

**FORENSIC MENTAL HEALTH ASSOCIATION OF CALIFORNIA  
BOARD OF DIRECTORS MEETING  
1/10/05  
San Francisco, CA**

**PRESENT:** Joel Fay, Ken Carabello, Jo Robinson, Judy Tiktinsky, Carrie Gustafson, Molly Willenbring

**CEU Update**

1. CEU's and CME's are being worked on. UC has a 2 level process for accepting CMEs: UC and Langley Porter. The second group, Langley Porter, is where the process is held up right now.
2. Jo is contacting Northern California Psychiatric Society about getting CMEs through them.
3. John Chamberlain called Charles McNeil at NCPS and will get back to us about it. He also contacted UCSF and confirmed that we would get our \$1500 back if we are not accepted.
4. In future years, we may want to charge extra fees to MDs to cover the high cost of providing CMEs.
5. CEU Certificates will be given out at the conference this year. We will most likely turn the registration booth into a CEU pick up booth. Molly will work out the best process for certificate dispersion.

**Speaker Update**

1. Speakers are confirmed.
2. Ken will send a letter to all the speakers with information they will need.
3. Dutton will arrange his own travel.
4. AV arrangements will be easier this year-we will simply tell the Embassy Suites where we want things.
5. Molly confirmed with Embassy Suites that presenters should bring their own computers for powerpoint presentations. Presenters also need to bring handouts for all of the attendees of their workshops. If they send the handouts to Molly digitally, she will put them on the website.

**Website**

1. This has been a problem. The administrative contact is not responding to our requests for changes. This will become quite a problem as certain important things come up that need to go up on the site quickly.
2. Molly will contact them to get administrative privileges.

**Nametags**

1. Perhaps distinguish what people paid for with colored nametags or colored dots.

### **Miscellaneous Details**

1. We will need internet access at the registration table. Molly will check on this.
2. There is a Board and Committee meeting at 3pm on Tuesday. Will assign jobs at dinner that night. Molly will make reservations for the dinner.
3. Molly will look up pens to have engraved to give to past presidents: money can come out of the merchandise account.
4. We don't have a copy of the signed contract. Molly will get one from Embassy Suites.

### **Registration**

1. Have 2 lines at the conference: one for people who have pre-registered and the other for problems and on-site registration.
2. Who will man the registration booth from 12-7? Molly and Carrie will be there with student volunteers. Some members of the board will have to be there to give them breaks during the day. David's students won't be there on Wednesday but can work in 4 2-hr shifts on Thursday and 2 on Friday.
3. Jo will need help with the volunteers because she will be at the council that morning so they will check in with Molly at 11am.

### **Scholarships**

1. There will be 4 student scholarships this year. Jo is still waiting on applications.
2. In the future we should notify schools with forensics programs directly about the scholarships.

### **Dance**

1. Unresolved. The Embassy Suites will not waive the fee for the room so we may have to cancel it. They will charge us \$750 if we cancel it.
2. It's possible that if we get the luncheon from Eli Lilly we can propose a waiver of the cancellation fee.

### **Wednesday night dinner**

1. Molly is adding this to the grant proposal to Eli Lilly.

### **Social after Keynote**

1. David will get wine for the social. He will spend \$8/bottle so that we have enough left over for the surcharges and corkage fees.
2. ES will supply a bartender and appetizers. Molly will check to make sure that they will supply water.

### **Video**

1. Unresolved.

### **Wednesday Schedule**

12-7 registration  
10-2 Council meeting  
2-5 Pre-conference  
5:15-5:45 membership meeting  
6-7:00 dinner  
7:00 Joel welcome and introduce evening  
    Ken housekeeping  
    Present scholarships  
7:15 Gil will give a history of FMHAC  
7:25 introduce past presidents- gift  
7:35 Steve Mayberg will speak for a few minutes  
7:45 Awards – David and Jo present West  
    Judy present Rossiter  
7:55 introduce keynote  
8-9 Keynote

### **Elections**

1. Ken will run for president elect.
2. Bob Ochs will be asked to take over as director of conference.
3. VP and Treasurer are also up for election.

### **Awards**

1. Rossiter-Darrell Steinberg and Rusty Selix. Judy wrote nomination letter for them.
2. Molly will research the award plaques.
3. Miles will send out an email for nominations for the West award and Molly will put it on the website.

### **Wednesday Dinner**

1. Must be at Embassy Suites due to timing. Molly will get the restaurant menu.
2. Will be 16:
  - 6 board
  - 4 committee
  - Molly
  - Woodford and Asst.
  - Steinberg
  - Selix
  - Mayberg

### **Treasurer Update**

1. Cynthia filed paperwork in April 2004 to the employment development department stating she was an employee of FMHAC and she deducted taxes from her checks but never sent in the taxes.
2. We have to pay the taxes for those 2 months.

3. Carrie is working it out with the accountant.

### **Manuals/Job Descriptions**

1. We need to have each board member write detailed manuals.

### **Merchandise Update**

1. Judy is working on buying t-shirts. She also created a tracking sheet that will double as an inventory list.
2. Use the resale permit when buying the merchandise so you don't have to pay taxes twice.
3. Pricing on old stuff:
  - Totes from 2000: \$2
  - Mugs: \$10
  - Newport jackets: \$30
  - T-shirts: \$5
  - Vests: same price
4. Pricing on new stuff: t-shirts cost \$10, sell for \$15
5. How many t-shirts Judy will order:
  - 4 small
  - 10 med.
  - 10 large
  - 6 XL
6. Molly will make sure the drug companies don't bring any mugs to give away and will order 2 cash boxes.

### **Mailing Database**

1. Molly will set it up by year so that we will know who attended during which years.

### **Public Policy Platform**

1. Judy submitted one.
2. We will keep it simple and positive and address it during the welcome/introductions.
3. We should add it and our position on Prop 63 to the website.
4. Jo will take it to the forensic committee.

### **Vendor tables**

1. \$100 for job opportunities tables.
2. Molly will contact the department of corrections again to see if they are still interested.