

EAST BAY CAMFT 2021

BOARD OF DIRECTORS MEETING

Zoom Meeting

July 9, 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, Nanci Finley, Susan Kelsey Weissenborn, John Kravitz, Aliss Wang
- Partial Attendance: Jennifer Brookman, Khea Gumbs
- Guest in Attendance: Bhavna Goel
- Notes: Jennifer Brookman

10:10a - Consent Agenda

The Consent Agenda was moved, seconded, and approved (M/S/A), which included the June Board Meeting Minutes, Financial Statement, and Membership Report.

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

1. President (Beth)

Beth reported that she signed the new CAMFT Chapter Agreement. There was a brief discussion via e-mail with the Executive Committee, and it was jointly agreed that all changes were acceptable. The process of researching and implementing a website redesign is ongoing. It was clarified that the Website Design Committee would include Beth, Aliss (ad-hoc), Jennifer, and John. Beth contacted Nancy Orr (supports Wild Apricot website issues for other chapters), but she is not a designer and cannot assist with our needs at this time. Susan suggested including Sandy in this process, given her frequent use of the website back-end.

2. President-Elect (John)

John reported that he reached out to Michelle Champion regarding getting EB-CAMFT's programs on the CAMFT chapter event announcement e-Blast. This process works by updating the information about upcoming programs for CAMFT chapters on the CAMFT website, which then populate into the e-Blast. John will use graphics and information from either the Social Media sites and/or EB-CAMFT e-Blast to update CAMFT with our upcoming events.

3. Financial report/bank account info (Susan)

Susan looked into the possibility of getting an audit and discovered two types - cursory audit and full audit. A full audit usually costs a significant amount and is typically used for large corporations that have many more transactions and accounts than EB-CAMFT

does. The accountant that Susan spoke to advised that a full audit was not necessary for our needs. It was M/S/A to move forward with the cursory audit, depending on cost. Susan will move forward with getting quotes and will return to the Board to vote again. Susan asked the Board to consider an amount that we should begin setting aside as a reserve, and indicated that she can assist with putting the money away safely for future use. Susan will make a spreadsheet of past years' expenditures to help Board members choose an appropriate reserve amount.

4. Membership report (Nanci)

Nanci presented the membership report. There are 14 new members in the past 30 days, with 635 total members in the chapter. As of today, there are 21 renewals overdue as opposed to 20 on the Membership Report in the June consent agenda. Nanci discovered that EB-CAMFT does not have a Welcome Letter for our chapter, and she will work on creating one. Aliss will send Nanci another chapter's New Member letter as a template for us to use. Nanci also reported that there is no simple way of finding out which local CAMFT members are not EB-CAMFT members, but she will work with Michele Champion to assist with this.

5. Social Media/Secretary Report (Jennifer)

Jennifer reported that membership across all platforms is stable and slowly increasing. We now have approximately 40 followers on Instagram, compared to 0 when Jennifer took over the role. Jennifer reported that the following posts have been made on social media: Call for Member Presentations, Juneteenth history link, Transgender mental health article, Pride Month celebration post/resources, and a promotion for the upcoming Racial Trauma training. Beth suggested that Jennifer check to ensure that the social media links on EB-CAMFT's website are correct; Jennifer will follow up.

6. Pre-licensed Director- Student (Tanya)

Tanya reported that she has begun connecting more in person with potential pre-licensed members with the state COVID re-opening. She reported that some individuals were wondering if they can transfer their SF-CAMFT membership to EB-CAMFT after they have relocated or changed jobs. It was clarified that although an individual cannot transfer membership from one chapter to another, they can be part of both chapters or switch to EB-CAMFT membership while allowing the other chapter membership to lapse. Tanya will collaborate with Beth regarding the Mentorship program.

7. Pre-licensed/3000 Hour Club Committee

This Committee is currently not functioning due to the loss of Pre-Licensed Director (Associate) Nalini. Beth, Tanya, and Khea will coordinate to discuss this transition and determine how to move forward.

8. Program Report (Aliss and Susan)

Aliss presented the Programming plan for upcoming quarters. The 3rd Quarter (Q3) main program will be held on July 24, with the topic being Racial Trauma. All attending Board Members were asked to attend the Program Planning Committee Meeting at 8:30a July 22 to review roles/expectations. Also Board volunteers are asked to come early at 8:15a on the day of the event to prepare. There are only 28 registrants so far, including Board members. The event will continue to be cross-promoted through CAMFT and on social media. In the 4th Quarter (Q4), there will be a planning meeting in August to solidify Q4 programming. The Programming Committee is continuing to seek trainer/presenter candidates on the topic of Intersectionality for Q4. Aliss also reported that there have only been 2 applicants to date for Member Presentations (includes 1 Board Member). Aliss will repost the Call for Member Presentations as an e-Blast, including the recently-added honorarium information. The CAMFT Road to Licensure training is scheduled for October 2. This event will be coordinated with the Pre-Licensed Committee and Membership Director to support advancing and building membership.

9. Website Design Committee (Beth, John, Jennifer)

No report needed - 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

In addition to Member-at-Large and Social Media/Marketing positions, there is now an opening for a Pre-Licensed Director (Associate) with Nalini leaving. Jennifer will put out a post on Social Media for open Board positions.

2. Mentorship Program update (Tanya) - postponed until next meeting.
3. In-person events - discussed possibility of in-person events in light of current pandemic, including possibility of returning to previous Holiday Party location with COVID precautions and outdoor meet and greet/networking events.

11:10 New Business

1. Report on DEI Consultation with Mariama Boney (Beth, Jennifer, Aliss)- Beth reported that the meeting with Ms. Boney was disappointing and did not feel supportive, which will be shared with Michele, as the chapter liaison.
2. Create committee to plan Holiday Party - Nanci and Tanya volunteered to help plan the Holiday Party/membership meeting and discussed possible dates, including Dec 10, 12, or 17th.
3. Review action items

11:30 Adjourn

Next Board Meeting is scheduled for 8/13/21.

Action Items:

ALL: Review financial history and consider an appropriate amount to set aside in reserves. *If you are volunteering at the upcoming Racial Trauma training, you are asked to attend the Program Planning meeting on 7/22 at 8:30am.*

Beth: Continue website redesign research. Reach out to Sandy about collaborating re: website redesign. Coordinate with Tanya/Khea re: 3000 Hour Club, and Tanya re: Mentorship program.

Jennifer: Send minutes. Post open Board positions on Social Media and ListServ. Check accuracy of social media links on website.

Susan: Obtain cursory audit quotes.

Alliss: Send Nanci the SoCal chapter's New Member Welcome Letter to use as a template. Host and coordinate upcoming Racial Trauma training. Send another e-Blast about Member Presentations, including honorarium.

Nanci: Create New Member Welcome Letter. Work with Michele Champion to identify CAMFT members that are not EB-CAMFT members.

Tanya: Coordinate with Beth/Khea re: 3000 Hour Club.

Khea: Coordinate with Beth/Tanya re: 3000 Hour Club.

John: Update CAMFT's e-Blast with upcoming EB-CAMFT events.