

**FORENSIC MENTAL HEALTH ASSOCIATION OF CALIFORNIA  
BOARD OF DIRECTORS MEETING**

**3/18/05**

**Monterey, CA**

**Present:**

Joel Fay

Judy Tiktinsky

Mark Grabau

Ken Carabello

John Gannon

David Polak

Carrie Gustafson

Jane Lovelle

Jo Robinson

Molly Willenbring

**Call For Papers**

1. Add looking for specific types of papers to be in line with the theme of the conference (application related or job effectiveness, best practices, evidence based practice, collaborative practices).
2. Agreement to post handouts on website.
3. Must be in the format of the MCEP application and must be submitted digitally.
4. Ken and Carrie will look into having the paper submission online (also registration? Look at the CDC website). All requirements will have to be present or it will not allow submission.

**Workshop Problems**

1. Have an AV manager for next year (someone on planning committee).
2. Assign a projector to each person responsible.
3. Add CEU table at back of room.
4. CEU signers should have a designation on their nametags.

**Volunteers**

1. Send out written orientation early.
2. 1 person on planning committee head up the volunteers.
3. Must have a thorough volunteer orientation meeting.
4. Look over the program and be familiar with the presenters.

**CMEs**

1. Must have a psychiatrist on the Planning Committee. Ask John Chamberlain again and also Adam Goldyne.

**Registration Table**

1. Must have 2 Board members at all times at the table.

2. Must have a presenter greeter to orient and introduce them to the administrator and the AV manager.

### **Presenters**

1. Ask them to bring their own laptops.
2. How early to get there.
3. Check in with administrator.
4. No one introducing them.
5. How to work equipment.
6. Personalized letter with date, time, AV equipment list.
7. Please mention the sign in/out and no cell phones at the beginning of the presentation.

### **Board**

1. Board members must meet on Tuesday to be assigned shifts.
2. All board members should work 4-hour shifts each day. There needs to be a sign up sheet that not only has the shifts but the managers also (AV manager, volunteer manager).

### **Announcements**

1. No cell phones.
2. CEU sign in/out procedure (it will also be in the brochure).

### **Website**

1. Handouts.
2. Frequently Asked Questions.

### **Policies**

Must come up with more specific policies for the following problems. Unusual questions go to a designated board member. For example, the treasurer gets all of the payment questions, Director of Education gets CEU questions (like can someone have 2 CEU certificates for the conference for different boards?).

1. Late fees. One late fee for groups? No exceptions on late fees? Could instead structure payment as discounted for early payment (before March 1) and more afterwards instead of using the term late fee. Also, could set up payment in packages: Package A is just pre-conference, Package B is pre-conference and full conference, Package C is full conference, Package D is just Thursday (to try to avoid the pre-conference payment confusion)
2. Can people go to only the Keynote? How much is it?

### **CEU Sign In/Out**

1. Add the procedure to the brochure.
2. 15 minute cut off at the workshops because people were coming in late and leaving early.

### **Luncheon**

1. Try to do it again next year only if it can be for all of the attendees.
2. Have an extra fee attached to registration so people can sign up for it and have it partially sponsored by a company.
3. David Polak will talk to AstraZeneca about possibly sponsoring one next year.

### **Planning Committee**

1. Can become more involved but have to be told what to work on.
2. Could expand it, have more varied disciplines. This would be more expensive, though.
3. John Gannon or a representative of AACFP would like to be on it.
4. Elke Hams offered to be on the planning committee next year and might be a good AV manager.

### **Thank Yous**

1. Email thanks to all presenters and attendees (make sure there is an unsubscribe link at the bottom of any bulk email). Ken will write these. Molly will send them.
2. Letter to all political people and exhibitors. Joel will write these.

### **Attendees**

1. Contact once or twice during the next year.
2. A thank you for attending, an update on the next conference, finally the announcement.
3. E-newsletter?

### **Students**

1. Poster session for students?

### **Next Year's Conference**

1. Proposed theme: A Time of Hope, A Time for Vision.
2. March 15-17, 2006.
3. Presentation ideas - Best Practices, Evidence Based Treatment, Hostage Negotiations,

4. Mandated classes are a big draw.
5. Embassy Suites Pros – learning curve is over, very responsive, compt-ed a lot so it was much more affordable.
6. Embassy Suites Cons – were woo-ing us this year (so might not be the same scenario next year), small if our numbers get any bigger.
7. Table ideas – CA Coalition for Mental Health, NAMI
8. Have a walkie talkie for board members and administrator.

### **Exhibits**

1. Take pictures of the vending area to put on website. Might be a problem if a lot of people are in the picture, getting releases to put the picture up.

### **CEU Follow Up**

1. MCEP, CME, STC – Jo and Molly will follow up.

### **AACFP Recommendations**

1. Develop a 5 year plan – to increase revenue? Increase attendance? Increase quality?
2. Identify a group of people to focus on bringing to the conference, eg correctional psychologists (Theresa Schwartz would be a good contact for getting senior psychologists to attend next year).
3. AACFP would eventually like to have a CA chapter and send a lot of people to our conference.