

**1. Call to Order**

The November 19, 2020 Board Meeting of the FMHAC was called to order at 1:06 pm.

**2. Introduction of Members and Guests in Attendance**

Action: Roll call was taken

**Directors present:**

Kevin Rice  
Sam Knudsen  
Deanna Adams  
Ramsey Khouri  
Tom Granucci  
Melinda DiCiro

**Directors absent:**

None

**Staff present:**

Catherina Isidro  
Morgan Grabau

**3. Approval of the Minutes (K. Rice) A. July 29, 2020 B. August 6, 2020**

Motion: It was moved and seconded (Knudsen/Khoury) to approve the meeting minutes for the July 19, 2020 Board Retreat. Motion carried.

Motion: It was moved and seconded (Knudsen/Granucci) to approve the meeting minutes for the August 6, 2020 Board Retreat with amendment regarding 2020 Conference Planning item on Presentation/Keynote Speaker. Motion carried.

**4. Review Financial Report (T. Isidro/R. Khouri) A. Review Balance Sheet B. Taxes**

**A. Review of Balance Sheet**

Action: Review and discussion of the balance sheet. Total net assets decreased while mitigated by a decrease in liabilities, resulting in a decrease in overall equity. Given fiscal impacts resulting from the uncontrollable events of the year, the decrease in equity is anticipated. Roughly one-third of 2020 Annual Conference registration refunds checks distributed between March and June 2020 remain uncashed by recipients.

Follow Up: Isidro and Grabau to outreach to recipients of uncashed checks to inform them of the live check and provide them with a reasonable timeline to cash them (suggested deadline of the end of the year). The outreach will note that checks uncashed by the deadline would be voided and those funds declared a donation to FMHAC.

**B. Taxes**

Action: CPA is in the process of completing the organization's taxes. Once completed, an updated investment account statement sheet will be provided. This should be available by the next Board of Directors meeting.

## 5. Old Business

### A. Membership Toolkit

Action: Presentation of the membership toolkit. This tool provides guidance on strategies to recruit, retain and engage membership.

Follow Up: Board to review in advance of next Board of Directors meeting and provide feedback, including corrections, to Isidro.

### B. New Committee Charters – Review

Action: Presentation of new committee charters, and discussions about inconsistencies across new and existing committee charters regarding meeting minute distribution timelines.

Motion: It was moved and seconded (Knudsen/DiCiro) to approve Education Committee charter with amendment to change Operations section 5.5. from three days to 14 days. Motion carried.

Motion: It was moved and seconded (DiCiro/Knudsen) to approve Scholarship Committee charter with amendment to correct typo. Motion carried.

Motion: It was moved and seconded (Knudsen/Adams) to approve Membership Committee charter. Motion carried.

Motion: It was moved and seconded (Granucci/Khoury) to amend Planning Committee charter to make items regarding meeting minute distribution consistent with the 14-day timeline designated under other committee charters. Motion carried.

## 6. Regional Training Update

### A. Suicide Training

Action: Review of registration numbers, which express continued interest in this program even with it in a virtual format. Most registrants connected to program via computer as directed, with only one exception. Connecting via computer is necessary to meet standards for providing continuing education credits.

### B. Forensic Mental Health 101

Action: Review of registration status to date. Registration numbers are on par with past in-person training offerings. Pricing was adjusted to reflect the shift to virtual

learning instead of in-person training and staff believes the training is at the best price point.

### **C. Juvenile Training**

- Action: Discussion of forthcoming training on juveniles who sexually offend. Speaker waived honorarium and proposed a February 2021 date so that attendees to this training can have additional education prior to corresponding training to take place during 2021 Annual Conference.
- Action: Additional discussions on ideas for future training topics, such as assessment of suicide malingering, immigration assessments and evaluations, compassion fatigue, assessment for diversion, and trauma informed care. It was suggested to expand the topic of compassion fatigue to make it marketable for lawyers in addition to clinicians.

### **D. i. Distance Learning – CPA Application Update**

- Action: Application submitted to CPA, approval pending. Staff is pushing to get approval soon so that marketing can be appropriately updated.

### **D. ii. Distance Learning – Royalty Program**

- Action: Discussion of instituting a royalty program for faculty of distance learning programs. It is proposed to provide 5% in royalties to be split among all program faculty for each program unit purchased. This aligns with the industry standard. This program will not extend to any Annual Conference speaker who is invited to speak based on their submission to FMHAC's "call for papers."

Follow Up: Isidro to prepare a proposal for royalty program for review and approval at future Board of Directors meeting. Isidro to work with Grabau, Knudsen and Adams on this as needed.

## **7. 2021 Conference Planning Updates**

### **A. Planning Committee/Presentation and Keynote Speakers Update**

- Action: Granucci and Grabau discussed confirmed speakers, including the return of Densley, Freese and Shim, as well as confirming Vinson. All session speakers from 2020 Annual Conference agreed to return, except for one speaker who has since changed employers. Staff from that speaker's previous employer noted interest in covering that session and were asked to follow up with Grabau to move forward with that presentation. The "call for papers" yielded six additional presentations, all of which will be added to the virtual conference lineup.

### **B. Live Meeting vs. Virtual (Open Discussion)**

- Action: Discussion weighed the pros and cons of an in-person, virtual, and hybrid conference, as well as potentialities for moving the conference date to early

summer. Holding a virtual conference was agreed to be most attractive to attendees and the most cost-effective option. Discussion also covered the possibility of having the hotel facility available for people wanting to stay there. Staff have connected with Beacon as a virtual conference platform provider. Upon CPA approval, conference sessions will be available to view and for credit after the initial livestream.

Follow Up: Grabau to update marketing materials to indicate the virtual conference and, upon CPA approval, advertise the additional available continuing education credits available through the conference.

Follow Up: Isidro, Grabau, Knudsen and Adams to review speaker agreements to ensure they align with the virtual conference.

Follow Up: Isidro to follow up with hotel to extend contract for another year.

### **C. Award Nominations (Open Discussion)**

Action: Discussion about maintaining the award ceremony for the virtual conference.

Follow Up: Isidro to post the award nomination form online and to set the review of nominees for the next Board of Directors meeting.

### **D. Conference Schedule**

Action: The 2021 conferences will retain the same conference session as the 2020 conference and will include the six additional sessions that were proposed during the recent “call for papers.” The six new sessions will include four sessions that will be available for MCLE credit, bringing the total MCLE credits available through the conference to 15.

### **Additional Business**

Action: The treasurer position is up for election/reelection.

Follow up: Next Board meeting will be scheduled via Doodle poll.

### **8. Adjourn**

There being no further business, meeting adjourned at 3:40 pm.

*Draft minutes submitted by Deanna Adams on November 20, 2020.*

*Minutes approved on:*