

EAST BAY CAMFT 2021

BOARD OF DIRECTORS MEETING

Zoom Meeting

May 14, 2021 9:30a - 11:30a

Meeting Minutes

9:30a Meeting called to order

Welcome and Check-In

- Board Members in Attendance via Zoom: Beth Hermsillo, Jennifer Brookman, Nanci Finley, Susan Kelsey Weissenborn, John Kravitz
- Partial Attendance: Tanya Jacobs, Khea Gumbs
- Regrets: Aliss Wang, Nalini Calamur
- Notes: Jennifer Brookman

10:10a - Consent Agenda

Nanci asked whether Sandy's Administrative report should be included in the Consent Agenda going forward - this will be discussed during Susan's report. The Consent Agenda was moved, seconded, and approved (M/S/A), which included the April Board Meeting Minutes, Financial Statement, and Membership Report.

10:15am - Board/Committee Reports and Action Items

1. President (Beth)

Beth reported that she is still working on the website update, and reached out to Sandy to get her input for content and design changes. Beth sent out a list of Wild Apricot (WA) partner designers to the Website Design Committee, and also got a referral for Nancy Orr who is familiar with WA and works with two other CAMFT chapters. It was discussed that clarification is needed about the WA Partner Program and whether WA could provide support if there is an issue in the redesign process.

Beth also set up a Diversity, Equity, and Inclusion (DEI) Consultation via CAMFT with Mariama Boney on 5/18/21 from 4-5pm PST. Jennifer and Beth will be attending, and Aliss will attend for half of the time. Other members were encouraged to attend. Board members asked about recording this meeting for those who cannot attend; Beth will follow up with Mariama about this possibility.

Beth sought feedback about what to add to the President's Message which she is continuing to work on, and will be getting support from Susan around completing it. It was suggested to add open Board Member positions, Call for Member Presentations, and a List of Upcoming Events to this message.

2. Financial report/bank account info (Susan)

Susan reported that we have made about \$9k on Zoom presentations this year, with a cost of approximately \$1500, indicating that virtual presentations should continue to be considered going forward due to the financial benefits. Nanci requested info about the "Legal and Professional" fees in the April Profit & Loss Statement, which was clarified as being tax preparation fees. Susan also reported that EB-CAMFT uses the calendar year as its fiscal year. It was discussed that any purchases via check, Zelle, or debit card should be documented with a check request going forward to ensure there is a simple paper trail. Susan will also follow up with our accountant to initiate a General Audit. Susan also clarified several items from the Administrative Report as well as the frequency of her reports (1x/mo). It was determined that the Administrative Report does not need to be part of the Consent agenda but will be reviewed regularly by Susan who supervises this position.

3. Membership report (Nanci)

Nanci reported that EB-CAMFT has obtained 16 new members in the last month: 10 of Clinical, 2 Pre-licensed Associates, 2 Pre-licensed Students, and 2 Affiliates for a total of 632 members. Nanci indicated that she will reach out to Sandy about sending email to new members. She will also reach out to Michele Champion to get a list of local CAMFT members who are not EB-CAMFT members. She is also still working on learning how to navigate the website to access member contact information.

Nanci provided a reminder that today and tomorrow is the second weekend of the CAMFT Annual Conference, and that the Chapter Leadership Conference follow-up with Mariama Boney is on May 22, 10a-12:30p. Additionally, the CAMFT Annual Business Report is up on their website. Nanci also reminded Board members of the Chapter Playbook as a resource for leadership on the CAMFT website. Nanci reported that she will be off the State Board on May 31st, and a new board takes over on June 1st.

4. Social Media/Secretary Report (Jennifer)

Jennifer reported that she has been unable to post to social media in the past month due to other obligations. She has reached out to John to support with content creation and will be working with him around this going forward. Jennifer also reported that she met with Susan and Aliss to review the process of creating and linking workshop feedback surveys and Continuing Education (CE) certificates. She also created a document that is on the shared Google drive that provides step-by-step directions for this process.

5. Pre-licensed Director- Associate (Nalini)

Not present.

6. Pre-licensed Director- Student (Tanya)

Not present.

7. Pre-licensed/3000 Hour Club Committee (Nalini, Khea, Tanya)
No committee members present. Beth will follow up with committee members to determine progress on the Pre-Licensed Questionnaire and offer support as needed.
8. Program Report (Aliss)
Not present.
9. 2021 Program Planning Committee (Aliss, Susan, Beth, John, Tanya)
Susan reported that the Committee prepared and went through a list of workshops that other chapters have done, narrowed this down to preferred workshops that match this year's theme, and followed up with these chapters to get feedback on the presenters. Susan is currently looking into a presenter (Linda Graham, MFT) who specializes in Resilience (with a focus on Racial Injustice) who reportedly did an excellent presentation for Marin County. The cost for a 3 hour presentation would be \$1500 and the presenter is available for a July training date. The Programming Committee will discuss during their upcoming meeting and solidify the plan for this event. It was discussed that, going forward, we should seek more diverse presenters, in order to stay in line with the chapter Solidarity Statement. It was also discussed that the Member Presentations could be focused on the Resilience aspect of this year's theme, while more people of color could be sought to address the DEI aspect of the theme. Susan requested that Jennifer look back at previous months' minutes to determine whether a member presentation stipend has been discussed.
10. Website Design Committee
See President's Report.

10:45 Old Business

1. Board openings: focus on recruiting for Social Media and Marketing Director and/or relieving Jennifer of this role
It was discussed to post on Social Media and ListServ regarding open Board positions.
2. Mentorship Program update
Tanya was not present to report. Beth will continue to work with Tanya around restarting this program.
3. DEI Consultation with Mariama Boney Tuesday 5/18 4pm
Already discussed. See President's Report.

11:10 New Business

1. Review Action Items
Not completed due to time constraints. Jennifer will send Action Items for review.

2. In-person events

Due to time constraints, this will be discussed at the next meeting. Beth suggested that training workshops remain mostly virtual, but that we create more in-person networking/social events to facilitate building of the chapter community.

3. Recording presentations

Nanci suggested recording future presentations for people who cannot attend the live events. Beth indicated that this cannot be done currently because the website is not set up for this and it becomes overly-cumbersome to coordinate. This will be discussed as part of the website redesign and will continue to be considered in the future.

11:30 Adjourn

Next Board Meeting is scheduled for 6/11/21.

Action Items:

Beth: Send President's Message. Attend DEI meeting and request it to be recorded. Continue website redesign research. Follow up with Pre-Licensed committee and Tanya regarding the Mentorship program.

Jennifer: Send minutes. Coordinate with John regarding Social Media content. Attend DEI meeting. Post Call for Member Presentations to social media. Review past meeting minutes. Post open Board positions on Social Media and ListServ.

Susan: Initiate General Audit with CPA.

Aliss: Coordinate with the Programming Committee to secure a trainer for upcoming July training. Continue to promote Member Presentations via ListServ.

Nanci: Follow with Sandy and Michele Champion regarding contact information for new members.

Tanya: Review and report on Mentoring Program. Follow up on Pre-Licensed Questionnaire.

Khea: Follow up on Pre-Licensed Questionnaire

John: Coordinate with Jennifer regarding Social Media content.

Nalini: Follow up on Pre-Licensed Questionnaire.