

**AFCC Texas Chapter Board of Directors Meeting**  
**South Texas College of Law**  
**1303 San Jacinto Street, Dean's Board Room, Suite 232T, Houston, Texas 77002**  
**January 23, 2009, at 12:30 p.m.,**

I. Meeting Call to Order – 12:34 p.m by Louise Lee

In attendance:

- President: Louise Lee McEvoy
- Immediate Past President: Martha Musselman
- Treasurer: Patricia Barrett
- Secretary: Mardi Winder-Adams
- Directors at Large:
  - i. Anita Stuckey
  - ii. Mary Fogel
  - iii. Trevor Townes
  - iv. Judge Kathleen Hamilton
  - v. Janet Heppard
  - vi. Stephanie Hall
  - vii. Teleconference – Jack Bannin
- Members Absent: David Eaker, Alissa Sherry,

II. Introduction of new and returning Board Members

- Board member packets – Louise Lee McEvoy reviewed different sections of the binder.
  - Changes to the information include:
    - a. Patricia's mailing address changed to 11659 Jones Road, PO Box 352,77070
    - b. Mary Fogel's professional designation corrected to LPC – fax 854-9818
    - c. Stephanie Hall phone number change – 936-760-7672
    - d. Anita Stuckey correction in last name spelling to – Stuckey
- General Board policies
  - Discussion of the responsibilities of the board of directors and officers
  - Louise Lee McEvoy outlined the importance of having quorum for all meetings – 2 missed meetings mean that the board member or officer will be removed from the board
  - Reimbursement for meetings for all BOD members at each meeting with the exception of the meeting that is held in conjunction with the conference
  - Louise Lee McEvoy passed around the info of our status of a non-profit and the USPS Postal Service exception
  - Discussion of the Annual report Form – must be turned in March 1 of each year, it will also be posted on the website by Jack Bannin
  - Reviewed the Parent Organization Chapter Charter – Martha Musselman is on the committee to develop conformity between all Chapters to provide framework. Louise Lee McEvoy reports that Texas AFCC is very close to the proposed framework but there may be some differences. Martha

Mussleman discussed there may be a need to look at the areas of difference, why they exist and if there is a way to make it more consistent or understand why the differences occur.  
Issues include insurance for the board, responsibilities of Parent Organization to chapter and chapter to Parent Organization

### III. Old Business

- A. Minutes from 10/04/07 Board Meeting and 10/06/07 Chapter Membership Meeting – Mardi Winder-Adams – no changes noted
- B. Chapter Council Update – Louise Lee McEvoy  
Louise Lee McEvoy discussed the role of the Chapter counsel representative, which will be held by Louise Lee McEvoy until the summer then David Eaker will assume the role.
  - Louise Lee McEvoy discussed the unique issues with Texas (size, distance, membership) as well as the issues of what other chapters are doing.
- C. 2008 Annual Chapter Report – Martha Musselman
  - Martha Mussleman is waiting on 2 pieces of info from Trevor Townes and Patricia Barrett to complete the report. Information is going to be presented at the next board meeting. Jack Bannin will convert word and excel documents into PDF's and uploaded to the website. Jack Bannin and Martha Musselman will collaborate with regards to how much information needs to be put on the website.
- D. 2008 Annual Financial Report – Patricia Barrett
  - Patricia Barrett discussed how financial report was developed
  - Patricia Barrett will look into options for accepting credit cards to avoid fees and having to run payments on credit cards through her own credit card service
  - Discussed issues with membership renewals and membership and clarified the amount is \$150 for Parent Organization and \$20 for Texas. Members have to be in good standing with the Parent Organization to be Texas Chapter members.
  - Small savings account to be closed by Louise Lee McEvoy and Martha Musselman and transferred to current account
  - Budget and conference expenses and earnings reviewed

### IV. New Business

- A. 2009 Budget - Patricia Barrett (**voting item**)
  - Patricia Barrett and Louise Lee McEvoy to meet regarding 2009 budget prior to voting by board
- B. Amendment to By-Laws – David Eaker (**voting item**)
- C. Committee Reports and Assignments - Martha J. Musselman
  - 1. Finance/Audit - Patricia Barrett and Trevor Townes  
Trevor Townes detailed audit, including closing of old accounts, opening of new accounts and transfer of amounts.

a. 2008 Internal Financial Audit – Report all balanced

b. Recommendations and suggestions:

- Trevor Townes- receiving registrations on credit cards with regards to separating accounts from Patricia's business.
- Martha Musselman – parent organization would like audits done every 3 years. Recommendation that all records be kept for 7 years. Recommendation that treasurer keep all records
- Trevor Townes – develop a standard method for completing the audit
- Trevor Townes – recommends purchase of Quickbooks as an accounting method and that all reports were impeccable.

c. Findings:

- Equal distribution between credit card payments on conferences and checks
- Expenditures 12 different categories, all accounted for as either payments or requests from payment or invoices.
- 2 refunds accounted for conference cancellations – all accounted for
- Checks available to show records when invoices not available
- All records in order

d. CD investment

- 7 month CD \$5,000 at 2% interest
- Trevor Townes raised the question about maximum levels of money or investments that may cause problems as a tax exempt
- Louise Lee McEvoy indicated that there would be no concerns with this investment or potential for earning income.
- Louise Lee McEvoy thanked Martha Musselman and Trevor Townes for their work on the audit.

2. Conference Planning Coordinating Committee – Louise Lee McEvoy

- Secured dates October 23 and 24<sup>th</sup> (one and a half days)
- Louise Lee McEvoy proposed that the conference focus on providing strategies for professionals.
- David Finn will come down for conference to be the keynote speaker
- Conference sessions will encourage the development of working of networks of professionals
- Learning skills and techniques that other professionals use to be effective in their roles in supporting children and families will be highlighted through the presentations and speakers.

3. Membership/Education - Louise Lee and David Eaker
    - Tap into law schools
    - Social work schools through Alissa Sherry
    - Going out to different conferences and talking about Texas AFCC and Parent Organization
  4. Publications - Jack Bannin
    - Newsletter to come out when information available, Louise Lee McEvoy will provide information to Jack Bannin by March 31<sup>st</sup>.regarding the Texas conference
    - All board members encouraged to write articles for the newsletter and submit them to Jack Bannin.
  5. AFCC Chapter Council Representatives
    - a. Louise Lee McEvoy (through 06/30/09)
    - b. David Eaker (07/01/09 through 06/30/10)
  6. Nominations – Louise Lee McEvoy
    - Louise Lee McEvoy encouraged board members about people that would be good board members or members for AFCC
  7. Legislative Watch – Louise Lee McEvoy for David Eaker
    - Individual members can speak as private people not representing the board
    - Louise Lee McEvoy/ President is the only spokesperson for the AFCC
    - David Eaker will keep board informed on what is going on and what changes are being made
  8. Parenting Coordination Taskforce - Aaron Robb
    - Ongoing taskforce
    - This report be placed under legislative watch for further meetings.
- D. Liability Insurance – Stephanie Hall
- Committee looking into liability policies for organizations, cost factor
  - Stephanie Hall will provide an update on how cost prohibitive and difficult to find board insurance that meets the Parent Organization's policies and present at next meeting
  - Trevor Townes will look into costs of doing an external audit and report back to the board at the next scheduled meeting
- E. Part-time Staff member – Louise Lee McEvoy
- Recommendation from Arizona leadership conference to hire a part time staff person to coordinate the conference
  - Louise Lee McEvoy discussed how cost/time effective the issue would be to have one person dealing with the nuts and bolts details of the conference while other people on the board could focus on other areas that could enhance the conference and membership issues

- Possibilities several types of volunteers or interns that could volunteer as suggested by Judge Hamilton, Janet Heppard and Anita Stuckey
  - Possibilities for other options such as sponsorship and marketing were discussed
  - Louise Lee McEvoy and Stephanie Hall to coordinate a list of duties for prospective volunteers or staff members.
  - Discussion of possible conference fee increases, taking out sponsorship and setting a price for exhibitors tables instead
- F. Protocol for Deactivated Members – Louise Lee McEvoy
- Possible ways to handle deactivated members so there is no emails sent to the whole membership, just the leadership. At this time Louise Lee McEvoy will handle contacting any deactivated members.
- G. Service Recognition Awards – Martha Musselman
- Aaron Robb, Gilda Bowen and Judge Rynd to receive service recognition awards this year.
  - Could be combined with the annual conference for recognition of service to AFCC
  - Martha Musselman presented all 2008 conference planning committee members with Dr. Perry's book that is signed by the author
- H. Goals for 2009
1. Board Members are to prepare their own individual goals as well as ideas for direction for the organization/conference for this year. Louise Lee McEvoy would also like people to consider how these could be used as stepping stones for next year/long term planning. Please send your ideas or recommendations to Louise Lee McEvoy via email prior to the next scheduled board meeting.
  2. Establish priorities for these goals will be done at future meetings.
- I. Open Floor for Discussion
- J. Schedule Board meetings for 2009
- May 1<sup>st</sup>, 2009 in Conroe 12:30 pm - Location to be provided prior to the meeting by Louise Lee McEvoy
  - August 21<sup>st</sup>, 2009 in San Antonio 12:30 pm – Jack Bannin to coordinate location and provide address to Louise Lee McEvoy
  - October 22, 2009 – Conference Board Meeting at South Texas School of Law
- V. Meeting Adjourned at 3:26 pm.