



Children & Adults with Attention-Deficit / Hyperactivity Disorder

CHADD Northern California Chapter Board / Annual Meeting Minutes

Minutes of the CHADD Northern California, Chapter #504, Board Meeting held on June 20, 2009 at the Clubhouse of Mission Bay Mobile Home Parks and Communities, 15333 Wicks Blvd, San Leandro, CA 94579.

The meeting was called to order at 11:17AM.

Executive Board Members present:

Holly Graff, Judy Marshall, Gina Pera, Beverlee Kell, Ellen Nicosia

Members present:

Phyllis Annee-Wecker, Lynne Baldwin, Rhonda Fugazi, Shari Gent, Linda Lawton, Donna Love, Brad Piontkowski, Amy Sims-Candido, Rick Webster, Laura Wittenberg

Members absent:

Molly Bloom, Eileen D'Arcy, Phil Goodwin, Carol Katz, Anita Mascoli, JoAnn Matone, Sue Zee Poinsett, Magaly Ramos-Cartagena, Rebecca Robbins, Don Ross, Holly Seerley, Alicia Solano, Victoria Vogel (New P2P Teachers: Irene Coleman, Beth Gallock, Ellen Goold & Laura Ziegler)

Minutes approved:

It was moved by Gina Pera, seconded by Judy Marshall and passed that the minutes of the last meeting, June 28, 2008 be approved.

Treasurer's Financial Report: Judy Marshall

<u>Financial Year Jan – Dec 2008:</u>	<u>Financial Year Jan – June 2009:</u>
Total Income: \$26,264.37	Total Income: \$20,195.31
Expenses: \$15,422.64	Expenses: \$ 4,778.60

Current balance is \$15,416.71 plus two CD's in the amounts of \$5600 and \$2000.

It was moved by Linda Lawton and seconded by Gina Pera to approve the Treasurer's Report.

Chapter Group Report: Beverlee Kell

- All members need to read and sign the Conflict of Interest and Confidentiality Forms.
- Current trend is that doctors/psychiatrists are raising their rates and fees. People have limited funds and turning to CHADD services.
- Organizational Chart: Send your updates to Beverlee (ACTION-ALL).
- Org Charts and Contact Lists are for internal use only, please do not distribute.
- Spanish Group/P2P Program: Need funding, as those affected do not have the monies to enroll in P2P or join CHADD. Let's gather ideas and suggestions for funding for the Spanish program. Send your ideas/suggestions to Judy Marshall (ACTION-ALL).
- Responsibility of Group Leaders to develop and recruit volunteers, provide training and appreciation. Allow volunteers to be at the meeting comfortably, approach them so they are comfortable volunteering (welcoming members and guests, etc.)
- Confidentiality – Respect privacy of all, when sending emails to your distribution lists always use BCC (Blind Carbon Copy) so that others do not see the email addresses on your distribution lists. This also prevents "reply to all".
- Conflict of Interest: If you are a professional and also the leader, coordinator of a CHADD group or P2P Teacher, please do keep these separate. When sending CHADD information and emails,

use your name only and your CHADD group vs. your name, profession and company name. Upon checking with Ruth Hughes, CHADD, Chief Program Officer: "Our policy is that no professional designations should be used in conjunction with the Parent to Parent program. The professional guidelines would require that they use MFT whenever they are providing marriage and family therapy. They are not providing a clinical service when teaching Parent to Parent, and therefore would not be required to use the designation. This is why we try to make it so clear that P2P is not a therapeutic service but an educational program. "

- Disclaimer: Please always use the CHADD disclaimer "CHADD does not endorse products, services, publications, medications or treatments. Individual speakers at a CHADD sponsored event do not represent an endorsement by CHADD, nor is it testimony by CHADD as to the quality of the products. Services, publications, medications or treatments or the validity of the individual's claims." Use this disclaimer on flyers, emails, literature, if in doubt, use it.
- Unsubscribe: When sending emails please add the "Unsubscribe Statement" at the bottom of the email. Here is one example: "If you no longer wish to receive CHADD Northern California (or your area) updates about AD/HD news, information, and any email from CHADD Northern California, please put "Unsubscribe" in the subject line and you will be removed from CHADD Northern California email lists.
- Teens Support Group: Okay with parents on the premises. CHADD National is working on the legal aspects.
- Professional Resource List: It's called "Resource List" and not "Referral List", use the "Resource" term. If someone asks for a resource, give 3 names. You may provide 2 names plus yours if you are a resource in that specific area. Just a reminder, when someone does ask for a resource, please education them about CHADD, our organization, the benefits of joining, and provide the CHADD website info. Eileen D'Arcy has set up a Professional Resource List, if you have any names you would like to add please send to Eileen (ACTION-ALL).

CHADDNorCal.org Website Report: Gina Pera & Brad Piontkowski

- Need to update, go through the older information and clean up. Brad will print out a layout of the website and what's out there.
- Calendar of Events: This was updated since our last meeting and works great, all events and meetings are posted on the calendar. All to check their events/meetings and submit updates to Gina Pera (ACTION-ALL). If you have individual branch CHADD.net website, please be sure to keep updated, if you have no meetings for the summer please note that.
- Blogs, Face Book, Forums, Google Groups: Much discussion on which to get on and who will monitor. Gina and Brad will sort out and keep us updated.(ACTION-Gina/Brad)
- Articles: Suggestion to add articles, book reports and more information on the website to provide additional information to our members.
- Amazon Link: We have an "Amazon Link" on the www.CHADDNorCal.org website. When you use this link it takes you to Amazon and when you order and purchase items, then CHADD NorCal gets a percent of each sale. Last year we received \$379.88 from Amazon. Our goal by next year is \$1000. Please tell your family, friends and everyone to use our CHADD NorCal Amazon Link when they purchase items on Amazon. The more it is used, the more \$ we receive. (ACTION-ALL)

Election of Board Members:

Ballots were distributed at the beginning of the meeting by Donna Love. Donna collected all ballots and announced the election results for 2009-2010 Executive Board of CHADD Northern California:

Chapter Coordinator	Holly Graff
Treasurer	Judy Marshall
Secretary & Webmaster	Gina Pera
Program Coordinator	Beverlee Kell
Inquiries Coordinator	Eileen D'Arcy
Membership Coordinator	Ellen Nicosia

CHADDNorCal 800 Phone: Holly Graff

Since last year's Board Meeting, the message was changed on the 800 line to include the CHADD NorCal Website with Events, Meetings and Calendar Schedule, callers to leave their email address and phone #, and that this phone is serviced by volunteers. Calls have been reduced by 50%. All messages left are returned by Holly Graff (Sacramento Area) and Eileen D'Arcy (Bay Area).

Membership Coordinator Report: Ellen Nicosia, Holly Graff

Ellen presented drafts of Welcome and Renewal emails to send to new and expired/lapsed CHADD Members. Goals to continue to increase membership, talk it up at your meetings and it sells itself. Use the one page form for Membership Registration and collect at the end of the meeting.

Memberships Lists – Ellen will format city, name, expiration days and send out Quarterly (4 times a year) Northern California Membership is up by 26% from last year! Continue to get and keep members.

Put together an information sheet on "Membership: Talk it up at your meetings" (**ACTION-Holly Graff**)

Parent to Parent: Judy Marshall

Currently 16 teachers in CHADD Northern California – Great!

Walnut Creek – has continuous P2P classes. Need teachers for San Francisco and San Jose areas.

Notify Judy Marshall of all new classes and get the class schedule on the CHADD NorCal website and the CHADD.org (National) website.

Notify your contacts (Drs, MD, Mental Health Professionals, etc.) of P2P – what it is, and upcoming class schedules. Get the word out on cable, public TV, radio, NPR and other areas.

Group Share Discussion Report: Holly Graff

Each coordinator to share their successes, challenges, what works, problem solving discussion.

Rick Webster, Adult Ad/HD Success Clinic, San Francisco: Pet Peeves-too many emails and newsletters from CHADD National, keep them AD/HD friendly and fewer emails. He sends out reminder emails of meetings in color and with graphics. Keeps meetings positive. Acknowledge that everyone has problems and issues, and look to solutions.

Donna Love, Adult Support Group, Walnut Creek: People come to meetings, several and often. Has a topic, offers magazines. Her group feels they can connect and feel comfortable at meetings.

Shari Gent, South East Bay Support Group for Parents and Adults, Fremont: Membership is up and down. Has a speaker every other meeting. Always ends meeting on a positive note. Share challenges. Recruit suggestions from parents. Meetings a place to share what they are going through. Has a topic – to stay focused.

Amy Sims-Candido, new P2P Teacher: Goals to connect with the local college, start a CHADD Adult Group at the college.

Gina Pera, Partners of Adult with ADHD Support Group, Speakers Meeting, Palo Alto

Gina Pera & Brad Piontkowski: Adult Discussion/Information, Silicon Valley:

Challenges – people leave, 3-4 people high functioning. Empowering and helping people.

Add stickers on magazines (with CHADD info, website, etc.) – great idea! Speakers at meetings.

Attendees contribute their stories, feel important and help other people.

Ellen Nicosia, Parents Share Group, Mill Valley, Marin: Consistently supported, works and people feel good about the meetings. Meet at the library 12:30pm – 2:30pm, afternoon meeting.

Judy Marshall, P2P Coordinator and Teacher: See P2P Report (16 teachers). New teachers (9 new)! Professional Group meets 21st 15-20 professionals.

Holly Graff, Speakers Meeting and Support Group, Sacramento: Meeting consistently has 60 – 100 attendees, meets Sept through May (no Dec meeting). Use catchy topic for meetings, have good speakers, support breakout groups at each meeting (with 4 groups). Always talk about membership and 2-3 benefits of why to join CHADD. Hand out one page membership registration and collect before they leave. Keep meetings positive. Be personal and welcome everyone who comes.

CHADD Regional Conference:

Held at the Sheraton Park Hotel in Anaheim, CA. August 22. Opening keynote speaker on August 21, and Teacher to Teacher Training (NEW) held on Sunday, August 23. Please consider attending! Gina Pera will be presenting a session.

Speakers / Teleconference Calls:

Have speakers provide topics of interest on AD/HD via conference calls through CHADD Northern California. Check on use of conference line, CHADD national. (ACTION-Judy, Gina)

Kudos:

To Gina Pera: Her book "Is it You, Me, or Adult A.D.D.?" wins four national awards!

There was no chapter legislative activity since the last meeting.

There was no chapter lobbying activity since the last meeting.

Next meeting:

June 5 or June 12, 2010 – Send survey to select date (ACTION-Holly to send, All to respond)

Adjournment:

It was moved by Donna Love and seconded by Shari Gent to adjourn the CHADD Northern California Chapter meeting for 2009. The meeting was adjourned at 3:25PM.

Respectfully submitted:

Holly H. Graff

June 30, 2009

Attachments:

Financial Report for Jan-Dec 2008

Financial Report for Jan-June 2009