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California Association of Marriage and Family Therapists

CAMFT BOARD OF DIRECTORS

MEETING MINUTES

December 3-4, 2016

Marriott Riverside

Riverside, CA

Board Members In Attendance:

Liz Birch

Bob Casanova, President-Elect

Jonathan Flier

James Guay

Cathryn Leff, Secretary

Mark Perlmutter

Patricia Ravitz, President

Laura Strom, Past President

Chris Trailer, Chief Financial Officer

Katie Vernoy

Curt Widhalm

Danah Williams

Staff:

Cathy Atkins, Deputy Executive Director

Jill Epstein, Executive Director

Ron Hynum, Managing Director, Finance and Operations

Observers:

Ilse Aerts

Barbara Calvi

Paul Velen

Laura Westmoreland

I. Call to Order

President Patricia Ravitz called the meeting to order at 8:30am on December 3, 2016.

II. Acknowledgements

President Ravitz acknowledged that the CAMFT Board adheres to the CAMFT Policy on Antitrust Compliance. President Ravitz also referenced the CAMFT Strategic Plan and Mission as guiding documents for decisions made by the Board.

President Ravitz acknowledged the victims, survivors and families affected by the San Bernardino tragedy exactly one year ago.

III. Consent Agenda

Motion (1) – Strom: Accept the consent agenda, removing the 2017 Annual Conference and Continuing Education minutes for later discussion.

APPROVED

IV. Member Open Forum

No members participated in Member Open Forum.

V. Policies and Procedures

A. Purchase and Contracts Policy

At the September, 2016, Board meeting, the Board directed staff to create language to bring to the Board in December that would provide an exception to the requirement to “obtain” three bids when three bids are solicited, but not all vendors opt to submit proposals.

Motion (2) – Vernoy: Accept the Purchase and Contracts Policy, as presented.

APPROVED

B. Board and Committee Reimbursement Policy

The Board discussed changes to the Board and Committee Reimbursement Policy to address travel scenarios where flights are delayed more than three hours.

Motion (3) – Trailer: Accept the Board and Committee Reimbursement Policy, as presented.

APPROVED

It was noted that this change in policy was not deemed to be a “significant increase in benefits to any member of the Board” and, thus, the change will go into effect immediately.

C. Policy on Presentations/Proposals

The Board reviewed proposed changes to the policy to clarify that all members, including Board members and Committee members, need to follow the same protocol for submitting proposals to the Board and that all members would have the opportunity to present their proposal (in person or via telephone).

Motion (4) – Perlmutter: Accept changes to Policy on Presentations/Proposals, as proposed.
APPROVED

D. Late Fee Schedule

The Board reviewed options to replace the existing \$5 late fee for renewals received 45 days after a member’s anniversary date. The Board reviewed the Finance Committee’s recommendation to assess a \$25 late fee for all renewals received 45 days after an anniversary date after considering the impact on cash flow and the resources spent on delinquent accounts.

Motion (5) – Casanova: Adopt the Finance Committee recommendation of \$25 late fee for all membership classes.

APPROVED

E. Proposal for CAMFT Sections/Special Interest Groups

The Board discussed a proposal for CAMFT Sections/Special Interest Groups. The Board recognized that it needs to assess interest and determine whether/how interests could be met.

Motion (6) – Trailer: Appoint a Board Task Force to assess the need for Special Interest Groups.
APPROVED

Jonathan Flier, Mark Perlmutter, Chris Trailer, Katie Vernoy and Curt Widhalm to serve on the Task Force.

F. Purview Policy

The Board discussed the Purview Policy and how/whether issues get to the Purview Committee for analysis. Staff was directed to develop a flowchart and recommendations for the March, 2017, Board meeting.

VI. Committee Actions/Nominations

A. Elections Committee Nominations

The Board reviewed nominations to fill vacancies.

Motion (7) – Casanova: Approve Election Committees members and Chair.

APPROVED

B. Crisis Response Education and Resource Committee (CREC) Letter to Board

The Board reviewed a letter from the CREC requesting more Committee members, ability to select Chair, and more than one in-person meeting year. The Board noted that CREC, like all non-Standing Committees, does select its own Chair.

Motion (8) – Casanova: The Board recognizes the important work done by the Committee and increases the number of Committee members to a maximum of eight.

APPROVED

C. 2017 Annual Conference and Continuing Education Committee

The Board discussed the outcome of the Committee meeting. Laura Strom, Chair of the 2017 Annual Conference and Continuing Education Committee, noted that due diligence was exercised in their discussion about a speaker for the upcoming conference.

VII. Member/Chapter Issues

A. New Chapter Proposal – Santa Clarita Valley

The Board reviewed a proposal for a new chapter, pursuant to the Policy on Chapter Formation.

Motion (9) – Widhalm: Accept the new chapter proposal.

APPROVED

B. East Bay Chapter and CAMFT Leadership Meeting

A meeting requested by the East Bay Chapter Board and CAMFT President and Executive Director was scheduled for December 9. The meeting has since been postponed by the Chapter due to a new Chapter Board being elected on December 3, to be seated in January.

VIII. Executive Director Report

The Board received written reports on CAMFT Staff/Operations, External Groups, *The Therapist*, Marketing and Public Relations, Continuing Education Provider Approval Program Report, Chapter Relations, and Professional Development.

The Board reviewed the defined retirement contribution plan for 2016.

Motion (10) – Perlmutter: Approve the defined retirement contribution plan, as budgeted for 2016.

APPROVED

Jill Epstein, Executive Director, provided updates on the Sacramento property and enhancements to the CAMFT website.

Motion (11) – Birch: Inform tenants of CAMFT’s Sacramento property that the lease will not be renewed. The property shall be listed for sale as soon as possible.

APPROVED

IX. Closed Session - Personnel

The Board went into closed session at 11:34am to discuss a personnel issue. The Board returned to open session at 11:57am and noted that Gavilan & Associates will serve as CAMFT’s public relations firm in 2017.

X. Finance

Ron Hynum, Managing Director, Finance and Operations, presented the financial reports and noted that as of October 31, 2016, the portfolio has a value of \$6.1 million. This reflects a loss

of \$10,000 since the August 31, 2016 report, however the investments have generated \$300,000 in gains year-to-date.

Motion (12) – Casanova: Approve the financial reports.
APPROVED

The Board reviewed the proposed 2017 budget, as recommended by the Finance Committee. It was noted that the budget reflects a slight increase in both revenue and expenses. The projected net operational excess is approximately \$13,000. This figure does not include any gains (or losses) from investments.

Motion (13) – Trailer: Approve the 2017 proposed budget, as presented.
APPROVED

XI. Closed Session – Executive Director Review (continued)

The Board went into closed session at 1:29pm to discuss the goals for the Executive Director. The Board returned open session at 3:51pm.

XII Legislative/Advocacy Update

The Board received written reports on the BBS and state and federal legislation/advocacy and heard updates on implementation of CAMFT’s 2016 bills and plans for CAMFT’s 2017 bill. The Board received updates on Texas Medical Association v. Texas State Board of Examiners and Matthews v. Harris. The Board reviewed post-election analysis from CAMFT’s state and federal lobbyists and will be watching policies and actions of the Trump administration.

The Board reviewed the recommendations for Federal and State 2016 CAMFT Legislator of the Year.

Motion (14) – Perlmutter: Assemblymember Obernolte to receive the CAMFT 2016 State Legislator of the Year Award and U.S. Representative Farr to receive the CAMFT 2016 Federal Legislator of the Year Award.
APPROVED

The Board discussed the Grassroots Task Force plans and how many Board members will join the delegation of members from key districts at the Sacramento Lobby Day (March 25-26) and the Washington DC Lobby Day (April 16-19).

Motion (15) – Birch: CAMFT to send 6 Board members and 10 member-constituents to Washington DC for the April 16-19 Lobby Days.
APPROVED

Curt Widhalm, Katie Vernoy, Cathryn Leff, Danah Williams, Chris Trailer and Patricia Ravitz will represent the CAMFT Board on the Washington DC trip.

Motion (16) – Vernoy: CAMFT to send 7 Board members and 11 member-constituents to Sacramento for the March 26-27 Lobby Day.

APPROVED

Curt Widhalm, Katie Vernoy, Jonathan Flier, Cathryn Leff, Danah Williams, Bob Casanova, and Patricia Ravitz will represent the CAMFT Board on the Sacramento trip.

A call for applications for members from key districts will be distributed shortly.

XIII. Closed Session – Personnel

The Board went into closed session at 9:08am. The Board returned to open session at 9:15am and reported that a joint contract between CAMFT and AAMFT had been offered to David Connolly for federal lobbying services.

XIV. Open Forum

The Board brainstormed and engaged in a discussion of the Board process.

XVI. Suggestions for Future Agenda

President Ravitz noted that it is best for Board members to submit agenda items as proposals to the Board to ensure the issue has been adequately researched and developed for discussion.

The Board discussed a desire to have financial reports presented in a more digestible format.

There was a suggestion to research non-profits vs. for-profits supervision of interns.

XVII. Vision Session

The Board engaged in group creative thinking about emerging trends and topics relevant to CAMFT and the profession. One idea was for CAMFT to do focused outreach to the medical field to educate on the work of MFTs and prospect for referrals. This is an item for possible consideration by the Public Outreach Committee.

XVIII. Adjourn

The meeting adjourned at 9:35am on December 4, 2016