



*Board of Directors Meeting Minutes*

*November 22, 2013 at 3:15 p.m.*

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**Location:** Teleconference

**Members Present:** Molly Willenbring, Cynthia Lermond, Munir Sewani, Kelly Ross, Jane Lovelle, and Sam Knudsen

**Members Absent:** Kevin Rice

**Opening:** A meeting of the FMHAC Board of Directors was called to order at 3:16 p.m. on November 22, 2013 by Munir Sewani.

#### **A. Approval of Agenda**

The agenda was sent to the members via email prior to the meeting. The Board agreed to the agenda for today's meeting.

#### **B. Approval of Minutes**

The Board reviewed the minutes for the Board of Directors Retreat dated September 18-19, 2013. Sam motioned to approve the minutes and Jane seconded the motion.

### C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Words to Deeds Update</i></p> <ul style="list-style-type: none"> <li>○ Molly reported that the event went well and there was representation from 32 counties, although the reception was less attended than hoped. Molly sent out a thank you to attendees and is working on wrapping up the Words to Deeds page on our website, which has excellent resources regarding the topic of the event.</li> <li>○ Munir reported that he enjoyed attending, liked the format, and experienced it as a good opportunity for networking. He suggested that in planning the 2015 conference it would be beneficial to have presentations regarding the Words to Deeds topic previously presented.</li> </ul>		<p>Molly will gather data/feedback from the attendees regarding their experiences of the event.</p> <p>Next leadership meeting will be held in January.</p>
<p><i>Berkeley Training Update</i></p> <ul style="list-style-type: none"> <li>○ Munir reported that it was well-attended with 93 participants. He and Molly noted that the presenters did well and the venue/service was great (with the exception of parking).</li> <li>○ Molly noted that there was positive feedback from attendees. She hypothesized that the presenters' incorporating feedback from the previous presentation might have contributed to the positive feedback.</li> <li>○ Molly stated that data was gathered at the event regarding IST evaluations. She will be sending it to the attendees of the first one-day training as well.</li> <li>○ Molly reported that the Association just about broke even on the event, fiscally.</li> <li>○ Molly reported that she has received lots of ideas regarding topics for future one-day trainings.</li> </ul>		<p>Membership applications will be offered at the one-day training.</p> <p>Molly will send out the IST questionnaire to the attendees of the first one-day training. Renee is compiling data from the recent training's questionnaires.</p>
<p><i>Conference Planning Committee Update</i></p> <ul style="list-style-type: none"> <li>○ Jane reported that things are going well in planning the conference, which she attributed to an early start and frequent phone meetings with the committee. The committee members will each have an area</li> </ul>		

<p>of advertising and marketing.</p> <ul style="list-style-type: none"> <li>○ Kelly reported that the lead student is reaching out to students regarding the conference.</li> <li>○ Molly is finalizing arrangements with various presenters. She noted that Jim Rokop has not yet heard back from Amy Phoenix, but will keep the Board posted.</li> <li>○ Molly and Jane spoke with Dr. Malancharuvil who is the keynote speaker.</li> <li>○ Molly opened up registration although the full schedule is not yet public. She has already received applications.</li> <li>○ Molly reported that students have approached her to volunteer and they are helping with various duties.</li> </ul>		<p>Jane will reach out to Dr. Malancharuvil to request a synopsis regarding what he is going to speak about at the keynote.</p>
<p><i>Award Nominations</i></p> <ul style="list-style-type: none"> <li>○ David Polak was discussed as a nominee for the West Award.</li> <li>○ Munir verbally nominated Kit Wall and Elaine Linn for the Rossiter Award.</li> <li>○ Molly reviewed the two awards and what they each represent. She encouraged the Board to submit nominations via email.</li> </ul>		<p>Munir will generate a nomination letter for David. He will follow up with Jennie Rossi to discuss David's work and his physical health. Molly will generate a nomination letter for Kit and Elaine. Molly will send out reminders to the membership for nominations for the awards. The Board will review nominations at the next meeting to determine the award recipients.</p>
<p><i>Education and CEU Application Update</i></p> <ul style="list-style-type: none"> <li>○ Molly reported that we don't have to do an application for psychologists this year, which cuts down on work.</li> </ul>		<p>Molly will submit the CME application on</p>

<ul style="list-style-type: none"> <li>○ However, the CME application is considerable work and in progress. Molly and Kelly are working with Anthony Cozzolino on the application. Molly reported that the plan is to get it to the CME committee by November 27<sup>th</sup>.</li> <li>○ Molly reported that she is working on the MCLE application and is awaiting documents from the legal track presenters so that she and Kelly can finalize the application. Sam offered to assist with this process and getting the credits approved.</li> </ul>		<p>November 27<sup>th</sup>.</p> <p>Molly and Kelly will continue with the MCLE application, with Sam's assistance. They will also look into applying for sponsorship for MCLE.</p>
<p><i>Financial Report</i></p> <ul style="list-style-type: none"> <li>○ In Kevin's absence, Molly stated that there aren't many financial transactions taking place at this time. She referred the Board to the actual v. budget statement provided for the meeting.</li> <li>○ The cash available balance at present is \$31,000 and \$36,000 in ING (Capital One), and \$3,600 in PayPal. This should be plenty to cover expenses until income comes in from the conference.</li> <li>○ The Association presently has \$273,000 in investments.</li> </ul>		
<p><i>Public Policy Update</i></p> <ul style="list-style-type: none"> <li>○ Sam provided a draft of his vision of the Public Policy Committee's role and purpose. It was agreed that he would proceed with his plans for the Public Policy Committee.</li> <li>○ Sam provided an exemplar of websites, blogs, and resources for members put together by student volunteers.</li> <li>○ There was a discussion of how to get this to the members in an accessible manner. Cindy suggested that the Membership Committee and the Public Policy Committee come together to discuss how to proceed. Ideas regarding the Newsletter, website, social media, and email blasts were discussed.</li> <li>○ Sam is guiding the student volunteers in generating a point/counterpoint article about a topic they are passionate about. It is intended to provoke discussion among members.</li> </ul>		<p>Sam will continue with his plans for the Public Policy Committee.</p> <p>Molly and Sam will discuss how to proceed in getting the resource information out to the membership.</p> <p>Sam will continue guiding the students on the article for the Newsletter and website.</p>
<p><i>Newsletter Committee Update</i></p> <ul style="list-style-type: none"> <li>○ Cindy reported that a Newsletter is underway and due to be released in early February. Articles are currently being reviewed and more are</li> </ul>		<p>Cindy and Molly will continue working with the</p>

<p>being submitted for the early December timeline.</p> <ul style="list-style-type: none"> <li>○ Cindy reported that new members have not yet been added to the Committee, but the Committee is certainly open to new members.</li> </ul>		Committee to generate the next Newsletter.
<p><i>Membership Committee Update</i></p> <ul style="list-style-type: none"> <li>○ This item was tabled due to Kevin's absence.</li> </ul>		This item will be addressed at the next Board meeting.

**D. Next Meeting**

The next Board of Directors meeting will be scheduled for December 13, 2013 at 3:15 p.m.

**E. Adjournment**

The meeting was adjourned by Munir Sewani at 4:33 p.m.

*Minutes submitted by Cynthia Lermond on November 22, 2013.*