

AFCC Texas Chapter Board of Directors Meeting
707 West 10th Street, Austin, Texas 78701
June 13, 2008

- I. Meeting Called to Order – 1:30 p.m. by Martha Musselman
 - A. Officers Present: Martha Musselman, President, Aaron Robb, Immediate Past President, Louise Lee, President-Elect, Mardi Winder-Adams, Secretary.
 - B. At-Large Directors Present: Alissa Sherry, Mary Fogel, The Honorable Frank Rynd, Jack Bannin, and Stephanie Hall
 - C. Absent: Patricia Barrett, Treasurer, David Eaker, At-Large Director, Vicki James, At-Large Director, and Gilda Bowen, At-Large Director

- II. Old Business
 - A. Minutes from 02/08/08 Board Meeting – Mardi Winder-Adams (Minutes emailed to BOD on or about February 27, 2008, and approved per TX AFCC TX AFCC By-Laws on or about Friday, March 14, 2008).
 - B. Treasurer's Report - Martha Musselman
 - 1. Current Treasurer's Summary distributed and discussed
 - 2. Form 990N, Electronic postcard filing, accepted by IRS on or about May 9, 2008.
 - 3. TX AFCC Bank account moved to Wells Fargo Bank.
 - 4. Discussed the proceeds to TX AFCC from the AFCC regional training in Dallas.

- III. New Business
 - A. Committee Reports and Assignments - Martha J. Musselman
 - 1. Finance/Audit Committee- Martha Musselman**

TX AFCC Financial Policies and Procedures require that every three (3) years TX AFCC conduct an internal financial review (not an external audit conducted by a CPA or accounting firm) directed by someone other than the president or treasurer. The AFCC parent organization is recommending an internal financial review annually and an external audit every three (3) years for new chapters or if earnings increase. This would be part of the Chapter Annual Report as per future requirements. Trevor Townes will Chair the internal financial review for 2008.

2. Conference Planning Coordinating Committee - Martha Musselman, Louise Lee and Stephanie Hall

Hotels have been booked. Marriott Courtyard will offer a rate of \$100/night for a thirty (30) room block. Hilton Americas at will offer a rate of \$97/night for a fifty (50) room block. The code to get the discount rate will be included in the brochure.

Goody bags are coming together. Currently focusing on getting coupons, bags etc.

Catering has been organized. Grisby's will provide food for breakfasts and snacks. Treebeards will provide the lunches and food for the reception.

The Conference brochure is still under development. Stephanie Hall is working through rough drafts and adding information. The date for final draft review is June 21st. The date for mailing out the Conference brochure is approximately July 18th.

Louise Lee reviewed the general Conference program including speakers and general information about each presentation.

3. Membership/Education Committee - Louise Lee

Louise Lee would like to have ideas about grass roots movements to get membership increased given the distance, time and commitment of members. Judge Rynd suggested being able to get into law schools to provide information about the AFCC and its concepts. Martha Musselman and Alissa Sherry suggested travel around to small counties and rural areas to go to various meetings and groups to give a short, brief training that offered some type of CEU's.

Aaron Robb discussed the reasons behind removing membership dues for the Texas Chapter that may increase total membership. Booths at different law conferences around the state may also be a good idea. Ads in major mental health publications this year is a good option. Ads would talk about AFCC and the work in the courts rather than just promoting the Conference.

Alissa Sherry suggested a non-fee membership policy for students that would encourage them to join and become more active as they become professionals. Talking about court testimony, how to help with families going through court, generally developing a project type approach.

4. Publications Committee – Jack Bannin and Martha Musselman

Martha Musselman announced that the TX AFCC Newsletter was highly regarded and recognized at the AFCC parent organization Conference in Vancouver in May.

- a. TX AFCC Newsletter – another publication planned in August. Jack Bannin announced that he is looking for articles and information, legislation upcoming or other topics. Deadline for information for the newsletter to be emailed to Jack Bannin by July 15th.
- b. General discussion regarding website updates, maintenance, and statewide Conference registrations through the TX AFCC website. Martha Musselman requested Jack Bannin update the TX AFCC committee information on the TX AFCC website. The Conference brochure will be sent to Jack Bannin after it is finalized. Registration will not be through the website at this time.

5. AFCC Chapter Council Representative - Louise Lee (07/01/08 through 06/30/09)

Minutes provided from May 29th Chapter Council Meeting in Vancouver in May. Big issues discussed were IRS issues for filing Form 990N. Leslie Hunter, AFCC parent organization Chapter Liaison, is complaining that chapter annual reports are not being turned in every year. Aaron Robb, Louise Lee and Martha Musselman confirmed that the TX AFCC annual report for 2007 was sent in and is posted on the TX AFCC web page. Current AFCC parent organization rules require the chapter year end annual report 45 days after the fall conference.

6. Nominations Committee – The Honorable Frank Rynd

Judge Rynd will ask Alicia Key to be on the 2009 TX AFCC BOD since the OAG includes both visitation and access and child support services to Texas families. Jeff Cohen from Dallas is another potential candidate for the 2009 TX AFCC BOD. Other possibilities include someone from CASA, CPS or other agencies, and The Honorable Kay Hamilton. The 2009 TX AFCC BOD slate will be presented at the TX AFCC membership meeting in October and then mailed out in ballot form in the next newsletter.

7. Parenting Coordination Task Force Committee – Aaron Robb

Aaron Robb reported that the family law foundation and council are in agreement with the AFCC Parenting Coordination guidelines. Changes to the current Parenting Coordination statute in compliance with AFCC guidelines will be forwarded to the family Bar, then will be proposed legislation for the 2009 session.

C. IRS Filings - Martha Musselman

Martha Musselman reported that if a chapter makes more than \$25,000, they must file a full Form 990N, not just the postcard e-file. This information was provided at the Vancouver Chapter Council meeting. This income cap will increase to \$50,000 in 2009.

D. Liability Insurance for Board of Directors - Martha Musselman

Martha Musselman announced that most other AFCC chapters have liability insurance for their BODs. A general discussion ensued regarding liability insurance for BOD for Texas AFCC and to protect the AFCC parent association (cross-indemnification). Martha Musselman appointed a committee to look into liability insurance for board of directors to report at the next BOD meeting in October. Committee Members are: Louise Lee, Judge Rynd, and Stephanie Hall.

E. Removal of Board Officers or Directors Due to Absence – Martha Musselman.

Martha Musselman discussed the TX AFCC BOD By-Laws and the requirement to remove members from the TX AFCC BOD due to two (2) absences in a year. The BOD reviewed an attendance report for 2007-2008 TX AFCC BOD meetings. A discussion ensued regarding the TX AFCC By-Laws' attendance requirements and possible issues with travel distance and other options.

Members that have not complied with TX AFCC By-Laws rules on attendance included Alissa Sherry, Mary Fogel, Vicki James and Gilda Bowen. Alissa Sherry and Mary Fogel left the room. The Executive Committee unanimously removed Alissa Sherry, Mary Fogel, Vicki James and Gilda Bowen from the 2008 TX AFCC BOD. The Executive Committee unanimously voted to reinstate Alissa Sherry, Mary Fogel and Gilda Bowen to the 2008 TX AFCC BOD. The Executive Committee unanimously voted to not reinstate Vicki James and that her board position will be left vacant.

F. Requests and News from AFCC Parent Organization –
Martha Musselman

1. Moving TX AFCC Bank Account from Wells Fargo Bank to Chase Bank.

Accountant for parent organization asked all chapters to use Chase Bank so that funds could easily be transferred from parent organization to Chapter accounts.

Motion to keep AFCC Texas account at Wells Fargo was made by Judge Rynd, Second Aaron Robb. Motion carried unanimously.

2. Change of date for filing of TX Chapter of AFCC Annual Report

A general discussion ensued regarding changes to the Texas AFCC Financial Policies and Procedures to change the date for filing of TX Chapter of AFCC Annual Report

Motion to amend the TX Chapter of AFCC Financial Policies and Procedures as follows:

The President and Treasurer shall submit a Chapter Annual Report and Budget to the Board of Directors no later **January 31st** of each year.

The TX AFCC Annual Report and Budget must be approved by a majority vote of the Board of Directors by **February 28th** of each year.

Motion made by Judge Rynd, Second by Mary Fogel. Motion carried unanimously.

3. Chapter Leadership Institute

Martha Musselman announced that a bi-annual AFCC Chapter Leadership Institute will be held in Albuquerque, New Mexico, on September 25, 2008. AFCC parent organization would like every Chapter to nominate 1-2 leaders from each Chapter to attend. AFCC parent organization will pay for one night hotel and the registration to the Regional Training being held the following two (2) days.

Motion: Louise Lee and David Eaker are to represent the Texas Chapter at the AFCC Chapter Leadership Institute.

Motion made by Judge Rynd. Second by Jack Bannin. Motion carried unanimously.

Motion: TX AFCC shall pay travel expenses of up to Two Hundred Dollars (\$200.) per person for the two (2) nominated TX AFCC Chapter representatives to the bi-annual AFCC Chapter Leadership Institute. Electronic vote by general TX AFCC membership to follow by email.

Motion made by Mary Fogel, Second by Aaron Robb. Motion carried unanimously.

4. AFCC Parent Organization request to be copied on chapter newsletters when they are distributed to the membership.

AFCC parent organization would like all Chapters to send copies of Chapter Newsletters Leslye Hunter, AFCC Chapter Liaison.

5. AFCC Parent Organization request to be copied on chapter BOD minutes when they are distributed to the chapter BOD.

After a general discussion, it was decided that the TX AFCC BOD Minutes will be provided to the AFCC parent organization with the Chapter Annual Report and posted on the Texas AFCC chapter website after approval of the BOD.

6. Model By-Laws and Chapter Charter.

Martha Musselman provided the BOD with drafts of the AFCC Model By-Laws and Chapter Charter promulgated by the AFCC Chapters Committee. She requested that BOD members review what parent organization is agreeing to do for the Chapters and what the AFCC parent organization is requesting from the Chapters. Martha Musselman requested any questions, concerns, or comments be forwarded to her prior to June 20, 2008, the date of the next AFCC Chapters Committee telephone conference.

7. Creating a TX AFCC Blog

Suggestion from AFCC Chapter Council meeting to develop a TX AFCC blog. A general discussion ensued regarding liability and concerns with public access to the blog or possible concerns with comments on the blog being misused or misinterpreted.

Motion to not host a Texas AFCC blog at this time.

Motioned made by Louise Lee, Second by Mary Fogel. Motion carried unanimously.

G. TX AFCC Support of the UNIFORM REPRESENTATION OF CHILDREN IN ABUSE, NEGLECT, AND CUSTODY PROCEEDINGS ACT - Drafted by the National Conference of Commissioners on Uniform State Laws (Last Revised or Amended in 2007) - Aaron Robb

Aaron Robb led a discussion of how the Act occurred. Judge Deborah Lehrmann would like Texas AFCC support of her work and the resulting Act for presentation to the ABA House of Delegates. Judge Rynd explained the opposing viewpoint of the recommendations in the Act.

Sample support letters were included in the package from Judge Lehrmann and Michelle Bland.

Aaron Robb volunteered to write a letter to the ABA House of Delegates supporting the Act. Stephanie Hall discussed the fact that there is a somewhat a grey area with regard to lobbying and suggested that individuals should write letters on their own in support of the Act. Stephanie Hall also indicated as per the last TX AFCC By-Laws change that all official positions should come from the Chapter President. Judge Rynd clarified that this was a recommendation to the ABA House of Delegates on a Model Act, not lobbying to the legislature for statutory change. Judge Rynd recommended checking with the AFCC parent organization on the issue.

Motion: Aaron Robb to draft a letter in support of the Act and submit the same to Louise Lee. Individual AFCC members may write additional letters if they desire. Louise Lee to call Leslye Hunter or Peter Salem and verify that the letter would be in agreement with AFCC policy with regard to lobbying. If the letter is acceptable to the AFCC parent organization, then Martha Musselman, as President, will sign it on behalf of the board.

Motion made by Louise Lee, Second by Alissa Sherry. Motion carried unanimously.

H. Announce BOD meeting schedule for remainder of 2008 -
Martha Musselman

Next BOD Meeting: **Thursday, October 2, 2008, at 4:00 p.m.** at South Texas College of Law, located at 1303 San Jacinto Street, Dean's Board Room, Suite 232T, Houston, Texas 77002, 713-659-8040, www.stcl.edu

I. Door prize of a free membership at the annual TX AFCC meeting in October suggested by Martha Musselman with attendance necessary to win.

Motion: TX AFCC to offer a free membership as a door prize at the annual TX AFCC membership meeting at the Conference in October.

Motion made by Louise Lee, Second by Judge Rynd. Motion carried unanimously.

IV. Meeting Adjourned at 4:55 p.m. by Martha Musselman.