

EAST BAY CAMFT 2022

BOARD OF DIRECTORS MEETING & TRAINING RETREAT

January 30, 2022 9:30am - 12:00pm, Concord, California

Meeting Minutes

9:30am: - Meeting called to order

Welcome

- Board Members in Attendance: John Kravitz, Beth Hermosillo, Nanci Finley, Aliss Wang, Susan Kelsey, Sandy Smith, Khea Gumbs, Miya Moore-Felton, Mary Ann Dawkins-Padigela (Potential Member), Jeanette (Jen) Shelby, (Potential Member)
- Regrets: N/A
- Partial Attendance: Tanya Jacobs attended from 10:35am until 12:45pm and continued via zoom
- Notes: Khea Gumbs

10:00am: - Housekeeping

1. John: Building norms for today's meeting. Acknowledgement of everyone.
2. Aliss: Guided Meditation and relaxation for the meeting

10:10am:-Introductions of Potential New Board Members

1. Jeanette (Jen) Shelby: Newly licensed in July. It was moved, seconded, and approved to admit Jen Shelby to the board as Program Director- Venues
2. Mary Ann Dawkins-Padigela: Recently graduated, recently received BBS number, was in the Airforce, officer and working on MFT. It was moved, seconded, and approved to admit Mary Ann Dawkins-Padigela to the board as Marketing & Social Media Director

10:35am:-Introductions/Welcome New Board Members:

Board members went around giving a brief introduction about themselves and their positions on the board, as well as personal life.

2022 Board Members are as follows:

John Kravitz, President

Susan Kelsey, Treasurer

Khea Gumbs, Secretary

Beth Hermosillo, Past President /Website Director

Nanci Finley, Membership Director

Aliss Wang, Co-Director of Diversity, Inclusion, & Equity

Tanya Jacobs, Prelicensed Director-Student Representative

Miya Moore-Felton, Member-at-Large and Co Director of Diversity, Inclusion, & Equity

Mary Ann Dawkins-Padigela, Marketing & Social Media Director

Jeanette (Jen) Shelby, Program Director-Venues

Sandy Smith, Administrator & Bookkeeper

11:05am: Break

11:15am: Appreciation For Beth and her commitment to the Board. Presentation of Memento to Commemorate her Service to EB CAMFT.

11:20am: Norms and Expectations of Board Members Susan

- ❖ The board decided if a member is late we will start meeting on time.
- ❖ Check in will be 15 mins prior to meeting
- ❖ Timing agenda and Timing assigned
- ❖ Raising hand prior or in chat stating that you have something to share
- ❖ Consent Agendas
- ❖ Table meetings missed (how many meetings can a member miss and remain on the board?)
- ❖ Meetings will be on Zoom, in person or Hybrid

Expectations:

- ❖ Side Bars (no)
- ❖ Problems and Negative feedback will be discussed privately
- ❖ Do not talk about each other outside of the meeting
- ❖ The board speaks as one
- ❖ Communication should be run by John in advance prior to sending correspondances
- ❖ Meeting requests should be sent at least a week in advance.
- ❖ Be prepared for the meeting
- ❖ Notify other members if you need assistance
- ❖ Minutes need to be sent to the board members a week after the meeting. Secretary gives a summary of what the action items are at the end of the Minutes.
- ❖ Members to notify John if they cannot attend the meeting and send a brief report about the work you are doing
- ❖ Acknowledgements/Appreciations/Apologies to begin meeting.
- ❖ Have fun at meetings!

11:40am: Responsibilities of CAMFT Chapters Sandy

Sandy provided information about following through on CAMFT and all Bylaws. Every year each Chapter sends the current roster and contact information, profit and loss statement, balance statements, when the chapter starts the voting process. Insurance coverage overview. Nanci gave insight to how Advisory Council questions can be given to CLC, important to provide current emails for leadership listserv, Leadership Conference 4th through 5th, 2022.

11:50am: 501(c)(6) Membership Based Non-Profit Information Susan

Susan provided information about how a 501(c) (6) works and how this compares to 501(c)(3), Professional Association, Tax-exempt, not tax deductible, all monetary gain goes back to our members. Fiduciary responsibility to our members.

12:00pm: Fiscal Responsibilities

Sandy

Sandy went over the responsibilities of the board and how the bills are paid through the bank account.

12:10pm: Bylaws

Susan

Susan went over a few key points of the Bylaws. We are governed by the Bylaws, we require a procedure manual.

12:20pm: Team Building Movement

John/Susan

12:30pm: Lunch Break

1:10pm: Welcome Back Q&A from Morning Training

1:10pm: Consent Agenda:

The Consent Agenda was moved, and seconded to accept the Consent Agenda. The motion Carried. (M/S/A), which included the December Board Meeting Minutes, Financial Statement, and Membership Report.

1:15pm - Board/Committee Reports and Action Items, Asks, Visioning our Positions:

1. President (John)

Are we meeting Face to Face or Zooms? Suggested quarterly face to face, same schedule April, July and October.

2. Past President (Beth): Website designer Daniel (Wild Apricot). Taking out older content, Test site committee to assist with the Website, Beth, Sandy, Aliss, and Mary Ann. Ideas for launching our new website discussed. Continue discussion on assisting with the Website

3. Financial report/bank account info (Susan)

Financial Statement being understood by all members. Budget discussed and looked at. Susan has prepared the budget for this quarter. Miya shared to integrate Marketing and Diversity will each have a \$500 budget this year. Nanci had questions about Taxes and fees on the projected budget for this year. Budget is carried by the board. The financial report was moved and seconded to accept the budget as presented. The motion carried.

We did not get a chance to further discuss the following: Susan had requested last month to form a Budget Committee to help her identify budget needs, which will be voted on and finalized in the first meeting of 2022. Susan proposed giving Sandy a raise given that she has been working for us for 3 years. It was suggested that the Board

review the job description and discuss this before we consider giving her a raise. This information will be gathered and this will be further discussed and voted on during the January meeting. The goal is to discuss this in February's board meeting.

4. Membership report (Nanci):

Nanci presented the Membership Report. 670 Members. 54 members pending and overdue dues. Largest Chapter in the state. Membership engagement discussed. Beth talked about the welcome letter and to have new members join the Etree. Discussed raising dues. Reassess the dues.

5. Social Media/Marketing (Mary Ann):

Mary Ann will be given former Social Media outlets, No YouTube. Mary Ann feels that Social Media needs a presence. Create Content. Mary Ann would like to do a Board Intro, Diversify the different Social Media accounts. Therapist corner, Self care Thursdays, video content, posting training, mixers, BBS updates, membership to Canva Pro, CAMFT info, Contacting Clinical Directors of Local Universities, etc. Sandy needs to be informed of all password changes to support a master list of all codes.

6. Pre-Licensed Director - Student (Tanya):

Not present at this time. 3000 hour club ideas and support will be discussed at the next meeting.

7. Programs Report (Aliss and Susan):

Aliss announced a Program planning meeting on the 17th of December: discussed programs from CAMFT dates and programs that we are interested in, and set up the programs and payments. CAMFT Road to Licensure: May 13th or September 16th. Aliss will sign our chapter up and if we do not get a Program Director by March.

Aliss went over other up and coming training: CAMFT Law and Ethics: May 25th, Ethics Issues Dual Relationships and Private Practices June 27th. CAMFT State of Profession. Member Presentations. Miya: Requested to have something for Black History Month. Dr. Maryam table bringing her back. Beth will send out a person she came in contact with. Jen will have access to a gmail account for her role.

8. Website Committee (Beth, John):

Beth and John agreed to continue to work with the Website director to finalize the site.

2:40pm Old Business

1. Recruitment:

2:45pm New Business

1. Annual Reporting Requirements to CAMFT
2. Black History Month
3. Toast 2022

4. All board members need to have a Gmail account
5. All Board Photos Complete

3:00pm Adjourn

Next Board of Directors Meeting: February 11, 2022 9:30am -11:30am Via Zoom

Action Items:

Khea: Send Minutes within one week

Nanci: (Continued from January minutes) Create a Welcome Letter.

Susan: Contact Tanya and offer help

Need a President -Elect, Program Director, Hospitality Director, Pre Licensed Representative: Associate, and a Member-at-large

Respectfully Submitted,

Khea Gumbs, East Bay CAMFT Secretary

Date