



*Board of Directors Meeting Minutes*

*February 3, 2012 at 2:00 p.m.*

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**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 2:05 p.m. on February 3, 2012 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 January 6, 2012.

### C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Rossiter and West Awards</i> The Board reviewed a list of nominees provided by Molly. There was a discussion of possible recipients, including Dr. Elizabeth Loftus, Dr. Jennifer Skeem, and Dr. Charles Scott.</p>		<p>Molly will send out the membership a request for nominations. Mark will write a letter of nomination for Dr. Loftus. The Board will consider the nominees discussed today and any other nominations received from the membership. Due to time constraints, this will be done via email.</p>
<p><i>Open Board Positions</i> The Director of Conference, Director of Education, and Secretary positions are open this year. Molly received a letter of interest for the Director of Education position from Dr. Markowitz. Jane will submit a letter of interest for the Director of Conference position. Cynthia expressed her interest in continuing in the position of Secretary.</p>		<p>Elections will be held at the 2012 conference.</p>
<p><i>Relationship with IACFP</i> Given the financial concerns IACFP is experiencing, a determination had been made by the Executive Committee of the Board to discontinue the dual membership with IACFP.  Molly explained that in reviewing the finances with IACFP, it was apparent that money related to dual membership had not been reconciled. Records indicate that FMHAC owes IACFP \$15,750. At this time, Molly does not have an accounting of the money IACFP owes to FMHAC.  Mark suggested that these monies be a line item in the next budget and</p>		<p>Doug and Molly will look into investment options.  Molly will create a line item in the 2012-2013 budget for the IACFP Reserve.  Molly will request email exchanges from Carrie Gustafson, former</p>



<p>conference.</p> <p>Molly asked the Board for help with advertising the conference. Munir reported that he is working on reaching out to staff at the state hospitals. Dave talked about reaching out to legal departments related to juveniles. He will talk with Molly and Jane about ways to do this. Molly will make sure the presenters have the 2012 conference on their websites.</p> <p>Molly requested the Board submit to her their workshop requests.</p>		<p>Molly will ask presenters to announce the conference on their websites.</p> <p>Molly will send an email requesting each Board member's workshop requests.</p>
<p><i>Letter to Former Planning Committee Members</i></p> <p>Molly explained that Jane had brought to her attention that some former Planning Committee members had not been treated well by the previous Director of Conference. Jane had suggested that, as a gesture of good will, a letter be provided to those members expressing the Board's apology.</p>		<p>Molly will request that Jane generate a letter of apology to former Planning Committee members.</p>
<p><i>Independent Audit</i></p> <p>Mark explained that the impetus for this audit is what is happening with IACFP, the increased complexity of funding, and collaboration with COMIO. It was agreed by the Board that an independent audit would be a good practice and ensure sound fiscal practices. However, there is not a line item in the FY 2011-2012 budget for a pre-audit.</p>		<p>During the budget planning session of the 2012 retreat, the Board will consider incorporating audit expenses into the budget for FY 2012-2013.</p> <p>Doug and Molly will explore/find an experienced accountant to conduct a pre-audit of the fiscal management practices of the Association.</p>
<p><i>Feedback Regarding January 2012 Newsletter</i></p> <p>Cynthia asked for feedback from the Board regarding the January 2012 newsletter. The Board reported that they had received positive feedback and Mark encouraged maintaining the quality of the newsletter in a twice per year distribution.</p>		

<i>Membership Committee</i> This matter was only preliminarily discussed.	The Board agreed to table this matter for the 2012 retreat.	This matter will be discussed at the 2012 retreat.
<i>Planning Committee Members, 2-Year Term</i> Molly explained that the term for Planning Committee members is listed in the policy and procedure manual as one year. The Director of Conference determines who is on the committee. Molly suggested that Planning Committee members' terms be for two years, which would allow for them to apply in the second year what they learned in the first year. However, on the other hand, a one year term would allow for letting members go who are not working out.	The Board agreed to table this matter for the 2012 retreat.	This matter will be discussed at the 2012 retreat.
<i>Juvenile Track for 2013 Conference</i> This matter was only preliminarily discussed.	The Board agreed to table this matter for the 2012 retreat.	This matter will be discussed at the 2012 retreat.
<i>Update on Executive Director Evaluation Process</i> This matter was not discussed due to time constraints.		This matter will be discussed at the next Board meeting or the 2012 retreat.
<i>COMIO Update</i> This matter was not discussed due to time constraints.		This matter will be discussed at the next board meeting.

#### **D. Next Meeting**

The next meeting is scheduled as a teleconference on February 24, 2012 at 2:00 p.m.

#### **E. Adjournment**

The meeting was adjourned by Mark Grabau at 3:36 p.m.

*Minutes submitted by Cynthia Lermond on March 1, 2012.*