

CHADD Chapter Northern CA #504  
June 28, 2008  
Annual Meeting Minutes

Minutes of CHADD Northern CA, Chapter #504 Board Meeting on June 28, 2008 held at Club House, Mission Bay Mobile Home Parks and Communities, 15333 Wicks Blvd., San Leandro, CA 94579.

The meeting was called to order at 11:20am.

Board Members present: Holly Graff, Judy Marshall, Gina Pera, Beverlee Kell, Donna Love, Rebecca Robbins, Linda Lawton, Joan Matone, Shari Gent, Holly Seerley, Carol Katz, Anita Mascoli, (new), Brad P (new)

Board Members absent: Molly Bloom, Pauline Laurent, Sue Zee Poinsett, Rick Webster, Natasha Walter-Fisk, Victoria Vogel, Alicia Solano. Magaly Ramos-Cartagena (new member)

BOARD ELECTIONS were held. Executive Officers are:

Chapter Coordinator, Holly Graff  
Treasurer, Judy Marshall  
Membership Coordinator, Ellen Nicasio  
Program Coordinator, Beverlee Kell  
Secretary and Webmaster, Gina Pera  
Inquiries Coordinator, Eileen D'Arcy Barry.

LOBBYING ACTIVITY: No chapter lobbying activity since the last meeting.

## REPORTS

### Financials & Membership- Judy Marshall

Membership income has declined (current 475, last year 525, down 9%). This may be due to the unreliable CHADD.org website membership system and coordinators need to promote memberships more actively. CHADD No. CA membership list by name/city is provided on disk. Meeting information was put on a CD disk and distributed at the meeting (thanks to Judy)

ACTION ITEM: report known members missing from list to Judy Marshall, so she can report to National.

ACTION ITEM: Holly Graff will submit letter to National asking for improved system of capturing our memberships.

ACTION ITEM: we have a new membership coordinator, Ellen Nicosia.

There is a financial shortfall in our general chapter funds that has resulted in taking monies from individual branch funds to cover basic operating costs.

Coordinators reminded to promote memberships and to collect \$5 donations from non-members/guests attending meetings, which reinforces the value of our services.

National Conference: Historically, our chapter has placed high-value on subsidizing the attendance of our coordinators to the national conference in order to provide a perk and to enable coordinator's continuing education.

### CHADD.net Email- Holly Graff

National implemented a new email system in May and requests that all coordinators use their system to receive and respond to emails. It requires us to receive CHADD email via a CHADD.net email address. We can set this to forward to our own email address. Replies to emails must be sent from the CHADD mailbox, so mark this as a favorite in order to access it more easily. Discussion followed and those who have established large, existing

listserv groups using yahoogroups are not going to attempt any change at this time. Consider this a new project and a work in progress.

#### CHADD NorCal 800 Phone Line (#1-888-759-9758)

ACTION ITEM: Holly Graff will update the phone answering machine message to include better directions to callers on how to access assistance. She receives 10-30 calls per week.

#### Organizational List and Contact List

ACTION ITEM: All to review and send their updates to Holly Graff

#### CHADDNorCal.org Website- Gina Pera and Brad

We have a new membership coordinator, Brad, who also will be helping Gina with the website

Discussion ensued about possible web-based tools for calendars, use of facebook and yahoogroups for outreach. Yahoo groups.

ACTION ITEM: Any suggestions & improvements on the CHADDNorCal website send to Brad.

#### Parent to Parent Classes- Judy Marshall

National is reducing the number of classes in the series by 50%.

MOTION PASSED: Holly Graff will submit letter to National requesting that the P2P curriculum be reviewed by a professional educator trained in ADHD to ensure the curriculum is developed to be AD/HD friendly and accessible to folks with executive function deficits.

ACTION ITEM: If anyone has P2P Books please get them to Judy. The P2P class is currently being revised and a new book will be used in the Fall.

#### Spanish Groups- Judy Marshall

ACTION ITEM: new Spanish coordinator, Magaly Ramos-Cartagena who lives in the San Jose area. Shari Gent was acknowledged for recruiting Magaly.

MOTION PASSED: Our chapter will fund her attendance to the Na' conference within our funding limits established for this year.

#### Groups- Beverlee Kell

Groups needed:

- new facilitator for womens' group in SF. Natasha has led this for 2 years, will retire.
- parent support groups in Sonoma, SF, SJ, Contra Costa
- Spanish speaking groups in all counties

Gina recommended finding new coordinators by contacting professionals in given locality.

#### Requirements to act as a Coordinator

1. Sign annual Conflict of Interest form. Lengthy discussion ensued about the line between informing the public about one's professional services in an ethical manner.

- Must provide the names of at least 3 options, when sharing info on your own services
- Avoid advertising your professional services on CHADD communications, including your signature on flyers, emails, etc.
- Use common sense.

2. Use CHADD National disclaimer on meeting sign-in sheets, flyers, etc. "CHADD does not endorse or represent products, services, publications, medications or treatments."

#### Tools for Coordinators

1. Visit national website, select "Finding Support", then "CHADD Volunteers", sign in to access many tools. If you have problems using the tools, contact:

**Trish White, National Chapter Services Coordinator**

Trish\_White@chadd.org

phone: 1-800-233-4050 x 121  
or direct 240-487-2321

### Training

1. Attend the annual, national conference "leadership training" the day before the conference starts. Beginner and advanced tracks offered.
2. Contact Beverlee Kell, the No. CA program coordinator at 415-789-9464.

### Outreach

1. Develop collaborations with local mental health entities.
2. Request listing on the [www.networkofcare.org](http://www.networkofcare.org) website for your county under the appropriate categories. Also consider "211" listing, call 211.
3. Reminder- September is AD/HD Awareness month.

### Professional Resource List- Beverlee

Refer the public to our [chaddnorcal.org](http://chaddnorcal.org) website for assistance with finding a professional.

We have a committee that answers these inquires.

Always give out 3 names to avoid appearance of conflict of interest.

DO NOT share our lists with the public.

DO include the national disclaimer statement on communications: "CHADD does not endorse or represent products, services, publications, medications or treatments."

Rebecca requested a list of recommended speakers for CHADD meetings.

ACTION ITEM: Beverlee will maintain a list and develop a protocol for screening speakers.

ACTION ITEM BY ALL: Please submit your local resources and suggestions to Beverlee.

### Group Sharing- Holly Seerley

Each coordinator shared program successes and strategies for increasing memberships.

A proven strategy is to pass out membership brochures, already filled out with our chapter #504 and tell folks that you will collect them at the end of the meeting. Collect them, make a copy and send to our chapter membership chair (currently Judy Marshall, in transition to Ellen Nicosia).

Remind folks that there would be no meeting if it were not for CHADD.

Remind folks that CHADD is the only agency that advocates for them, their only lobby.

See separate attachment for "Group Sharing" ideas and notes.

### Congratulations

Judy Marshall has been elected to the National Board of CHADD.

Gina Pera has a new book published - Is It You, Me or Adult A.D.D.? Stopping the Roller Coaster When Someone You Love Has Attention Deficit Disorder. The book will be available on Amazon by 9/1/08. Many thanks to Gina for providing us all with a copy of the book.

### 2009 CHADD NorCal Board Meeting

The 2009 meeting will be held on Saturday, June 20, 2009.

Meeting was adjourned at 3:30pm.

Respectfully submitted: Beverlee Kell