

# **EAST BAY CAMFT 2021**

## **BOARD OF DIRECTORS MEETING**

*Zoom Meeting*

October 8th, 2021 9:30a - 11:30a

### **Meeting Minutes**

#### **9:30a - Meeting called to order**

Welcome - no check-in due to time constraints

- Board Members in Attendance via Zoom: Beth Hermosillo, Nanci Finley, John Kravitz, Aliss Wang, Jennifer Brookman, Susan Kelsey Weissenborn
- Partial Attendance: Tanya Jacobs
- Regrets: Khea Gumbs
- Notes: Jennifer Brookman
- Guest: Daniel Guillen, Accredited Investment Fiduciary from Sentry Pacific Financial Group

#### **9:45a - Daniel Guillen - speaking and answering questions about chapter savings/reserve account**

Daniel provided information about his background and scope of his services as well his firm and their parent company, MGO. According to Daniel, he can help the Board create a reserve account which would require multiple signers to release funds and can include 'if/then' requirements for withdrawals. Susan provided information about our financial goals as a chapter and how a potential reserve fund would be utilized going forward. It was discussed that the Board would like the account to be socially-conscious and conservative (i.e. not growth-focused) with investments, ensuring full liquidity of funds; this is what other CAMFT chapters have done. The amount of reserves recommended is variable, starting at 3-6 months of funds going up to 2-3 years. The starting point will be to establish an investment policy statement that identifies how the funds will be managed and invested, which Daniel can assist with.

Daniel left the meeting after completing his presentation and answering Board members' questions.

#### **10:10a - Consent Agenda**

Susan answered questions regarding what charges made up "Meetings/Events/Trainings" and "Website Admin" items on the Profit & Loss report. The Consent Agenda was moved, seconded, and approved (M/S/A), which included the September Board Meeting Minutes, Financial Statement, and Membership Report.

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

### 1. President (Beth) / Website Committee

Beth reported that she attended the EB-CAMFT Networking Brunch event and felt it was well-received by attendees. Beth also scheduled a meeting for the website redesign committee for next week to discuss needs and issues to address during the redesign.

### 2. President-Elect (John)

Nothing to report. John agreed to send reserve policy and investment policy statements samples he has access to, to support creating the EB-CAMFT reserve fund.

### 3. Financial report/bank account info (Susan)

Susan presented a summary of the profits from each event this year. The chapter netted \$3,727.50 on the Suicide Prevention Event, \$340 on Zooming with Kids, \$3,120 on Law and Ethics, and \$505 on State of the Profession. We lost \$1600 on Racial Trauma Event due to it not being highly attended. The Board discussed takeaways from the reserve presentation earlier in this meeting, including how much the Board would like to set aside in this fund. It was M/S/A (1 abstained) that the amount of our reserve account will be \$25k. The motion passed with 4 votes. Susan clarified that nothing will happen with the funds until after an investment policy is created to the satisfaction of the board.

### 4. Membership report (Nanci)

Nanci presented the Membership Report. The chapter remains the largest in California, with 662 members currently. The chapter gained 26 new members in the past month, including 10 clinical, 14 pre-licensed, and 2 affiliate members. Nanci was unable to complete the Welcome Letter due to focusing on putting on the Networking Brunch. There were approximately 17 attendees to this event. Feedback was positive from guests, particularly with regards to the Board providing a meal stipend. As suggested by Beth, Nanci will follow up with attendees via e-mail to get their permission to post pictures from the event to the website and/or social media. Nanci also encouraged Board members to review the Chapter Excellence Nominations and submit nominations by October 31. Nanci also announced that the next Chapter Leadership Conference will be held virtually on February 4th and 5th, 2022. Nanci provided an update about the new Marriage and Family Therapy (MFT) Scope of Practice signed by Governor Newsom, which takes effect on January 1st and will help MFTs get covered by MediCal/Medicare.

### 5. Social Media/Secretary Report (Jennifer)

Jennifer reported that she promoted the Networking Brunch on social media, but was unable to make other weekly social media posts during this past month. She also reported that we have several new followers on Instagram, with a total of 52 followers from 0 when she took over the role. Jennifer will also be reaching out today to a member who attended the Networking Brunch and let Beth know that she was interested in the Social Media Director role.

6. Pre-licensed Director- Student (Tanya)  
Not present.
7. Pre-licensed/3000 Hour Club Committee (Khea, Tanya)  
Not present.
8. Program Report (Aliss and Susan)  
Aliss reported that there were 27 registrants for the recent Road to Licensure event, with 13 being pre-licensed. Aliss attended this event and shared her takeaways from the presentation. The Board discussed whether we would like to provide access to the recorded version, which would require us to set up a graded test. Jennifer will create the test and Aliss will put the recorded Road to Licensure training online, time-permitting. Susan provided information about the next upcoming event on Implicit Biases in November, which she will work on putting up on the website as soon as possible.

#### **11:00am Old Business**

1. BOD 2021 and 2022 Open seats and recruitment: Social Media and Marketing Director, Hospitality, Pre-licensed Director- Associate  
The Board identified open positions and discussed the need for active recruitment, given that the end-of-year is quickly approaching. An open position for a Member-at-Large was added. John agreed to begin reaching out to his network to support recruitment. As the chair of the 2022 Board of Directors Nomination Committee, Susan (as the Immediate Past President) will need to notify the membership of Board of Directors nominees on or before November 15th. Susan asked for volunteers to join the Nominating Committee, and Jennifer volunteered. Susan will send an e-mail to current Board members about their interest in open positions for next year. Susan will also send out a Call for Nominations to the membership via the website e-Blast feature.
2. Holiday Party planning - schedule meeting (Tanya, Nanci, Beth)  
Nanci agreed to head the Holiday Party Planning committee, and will work on scheduling a meeting to begin the planning process.

#### **11:15am New Business**

1. Nominate your Chapter and leaders for the Excellence Awards to be presented at the Chapter Leadership Conference on February 4-5, 2022. NOMINATIONS ARE DUE BY OCTOBER 31, 2021. Ask Nanci for more info.  
Completed during Nanci's report.
2. CAMFT Workshop on Legalities of In-Person Events today at 12pm-1pm

Beth, John, and Aliss will be attending. The event will also be recorded for those who are unable to attend.

### **11:30 Adjourn**

**Next Board of Directors Meeting:** November 12, 9:30a-11:30a

**Website Redesign Committee Meeting** (John, Jennifer, Beth, Aliss): October 12th, 6-7pm

**Implicit Bias Workshop:** November 6th, 10am-1:15pm

### **Action Items:**

**Beth:** Collab with Nanci re: holiday planning party. Website redesign meeting. Schedule Program Planning meeting. Send check request to Beth.

**Jennifer:** Send minutes. Reach out to member interested in Social Media role. Post upcoming event on social media. Create test for Road to Licensure.

**Aliss:** Schedule Program Planning meeting. Send Jennifer test for Road to Licensure and make recorded version available to members (if able).

**Susan:** Add Implicit Bias event to the website. Draft investment policy. Establish nominating committee. E-mail BOD about next year's positions and send Call for Nominations e-Blast to members. Ask Sandy to move gift cards to be used for the holiday party. Send check request form to Beth.

**Nanci:** Create Welcome Letter. E-mail participants from networking brunch event re: use of photos. Collab with Beth re: holiday planning party.

**Tanya:** (continued from September minutes) Work on reboot of Mentorship Program. Coordinate with Khea re: 3000 Hour Club.

**Khea:** (continued from September minutes) Coordinate with Tanya re: 3000 Hour Club.

**John:** Send reserve policy. Reach out to Beth for planning handing off President role. Reach out to professional network re: Board recruitment.