementation of these events.
- No service or benefit will be provided to members free of charge.
- No individual or shareholder shall profit financially from participating in the Board.

- Anti-trust laws prohibit discussion of fees in a public venue to prevent practices such as price-fixing.
- **Bylaws (Susan)**

By agreeing to be a Chapter of EB-CAMFT, we agree to the CAMFT Bylaws. These may only be changed or amended by a vote of the full membership. Susan and Beth requested that all Board members read the Bylaws at a separate time.
- **Fiscal responsibilities (Susan/Sandy)**

Susan reported that the Board has a fiduciary responsibility to its members, meaning that we are responsible for oversight of the budget, to effectively utilize and prevent misuse of funds. The Board has General Liability, Directors', and Officers' insurance. Susan provided information about the security and oversight of cutting checks and account management. Susan and Sandy suggested that we pursue doing a full audit by a Certified Public Accounting (CPA) firm in 2021, which has not been completed in recent years. Financial records are well-maintained, checked regularly by both Sandy (does a monthly internal audit of all income/expenses) and Susan (looks at accounts weekly), and safeguards are in place to ensure fiscal responsibility.
- **Responsibilities of CAMFT chapters (Sandy)**

Sandy is handling all information and documentation for CAMFT.

11AM - Begin Board Meeting

11AM - Vote in New Member

Khea was M/S/A (Moved, Seconded and Approved) as a Member-at-Large.

11:10AM - Consent Agenda

The Consent Agenda was moved, seconded, and approved (M/S/A), which included the December Board Meeting and Annual Meeting Minutes, Financial Statements, and Membership Report.

10:20AM - Board Reports - No significant changes since the last meeting. Not discussed in detail due to time constraints.

1. Financial Report/Bank Account Info (Susan/Sandy)
2. Membership Report (Nanci)
3. Budget (Susan/Sandy)

4. Social Media Report (Jennifer)
5. Program Report (Aliss)

11:15AM - New Business:

- **Board openings: Member-at-Large, Social Media and Marketing Director**
 - Jennifer is currently doing Social Media (not Marketing) in addition to the Secretary position, but it would be preferable to pass on this responsibility to another Board member. Khea may have someone who is interested in this position who can also take on Marketing; she will follow up.
- **Goals for 2021 - Discussion (i.e. website redesign, increase membership, etc.)**
 - Website Redesign

In upcoming months, the Board will be reaching out to Wild Apricot to update the EB-CAMFT website, including removing old links/info and improving content. It was suggested that the Marketing Director (once recruited) work in tandem with this goal, as well as forming a Committee to focus on this task. The 2021 budget includes \$2.5k for this purpose, but the Board has not yet sought out any bids. If more money is needed for this purpose, the Board will conduct a vote to approve or refuse the budget change. Susan suggested that we obtain 3 different tiered bids (i.e. different web design packages) and pick a bid that is appropriate to our needs. Jennifer reported that often web design packages include branding (e.g. logo) that would help us reach this 2020 goal that we did not pursue due to the pandemic.
 - Increase Pre-Licensed Engagement

Nalini suggested creating a Pre-Licensed Committee with Tanya to increase outreach, education, and resourcing for pre-licensed members. Tanya was in support of this and agreed to collaborate and develop a Committee. Nalini suggested that a survey go out to pre-licensed members to identify their needs/desires; this will be discussed separately during Pre-Licensed Committee meetings.
 - General Audit

It was agreed during the Fiscal Responsibilities portion of the meeting (see above), that the EB-CAMFT Board would seek a general financial audit in 2021.
 - Other goals suggested, to be discussed further in upcoming meetings:

- Create a pipeline for leadership within the chapter
 - Increase membership
 - Restart mentorship program
 - Create a Google G Suite for EB-CAMFT so that documents can be centrally stored and maintained
 - Develop branding/logo
- **Planning for 2021**
 - Save the Dates - see Program Committee Meeting Notes
 - 3000 Hour Club and Mentorship Program

The Board is seeking someone to chair 3000 Hour Club meetings as well as someone to manage the Mentoring program. Khea expressed interest in coordinating the Mentoring program. Tanya is also available to assist. This will be discussed further in a Pre-Licensed Committee meeting.
 - CE Events - see Program Committee Meeting Notes
 - Luncheons - Not discussed due to time constraints.
 - Other - N/A
- **Committees - program planning committee, other committees**
 - **Program Committee Meeting**

Aliss presented the Programming Committee Meeting minutes from Friday January 15, 2021. She reported that the next upcoming Quarter 1 (Q1) training is tentatively planned for March on Suicidality, which ensures EB-CAMFT members will meet this 6-hour Board of Behavioral Sciences (BBS) requirement. The Programming Committee is currently researching potential presenters for this and other 2021 programming. Also in Q1, there will be Member Presentations (1-1.5hr events with CEUs), which will be topical trainings by members on topics including Self-Care, Financial Recovery, and Building/Rebuilding a Practice. The Programming Committee has not yet decided how much will be provided as an honorarium for Member Presentations; this will be discussed further in upcoming committee meetings. Aliss reported that advertising for Member Presentation applications will begin later this month. Other upcoming CAMFT trainings include: State of the Profession (April 16th) and Law & Ethics (June 25th and July 23rd, 3 hours each). The Programming Committee determined that there will be 3 main programs offered by EB-CAMFT each quarter. The next Programming Committee meeting is later this month (1/28 or 1/29, to be

determined) where they will discuss Q1 Presenters, Q1 Event Dates, and 2021 Schedule/Presenters.

12:05PM - Adjourn

Next Meeting: Friday, February 12th 9:30a - 11:30a

Chapter Leadership Conference: February 26th - 27th

Respectfully submitted,

Jennifer Brookman, Secretary