

EBCAMFT BOARD MEETING

Location: Hayward, CA

February 9th, 2018

Present:

Merrie Sennett

Rebecca Olmsted

Toni Maita

Ian Vianu

Ronald Mah

Susan Kelsey

Meeting convened at 6:33 PM by Merrie Sennett

-Approval of minutes

Susan Kelsey moved to approve the minutes from 1/13/18 board meeting. Rebecca seconded. Motion carried, unanimous.

-Does the president vote and/or make motions?

Discussion ensued regarding role of President. The President presides over and facilitates meetings, the president also votes to break ties. Discussion took place regarding how to get to a majority should there be a tie vote. There is nothing in Robert's Rules that prevents a president from making motions and/or voting, so it was decided that the President would be allowed to vote and make motions. Agreement made through consensus.

-Finance Committee Report (Merrie Sennett reporting)

Rebecca and Merrie obtained all banking information and are now signatories on bank account. The Chapter has 2 bank accounts; a checking and a savings. There is approximately \$66,000 in a savings account, and an amount under \$2000.00 in checking. All previous board members are now off of accounts at Mechanic's Bank.

There was a discussion regarding processing of payments, and whether we shall make any changes to how payments are made to outside entities, and to who writes and signs checks. Admin Asst is a signatory, but there are questions about legal liability, and fiduciary responsibility regarding signatories, and who is writing and signing checks. This will be looked into in more depth before next board meeting, and possible signatory changes that may need to take place.

There was a discussion regarding the "special task force" that will audit and examine the 2016-2017 Chapter finances. We appointed Susan and Rebecca to this task force at January board meeting, and they have reported that they are in the beginning stages of this process.

-Roles of board/expected workload

The board discussed the creation of a policy and procedures manual so that this board, and boards in the future will have easy access to all matters and procedures related to running the chapter, with the hopes of a more seamless transition for future boards. We would like to perhaps include job descriptions for each position, along with job descriptions for other leadership roles and committee chairmanships. We agreed to further discussion of distribution of responsibility at next board meeting.

-Discussion about SI-100 form. The form was given to the president to complete and submit to the Secretary of State office. This form could be included in a policy and procedures manual so that future boards would have easy access to this information which must be provided to Secretary of States office. A secondary discussion took place regarding who will be completing these types of forms (Admin Asst. or board member)

As part of his role as Member at Large, Ronald Mah volunteered to assist with the pre-licensed members program and the mentoring program.

-New board members

We are actively encouraging participation and we are readying to interview potential board members. There are 3-4 individuals who are interested in sitting on the current board. The board discussed the process for interviewing potential board members, and it was decided to ask them to provide us with a questionnaire that Ronald Mah recommended from a CAMFT template for interviewing board candidates. Ronald sent the board the template, which we will review and approve within 3 days. We agreed to contact these potential board members within a week, Ian V and Susan K volunteered to contact those interested members to begin the process, and we hope to invite them to the next board meeting, and potentially appoint them at that time.

-CEU's discussion and update

Ronald Mah updated the committee regarding status of CE application. EBCAMFT paid a \$200.00 application fee in January, and it has been submitted for review. Once approved, it will be finalized and EBCAMFT will remit a fee of \$300.00, to be renewed annually.

Susan Kelsey volunteered to arrange for CE speakers, the first being Dave Jansen, to present a law and ethics course. Date to be determined, but will likely be in April or May of 2018. This proposed event to be free to membership? Discussion ensued regarding cost to EBCAMFT. There is no fee for this particular speaker. Ronald made a motion to ask Susan to book Dave Jansen for free Law and Ethics CE event. Ian seconded motion. Vote called, unanimous. Motion carried.

Merrie suggested that we create a CEU committee, and that there is interest by a member to be on said committee. Ronald Mah has volunteered to help Susan Kelsey with meeting spaces and venues for future CEU's. Agreed by consensus that Ronald will assist Susan.

Rebecca suggested that the CEU process could be included in a policy and procedure manual so that it will be a seamless process for future boards – to maintain continuity in transition of future boards.

-3000 hour club report

Ian Vianu updated with a report that he will be making a presentation at the Wright Institute on 2/10/18 about the benefits of membership in EBCAMFT. He presented us with a flyer that he made and that he will distribute at this event.

-Future meetings in between board meetings

There was agreement that we may need to have one or two interim board meetings using a platform like Zoom, because we are still trying to get organized and familiarize ourselves with all the operations of the Chapter, and that we need more time in the first few months to achieve this. Secretary to create Doodle poll to look at possibilities.

Meeting adjourned by Merrie Sennett at 8:35 PM

Minutes respectfully submitted by Toni Maita, Secretary