



*Board of Directors Meeting Minutes
December 10, 2019 at 2:00 p.m.*

Location: Videoconference

Board Members Present: Sam Knudsen, Tom Granucci, Ramsey Khouri, Kevin Rice, Cynthia Lermond, and Ken Carabello

Board Members Absent: Anna Kafka

Staff Present: Morgan Grabau-Dosskey, Catherina Isidro

A. Welcome/Call to Order

A meeting of the FMHAC Board of Directors was called to order by Ken Carabello at 2:03 p.m. on December 10, 2019.

B. Introduction of Members and Guests in Attendance

Catherina conducted a roll call of all those in attendance.

C. Approval of Agenda

The agenda was sent to the members via email prior to the meeting. The Board approved the agenda with all in favor, none opposed.

D. Approval of Minutes

The minutes from July 15, 2019 were reviewed by the Board and amended. Sam put forth a motion to approve the minutes as discussed and amended. Tom seconded the motion. All in favor, none opposed.

E. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><u>Review Financial Report</u></p> <ul style="list-style-type: none"> ○ <i>Review Balance Sheet</i> Trina reviewed the Balance Sheet with the Board, focusing on recent updates related to Words to Deeds. The updates are as follows: <ul style="list-style-type: none"> ● The Comparative Statement of Financial Position shows that total cash as of December 8, 2019 is down by \$31,818.05 compared to prior year. ● Total Net Assets decreased by \$32,333.93, while Current Liabilities is at \$-4198.67, resulting in an Equity decrease of \$17,593.38. ● Additionally, the figure reflected on the balance sheet under the Ameriprise account is incorrect. The actual total amount in our investment account as of September 30, 2019 is \$313,746.17. That being said, Total Net Assets is at \$387,980.86 ● As of a week ago, our CPA has received all of the Ameriprise statement for 2018 and 2019 and is now in the process of fixing our books to reflect the correct amount. Trina is hopeful the QuickBooks account will be updated with the Ameriprise account information prior to the next Board meeting. 		Trina will follow-up with our CPA to update
<p><u>Regional Training Update</u></p> <p>Morgan invited all Board members to let her know of their interest to attend the regional trainings.</p> <ul style="list-style-type: none"> ○ <i>Franklin Hearings</i> Morgan provided an update on the plans to host the Franklin Hearings training as outlined in the flyer provided in the packet. ○ <i>Suicide Prevention</i> Morgan provided an update on the plans to host the Suicide Prevention training as outlined in the flyer provided in the packet. The Board provided feedback on the minor errors on the flyer and the overall look of the flyer. ○ <i>Honorarium Discussion</i> Trina reported that she researched the option of paying an honorarium to Anna for the Regional Training in light of her being on the Board. She explained that she learned providing an honorarium to Anna while a Board member could represent a conflict of interest as a non-profit 		Trina will amend the flyer as discussed and Morgan will send it out to the Board to print out and post in their workplaces.

<p>organization. The Board further discussed how the role of Director of Education could be exploited if the individual in that role were able to be paid for presenting, as it would not de-incentivize the individual to procure other presenters. Morgan pointed out Christopher Hawthorne is of the impression he will not be paid for the training as he was booked prior to the last Board meeting. However, in light of the motion adopted at the last Board meeting to pay presenters for the regional trainings, the Board agreed he will be paid an honorarium.</p>	<p>The Board agreed further information is needed regarding this matter, including a consult with our CPA regarding regulations on this matter.</p>	<p>Trina will reach out to the CPA regarding this matter and will follow-up with the Board. Trina will reach out to Christopher Hawthorne regarding his honorarium, though there is still a question of whether Anna will be able to receive an honorarium while on the Board.</p>
<p><u>Annual Conference Update</u></p> <ul style="list-style-type: none"> ○ <u>Registration Update</u> Morgan provided an update regarding registration and her efforts to put together marketing information. ○ <u>Award Nominations</u> Trina reviewed the 3 West Award nominations she sent out to the Board: Neil Besse, Jonathan French, and Jonathan Raven. The Board also reviewed 1 nomination for the Rossiter Award: Kay Bolton. The Board requested additional time to review the nomination and vote via email poll in the coming week. ○ <u>Doug Smith Scholarship</u> Trina requested that Cynthia put together a write-up about the Doug Smith award for marketing and review the student scholarship application for its applicability to this scholarship. ○ <u>CEs – CJER Judicial Continuing Education Update</u> Trina reached out to CJER and learned that there are not fees to become a provider for CJER. The process involves sending a letter to CJER introducing the Association and listing for whom we provide CEUs at this time. If the letter is submitted in January, it should be approved prior to March. ○ <u>Presenters Update</u> Morgan provided an update on efforts to follow up with presenters for 	<p>The Board agreed that the nomination of Kay Bolton is not in line with the criteria for the award and will not be considered further.</p>	<p>Morgan will send out the e-blast marketing information within the week. Trina will amend the West Award nomination letters and re-send out to the Board. The Board will review and vote on the nominations for the West Award in the upcoming week via a poll to be sent out by Morgan. Ken and Trina will explore possible other nominations for the Rossiter Award. And Trina will reach out to Kit Wall for ideas as well.</p>

<p>the 2020 Conference and the information she needs from them to complete the program and POST applications.</p>		<p>Cynthia will work with Trina and Morgan to discuss the marketing and application process for the Doug Smith Scholarship.</p> <p>Trina will collaborate with Sam to send out a letter to CJER in the coming weeks.</p> <p>Morgan and Tom will collaborate on following up with presenters.</p>
<p><u>New Business</u> Trina reported she has joined the Board of Directors for the California Access Coalition. The Board congratulated her on this appointment and reflected on how it will benefit the Association.</p>		

D. Next Meeting

Trina will send a doodle poll to schedule the next Board meeting in January.

E. Adjournment

The meeting was adjourned by Ken Carabello at approximately 3:24 p.m.

Final Version of Minutes submitted by Cynthia Lermond on December 10, 2019.