

EBCAMFT BOARD MEETING

June 8, 2018

Present:

Merrie Sennett, Rebecca Olmsted, Toni Maita, Ian Vianu, Susan Kelsey

Meeting called to order by Merrie Sennett at 6:04 PM

1. Approval of minutes

The minutes were reviewed by the board with no discussion required. Rebecca Olmsted moved to approve the minutes. Ian Vianu seconded. Vote held - unanimous, motion carried.

2. Board voting via email

It is in our bylaws (Article III, Section M, 6) that the EBCAMFT board may vote on motions over email, but the vote is only valid if it is a unanimous vote. If said vote is NOT unanimous, it must be carried over to the next board meeting for discussion and vote. Ian Vianu has created a form "written consent to vote by email", which if used, will be included in the minutes of the following board meeting.

A general discussion followed regarding policies and procedures, and what requires a motion versus what is already written in to the bylaws, and when to have an official versus informal agreement. Susan Kelsey to send an example of a policy and procedures manual from another chapter as an example.

3. Debrief Law and Ethics workshop held on 6/2 at Pleasanton Marriott

Susan Kelsey has been calculating evaluations given out at workshop. After looking at the comments, there was both positive and negative feedback that the board will be taking into consideration for future CEU events. The discussion continued regarding future sites for large events such as Preservation Park in Oakland, and taking into account convenience for the membership regarding location and food options for all day events. The CEU sub committee will be looking into these issues and report back to the board.

4. Planning/timeline for the rest of 2018.

Ian Vianu has resigned as President Elect of the chapter, but will serve out his term until the end of 2018. According to the bylaws, the board can appoint any eligible member to fill this vacancy. The board will discuss our options going forward about this vacancy.

Discussion took place regarding recruitment to the board of directors and committees of the chapter for the remainder of 2018 and into 2019. Merrie reported that chapter member Laura Friedeberg has expressed interest in applying for a board position in 2018. Merrie sent her an application.

An idea was put forward to include a category in membership renewal forms for interest in volunteering for the chapter. Susan will work with chapter admin to change the membership form.

An idea was put forward to create a communications plan between the board and the membership, such as “like us on Facebook”, more eblasts from the board president or other board members, or a possible newsletter.

The board has discussed holding board meetings in other Bay Area counties to be more accessible to members in those counties who want to attend. Toni Maita to arrange for a board meeting in Contra Costa, and Ronald Mah to offer his office in San Leandro. The rest of the meetings will be held at WISR in Berkeley.

For future CE events, the CEU committee will be gathering a list of potential speakers and venues for the year.

5. Financial Statement

Rebecca Olmsted reported that she may want to create new categories in the financial statement that more accurately reflect how and where chapter funds are being spent. There was a general discussion about an internal audit of the chapter’s finances to be conducted by Susan Kelsey. Susan moved to approve the financial statement, Ian Vianu seconded. Unanimous vote, motion carried.

6. Web site back up

The board agreed that we need to change our login as soon as possible for security purposes. The board discussed the possibility of hiring a tech consultant for the purpose of strengthening the integrity of our web site.

The board agreed that the web site needs to be backed up on a regular basis for the purpose of security. Admin will be given instructions on how to back up the web site beginning immediately. Ian Vianu also volunteered to back up web site. We will revisit streamlining web site back up at a future board meeting.

7. Reserve Policy

Financial policy. A reserve determines how much money that should be set aside to run the chapter in case of any financial shortfall due to unforeseen matters. It should be based on actuals, not on our fiscal budget. There was discussion, and the board agreed upon a 12 month reserve policy. Susan Kelsey and Rebecca Olmsted to come up with a formula, and to research best type of account to hold reserve. Susan Kelsey made a motion to set a goal of 12 months of operational expenses in reserve. Toni Maita seconded motion. Vote unanimous, motion carried.

8. 2017 board actions

It came to this board attention that 2 honorary memberships were given in 2017. Unfortunately, this membership category does not exist in our bylaws, and this makes these 2 honorary memberships null and void. It is the board’s obligation as advised by CAMFT to notify members that there is no such category. We discussed the possibility of offering these 2 members continued membership at no cost until the end of 2018, at which time they would have to renew their memberships if they so choose. Merrie Sennett to contact these 2 members to explain the situation.

9. Personnel Issues

At 7:45 the meeting went into closed session to discuss confidential issues.

Meeting was adjourned at 8:02 PM by Merrie Sennett
Minutes respectfully submitted by Toni Maita, Secretary.