CALIFORNIA ASSOCIATION OF MARRIAGE AND FAMILY THERAPISTS
March 6-8, 2020
Board of Directors Meeting
Kimpton Sawyer Hotel
500 J St.
Sacramento, CA 95814
Room: Maple Suite

PUBLIC BOARD BOOK

About this Public Packet:

At the June, 2014, Board meeting, the Board voted for staff and President to split the Board meeting materials into a public and a Board-only packet and post the public packet on the CAMFT website in the members-only section when it is available.

The packet contains only materials deemed to be NON-SENSITIVE. Documents that contain member names (including member proposals) have been shared only with the Board to protect privacy. (Note: Proposal forms now include an opt-in box to allow for the member to choose to have his/her proposal made public through this vehicle.) In addition, all draft minutes and draft financial reports have been shared only with the Board as these materials are not in final form. Closed session materials and any materials that include competitively valuable updates have been shared only with the Board.

Welcome ....................................................................................................................page 1
Agenda .......................................................................................................................page 4
Department Reports ..................................................................................................page 26
Social Policy Update ...................................................................................................page 182
Chapters Update ........................................................................................................page 183
Policies / Procedures .................................................................................................page 188
Policy on Antitrust Compliance

Date: May 25, 2012

*Replaces original policy accepted January 22, 2005

Accepted: June 9, 2012

Antitrust laws of the United States and the State of California prohibit contracts, combinations, or conspiracies in restraint of trade. The penalties for violations of antitrust laws are severe for professional associations such as CAMFT. CAMFT has a strict policy of compliance with all federal and state antitrust laws.

Therefore, all officers, board, and committee members shall be responsible for following the Association’s policy of strict compliance with all antitrust laws during all meetings and functions sponsored or held by CAMFT. This means CAMFT’s officers, directors, and committee members shall ensure that this policy is known and adhered to throughout the course of activities pursued under their leadership.

Antitrust Compliance Rules and Principles

CAMFT’s officers, board, and committee members shall not become involved in the competitive business decisions of its members, nor shall CAMFT take any action that would tend to restrain competition.

CAMFT members shall not reach understandings, make agreements, or otherwise agree on positions or activities that in any way tend to raise, lower, or stabilize prices or fees, allocate or divide up markets, or encourage or facilitate boycotts. Discussions of pricing or boycotts at CAMFT’s meetings and functions could implicate and involve CAMFT in long-term and costly challenges and litigation. Therefore, discussions related to cost of services, sliding fee scales, financial terms, contracts or billing arrangements with third-party payers as well as any discussions about blacklisting or unfavorable reports about particular entities or individuals are strictly prohibited.

This means CAMFT members must make business decisions on their own and without consultation with their competitors or the Association.

As the result of a U.S. Supreme Court decision that associations can be held liable for statements or actions in anti-trust areas by volunteers who claim to speak for them, officers, board, and committee members must clarify when they are speaking in an official capacity as opposed to when they are making remarks of a personal nature and not on behalf of CAMFT.

During any meeting or function sponsored or held by CAMFT in which discussions border on areas of antitrust sensitivity, CAMFT officers, board, and committee members who are present shall immediately request that the discussion be discontinued until legal advice may be obtained. If others continue such discussions despite the request, any CAMFT officers, board, and committee members present shall leave the meeting and immediately report the incident to the Executive Director of the Association. The above named CAMFT representatives shall also ask that the minutes of the meeting show reflect their decision to leave the meeting and the reason for their absence.
Finally, a copy of this policy must not only be given to every officer, board, and committee member on an annual basis, but must also be referenced at the beginning of every meeting where CAMFT business is to be discussed. References to this policy shall be noted in the meeting minutes.

Because antitrust laws are complicated and often unclear, members should consult with CAMFT when they are concerned about how antitrust laws may apply to their future actions.

**Specific Examples of Antitrust Compliance Rules**

1. CAMFT meetings and activities shall not be used for the purpose of bringing about, or attempting to bring about, any understanding or agreement, written or oral, formal or informal, expressed or implied, among competitors with regard to prices or fees, terms or conditions of sale, discounts, territories or customers. For example, any agreement by competitors to “honor,” “protect,” or “avoid invading” one another’s geographic areas, practice specialties, or patient lists would violate the law.

2. CAMFT meetings, activities and communications shall not include discussion or actions, for any purpose or in any fashion, of prices or pricing methods or other limitations on either the timing of services or the allocation of territories or markets or customers in any way. For example, CAMFT members cannot come to understandings, make agreements, or otherwise concur on positions or activities that are directed at fixing prices, fees, or reimbursement levels. Likewise, CAMFT members cannot make agreements with other individuals as to whether they will or will not enter into contracts with certain managed care plans. Even if no formal agreements are reached on such matters, discussions of prices, group boycotts, or market allocations followed by parallel conduct in the marketplace can lead to antitrust scrutiny or challenges. Members may, however, consult with each other and freely discuss the scientific and clinical aspects of the practice of medicine.

3. CAMFT shall not undertake any activity that involves exchange or collection and dissemination among competitors of any information regarding prices, pricing methods, cost of services or labor, or sales or distribution without first obtaining the advice of legal counsel, when questions arise as to the proper and lawful methods by which these activities may be pursued. For example, caution should be exercised in collecting data on usual and customary fees, managed care reimbursement levels, workforce statistics, and job market opportunities. While the mere collection of data on such matters is permissible if certain conditions are met, antitrust concerns may arise if the data become the basis for collective action.

In general, CAMFT meetings, activities and communications shall not include any discussion or action that may be construed as an attempt to: (1) raise, lower, or stabilize prices; (2) allocate markets or territories; (3) prevent any person or business entity from gaining access to any market or to any customer for goods or services; (4) prevent or boycott any person or business entity, including managed care organizations or other third party payors, from obtaining services freely in the market; (5) foster unfair trade practices; (6) assist in monopolization; or attempts to monopolize; or (7) in any way violate applicable federal or state antitrust laws and trade regulations.

**Signature:**

**Printed Name:**

**Date:**
Fulfilling Our Vision to Support and Advance the Profession of Marriage and Family Therapy

We have updated and streamlined our Strategic Plan to best serve our members and efficiently accomplish our collective vision to:

- Advance the MFT Profession
- Provide Quality Service to Members
- Strengthen CAMFT as an Organization

Between November 2018 and March 2019, the Board of Directors approved three outcomes to serve as the general strategic framework to organize CAMFT’s activities. The Board then selected three strategies on which to focus for the next five years.

Below you will find a description of the outcomes and strategies the Board has prioritized through 2024.

**Outcome 1 – Advance the MFT Profession:** MFTs are valued stakeholders in the mental health community, and the public understands MFTs and their scope of practice.

- Strategy 1: Scope of Practice - The MFT scope is clearly defined for the profession and those who seek our services.

**Outcome 2 – Provide Quality Service to Members:** The profession is consistently elevated through CAMFT’s provision of and connection to resources for members.

- While the board focuses on Outcomes 1 and 3 through 2024, CAMFT continues to provide quality service to members with increased access to legal and member service staff, implementation of our new and improved association management software, and facilitation of a vibrant MFT community through social media and in-person events.

**Outcome 3 – Strengthen CAMFT as an Organization:** CAMFT has a sustainable brand and business model due to increased, understood, and prized member value.

- Strategy 2: Social Policy - CAMFT is proactively involved in social policy through the lens of diversity and inclusivity.
- Strategy 3: Chapters - CAMFT assists chapters in their sustainability, including member access to the association.
CALIFORNIA ASSOCIATION OF MARRIAGE AND FAMILY THERAPISTS

Kimpton Sawyer Hotel
500 J Street
Sacramento, CA 95814
March 7-8, 2020

Saturday, March 7, 2020

8:30 – 8:45 AM
1. Welcome/Introductions and Call to Order
   A. Adherence to Policy on Anti-Trust Compliance
   B. Acknowledgment of Strategic Plan

8:45 – 9:00 AM
2. Approval of Consent Agenda.
   A. Approval of Agenda
   B. Approval of Minutes of December 7-8, 2019 and January 10-11, 2020 Board Meetings
   C. Approval of New Members **VOTE TO APPROVE**
   D. Department Reports
      i. Communications Report
      ii. Marketing and Events Report
         a. Chapters Report
      iii. Operations and Programs Report
      iv. Government and Legal Affairs Report
   E. Committee/Task Force Minutes
      i. Audit Committee
      ii. CEPA Committee
      iii. Chapter Advisory Committee
      iv. Crisis Response Education and Resource Committee
      v. Ethics Committee Memo
vi. Executive Committee
vii. Finance Committee
viii. Honors Committee **VOTE TO APPROVE**
ix. Insurance and Healthcare Reform Committee
x. Legislative Committee
xi. Nominating Committee
xii. Political Action Committee
xiii. Scope of Practice Task Force
xiv. Social Policy Task Force

9:00 – 9:30 AM
3. Member Forum

This is an opportunity for CAMFT members in attendance to present concerns or topics for possible future agenda items. Each member is limited to three minutes and the maximum time allotted for total member comments is 30 minutes. Speakers shall place their names on the sign-up sheet available just prior to the beginning of the meeting. To permit Board Members to engage in a thorough and open discussion, observers of Board Meetings and individuals making presentations to the CAMFT Board of Directors shall not transmit or record information by any electronic means during any CAMFT Board Meeting. In accordance with the CAMFT Policy on Anti-Trust Compliance, comments which border on areas of anti-trust sensitivity will be not be permitted.

9:30 AM – 10:30 AM
4. EXECUTIVE DIRECTOR REPORT
   A. Finance
      i. Financial Report
      ii. CAMFT Fund Balances
      iii. PAC Fund Balances
      iv. CAMFT-EF Fund Balance
      v. Audit
      vi. CAMFT 990
      vii. CAMFT-EF 990

10:30 AM – 12:00 PM
   B. Strategic Priorities Update
      i. Scope of Practice
      ii. Social Policy
      iii. Chapters
12:00 PM – 1:00 PM LUNCH

1:00 PM – 2:00 PM
C. Staff/Operations Report
   i. Recap of January Retreat

2:00PM – 5:00 PM
   5. PRESIDENT’S REPORT
      A. Policies/Procedures
         i. Executive Director Review Process

Sunday, September 16, 2018

8:30 AM – 11:00 AM
   ii. Member Proposal Procedure
   iii. Nominating Committee
   iv. Annual Conference Committee Description
B. Proposals
   i. Marketing and Branding Proposal

11:00 AM – 11:15 AM
C. Open Forum / New Business
   This is an opportunity for Board members to engage in discussion of Board process; limited to 15 minutes.

11:15 AM – 11:30 PM
D. Suggestions for Future Agenda
   This is an opportunity for Board members to suggest items for the President and Executive Director to consider for a future meeting’s agenda; limited to 15 minutes.

11:30 AM – 11:45 PM
E. Executive Director Feedback

ADJOURN
MEMORANDUM

TO:        Board of Directors
FROM:      Nabil El-Ghoroury, Executive Director
DATE:      August 20, 2019
RE:        New CAMFT Members

Per CAMFT bylaws Article IV, Section C, the Board of Directors shall approve new CAMFT members.
Memorandum

To: Nabil El-Ghoroury, Executive Director
CAMFT Board of Directors

From: Holly Daniels, Managing Director of Clinical Affairs

Re: Clinical Communications and Public Relations

Date: January 24, 2020

News, Social Policy, and Public Media

After sending an interactive survey to members regarding the impacts of the AB5 legislation, the communications department helped to facilitate several interviews on the impact of AB5 between CAMFT staff, CAMFT members, and media outlets such as Politico, Wired, and Route Fifty. Staff has begun the formation of marketing materials for the CAMFT Media Alliance, which will interface with public media outlets, ensuring CAMFT’s position as a mental health leader in California and beyond.

The Social Policy Task Force, selected by the Board in September, will convene again on February 28, 2020. The goals for this meeting include finalizing a Social Policy Mission Statement to take to the board as well as identifying processes for writing and publishing Social Policy Position Statements.

Social Media

CAMFT social media accounts continue to experience engagement increase. This quarter, CAMFT’s Facebook following increased by 2400 people, now with 15,947 ‘Fans.’ CAMFT’s Twitter has increased to 2,250 ‘Followers.’ Our Instagram account has increased over 50%, with over 1115 ‘Followers.’ CAMFT staff plans to facilitate a FaceBookLive Bylaws Webinar on January 27, 2020.

Following Board direction, staff has discontinued new content and SEO seeding for Counseling California as of February 15, 2020.
E-Newsletters and Member Communications

Staff continues to send regular ‘EBlast’ electronic newsletters to members to promote upcoming CAMFT events, educate members on relevant advocacy and legislative issues, and highlight Chapter and membership activities. In addition to our monthly all-member and Chapter-specific ‘EBlasts’, many special EBlasts were shared with membership this quarter, including:

- Call for Board of Directors Nominations
- Write Your Senator Regarding MFTs in Medicare
- Ethics Code Call for Member Comment
- Bylaws Revision Process Information and Webinar Details
- 2020 Board of Directors Slate of Candidates
- AB5 Survey to Members
- Call for Grassroots Advocacy Committee Members

Staff is investigating ways to garner sponsorships and electronic advertisers in order to stay current with advertising practices and supplement print advertising revenue. We are looking at bundling advertising in e-newsletters/website in addition to the magazine to appeal to advertisers who want to reach members electronically.

**The Therapist**

As we continue to move toward electronic media in lieu of print media when possible, we have begun sending user-friendly emails to CAMFT members who subscribe to *The Therapist* electronically, complete with a picture of the current issue that the member can “click on” to read. Staff has begun drafting price points and specs for electronic advertising in conjunction with print advertising, as mentioned above. As of this writing, the January/February issue has been printed and is scheduled to be presented to the post office by the January 25, 2020 deadline.

School Outreach and Communications

Staff has attended and will continue to attend meetings for the eight regional MFT Educational Consortiums in California in order to lay a foundation for more robust involvement with Pre-Licensee stakeholders across the state.
Job openings for two part-time Clinical Outreach Liaison positions have been posted. Staff has so far received over 40 resumes. The first round of interviews for these positions is scheduled for late February.
MEMORANDUM

TO: Nabil El-Ghoroury, Executive Director
FROM: Eileen Schuster, Managing Director, Marketing
DATE: January 24, 2020
RE: Marketing and Events Update

MARKETING

Staff is in the planning phase of its 2020 marketing. We are still waiting for the final bridge between our outbound message vendor and the new AMS to be able to implement new marking strategies. Staff have been brainstorming marketing ideas to implement over the next year. CAMFT is creating a Marketing Assistant position to better support the Marketing team.

LIVE EVENTS

CAMFT has created an ambitious calendar of continuing education programs for 2020. In addition to the Annual Conference, Fall Symposium, Supervision Workshop Series, Chapter L&Es, and the Prelicense Conference, CAMFT will present four stand-alone workshops on the topics of suicide and the revised ethics code. The workshops will be offered in new areas of the state to engage members and chapters.

Annual Conference: CAMFT staff has created a marketing plan that incorporates, stand-alone email blasts, social media posting and advertising, brochure mailing, magazine ad, monthly e-newsletter promotion, and will plan to record interviews with speakers and provide the speakers with artwork to help them self-promote their workshops on their own social marketing sites, websites, and newsletters.

The call for the 2021 peer presentation proposals will be in the March/April issue of The Therapist.

ON-DEMAND LEARNING LIBRARY

CAMFT’s On-Demand Learning Library continues to be a great resource for members. The library is stocked with over 100 video and paper self-study CE opportunities. In 2019, there were
over 5,500 active members who utilized the library and we surpassed the budget goal for 2019, even with a month long closure as the new AMS was implemented. New recordings will be added to the library with the upcoming live events and will be marketed to members to stretch and reach the 2020 budget.
To: Nabil El-Ghoroury, Executive Director  
Board of Directors

From: Cathy Atkins, Deputy Executive Director

Date: January 25, 2020

RE: Government and Legal Affairs Department

STATE ADVOCACY

CAMFT staff is currently reviewing almost 200 bills (introduced in 2020) to assess impact on members, CAMFT, and the mental health community. The final date of bill-release is late February 2020. The Legislative Committee will meet in March 2020 to review complicated and controversial legislative items. As CAMFT determines legislative positions, the Board (or any member) can review all those positions on the Legislative Action Page, as well as the Legislative Updates in The Therapist.

The CAMFT Board will attend a Lobby Day on March 6, 2020.

AB 5 (2019) and Independent Contractors: CAMFT continues to receive calls and emails from members negatively impacted by AB 5 and its new employee standards. CAMFT is working with other stakeholders to affect positive change through media outlets, legislative visits, likely future grassroots efforts, and working with authors of over seven bills countering the negative impacts of AB 5.

CAMFT continues to monitor issues affecting mental health through the Department of Insurance, Department of Managed Health Care, and Department of Health Care Services.

BOARD OF BEHAVIORAL SCIENCES

The BBS will be forming at least one new Committee in 2020, focused on associate registration and the laws surrounding the licensure process. CAMFT has already begun to work with the BBS on the envisioned changes.

The BBS recently hired new staff into their MFT Evaluation until which should speed up application processing times. BBS experienced some transition delays moving to their new test vendor, however the kinks seem to be mostly worked out and the BBS has been attempting to reach pre-licensees through their Facebook page.

FEDERAL ADVOCACY
Medicare—CAMFT’s Medicare bill is in its second year. It is unclear what progress any federal legislation will have in 2020 given the impeachment and elections, but CAMFT continues to advocate with co-sponsors. In addition, the coalition will attempt a media focus in 2020; details are still being discussed. CAMFT’s grassroots team will have their Lobby Days in late March; interviews for delegates are underway.

Veterans Affairs—CAMFT’s focus in 2020 will be working with AAMFT on a possible legislative fix to the sub-par job standards released for MFTs working within the VA.

LEGAL DEPARTMENT

CAMFT is in the process of seeking a sixth attorney to join the team.

The legal team continues to take between 1,600 and 2,000 calls a month.

As noted in the Chapters Report, CAMFT has an aggressive CE program for 2020, including Chapter L&Es, Road to Licensure, Code of Ethics workshops, suicide workshops (including L&E around suicide), and supervision.
MEMORANDUM

TO:            Board of Directors
FROM:          Ethics Committee
DATE:          January 25
RE:            Committee report to Board

The Ethics Committee met on January 25, 2020 to review complaints and monitor probations. All records and minutes of the Ethics Committee are confidential.
Social Policy Update

What progress has been made on this goal?

- The first Social Policy Task Force meeting was held in November 2019.
- The second Social Policy Task Force meeting will be held on February 28, 2020. The results of this meeting will be included in an addendum to the March 2020 Board Book.
- Staff continue to compile examples of issues/topics that are relevant for social policy.

What is being asked of the Board?

One request is asked of the Board at this time.

The Task Force will likely have one or two more meetings to continue developing the process for social policy. These meetings may extend beyond May 31, 2020, which is beyond the term of one, possibly two, members of the Task Force. The Board is asked to allow the Task Force members whose terms expire on May 31, 2020 to continue in this Task Force until the Task Force’s charge is completed. If the Task Force were to add new members after two lengthy meetings, it is likely that the progress the Task Force has made would be halted while catching new members up.

What are the next steps?

The goals for the February 2020 meeting include finalizing a general Social Policy Mission Statement to take to the Board for approval. The Task Force also plans to continue to operationalize procedures and processes for determining social policy issues to address, position selection, as well as writing and publishing Social Policy Position Statements. This includes identifying processes for writing proactive statements on a variety of social policy issues that would be hosted on the CAMFT website, as well as writing and posting statements in a time-sensitive manner when crises occur. The next steps will be clearer at the end of the Task Force and the recommendations that go to the Board at that time.
Helping Chapters

What progress has been made?

Since the last Board meeting, the following progress has been made on this goal:

- The Chapter Playbook was updated based on comments from the last Board meeting and including external content.
- Chapter Playbook was released at CAMFT Leadership Conference.
- A very successful CLC was held, with two external expert speakers and a revitalized presentation by the Executive Director focusing on chapters rather than CAMFT.
- Underperforming chapters were identified based on the Chapter Health measure provided at the December 2019 Board meeting.
- Staff developed a list of critical questions to ask leaders of underperforming chapters.

What is being asked of the Board?

At this time, nothing is being asked of the Board. This is an update for the Board documenting progress and next steps.

What are the next steps?

Initial foci of the helping chapters’ goal is to address the needs of underperforming chapters, helping with leader recruitment/retention, and chapter membership recruitment/retention.

Underperforming chapters

- Data gathering with underperforming chapters. Between the Executive Director and Chapter Outreach Coordinator, staff will ask leaders about critical questions and needs of small and underperforming chapters.
- Based on data collected, staff will develop interventions that address needs identified by this data gathering process, and begin to assess the effectiveness of these strategies.
- Staff will develop an alternative model to chapters for member engagement in small geographical areas that have less responsibilities but less benefits than a chapter.

Training leaders and resources

- Staff will refine the Chapter Playbook based on feedback from chapter leaders as well as through identifying/creating additional content.
- Materials presented at CLC will be added to Chapter Playbook.
- Staff will research micro-training on organizational issues such as administrative duties, record keeping, and governance.

Membership Recruitment and Development

Staff will begin to develop and implement a marketing and outreach campaign for chapters. This is the first time CAMFT will engage in direct marketing for chapter membership. The development of this project is scheduled to begin after June.
Policy and Procedures for Review of Executive Director

1. **Purpose Executive Director Evaluation**
   The Executive Director will be reviewed by the Board of Directors in accordance with the terms of the employment contract. This policy is intended to guide the Board and Executive Director regarding the process to be followed, and not to create any rights or be binding upon either or to supersede the provisions of any written contract. The purpose of the review is twofold: a) to evaluate performance of the executive director. The self-evaluation, in conjunction with the strategic plan, membership growth, financial stability, and accomplishments of the Association, will be considered when reviewing the Executive Director (see #5, “Criteria”). b) to recommend compensation and benefit adjustments, when applicable.

2. **Documentation**
   The Executive Director will supply the Executive Committee with the following documentation. This information will be provided at least 90 days prior to the contract expiration or 30 days prior to any required notice of nonrenewal whichever is earlier:
   a. compensation survey data of others in related positions/locations. (only to be provided when requested by the Executive Committee)
   b. CPI indices and other financial data to determine cost of living adjustments. (only to be provided in years where salary is a topic of discussion)
   c. individual retainer, salary history showing annual increases and percentages of increases, contracts and or letters of agreement.
   d. self-evaluation, including an update on the progress of the strategic plan.
   e. current job descriptions.
   f. other data which may be helpful to the Board of Directors in making a recommendation.

   The Executive Committee or Board of Directors may request other data from the Executive Director.

3. **Evaluation Preparation**
   The survey tool to evaluate the Executive Director and supporting information (see #2) will be distributed to the Board within one month of the review date of the Executive Director.
The Executive Committee will evaluate the Executive Director based on the survey tool and supporting information and the summary written evaluation will be presented to the Executive Director at least one week prior to the full Board evaluation to provide an opportunity for the Executive Director to respond in writing. The Executive Committee will present the Board with the recommendations prior to the full Board evaluation. The full Board evaluation, including compensation discussion, will occur at the following Board meeting, or at least 90 days prior to the contract expiration, to permit the Board of Directors time to give thoughtful consideration to the review and evaluation of the Executive Director. The Board of Directors may make recommendations for improved performance, recognize accomplishments and evaluate the strengths and weaknesses of the Executive Director. The proposed contract will be presented, in writing, to the Executive Director at the time of the full Board evaluation. The Board will get concurrence or rejection, reconsider and negotiate if necessary. The Board may vote to give the President negotiation authority within parameters set by the Board, and working with Outside Counsel, the President negotiates, finalizes and executes the final contract.

Adjustments from the current contract, if approved, and if agreed to by the Executive Director will be retro-active to the date of contract expiration, unless otherwise expressly provided.

4. **Criteria for Evaluating Performance**

   The criteria to be used for evaluating performance and judging whether or not an increase is justified will include, but not be limited to, the following:
   
   a. membership growth, retention and satisfaction
   
   b. accomplishments and success of projects
   
   c. accomplishment of goals and objectives, as identified by the Executive Committee
   
   d. competitiveness with marketplace – this evaluation is based upon such data as:
      
      - changes in the consumer price index
      - what others earn in similar positions with similar responsibilities, budgets, staff size, locations, similar qualifications, etc.
   
   e. consideration will also be given, with regard to the above, to the unique qualities of CAMFT
      
      - prior history of compensation and increases
      - fiscal soundness of Association
      - financial growth and stability of Association
      - productivity
      - quality of work
      - staff effectiveness
      - strengths and weaknesses
To: Board of Directors  
From: Nabil El-Ghoroury, Executive Director  
RE: Nomination Process  
Date: January 27, 2020

At the December 2019 Board meeting, the Board asked for background on how they Nominating Committee’s charge was created.

The goal of this conversation is as follows:

1. To provide background on the history of the Board’s direction to the Nominating Committee;
2. To determine whether the charge needs to be revisited again;
3. Clarify the process for providing feedback to candidates post slate selection;
4. Ensure new Boards are provided background on the purpose and charge of the Nominating Committee as part of board orientation.

The Board can review the process of the Nominating Committee at the March Board meeting because the Nominating Committee has completed its responsibilities for the 2019-2020 election. As a reminder, the Board cannot discuss the elections process as CAMFT is in the middle of its election during the March 2020 Board meeting. Changes to elections procedures can only occur at the June Board meeting.

Past Board Actions/Discussions about the Nominating Committee

Staff reviewed the last decade of discussion and put forward the following history of Board action:

- Jan 2010—The Board discussed whether elections should be force-contested. After discussion, there was no Board action taken.

- June 2010—A new Board member asked for discussion on whether to create a scale to rate candidates and for who should be allowed onto slate. After board discussion, no Board action taken.

- Jan 2013—The Board inquired how slates were created and how candidate selection was determined. Board directed staff to bring back more information.

- March 2013—The Board discussed Association best practices of nomination procedures. The Executive Director noted that a formal “charge” to the Nominating Committee would help guide candidate selection determinations.

- June 2013—The Board created a Board Task Force to research best practices, other associations, and to develop a Nominating Committee charge for Board approval.
• Summer 2013—Task Force met and developed a Nominating Committee charge to be approved by the Board.

“In recruiting and selecting a slate, the Nominating Committee shall take into account the geographical, ethnic, gender, and professional composition of the membership. The Committee shall also conduct an analysis of the current Board’s areas of strength, weakness, and need to help identify key skill sets or backgrounds that would complement the current Board and benefit CAMFT. In selecting nominees for President-Elect, the Committee shall, in addition to the above, give consideration to prior CAMFT Board, Chapter and/or Committee service. The Committee shall identify the best candidate(s) for each office.”

• March 2014—The Board reviewed, discussed and approved the Task Force’s recommended Nominating Committee charge.

• June 2015—New members of the Board inquired how the Nominating Committee selected candidates and asked to have the history presented at the September Board meeting.

• Sept 2015-- The Board reviewed the history of the Nominating Committee charge. Following discussion, no additional action was taken.

• June 2017—The Board discussed the Nominating Committee charge and how candidates are selected. After discussion, the Board reconfirmed the charge as written.

For the past 2 nominating cycles, the Nominating Committee was provided with the charge approved in 2013 as one of its supporting materials.

Discussion Questions for the Board:

1. Does the Board wish to revisit the Nominating Committee charge? If the Board reaffirms prior Board’s approval of the charge, are there additional instruction or guidance the Board wishes to provide to the Nominating Committee?

2. Should non-slated candidates be provided feedback if they are not selected?
   a. If so, by whom? How? What?

3. Given how frequently that past Boards have inquired about the nomination processes (including Committee role and charge), should information about the nomination process be included with Board orientation materials?
TO:        Board of Directors  
FROM: Nabil El-Ghoroury, Executive Director  
DATE: February 3, 2020  
RE: Annual Conference Committee  

Following the Board’s comments and directives during the January 2020 Board meeting, as well as staff recommendations the attached Annual Conference Committee description is included for Board approval. The focus of the edits was to afford clarity, increase flexibility in stand-alone money-making presentations, allow agility in speaker selection, and dedicated committee engagement.

Recommended motion: To accept the revisions to the description of the Annual Conference Committee as written in the attachment.
Annual Conference and Continuing Education Committee

Updated June, 2016 March, 2020

Purpose/Function of the Committee:
To advise CAMFT staff on the planning of the Annual Conference and Fall Symposium by recommending the program themes, presenters, topics, events, and promotions to ensure that the Conference and the Fall Symposium are representative of the diverse needs of the mental health profession.

Composition of Committee:
The Annual Conference and Continuing Education Committee shall be comprised of a minimum of five (5) and a maximum of seven (7) members, a majority of who shall be clinical members of CAMFT. The Chair of the Committee is the Chair of the Educational Foundation or someone appointed by the Chair of the Educational Foundation. Diversity in committee composition is desired.

Term:
Committee members are appointed by and serve at the pleasure of the CAMFT Board of Directors for a term of two (2) years. A new Committee is appointed each June, so there will always be two Committees serving concurrently (one Committee will be in the first year of its term and one Committee will be in the second year of its term). A member may only serve as Chair for one term.

Meetings:
The Committee meets in-person or via videoconference two (2) times per year (August and February) up to two (2) time per year and additionally, as needed, by video conference via electronic means.

Responsibilities of Committee:
- Recommend educational programs and presenters for the Annual Conference and Fall Symposium designed to meet the professional needs of the profession and diverse populations a diverse membership.
- Promote the conference
- Promote sponsorships and exhibitor tables to members and organizations
- Select from Review presenter proposals submitted by potential Conference speakers and select those the most qualified and with current topics most relevant to the Conference theme
- Communicate with other Committee members and staff liason via email as needed
- Committee members are required to sign: Committee Member Participation Agreement, Conflict of Interest Policy, Anti-Trust Compliance Policy, and Consent to Electronic Transmission

Purposes of the Annual Conference:
- To fulfill the charter provisions of the association.
• To provide a gathering place where members can meet informally with colleagues to discuss mutual problems and share in professional development.
• To inform an audience of the important developments and trends in the field through talks by knowledgeable speakers and, possibly, a display of exhibits.
• To develop a source of income.
• To permit association members to enjoy themselves, network, and relax away from work.
• To attract and sign up new members through their attendance.
• To gain publicity for the association.
• To give members a sense of pride and satisfaction with the association arising from the quality of the entire Conference.
• To provide continuing education credits and hours of experience.