



Board of Directors Meeting

October 29, 2009

10:30 AM – 4:30 PM

Courtyard by Marriott

15433 Ventura Blvd, Sherman Oaks, CA 91403

1. Call to Order / Roll Call
2. Approval of Minutes of October 22 meeting
3. Treasurer's Report
4. Chairman's Update
5. Executive Director's Report
6. Application for Board of Directors' Seat: Independent Massage School Association of California (IMSAC)
7. Certification Progress and Standards
 - a. Staff report on applicant flow, certificate issuance, backlog and portal breakdown
 - b. Staff need for guidance re: description of massage, scope of practice
 - c. Closed session with the CAMTC's legal counsel pursuant to Government Code Section 11126(e) - certification issues
 - d. Enforcement initiatives and resources
 - e. Procedures for denials and revocations, including appeals
 - f. Administrative counsel candidates
8. Local Government Acceptance, Interaction
 - a. PPLG Committee Report, including identification of cities resisting CAMTC certification; status of interactions with charter cities
9. Web Site
 - a. Public Content
 - b. Need to hire a staff writer?
 - c. Search by Name function

- d. Applicant data display / security and privacy issues
- 10. Management Requirements
 - a. Recognize variances from original workload expectations
 - b. Note frustrations in communications, role clarity and follow-through
 - c. Scanned vs. paper records; application processing procedural “tweaks”
 - d. Short Term: Address staffing component realities and adjust 2009 budget
 - e. 2010/11 management needs and structure
 - f. Preparation of 2010 budget
- 11. Communications
 - a. PPO Committee Report
 - b. Development of tri-fold brochure
 - c. Communications Planning
- 12. Federation of State Massage Therapy Boards (FSMTB)
 - a. Report on participation in FSMTB Annual Meeting
 - b. Ongoing FSMTB participation: provision in budgets
 - c. Access to Dale Atkinson / FARB training in board responsibilities
- 13. Issues and scheduling for next meeting
- 14. Adjourn

All agenda items are subject to discussion and possible action.

Requests for more information, or to make a request regarding a disability-related modification or accommodations for the meeting, please contact Paul Simmons at (916)444-3568 or One Capitol Mall, Suite 320 Sacramento CA95814 or via email at camtc@amgroup.us.

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