

**FORENSIC MENTAL HEALTH ASSOCIATION OF CALIFORNIA**  
**ANNUAL MEETING**  
May 21 – 23, 2003  
Santa Barbara, CA

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

**MEMBERS ABSENT:** NONE

**I. CALL TO ORDER:**

The meeting was called to order at 9:05 am, by Harry Goldberg.

**II. APPROVAL OF THE MINUTES:**

The minutes of the March 12, 2003 Business Meeting were approved by acclimation.

**III. REPORT OF THE TREASURER:**

Income this year was 66% of what was projected in the budget. We are \$14,000 in the red. We project another \$8,000 in expenses before the fiscal year end. Current funds in existing accounts will cover these expenses. But next Fall, we will have to start accessing the American Express account.

a. Next years budget:

The frequency of the newsletter will decrease to twice a year. Conference scholarships will be reduced to six students for next year. University scholarships will be temporarily reduced to \$1,500 per year.

Jo moved that Cynthia will become an exempt salary employee at a rate of \$3,200 per month for the next year. She will be a full time employee of the FMHAC for the year. The motion was unanimously approved.

We project this years conference attendance to be 355 attendees. The fee for conference tuition was set at \$225.

The fee for non-member tuition was set at \$280. Membership dues will be increased to \$45. Sustaining memberships will remain at \$100. All board members will be expected to be sustaining members. Student membership will remain at \$25. We will attempt to increase our conference donations to \$10,000. Off grounds fees were discussed. We will add \$25 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 acclamation.

There was discussion related to the need for board insurance. Jo moved that we obtain board insurance for the coming year. The motion was unanimously approved.

#### **IV. EXECUTIVE COMMITTEE REPORTS:**

a. Vice-President's Report:

Dante discussed the proposal to update the job descriptions for each board member. Each board member's job description is in the bylaws. These are over ten years old. It was agreed that updates and revisions need to be made. The board will address this in our November meeting this coming year. Dante emphasized how we could generate more income via merchandise and encouraged the board to expand our activities in this arena. The board thanked Dante for all his service during his tenure as vice-president.

b. Conference Director's Report:

Joan presented her job description to the board. She has already selected the conference planning committee. We already have a keynote speaker selected and Joan presented his biography. Due to popular demand, we have decided to bring back the DJ/dance this coming year. We will be looking at incorporating BBS required workshops on domestic violence and law and ethics in this

years conference. We will also reduce the number of workshop selections per time block. Our conference theme will be "Hard Times, the Clients, the Providers and the Budget." The call for papers will be released in early June. We discussed how to be better organized for the chaos that occurs at registration. A "customer service" line was suggested. Also, a question and answer list could be developed to provide information to registrants. We discussed using a different site for merchandise and sponsors, possibly Merrill Hall.

c. Educational Director's Report:

Jo distributed the annual report from the health committee. They are committed to continue to provide trainings and educational services for providers and consumers. We discussed that the health committee should put their training materials on our website.

We reviewed our school scholarship program. Jo proposed that we solicit scholarship applications directly from candidates instead of giving the money to designated schools. David introduced the motion that we change our scholarship procedure to solicit applications directly from minimum half time students in the field of mental health interested in a career in forensic mental health. The education director will review the applications and award these scholarships. This motion was unanimously approved.

d. Secretary's Report:

The raffle went well at the business meeting and we will continue to keep it as part of the meeting. This years board vacancies will be the director of education, director of conference and secretary.

e. President's Report

The board agreed that we should attempt to keep the conference at Asilomar and work with their staff around problem issues. Harry proposed that we get more organized around donations and sponsorships for the coming year. Judy will take the lead for these efforts. We

discussed getting nominations for the annual awards earlier this year. We also proposed getting the nominations for student scholarships earlier in the fall. We discussed newsletter dates for the coming year. We chose January and July as the release dates for the coming year. Harry will contact our publisher to discuss making changes to the newsletter. We will review more changes to the newsletter in our November meeting.

## **V. NEW BUSINESS:**

Judy reported on the survey she distributed at the last conference. The majority of respondents rated concerns regarding job loss, decrease in services to forensic consumers and public safety concerns. Respondents supported the FMHAC take some action regarding legislation and public policy. We discussed ways to improve the response time for the board to take action on legislation. Cynthia will organize an email distribution list for "legislative alerts" to send to the general membership.

Dante proposed the motion that the association's 501c3 status be changed to 501h. The motion was unanimously approved.

## **VI. ADMINISTRATIVE REPORTS:**

### **a. Administrative Director's Report:**

We discussed having more direct contact on a more frequent basis. We discussed sharing emails on a regular basis to be more supportive of Cynthia.

The next conference call meeting will be September 29 at 10:00 am. We will meet in San Francisco on December 4th and 5th.

## **VII. ADJOURNMENT:**

The meeting was adjourned at 11:00 am, May 23, 2003.