

Board Meeting Minutes

Friday, Dec , 2023

Via Zoom

Call to Order 10:05 AM

Roll Call

Jessica Holzer, President; Brandi

Nichols, Past President; Ashle Childress, Secretary; Sunny Yang, Treasurer; Jaclyn Chung, Prof. Development; Reannon Ketabian, Prof. Development ; Andrew Capobiano, T-3000.

Agenda/Topics

- President Elect Resignation
- President shared thoughts and perspective
- Next Steps/ Steps to move forward
- Board members shares specific concerns
- Best ways to support board members (both new and returning)
- Structure of Leadership/ Understanding roles
- How to resolve grievances going forward
- Purpose/use of slack for communication
- How do we help members feel safe and supported
- Google drive and password issues
- Recent lack of Admin support
- What leadership looks like...how leadership trickles down/ Structures of the board
- Reannon found a new Sponsor!

Immediate Needs

- Need for Transparency
- Clear Job descriptions
- Policies and procedures for cases of racial discrimination/attacks, miscommunication, mistreatment, microaggressions and how to prevent them.
- Finances need rehailed due to Admins poor reporting which doesn't match bank statements since July
- Need for better delegating task
- CAMFT State support needed
- Special Meeting needed

Approval of November Board Meeting Minutes

Motion: Reannon K.

Second: Brandi N.

Approved

President Updates:

-Three interviews have been conducted for the open admin position. Two of the possible candidates have no board experience and will need training. Is board experience a must? Do we need a probationary period? Do we need to pay a trainer?

-Potential Membership Chair wants 90 day trial period. Do we need a 1year commitment?

Past President Updates:

Consultation groups will be revisited in January

Pro Development Updates (Jaclyn & Reannon):

Art retreat on December 16th does not have enough registrants. Minimum required is 10 ppl.

- One more social media push before canceling

Need to start advertising for events happening in 2024.

Should we pause events until we have a trained admin in place?

- January -EMDR resourcing class moves to February.

Presenter for April has requested to present on May 3.

Financial Report (Sunny Yang):

We are doing well financially and trending positively

Special meeting needed for Financials review and update. (Doodle to be sent out this week.)

Team 3000 Updates: (Andrew Capobianco)

Andrew offered to take on some of the administrative responsibilities until the new admin is hired and trained.

CE Certificates ready to go (15 of 22 responses) Jaclyn to keep Andrew updated on emails about CE- evaluation must be completed.

Sponsorship Updates:

Update moved to January Board Meeting

Follow up/Action Items

1. Approve December Financial Report
 - Special Meetings required, will need 6 for quorum.
2. Special meeting needed for structure discussion (Jessica to send doodle)

3. Need to interview and hire new Admin
 - Who will train new Admin?
 - Onboarding process?
4. Leadership Conference details
5. Board Updates for Dec January
6. Follow up on refund of Admin fee
7. Wild Apricot and social media needs
8. Restructuring and updating bylaws
9. Katie M. has file boxes of potential helpful documents to assist the board. Reannon has access to these documents.
10. Consultation groups to be revisited in January

Adjournment at 12:28