

**EAST BAY CAMFT Board Retreat  
Sunday, January 19, 2020, 10AM-4PM  
OAKSTOP, 1721 Broadway, Oakland**

**Present:** Susan Weissenborn, Beth Hermosillo, Aliss Wang, Marie Whelan, John Kravitz, Jessica Brown, Tu Hoang, Sandy Van Bloom.

**Absent:** None

**Welcome Introductions/Ice breaker**

**Vote to Appoint Board Members**

1. Susan announced that Jason Ranieri, 2020 President, has resigned
2. Beth Hermosillo – M/S/A to reassigned from President-Elect to President (due to Jason’s resignation)
3. John Kravitz – M/S/A as Member at large
4. Marie Whelan –M/S/A to reassign from Member at large and voted in as Marketing/Social Media Director.

**Current 2020 East Bay CAMFT Board of Directors:**

|                                |                          |
|--------------------------------|--------------------------|
| <b>President:</b>              | Beth Hermosillo          |
| <b>Past President:</b>         | Susan Kelsey Weissenborn |
| <b>Treasurer:</b>              | Tu Hoang                 |
| <b>Secretary:</b>              | (open)                   |
| <b>Program Director:</b>       | Aliss Wang               |
| <b>Marketing/Social Media:</b> | Marie Whelan             |
| <b>Member-at-Large:</b>        | Jessica Brown            |
| <b>Member-at-Large:</b>        | John Kravitz             |
| <b>Bookkeeper/Admin:</b>       | Sandy Van Bloem          |

In the absence of a Secretary, Tu Hoang was appointed to take minutes for the retreat

Board members discussed recruitment of new members. We need a Membership Director, Hospitality Director, Student Director and Associate Director. Board members agreed to recruit people they know who might be interested it serving on the board

## **Board Training:**

1. Board members brainstormed norms and expectations for the 2020 Board of Directors.

They are:

- a. Start/End on time
  - b. No side Conversations
  - c. Open discussion/ raise hand and president will track on list
  - d. Stay on agenda
  - e. Timed agenda
  - f. Establish safety/Ideas heard
  - g. Respectful Language
  - h. Regular Attendance (2 Missed meetings max). Priority is in person before Zoom.
  - i. Let Beth know if you'll be missing in person or attending on zoom.
  - j. Email between meetings ok
  - k. Roberts Rules will be followed
  - l. President breaks tie on votes/doesn't vote unless tie
  - m. Confidentiality
  - n. Consent Agenda – Sent out and voted in mass at the start of the following meetings. Items can be pulled for discussion
  - o. Max of 1 week turnaround for meeting minutes
3. Group Dynamics of Boards
    - COG'S Ladder
  4. Purpose Statement (defer to website) – review net month for changes
  5. Intra board Communications/Responding to member concerns
    - Answering in a diplomatic manner
    - Refer back to chapter president if uncomfortable speaking for the Board
  6. Anti-trust Information
    - Cannot talk on the listserv and in our board meetings with discussions which would violate anti-trust laws-
    - Read CAMFT Anti-trust policy included in notebook
    -
  7. Bylaws & Board Operating Manual
    - All officers and directors given a binder with all the forms:

- 2020 Proposed Budget, Balance Sheet, Profit and Loss, EB-CAMFT Bylaws, COG's Ladder, Board has Directors and Officers liability insurance, Has general liability insurance for EB-CAMFT, Anti-trust docs, Board voting rules by Email  
Board members instructed to read bylaws and complete anti-trust policy

8. Board position descriptions and corresponding responsibilities

9. Fiscal responsibilities (Sandy)

- Recurring charges are monitored and coming out of account correctly.
- Enters info into QuickBooks and takes care of reconciliation.
- Monitoring and notification from the bank and that the finances are functioning smoothly.

10. Responsibilities of CAMFT chapters (Sandy)

- All members need to be members of CAMFT. Required by state CAMFT.
- All new members are vetted to make sure that also a Member of CAMFT
- New year, Sandy will provide a roster to state CAMFT but has been doing it on a monthly basis.

The Board discussed procedures in place to monitor everyone who handles money.

## **LUNCH**

### **Board Reports:**

Start: 2:30PM

Old Business:

Approve December Board & . Meeting minutes, 2019 Financial Statements, 2019 Budget

- M/S/A November meeting minutes
- M/S/A December Annual meeting minutes
- M/S/A 2019 Financial Statements

Board Reports:

1. Financial report/bank account info (Tu/Sandy)
  - See attached financial reports.
2. Membership Report (Susan)
  - See January 2020 Membership report attachment
3. Budget (Susan/Sandy)
  - Budget will not be voted in this meeting, proposal will be reevaluated
4. Social Media Report (Susan)
  - We have 3000 followers

5. Program Report (update on yesterday's luncheon)
  - Food was poor and disappointing.
  - Nabil was light on the topics. Kept telling us to call CAMFT/Legal. Should've been more in depth on the state of the profession.
  - Preferred more interpersonal time with other people and with Nabil.

New Business:

1. Board Openings
  - Recommend members to fill our board: Openings for Secretary, President-Elect, Membership-Director, Hospitality Director, Associate Director and Student Representative.
2. 3000 Hour Club
  - Need someone to run it.
  - Have a room booked on Saturdays
  - Possible on-line Zoom chatrooms?
  - Put on next month agenda.
3. Historical Record Keeping (boxes)
4. Committees/Networking Events
  - Tabled for Next meeting
5. Honorary Members
  - Tabled for next meeting
6. Planning for 2020
  - a. Luncheons
  - b. Meet and Greet
  - c. CE Events
    - May 30<sup>th</sup>
    - October 24<sup>th</sup>
    - Susan will confirm the dates with preservation park.

Other Business

Next Meeting: February 14<sup>th</sup> 9:30-11:30AM at Bay Street Mall Meeting room.

Adjourn: 4PM

Respectfully Submitted,

Tu Hoang, Acting Secretary