

**FORENSIC MENTAL HEALTH ASSOCIATION OF CALIFORNIA
BOARD OF DIRECTORS MEETING**

December 4-5, 2003

Location: Jail Psychiatric Services – San Francisco

MEMBERS PRESENT: JOAN CAIRNS, JOEL FAY, HARRY GOLDBERG,
CARRIE GUSTAFSON, DAVID M. POLAK, JO C.
ROBINSON, CYNTHIA SHACKELFORD

MEMBERS ABSENT: JUDITH TIKTINSKY

I. CALL TO ORDER

The meeting was called to order at 9:30 am, by Harry Goldberg. The minutes of September 29, 2003, were approved by acclimation.

II. ADMINISTRATIVE DIRECTOR'S REPORT

Cynthia introduced the operations handbook she constructed and took the board through each section. The focus of this manual is to provide tools for the board for organization and future planning. Cynthia pointed out the areas she felt needed to be addressed and improved structurally to make the association run more efficiently.

III. DIRECTOR OF CONFERENCE REPORT

Joan presented the schedule for the upcoming conference. The fees for the Domestic Violence Workshop were discussed. The board agreed that attendees who add the Domestic Violence Workshop would be charged an additional \$30. The Domestic Violence Workshop will be treated as separate workshop. Harry and Carrie will collect pre-registration signatures and payments. Separate certificates will be issued for that workshop. Prepaid registrants will receive certificates on site. Late registrants will receive certificates by mail. There will be sign in sheets for every workshop for record keeping purposes. Generic

certificates of attendance will be provided for attendees that request them.

The Social will be scheduled from 7:00 to 10:00 pm Thursday evening. We will bring back the DJ for dancing.

We discussed ways to streamline and simplify the registration process. The registration packets will be uniform and registrants will assemble their own name badges. February 27th will be the cut-off date for late registration. We will have our raffle again at the business meeting this year.

IV. PRESIDENT'S REPORT

The Forum will go out later this month. It will be smaller in size and will cost less to produce. The positions on the board that will be vacant this year are Director of Conference, Director of Education and Secretary. There are no new nominees for association awards as of yet. We will schedule a teleconference Friday, January 30th at 10:00 am to discuss the awards. Raul Espinosa passed away this past week. We discussed memorial mention of him in the Forum and the upcoming conference.

V. DIRECTOR OF EDUCATION'S REPORT

Jo pointed out that this board had not structured the process for scholarship applications. We decided to notify San Jose State, Fresno Alliant and Cal State LA that applicants will submit letters of interest and need to the director of education. The director of education and the board will award the grants. Student scholarships for this years conference will meet at the registration desk at 12:00 noon on Wednesday, March 17th.

VI. SECRETARY'S REPORT

The pharmaceutical companies and other vendors will be set up at Merrill Hall this year. Cynthia will produce a draft of our cover letter to be sent to drug company representatives. We will discuss which position on the board will be responsible for these duties in the future.

VII. VICE-PRESIDENT'S REPORT

Judith submitted a proposal for jackets, vests and coffee mugs that were within budget. We will adjust the order but it looks quite reasonable. Joel distributed signature forms for the Mental Health Service Initiative. The board will continue to assist and support getting this measure onto the ballot.

VIII. TREASURER'S REPORT

As of last September, our American Express balance has increased. We are still operating in the red. Our operating costs are more than our income, but the difference is almost offset by the portfolio profits.

IV. REVIEW OF POSITION DESCRIPTIONS AND BYLAWS

Harry has proposed the board become more structured. Cynthia will submit all bank statements, reconciliation reports, profit and loss statements, balance sheets and registers to the treasurer by the 15th of each month. Cynthia will submit a time sheet monthly, which will include objectives and goals. By January 15th, 2004, Cynthia will submit a CD with the membership database to the president and the treasurer. Cynthia will obtain non-profit insurance information and present it to the board by January 1, 2004. Cynthia will contact our accountant by December 15th and get procedural information on changing our IRS status.

The board has reviewed the mission statement and has modified it to state "The mission of the Forensic Mental Health Association of California is to foster the provision of mental health services to mentally ill person in the criminal justice system, and to promote and advance the profession of forensic mental health." The modification was approved unanimously. Harry will take the lead to update the history of the agency. Cynthia will condense and organize previous conference information. The board then systematically edited the policies and procedures in the bylaws. Jo and Carrie will update the manual. Harry introduced a motion to expunge the nominating committee, which was approved

unanimously. Many of the sections of the bylaws were amended and updated which will be detailed in the final draft.

X. ADJOURNMENT

The meeting was adjourned at 2:15 pm. The next meeting will be a teleconference January 30th, at 10:00 am.