



Board of Directors Meeting Minutes

December 2, 2011 at 2:00 p.m.

Location: Teleconference

Members Present: Molly Willenbring, Cynthia Lermond, Mark Grabau, Jane Lovelle, Munir Sewani, Douglas Smith, and Dave Meyer

Members Absent: None

Opening: A meeting of the FMHAC Board of Directors was called to order at 2:06 p.m. on December 2, 2011 by Mark Grabau.

A. Approval of Agenda

The agenda was sent to the members via email prior to the meeting. The board reviewed and approved the agenda for today's meeting.

B. Approval of Minutes

The board reviewed and approved the minutes for the Board of Directors Meeting dated November 18, 2011.

C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Keynote Speaker and Presenters for 2012 Conference</i></p> <ul style="list-style-type: none"> ○ Molly reviewed the planned presenters for the conference with the Board. Phil Erdberg decided not to present. Dr. Walser was going to talk about PTSD but has been unreachable for confirmation. Jane recommended filling this slot with Philipsborn who has MCLE credits. There was also a discussion about moving around presenters to get all slots filled. ○ Molly reported that we are within budget, at about \$18,320 for presenters at this time. There remain some expenses to be accounted for. ○ There was a discussion of conference pricing and a review of past conference pricing. The pricing was based upon an increase of \$25 to cover the cost of Kellerman's book. However, in reviewing the current price in light of increased CEU's, this doesn't represent much increase for members, but it does for students. ○ <u>Motion:</u> Doug put forth a motion to reduce the student membership to \$25 and the student conference to \$195 member and \$240 non-member, in essence returning to the 2011 rates. ○ Dave discussed creating a panel discussion at the conference on AB 109, focusing on the re-integration of mentally ill inmates into the county system. The Board was interested in the topic, but the question was whether there was a slot available. 	<p>The Board voted to approve the motion.</p>	<p>Munir will follow-up with Dr. Lareau, Dr. Berardino, and Dr. Graham-Howard to discuss their interest and availability for presenting at the conference.</p> <p>Munir will direct them to Molly for compensation, confirmation, etc.</p> <p>Molly will send the template for the presentation abstracts to Munir.</p> <p>Dave will follow-up with Molly and Jane regarding whether there is a slot available to present the AB 109 panel.</p>
<p><i>Alison Stanley's Refund Request</i></p> <ul style="list-style-type: none"> ○ Mark reported that he had discussed the matter of Alison Stanley's request with Molly and Munir. He explained that the Association has not instituted the Lifetime Membership that she paid for. He asked that the Board discuss how to respond to the request. ○ <u>Motion:</u> Doug put forth a motion to refund Alison Stanley's payment of \$1,000. 	<p>The Board voted to approve the motion.</p>	<p>Molly will send Alison a reimbursement check of \$1,000 with a return receipt. There will be no letter included in the envelope.</p>

<p><i>Update on Executive Director Evaluation Process</i></p> <ul style="list-style-type: none"> ○ There was a discussion of the proposed ED evaluation process, which was provided to the Board via email. Topics discussed included clarifying a job description, creating measurable criteria, and clarifying the process. 		<p>Mark and Molly will determine who will be on the Evaluation Committee.</p> <p>Mark and Molly will create questionnaires that might guide this process.</p> <p>Molly will use items from the job description to create a draft of an objective evaluation.</p>
<p><i>COMIO Update</i></p> <ul style="list-style-type: none"> ○ There was no new information presented on this matter. 		<p>This matter will be addressed at the next Board meeting.</p>
<p><i>Other Matters</i></p> <ul style="list-style-type: none"> ○ Jane encouraged the Board to reach out student regarding the student scholarship. ○ Dave encouraged the Board to begin discussing board retreat dates. There was a discussion of the Board's schedules and possible retreat places. 	<p>The Board retreat is scheduled for May 9-11, 2012.</p>	<p>Molly will look into possible sites for the retreat.</p>

D. Next Meeting

The next meeting is scheduled as a teleconference on January 6, 2012 at 2:00 p.m.

E. Adjournment

The meeting was adjourned by Mark Grabau at 3:22 p.m.

Minutes submitted by Cynthia Lermond on January 5, 2012.