

EAST BAY CAMFT 2021

BOARD OF DIRECTORS MEETING

Zoom Meeting

December 10th, 2021 9:30a - 11:30a

Meeting Minutes

9:30a - Meeting called to order

Welcome

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

10:10a - Consent Agenda

The Consent Agenda was moved, seconded, and approved (M/S/A), which included the November 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 completed her tasks regarding the website redesign and logo.
2. President-Elect (John)
John reported that he completed contacting Michele/CAMFT regarding signing up for multiple dates of CAMFT-sponsored trainings, and was informed that we may sign up for just 1 date per training. He also began planning the January retreat including negotiating to use his wife's office in Concord for the day-long meeting. The location has free parking right off of Bart. He also spoke with Susan regarding the budget for refreshments for the day, and John will handle catering with a local vendor. The estimate is \$500 for the day. Part of the meeting will include Jennifer & Aliss training the new board on important aspects of their roles (e.g. technological). John will consult with Nanci, Susan, and Beth for guidance.
3. Financial report/bank account info (Susan)
Susan is preparing the budget for next year. We are currently +\$3k over what was expected to be in the account at this time. Susan requested that board members let her know what needs they have for next year, to be added to the budget. She also requested to form a Budget Committee to help her identify budget needs, which will be voted on and finalized in the first meeting of 2022. Susan proposed giving Sandy a raise given that she has been working for us for 3 years. It was suggested that the Board review the job description and discuss this before we consider giving her a raise. This

information will be gathered and this will be further discussed and voted on during the January meeting.

4. Membership report (Nanci)

Nanci presented the Membership Report. She also updated the Board on the status of her previous action items (Welcome Letter, asking permission from event attendees to post photos). Nanci will work on the Welcome Letter prior to the next meeting. It was also discussed that it is now too late to post pictures from the November Networking Event, but that we should inform event attendees in the future that their pictures may be used on social media.

5. Social Media/Secretary Report (Jennifer)

Jennifer has been unable to post on Social Media due to other obligations. Membership remains stable across all platforms.

6. Pre-Licensed Director - Student (Tanya)

Not present. According to Beth, she wants to stay on Board in current position but has recently been busy with life & work obligations.

7. Programs Report (Aliss and Susan)

Aliss reported that no meeting was held on December 4th (this was TBD in last month's minutes) because it was mistakenly not on her calendar. The committee agreed to meet on December 17th at 9:15am, and Aliss will send out a calendar invite. During this meeting, the committee will discuss which dates to sign up for for CAMFT meetings.

8. Nominating Committee (Susan, Jennifer, Aliss + Tu Huang, Holly Forman-Patel)

Susan reported that the 2022 Board of Directors Ballot went out later than expected. All potential candidates are on the ballot, as well as a call to action to join the Board. It was also discussed that new board member Miya had expressed interest in DEI Director but was listed as a potential Member-at-Large. Susan indicated that the Board can always move her into this position as it is not an elected position. It was also discussed that there is currently no Program Director and no President-Elect. Susan reminded the Board that we have to do active recruiting by personal invitation. Jennifer reported that 2 people have already indicated being interested in board or volunteer opportunities per the ballot survey. Jennifer will send this contact information to John, who will follow up.

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

Beth presented the concept design sent to us by theARRC. Nanci indicated that a pop-out link to the main CAMFT page is needed. Jennifer presented the logo survey results and feedback.

11:00am Old Business

1. Recruitment: President- Elect, Program Directors -programs and venues (?), Social Media and Marketing Director, Hospitality, Pre-licensed Director- Associate, Member-at-large Discussed during the Nominating Committee report.
2. Holiday Party and Annual Meeting - update
Beth provided details about the upcoming holiday party. There are 51 RSVPs. There is also a 100% chance of rain, so it will be inside and many people may not come. To minimize COVID-19 exposure, we will open windows, bring an air purifier, and encourage mask-wearing.
3. Continue planning for 2022 Board Retreat - budget, location - live/virtual, etc., what else do we need/want?
John, Khea, and Susan will be part of a Retreat Committee to solidify a time/date and agenda.

11:00am New Business

1. Review of 2021 East Bay Chapter accomplishments, areas for improvement, gratitude
Board members expressed appreciation for each others' contributions and accomplishments during 2021.
2. Planning for 2022
Will be discussed during January retreat.

11:30am Adjourn

Next Board of Directors Meeting: TBD (Retreat)

Programming Committee Meeting: December 17th, 9:30am

Action Items:

ALL: Send 2022 Budget items to Susan

Beth: Coordinate holiday party.

Jennifer: Send minutes. Send John info for potential Board members per the ballot survey.

Aliss: Send calendar invite for Programming Committee Meeting. (Continued from November minutes) Create Program Director guide.

Susan: Create 2022 Budget. Send Board members Sandy's job description.

Nanci: (Continued from October minutes) Create Welcome Letter.

Tanya: N/A

Khea: N/A

John: Plan January retreat.