

**FORENSIC MENTAL HEALTH ASSOCIATION OF CALIFORNIA
ANNUAL MEETING**

June 12 - 14, 2002

Calistoga, CA

MEMBERS PRESENT: GIL ABDALIAN, JOAN CAIRNS, HARRY
GOLDBERG, CARRIE GUSTAFSON, DAVID M.
POLAK, JO C. ROBINSON, DANTE ROSETE,
CYNTHIA SHACKELFORD

MEMBERS ABSENT: RICHARD LEWIS, III

I. CALL TO ORDER:

The meeting was called to order at 9:10 am, by Gil Abdalian.

II. APPROVAL OF THE MINUTES:

The minutes of the March 6, 2002 Business Meeting were approved by acclimation.

III. REPORT OF THE TREASURER:

Losses of \$13,000 are anticipated this year. Our income was \$16,000 less than projected. Credit card fees were higher than expected. Cynthia reports that by purchasing Internet software, we can lower these finance costs. Credit card use by the membership increased by more than \$10,000 this year. Conference costs were lower for audio visual and printing. The newsletter was over budget for the year. We will look at reducing the size to cut costs. We will incorporate newsletter feedback into next years conference evaluation. Postage costs were over budget. Our office equipment lease is almost paid off. Cynthia reports we could acquire a laptop computer and stay within the current projected budget. Investments are down \$10,000 for the year. We will invite our investment representative to meet with the board this year to discuss further options. Gil proposed an association investment policy be written and he will prepare a proposal.

a. Next years budget:

We project this years conference attendance to be 412 attendees. The fee for conference tuition was set at \$215. Membership dues will be increased to \$40. Sustaining memberships will increase to \$100. All board members will be expected to be sustaining members. Student membership will be increased to \$25. We will attempt to increase our conference donations to \$10,000. Merchandise income is projected at \$2,500. Off grounds fees were discussed. We will add \$24 per person for off grounds fees.

The board set expenses for next year. Spending limits were set for each line item. Next years projected income was set for each line item. Carrie has detailed figures for the projected budget. The budget was approved by acclimation.

IV. EXECUTIVE COMMITTEE REPORTS:

a. Vice-President's Report:

The public policy committee is requesting a liaison from the board to respond and give input to public policy information and recommendations. The board requests the chairperson of the public policy committee email us with summaries of policy issues, on which the board may choose to take action. Dante will attempt to gain more direct Internet access to forensic legislation issues. Dante distributed literature on AB1424 related to changes in 5150 procedures. We did very well with merchandise this past conference. We will pursue new sales at the next conference.

b. Conference Director's Report:

This years conference was more well organized. This years call for papers request will recommend CEU information be submitted on a disk. Joan discussed broadening the field of topics for presentations. We will attempt to offer 14 CEUs total at next years conference. There was discussion about how to engage a more diverse attendance such as CYA, law enforcement, probation, parole and corrections.

We discussed modifying the call for papers procedure to send a postcard with our website address to access the form. That would notify attendees of a "save the date" tickler and recipients with questions could contact the association. Gil has written a policy regarding the director of conference having previous experience, preferably having been on the conference planning committee.

c. Educational Director's Report:

Absent.

d. Secretary's Report:

There was discussion around attendance at the annual business meeting. Recommendations included putting up a sign at the reception area. We will change the name to the Annual Association Meeting. We will organize a raffle with door prizes. Suggestions included free tuition to next years conference, gift certificates to local restaurants and merchandise. We will refine the raffle procedure over the coming year. Next years elections will include candidates for president-elect, vice-president and treasurer.

e. President's Report

The next newsletter deadline is August 1, for an August 15 mailing. Cal State LA will be submitting an article for the next newsletter. The school is starting a curriculum for a forensic social work tract. The next newsletter will be released in December. Gil proposed formalizing a procedure for the Rossiter and West awards. The proposal entails listing the criteria for each award and rating each candidate on a scale of one to five. The Rossiter criteria is:

1. Education – clinical supervision, special workshops, publications and curriculum development.
2. Legislation – committee work, publications, consulting, advocacy and public policy advisory boards.
3. Administration/Program Development – pilot programs, grant writing, research proposals,

professional committee development and participation and turnaround specialist.

The West criteria is:

1. Clinical Treatment
2. Individual Contribution
3. Research
4. Program Development
5. Education
6. Length of Service

We will rate candidates on their effectiveness in these categories.

Harry proposed we get organized around generating attendance for the next conference. When the call for papers announcement is generated, we will focus on distributing information to more agencies to attend.

V. ADMINISTRATIVE REPORTS:

a. Administrative Director's Report:

Cynthia reports our software has been upgraded significantly. The website has been upgraded and will be a focus this coming year. Cynthia is working on an operations manual and her goal is to complete it by December.

The next conference call meeting will be September 13 at 10:00 am.

VI. ADJOURNMENT:

The meeting was adjourned at 10:30 am, June 14, 2002.