

EAST BAY CAMFT 2022

BOARD OF DIRECTORS MEETING

April 8, 2022 9:30am - 11:30pm, Zoom, California

Meeting Minutes

9:30am: - Meeting called to order

Welcome

- Board Members in Attendance: John Kravitz, Beth Hermsillo, Nanci Finley, Aliss Wang, Susan Kelsey, Sandy Smith, Tanya Jacobs, Khea Gumbs, Miya Moore-Felton, Mary Ann Dawkins-Padigela, Jeanette (Jen) Shelby
- Regrets: Jeanette Shelby, Mary Ann Dawkins-Padigela
- Partial Attendance:
- Minutes: Khea Gumbs
- Potential Member: Tralee Johnson

9:35am: - Thankful for, Appreciations, Acknowledgements and Apologies 2 min. Ea. (Skipped)

9:50am:- Motion to Approve Consent Agenda (prior month's minutes, P&L, Balance Sheet, Membership Report. Motion was seconded and approved as presented.

10:00am:- Board/Committee Reports, Action Items, Asks: (7 minutes ea.)

1. **President (John):** John opened the discussion welcoming Tralee. She is taking part in the meeting to further learn about being a board member, what her role would be, and get to know the current board members. Tralee has been with CAMFT this year and gave a brief description of herself. We went over everyone's roles on the board. John asked if we could set up a Face to Face Retreat for four hours in June? John will do a Doodle Poll and we will decide. John would like for Khea to be able to record the meetings so that she can go back and review for the Consents agenda. Consents agenda review. Beth moves to approve the consent agenda from the past month. Khea started trying to type and it went live, deleting some of the current information. Beth informed Khea how to copy and paste and correct this small error. Susan says we do not need to present the motion again. No further discussion. Motion passed.
2. **Website Director (Beth):** Beth made a complaint about emails not being responded to. Beth requested that we have a designated time to respond to email inquiries from board members. Susan says we did this at the retreat. Khea shared that it was already voted on in the retreat we had and that she is responding but no one is acknowledging the responses at times. John spoke about Google having its own way of functioning. Saying that we got it, received, etc. Khea went on to share that it sounds like Beth would like a decision made in this meeting and we need to support her and support the process. Beth would like for us to decide as a group. We need to be clear of the sense of urgency in the subject matter, but no longer than two days. Tanya says that two days or a timely manner.

Group emails asking the board members to please respond in two days. Miya agrees to put time sensitive on the emails. We all agreed to do better at this. John asked if Beth can make the final decision if we as board members do not reply to her in a timely fashion. Many suggested that we give a deadline on the responses needed, and whoever does not respond, unfortunately, does not have a say in the decision.

3. **Treasurer's Report (Susan):** Financial statements had no questions. Problem that we do not have a program director. It has cost us thousands of dollars. Susan has talked to Sandy who agreed to input information on the website for us for \$50 an hour. THis is not part of her current job. She expects that this would take about 1 to 5 hours for this extremely complicated information. Susan would not be copying and the information would have to come ready to be entered into the Website. Khea suggested that we find the person to do this entire job, instead of delegating different people to do the job and spending money to pay each person separately. Wild Apricot is well known by Sandy, so it would behoove us to support Sandy in helping us until we find the Program Director. Beth shares that the website should not be this difficult. She wonders if we can be trained. Aliss, shared that the email is extensive. Aliss thought that Daniel was working on this in the background. Aliss is asking about the template. Beth says that Daniel has only worked on the design. Daniel would like to wrap the project up. Susan concluded that the glitches may be how the website is. Beth agreed to consult with another chapter about who they use to support us. We do have the CAMFT training coming up, according to John. Susan points out that CAMFT does not do everything, we are responsible to input our own information for the training and that would be the job of the program director. John says using Wild Apricot is too costly, especially if it is not user friendly. Aliss pointed out what events we signed up for with CAMFT. Susan moves to ask Sandy to cover us over the up and coming events, until we get someone trained. Khea seconds. John asks if there is any discussion. Miya asks that we do not only have to use Sandy and not utilize others who may be available. Motion Passed. Voted On creating a reserve fund. We may vote on a vehicle for the board to use. John did not get the Reserve Policy and Statement done and would really like to learn a little more about this by working with Susan on this project. John Reports that although this is the job of the Treasurer, he would like to remain involved to support his board.
4. **Membership Report (Nanci):** We have 667 Total Members. 14 members joined in the last 30 days, 5 joined in the last seven days. Most members are clinical and pre-licensed Associates. Nanci has not completed the welcome letter. She broke her arm. John showed the board the report on the screen. John pointed out that we get a report from Michelle Champion. He is hoping to utilize that list to complete some form of outreach or letter.
5. **DEI Report (Miya):** Miya sent out an email to update us on the progress with the Sacramento Valley Chapter and the program we are co hosting with them. Beth posted this to the Website to call some attention to some small issues. The link brings us to their website and they do not have a place for their members to register? Miya explained that Sacramento prioritized us in the link. Susan proposed that Miya bring this up to Sacramento so they are aware of the confusion with the website. Maya agreed to consult with the Sacramento Chapter about the confusion. Susan will reach out to Sandy to send emails out however, only afterwards that the link confusion is resolved.
6. **Social Media/Marketing Activities Report (Mary Ann):** No Report
7. **Pre-licensed Director- Student (Tanya):** Question came up with Pre-Licensed individuals about what chapter they can join being that they reside in San Francisco? CAMFT is presented more at different schools? John states that we should offer anyone

who resides in the East Bay an opportunity to join East CAMFT, regardless of the fact they attended school in San Francisco. Miya asked if we could have students or associates fill the need for certain job duties? John says that we are maxed out on associates, but we need a board member to hold that position to obtain assistance with that actual position. Susan points out that this is not a bad idea but we still need to have a full time member to support this. John asks Tanya if she would be willing to further discuss this. Tanya concluded that the students would need to be a member of CAMFT first, then join East Bay CAMFT.

8. Programs Report (Jeanette Shelby): No Report

9. Website Design Committee (Beth, John, Mary Ann): Beth shared that none of us really liked the logo. So we agreed to put the final logo on the website, make the color change, and pay the vendor for supporting us with this project. John asked if Beth had any other questions for the website? Beth shared that she would like to add questions on the website for the members, our own board page, etc. Maryann has some pictures that were requested, but we would like to place them on the website as soon as possible. Maryann was not present today. John asked, will the website be posted in a way that we as board members can make changes without having to repay others to make changes for us? Beth answered and stated that we can make changes, but the members on the board have limits on how to use the website and we have basic knowledge on changing the website. So, we can be trained but it takes time to do that work. John suggested that we recruit someone to work with Beth, to do this simultaneously as we are working on website projects.

10. 11:00am:- Old Business:

Remaining Board Openings & Recruitment: (everyone)

President-Elect, Program Director (speakers), Hospitality Director, Associate, Member-at Large

Create Program Director Guide (Aliss)

Create a reserve account Rationale and Policy John/Susan on finalizing this.

Create a Welcome Letter New Members (Nanci)

Assist Tanya with contact info of past 3000 hr and mentor program directors (Susan)

11:15am:- Secretary Summary of Action Items: Nothing reported

Action Items:

Susan: Getting approval from Sandy to assist us with inputting our programs into the website until we find the program director.

John: Will send out dates and times that work for everyone to have a Retreat in June. **John:** Will reach out to Tralee to answer any questions she had about the meeting, what her actual position would be. Khea asked if we had a job description for each position. Susan throughout some of the specific duties to the Hospitality position on the board. **Beth:** San Francisco Chapter is having a social event coming up. Beth suggested that we should host an event soon. As some members are members of several chapters and are observant. **John:** Asked what the time commitment would be to be in the programming position? This was answered by Nanci and Susan.

Khea: Send Minutes within one week

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

11:30am:- Adjourn

Next Board of Directors Meeting: May 13, 2022 9:30am -11:30am Via Zoom

Respectfully Submitted,

Khea Gumbs, East Bay CAMFT Secretary

Date

2022 Board Members are as follows:

John Kravitz, President

Susan Kelsey, Treasurer

Khea Gumbs, Secretary

Beth Hermosillo, Website Director

Nanci Finley, Membership Director

Aliss Wang, Member at Large

Tanya Jacobs, Pre Licensed Director-Student Representative

Miya Moore-Felton, Co Chair of Diversity, Inclusion, & Equity

Mary Ann Dawkins-Padigela, Marketing & Social Media

Director Jeanee (Jen) Shelby, Program Director-Venues

Sandy Smith, Administrator & Bookkeeper