



*Board of Directors Meeting Minutes*

*March 25, 2011 at 6:00 p.m.*

---

**Location:** Embassy Suites Hotel

**Members Present:** Alison Stanley, Molly Willenbring, Cynthia Lermond, Mark Grabau, Ron Kaufman, Jane Lovelle

**Members Absent:** Dave Meyer

**Opening:** A meeting of the FMHAC Board of Directors was called to order at approximately 6:00 p.m. on March 25, 2011 by Mark Grabau.

**A. Approval of Agenda**

There was no previously established agenda for this meeting.

**B. Approval of Minutes**

There were no minutes reviewed or approved.

### C. Open Issues

<i>Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<ul style="list-style-type: none"> <li>○ <u>Preliminary Review of 2011 Conference</u> <ul style="list-style-type: none"> <li>● Mark discussed what a success the conference was, which was evidenced in the high attendance. He also noted that the organization leading up to the conference and getting the word out impacted the turn out.</li> <li>● There was a discussion about the overall success of the conference and the informal feedback received from attendees.</li> <li>● Mark discussed not having the COMIO Awards this year as a positive.</li> <li>● Molly expressed concerns regarding the students' participation. Ron encouraged writing a letter to each student, rather than their supervisor, as feedback regarding their performance. Molly indicated that she will need to make her expectations more clear, particularly regarding the assistance she needs during the conference.</li> </ul> </li> </ul>		<p>There will be a more complete review of the conference at the board retreat.</p>
<ul style="list-style-type: none"> <li>○ <u>Planning Committee</u> <ul style="list-style-type: none"> <li>● Alison discussed her plans to add two people to the planning committee: Amanda Ruiz, M.D. and Patty Butler, R.N., L.C.S.W.</li> <li>● Mark suggested that she also consider Jim Rokop of SOCP.</li> <li>● Alison discussed the importance of the people on the planning committee reaching out to presenters early on. A timeline for the year ahead was discussed, with a focus on the importance of the planning committee meeting early to get plans underway for the</li> </ul> </li> </ul>		<p>Alison will oversee the planning committee retreat and contact the new members discussed.</p>

<p>next conference so as to get the word out sooner.</p>		
<p>○ <u>Educational Tracks</u></p> <ul style="list-style-type: none"> <li>● There was a discussion of tracks for the next conference. Alison indicated she would need to know the definition of each track and the CEU intrinsically related to each specialty.</li> <li>● Alison discussed the importance of a legal track incorporating relevant legal content for lawyers and the presentations being approved by the planning committee.</li> <li>● Jane emphasized the importance of having the presentations be relevant to the track rather than for a wide audience.</li> <li>● For a track related to sex offenders, Mark recommended looking into SOCP funding by addressing the training needs of DMH at the conference.</li> <li>● There was an agreement that the tracks for next year's conference would be: legal, sex offender, medical, and clinical.</li> </ul>		<p>There will be a more complete discussion of this matter at the board retreat.</p>
<p>○ <u>Ideas Regarding the 2012 Conference</u></p> <ul style="list-style-type: none"> <li>● Mark discussed the importance of presenters understanding their audiences' level of training and needs.</li> <li>● It was agreed that presenters should be limited to three per presentation.</li> <li>● Jane and Molly recommended having an award for the best poster. Alison discouraged this.</li> <li>● Mark and Cynthia recommended that the board members do the sign-in/sign-out, as this is an opportunity to great people and have face-to-face contact. It was also suggested that board members be</li> </ul>		<p>There will be a more complete discussion of this matter at the board retreat.</p>

<p>available for the presenters and provide introductions to the audience for the big name presenters.</p> <ul style="list-style-type: none"> <li>• Alison suggested continuing to have a full day of training on Friday and focusing on providing 18 CEU's. She emphasized the importance of having the law and ethics course requirement met. Alison also proposed the idea of having CONREP co-sponsor some of the training.</li> <li>• There was a discussion regarding a change of venue for next year. Mark discouraged this and reviewed the reasons for maintaining the current venue at least for the next year.</li> <li>• Alison had contact with STC and POST. She indicated that we likely won't see a high number of attendees seeking STC and POST credits going forward.</li> </ul>		
<p>o <u>Scheduling</u></p> <ul style="list-style-type: none"> <li>• Potential dates for the board retreat were April 28<sup>th</sup>-29<sup>th</sup>, with the planning committee potentially meeting April 27<sup>th</sup>. Many ideas were discussed, but the venue has yet to be determined.</li> <li>• It was agreed that, should the venue be available, we will maintain the same week of March 21-23, 2012 for the conference next year.</li> </ul>		<p>Molly will explore venues for the board retreat and coordinate the scheduling.</p> <p>Alison will coordinate with Molly regarding the planning committee retreat schedule.</p> <p>Molly will follow-up with the Embassy Suites to lock in the dates discussed and obtain a contract.</p>

**D. Next Meeting**

The next meeting is anticipated to be the board retreat, but the date has not yet been finalized.

**E. Adjournment**

The meeting was adjourned by Mark Grabau at approximately 6:45 p.m.

*Minutes submitted by Cynthia Lermond on June 6, 2011.*