East Bay CAMFT Board of Directors Meeting

January 20, 2019, 1:00pm-4:00pm

Lafayette Park Hotel, Lafayette, CA

 **MINUTES**

**Board Members Present:** President, Susan Kelsey; Secretary, Heather Brostrand; Membership Director, Danielle Decker; Program Director: Speakers, Tu Hoang; Member-at-Large & Marketing/Social Media Director, Laura Friedberg; Member at Large, Beth Hermosillo

**Guest**, Sandy Van Bloem, Finance Trainer

**Absent**: (none)

**Appointment of Board Members:** It was moved, seconded and approved to appoint Danielle Dekker as Membership Director, Tu Hoang as Program Director: Speakers, and Beth Hermosillo as Member-At-Large.

**Minutes:** It was moved, seconded and approved to accept the minutes from December 26, 2018

**Financial** **statements**: It was moved, seconded and approved to approve the Financial Statements for the year ended December 31, 2018

**Budget**: It was moved, seconded and approved to adopt the amended Budget for 2019

**Membership Report/discussion:** A membership report was reviewed by Board Members. We currently have 675 total members (607 Active members)

**Treasurer Report**: The account at Mechanics Bank will be closed and the funds will be transferred to Chase Bank due to limited branches and difficulties working with Mechanics Bank. Some money will remain in the Mechanics account until all transactions have cleared. Susan and Heather are authorized signers, and the Treasurer will be added to the account once that position is filled. All checks will require 2 signatures.

**MAL/Social Media Report**: Laura is in the process of managing our Facebook and Linked-In pages.

**Programming Report**: We will have two training/CEU opportunities this year –March/April and September/October, possibly legal & ethics. Two social/networking meetings, June/July and December/January. Board members were encouraged to send speaker ideas to Tu. Several potential venues were discussed - Preservation Park in Oakland and the Crane Bldg in Richmond. We will look into other low-cost options as well.

**Consent Agenda** to be utilized for future board meetings. Reports should be submitted to Secretary in advance and included with meeting agenda.

**Board openings**: It was noted that the following Board positions are still needed: President-Elect, Treasurer, Program Director: Venues, Associate Director, and Student Representative. It was also noted that the Past President, Merrie Sennett, decided not to continue on the Board this year. We will all try to find members interested in serving on the board or committees. Heather will contact Universities regarding filling the prelicensed positions. The prelicensed directors will help coordinate the 3000 Club.

**E-Tree** is popular and has numerous regular posters. A discussion arose regarding monitoring content of our E-Tree.

**Administrative Assistant**: Susan and Heather will meet with Adee, the Admin Assistant, to review her job duties. The Administrative Assistant must be an Independent Contractor and not an employee of the Chapter.

**Website**: Board members were in agreement that it needs to be updated. We will contact Wild Apricot regarding the web site as well as board email addresses. We will profile each board member and include email addresses (with adequate safeguards in place) on the site.

**Record keeping:** Heather agreed to keep the storage boxes for the year

**Membership Survey:** We will determine members preferences regarding meetings/trainings/speakers. Free survey site(s) will be utilized. Tu will create.

**3000 Hour Club:** We need a coordinator for the 3,000 hour club. Heather volunteered to organize

**Committes:**

**Networking Chairs:** The following committee members are organizing networking activities throughout Alameda and Contra Costa Counties:

 Alameda North, Tina Kopko (TBD) and MarRem Remington, 2nd Monday Noon, Uptown Agave

 Alameda Central, Annia Raysberg

 Alameda South, Katie Dasthban

 Contra Costa North, Heather Brostrand, (TBD), Pinole/Vallejo/Benicia/Fairfield

 Contra Costa East, (open)

 Contra Costa Central, Erika Seid, 5th Tuesday 8:30am, Min’s Concord

Contra Costa West, Dora Ritzer, (TBD)

**Closed Session:** The Board went into closed session at 3:45 p.m.

**Meeting was adjourned at 4 p.m.**

**Next Board Meetings:** February 8, 6pm, Orange County Hilton

March 18, 9:30am, Bay Street Mall, Emeryville

 April 12, 9:30am, Bay Street Mall, Emeryville