



San Diego North County Chapter

California Association of Marriage & Family Therapists

SDNC-CAMFT Board Meeting Agenda

Friday, December 8th, 2023

10:00 am - 12:00 pm

Via Zoom

<https://us06web.zoom.us/j/87456220656>

10:00 AM - Welcome & Call-to-Order: Jessica Holzer, President

10:05 AM - Roll Call and Mindfulness Minute with Brandi

10:10 AM - Approve Minutes

- November Minutes

10:15 AM - President Report (Jessica)

- Administrative Assistant Updates
 - Review Tasks Needed
- Leadership Conference
- December Get Together → Move to January?
- Membership Chair Update

10:30 AM - President Elect Report (Shaliss)

10:35 AM - Immediate Past President Report (Brandi)

- SIG Follow Up
- Follow up on Consultation Groups

10:45 AM - Treasurer Report (Sunny)

- Approve November Financial Report
- Discuss Updated Budget
- Discuss Financial Review
- Return on Admin cost for November

11:05 AM - Professional Development Team (Jaclyn and Reannon)

- Pausing events until we have an admin fully onboarded? Do we need to move the January speaker?
- Eliminating or limiting in-person/hybrid events? 50/50 60/40 etc.
- Thoughts/ideas about presentation topics or presenters from the board, everyone please contribute one idea or speaker
- Circle back re: community engagement, we have reached out to Carlsbad 5000 for info, date is April 7, 2024.
- Art retreat – numbers, who plans to attend. Are we bringing food and if yes, who?

Board of Directors

Jessica Holzer, LMFT
President

Shaliss Padilla, LMFT
President Elect

Brandi Nichols, LMFT
Immediate Past President

Ashle Childress, LMFT
Secretary

Sunny Yang, LMFT
Treasurer

Jaclyn Chung, LMFT
Professional Development, Chair

Reannon Ketabian LMFT
Professional Development, Co-Chair

Joyce DeVera, LMFT
Sponsorship/Outreach

Andrew Capobianco
T-3000 / Prelicensed Representative

11:20 AM - Sponsorship/Outreach (Joyce)

- If anyone has any leads, please feel free to email them to me @JoyceDevera lmft@outlook.com.

11:25 AM - Team 3000 (Andrew)

11:30 AM - Old Business/New Business

11:40 AM – Board Discussion on Cohesion

12 PM - Adjournment

Next Meeting, Date & Time: January 12th, 2024

2023 – 2024 Proposed Board & Chapter Meetings:

Board Meetings: *2nd Friday of every month*

[ANNUAL CALENDAR](#)

Sept. 8 th	Oct. 13 th	Nov. 10 th	
Dec. 8 th	Jan. 12 th , 2024	Feb. 9 th , 2024	
March 8 th , 2024	April 12 th , 2024	May 10 th , 2024	June 14 th , 2024

Chapter Meetings: *3rd Friday of every month*

Sept. 15 th	Oct. 20 th	Nov. 17 th	
Dec. 15 th	Jan. 19 th , 2024	Feb. 16 th , 2024	
March 15 th , 2024	April 19 th , 2024	May 17 th , 2024	June 21 st , 2024

Call to order 10:05 PM

Roll Call

Jessica Holzer, President; Shaliss Padilla, President Elect; Brandi Nichols, Past President; Ashle Childress, Secretary; Sunny Yang, Treasurer; Jaclyn Chung, Prof. Develop Chair; Reannon Ketabian, Prof. Develop; Joyce DeVera, Sponsorship; Andrew Capobiano, T-3000

Opening to Meeting- Mindfulness (Love and Kindness) meditation- Brandi Nichols

Greeting and Introductions to Leila Aiyeh (Membership Chair)

Approval of October Minute:

Motion: Brandi Nichols

Second: Joyce

Approval of Special Minutes:

Motion: Brandi Brandi

Second: Joyce DeVera

President Updated: Jessica Holzer

Administrative Assistant Needs -Katie and Company resigned sudden- Katie V emailed Sunday morning (concerns over slack use for comments)
Task will need delegated- Jaclyn (gmail/ events)
Post for position, Interview, and onboarding.

Can we do a revised administrative task list?
Katie Montenello -Interview questionnaire

Board Member Expectations, Duties & Bylaws (Review)

- Do amendments need to be added to chapter bylaws?
- Active Participation/ Delegating Task
 - Snacks and Refreshments
- Absentee concerns (board, membership and general meetings)
 - Every 2nd and 3rd Friday of the month
 - Can we handle the amount of meeting

Leadership Conferences
End of the month registered

Table New Letter to January

December get together (Dec. 8th Board meeting or another date)

Follow up in Slack
December the 12th

Membership Chair
Membership report
Zip code of potential members outreach

President Elect Update- Shaliss

Discussed virtual assistant option - zoom trained - cost efficient-
Recommends-My Mountain Mover

Past President update

SIGs contract

Financial Report

Venmo vs Zelle or cash App- Old business (Action Items)

Table Motion for Report

Treasurer Sunny

Income:

Chapter meetings

1155

Membership:

Expense: 1400

Administrative

Presenter fee

Quick book

Bank fees

Net increase: 12,544

Insurance was paid off

Team 3000 expense needs reimbursed

Team 3000 budget - as11900

Pro Dev -

Cost- 375/ 995 income for (telehealth CEs)

Joining on for other chapters

Next Friday- Social Media Marketing (hybrid event) Speaker in person at Pine (9-11)

Tech and hospitality needs assigned..

Joyce: (Online chat responsibility)

How many people are signed up.. 13 signed up- email attendees

All Board members will have access to Wild Apricot.

Jessica to take on social media

Andrew Capobianco Tech

Need to advertise for Dec.1 ADHD Neurodivergent (online event)

System to sending out survey

Who will write certificates? Telehealth needs sent out

Zoom links?

Recurring email blast?

Evaluation? (Ashle and Andrew to meet with Jaclyn)

Art Dec. 16th Ellen Spreet (Spirit Boat)

Website posting needed

Brandi -refreshment

Advertise and marketed

\$50 per person (Table percentage off) first 10 people get 50% off ?

Attendance minimum 10

Speaker suggestions needed

Community involvement- Carlsbad 5000 (volunteer or pass out water) (sponsorship/outreach)

Sponsorship Update: Joyce

Headway and Alma NOs

2 in the pipeline

No sponsor for next event

Team 3000 Update:

	2020-2021 Actual	2021-2022 Actual	2022-2023 Actual	2023-2024 budget	2023-2024 budget update	Jul-23	1-Aug sept	oct	nov	summary Jul-Nov
Income										
Advertising										
Classifieds	75.00	0.00	75	0	0	0.00	0.00	0.00	0.00	0.00
Sponsorship	500.00	0.00	1,517.50	2,500.00	1,000.00	0.00	0.00	0.00	500	0.00
Total Advertising	575.00	0.00	1,592.50	2,500.00	1,000.00	0.00	0.00	0.00	500.00	0.00
Billable Expense Income		750.00	750.00	750.00	750	0.00	0.00	0.00	0.00	0.00
Dues										
Associate		65.00	130.00	150.00	500	0.00	65	65	65	65
Clinical	6,975.00	5,440.00	6,215.00	6,500.00	5,500.00	195	195	780	520	195
Prelicensed	565.00	665.00	805.00	800.00	1000	70	140	140	140	70
Total Dues	7,540.00	6,170.00	7,150.00	7,450.00	7,000.00	265.00	400.00	985.00	725.00	330.00
Miscellaneous Income										
Workshop										
Members	1,740.00	2,365.00	1,375.00	2,500.00						
Nonmembers	1,890.00	3,815.00	1,680.00	4,000.00						
Total Workshop	3,630.00	6,180.00	3,055.00	6,500.00	10,000.00	150	405	2105	1555	1605
Total Income	11,745.00	13,100.00	12,547.50	17,200.00	18,750.00	415.00	805.00	3,090.00	2,780.00	1,935.00
Expense										
Bank Fees	406.12	406.47	442.30	450.00	600	41.74	14.96	40.98	110.56	84.61
Board Meeting Expense	1,500.00	803.26	478.59	500.00	500		157.1			157.10
CEU App/renewal Fees		200.00	200.00	200.00	200					
Dues & subscriptions	200.00									
Electronic Communicati	165.06	235.70	150.00	150.00	150					
Filing Fees	20.00	40.00								
Insurance	1,309.00	1,330.00	1,339.00	1,350.00	1,350.00					604
Meeting Refreshments		168.00	678.00	300.00	300			119.69		48.13
Meeting Room Rental	-138.00		378.00	672.00	850			644		644.00
Miscellaneous Expenses	80.79	104.30								
Office Supplies & Equipr	293.42	295.00	509.90	360.00	550	30	37.14	44.4	44.4	44.4
Postage & Shipping	372.24	150.00								
Printing										
Admin services	9,965.10	10,440.00	10,800.00	12,600.00	8,000.00	900	500	1000	1000	1000
Speaker Fees/Expenses	851.99	1,632.47	455.00	500.00	1,500.00				250	962.5
Volunteer Education & Travel			0.00	300.00	300					63.63
Volunteer Recognition										
Website	55.80	3,207.41	129.92	4,030.00	4,032.00	4032				4,032.00
Total Expense	15,081.52	19,012.61	15,560.71	21,412.00	18,332.00	5,003.74	709.20	1,849.07	1,404.96	2,807.27
Net Income	-3,336.52	-5,912.61	-3,013.21	-4,212.00	418.00	-4,588.74	95.80	1,240.93	1,375.04	-872.27

Additional Income

COVID Grant Proceeds (Retained)	<u>5,000.00</u>
ACTUAL NET 2021-2022	<u>-912.61</u>