



*Board of Directors Meeting Minutes*

*September 30, 2011 at 2:00 p.m.*

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**Location:** Teleconference

**Members Present:** Alison Stanley, Molly Willenbring, Cynthia Lermond, Mark Grabau, Munir Sewani, and Douglas Smith

**Members Absent:** Dave Meyer, Jane Lovelle

**Opening:** A meeting of the FMHAC Board of Directors was called to order at 2:05 p.m. on September 30, 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, amended, and then approved the minutes for the Board of Directors Meeting dated September 12, 2011.

### C. Open Issues

<i>Agenda Item and Discussion</i>	<i>Action/Outcome</i>	<i>Follow-up</i>
<p><i>Planning Committee Update/Marketing Dr. Kellerman</i></p> <ul style="list-style-type: none"> <li>○ Alison requested ongoing follow-up at each Board meeting regarding the Board’s progress and resource needs regarding marketing.</li> <li>○ Alison reported that newspaper ads were premature.</li> <li>○ Molly has a list of schools and is seeking actual names at schools as contact points. She also has a list of names of criminal justice schools provided by Alison and is incorporating that information into her list as well as the marketing announcements. Mark suggested incorporating them into our routine marketing efforts, which Molly agreed to do.</li> <li>○ Alison stated that she sent the revised Kellerman announcement to the Board members for marketing purposes.</li> <li>○ Mark spoke with Jim Rokop who is an intermediary with the SVP evaluators. He will forward the updated announcement to Jim to share with the SVP’s. Mark will also follow up with the MDO program.</li> <li>○ Molly suggested re-assigning Anthony Cozzolino and Amanda Ruiz’s responsibilities related to the Planning Committee given their other obligations. Alison and Molly will contact them regarding this.</li> <li>○ Alison discussed marketing through the California Psychiatric Association, and agreed to follow-up on them.</li> <li>○ Cynthia reported that she will follow-up regarding book clubs both in person and on-line.</li> <li>○ Alison researched writers’ groups which she found are an organized undertaking. She has gotten some responses from people willing to help market the conference. She discussed <a href="http://www.freelance.com">www.freelance.com</a> with 10,000 members. They will post the announcement for \$60.</li> <li>○ Doug reported that he sent Molly info on the NASW chapter in CA (10,000 members), which has a monthly newsletter. The website lists the relative costs for advertising.</li> </ul>		<p>The Board will incorporate follow-up regarding marketing progress and resource needs in upcoming Board meetings.</p> <p>Molly will follow-up with Jane regarding contacting schools about marketing.</p> <p><i>Additional follow-up items are noted in the Agenda Item and Discussion section.</i></p>

<ul style="list-style-type: none"> <li>○ Molly discussed her list of journals and will look into advertising costs and readership.</li> <li>○ Alison reported that there are 21 local psychology associations throughout California, which are not necessarily part of CPA. Munir agreed to follow up with these organizations regarding marketing.</li> <li>○ Alison asked Molly to contact a forensic association focusing on research, which was included in a list she previously sent. Molly agreed to do so.</li> <li>○ There was a discussion about the marketing budget for the conference. Currently there is \$1000 in the budget for marketing/advertising. Alison requested that Board members bring their estimates of marketing costs to the next meeting for discussion and approval.</li> <li>○ Munir will share conference information with Patton State Hospital.</li> <li>○ Molly requested docs from the Planning Committee to confirm presenters. This will be followed up at the next Planning Committee meeting.</li> </ul>		<p>Board members are to bring their estimates of marketing costs to the next meeting for discussion and approval.</p>
<p><i>Follow-Up on the By-Laws Amendments</i></p> <ul style="list-style-type: none"> <li>○ Following the last meeting, there were email exchanges among the Board regarding how to handle a vote that end in a tie.</li> <li>○ Mark suggested using the President’s vote as the tie breaker.</li> <li>○ Munir suggested that the Executive Committee vote on the issue.</li> <li>○ Molly researched Robert’s Rules which states that if there is a tie and the by-laws require a majority, then there isn’t a majority and the motion fails.</li> <li>○ <u>Motion:</u> A motion was put forth to adopt the process that a majority is required for a vote to pass. When there is a tie, the motion is considered failed.</li> </ul>	<p>The members of the Board present voted to adopt the motion.</p>	<p>Molly and Cynthia will amend Article IV, Section 11 of the By-Laws to reflect this amendment.</p>
<p><i>Update on Executive Director Evaluation Process</i></p> <ul style="list-style-type: none"> <li>○ Mark has gotten evaluation examples and policies from the internet. He noted that sources recommend a form be given to the Board as a means of gathering feedback.</li> </ul>		<p>Mark will follow-up with Jo Linder-Crow.</p> <p>Mark and Molly will review what Mark has gathered and present a</p>

		model to the Board.
<p><i>COMIO Update</i></p> <ul style="list-style-type: none"> <li>○ Molly reported that she and Mark met with Charlie Walters and James Sweeney regarding MOU's and fiscal sponsorship agreements.</li> <li>○ Mark and Molly expressed concern about FMHAC's financial liabilities in assuming these roles and have suggested delaying assumption of roles until COMIO got a grant that would cover costs. They will be seeking feedback from Charlie regarding this possibility.</li> <li>○ A second issue is how much personnel costs would be to administrate COMIO and how much FMHAC would want up front to take this on. Molly spoke with Charlie who stated he believes they will raise the money. He informed her that a COMIO member would be assigned to do the grant work, essentially binding DMH and CDCR to doing the fundraising through grants. Charlie indicated that if FMHAC needs the money up front, the arrangement might not work.</li> <li>○ Molly proposed having a good faith meeting to bring together key people. Charlie wasn't sure that would provide more assurance. She's also concerned about how things would proceed without Charlie in his current role.</li> <li>○ Munir asked for a clarification of the costs of assuming administrative responsibilities of COMIO.</li> </ul>		<p>By October 5, 2011, Molly will send out costs to Board Members for their review and feedback.</p>

**D. Next Meeting**

The next meeting is scheduled as a teleconference on October 28, 2011 at 2:00 p.m.

**E. Adjournment**

The meeting was adjourned by Mark Grabau at 3:03 p.m.

*Minutes submitted by Cynthia Lermond on October 19, 2011.*