



EAST BAY CAMFT 2023 BOARD RETREAT MINUTES
5179 Lone Tree Way, Antioch, CA
JANUARY 21, 2023, 9am-2pm

Present: Miya Moore-Felton, Tralee Johnson, Khea Gumbs, John Kravitz, Nanci Finley, Jen Shelby, Beth Hermosillo, Susan Kelsey, and Administrator, Sandy Smith. **Absent:** Mary Ann Dawkins-Padigela and Tanya Jacobs.

9:00 - Meeting called to order.

9:30 - It was moved and seconded to approve the 2023 elected Board:

2023 Elected Executive Board Members of EBCAMFT

President:	Miya Moore-Felton
Secretary:	Tralee Johnson
Treasurer:	Khea Gumbs
President-Elect:	(open)

Director Positions:

Past-President	John Kravitz
Membership	Nanci Finley
Events	Jen Shelby
Pre-licensed 3000 Club	Tanya Jacobs & Charvee Goel
Member-at-Large	Beth Hermosillo
Continuing Education	Ada Karlstrand
Social Media & Marketing	Mary Ann Dawkins-Padigela
Diversity, Inclusion, & Equity	(open)
Hospitality	(open)
Website Manager	(open)

10:00 – 10:45 am

President: Miya -This year's theme is *Igniting Membership Spirit*, which includes offering more networking opportunities, outreach, events, CE's, and increasing membership. The Board's goal is to be fiscally responsible by growing and increasing income through CE's to keep the budget balanced.

Miya reviewed the roles and responsibilities of the individual Board members, as follows:

Secretary: Tralee - Tralee will obtain and keep a copy of the bylaws for the meetings, and review Robert's Rules of Order as informal Parliamentarian to support meetings.

Events: Jen - Venues Director responsibilities is now expanded to include the role of Hospitality.

Membership: Nanci - In light of the theme, *Igniting Membership Spirit*, Nancy presented multiple goals and methods to encourage membership, engagement, and communications.

Administrator: Sandy Smith described her responsibilities to the Board, reviewed the reimbursement process and suggested EBCAMFT not update the new QuickBooks electronic version due to the cost. The Board agreed.

Past President: John requested members review and write new responsibilities. Miya will post duties and descriptions for review with the February consent agenda and for members to edit for accuracy and timeliness.

Member-At-Large: Beth is available to support various committees.

Susan Kelsey: Susan announced she is stepping off the Board and will support the Board as is possible and appropriate.

Communications: New account folders for each Board member are set up on Google Drive for consolidated organization.

11:00 – 11:45 Small Group Meetings

11:45 – 12:45 - Lunch Break

Committee Reports:

1. **Membership** report (Nanci) - There are 689 current members, 632 who are active, which is a record high for the last 3 years. She presented a generous amount of ideas to generate excitement from the membership.
2. **Treasurer:** Proposed Budget (Khea/Sandy) - Khea presented the proposed 2023 budget and queried other committees to make budget requests, such as Event Manager, DEI, Oakland Pride, and Programs. Miya and Sandy made adjustments to the numbers . Pertinent members will revise signature permissions for 2023.

Revenue Planning ideas for 2023 possibilities were discussed, including business community sponsorship at three different tiers, establishing an EBCAMFT presence at different events, and inviting never-before presenters to give workshops.

A major source of revenue is CEs , formerly called CEUs. A preliminary revenue goal for CE programs is \$7,500. The new CAMFT CE Director is Ada Karlstrand. The group discussed the complexity of recruiting, sponsoring, coordinating programs and distributing CE certificates.

Nanci Finley moved to approve the preliminary budget. Beth seconded. Motion to Approve the 2023 preliminary budget passed.

3. **Website:** The Board agreed to hire Nanci Orr for technical advice for website programming.
4. **Continuing Education:** (Miya/Susan) Susan elaborated on the complexities of offering CE programs. The Board made suggestions to simplify the process.
5. **Social Media:** Miya for Mary Ann) - Mary Ann will continue to post “Upcoming Events” on the websites and Social Media.
6. **Programs:** Susan presented a list of projected dates and speakers to the Board.

New Business: It was proposed that the Board continue to recruit members for the positions of a new Sponsorship Director position, and Directors of Hospitality, DEI, and 3000 Club.

Tabled Items: (a) Fill all the Board Positions, (b) Obtain a Bylaws & Board Operating Manual, (c) Discuss the responsibilities of CAMFT chapter, Antitrust information, and Historical Record keeping boxes.

The Board Adjourned at 2:15 pm.

Respectfully Submitted,

Tralee Johnson, LMFT
Secretary, East Bay CAMFT

A handwritten signature in cursive script that reads "Tralee Johnson". The signature is written in black ink on a light gray rectangular background. A horizontal line is drawn across the bottom of the signature.

February 23, 2023 - revised