

Board of Directors Meeting Agenda

February 7, 2018

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: ZOOM Invite

1. Call to order
2. Introductions
3. Review Agenda – Changes/Additions
4. Review/Accept previous BOD minutes
5. Treasurer’s Report
6. Report on Alliance for the Advancement of Infant Mental Health
7. Old Business (Please keep committee reports brief and refer to your written reports):
 - a. Standing committee Reports
 - i. Executive Committee
 - ii. Nominating Committee
 - b. Special Committee Reports
 - i. Finance Committee
 - ii. Training Committee
 - iii. Membership Committee
 - iv. Endorsement Committee-Retreat
 - v. Website Committee
 - c. Other Old Business:
 - i. Annual Meeting & Training
 - ii.
 - iii.
8. New Business:
 - a. Mileage
 - b. New Board Members and Appoint Officers
 - c. Infant Early Childhood Mental Health
 - d.
 - e.
9. Confirm next meeting (March 7, 2018)
10. Adjourn

NMAIMH Board of Directors Meeting

Notes – January 10, 2018

Approved with Corrections

Date Approved:

NAME	Present (in person)	Present (phone or ZOOM)	Not Avail- able	NAME	Present (in person)	Present (phone or ZOOM)	Not Avail- able
<i>Directors:</i>							
				<i>Members Present:</i>			
Carolyn Newman			X	Katrina Diaz-Castillo Endorsement Coor		X	
				Joy Browne			X
Inez Ingle	X			Gloria Radoslavich (CDD)			X
Jonetta Martinez-Pacias			X	Liz Martinez (Outgoing President)		X	
				<i>Guests:</i>			
Ruth Ortiz		X		Amy Goodner (Admin Coord)			X

1. A quorum being present, the meeting was called to order at 1:16 pm by Inez Ingle, Endorsement Committee Chair.
2. Introductions were made.
3. Upon motion duly made (by Inez Ingle) seconded (Ruth Ortiz) to approve agenda.
4. The Board reviewed the draft minutes of December 2017. A notation was made, the date at the bottom is shown to be 11/02/2017 and should be 12/6/17.

Upon motion duly made (by Inez Ingle) seconded (by Ruth Ortiz) and unanimously carried, the minutes of the December 2017 meeting, with the change to the date at the bottom of each page as noted above to the minutes were APPROVED. Vote 2-0-0.

5. **Treasurer’s Report:** was reviewed. Brindle award of \$10,000 has been received. December: received \$11,560.78 remaining \$22,187.28. Billing is on track with CYFD Behavioral Health and Early Childhood (Region 9). The total award from CYFD Early Childhood will be billed and awarded.

Billing to CYFD/Region 9 is complete for the current fiscal year.

5. Report on Alliance for the Advancement of Infant Mental Health

No report from Joy Browne as she is away due to a death in her family.

7. Old Business:

a. Standing Committees:

i. Executive Committee:

Did not meet

ii. Nominating Committee:

Did not meet but has a couple of nominations. Information we currently have is that the nominations still need background checks completed before a vote can occur. Katrina will follow up with person (Anna Vendrely) in Las Cruces who expressed interest. It is unknown if the person from Taos (Jeanne Ross) submitted her application. Those nominated will be invited to the Annual meeting and BOD Orientation. Inez to follow up with Carolyn Newman, Nomination Committee Chair.

b. Special Committees:

i. Finance Committee

See Treasurer's report.

ii. Training Committee

Ruth will take the lead on facilitating the Annual Meeting; setting the agenda, has created "save the date", secured the venue and the speakers:

When: January 26, 2018

Where: United Way in Albuquerque

Keynote Speaker: Howie Morales, New Mexico State Senator

Trainers: Jacqui Van Horn and Joe DeBonis

Jacqui Van Horn put together an informative sheet on the findings of the survey completed by Arizona State. This will be presented at the Annual Membership Meeting.

Liz cannot be in attendance at Annual Meeting (but is available in the am for January 27). She will compile the Annual Report and Ruth will present it.

Registration is up and working on the website. Our hope is to have about 60 people in attendance.

Ruth asked each person in attendance to send the flyers out to their own listserv.

Pass out interest forms to serve on the BOD and committees at the Annual Meeting.

iii. Membership Committee

Did not meet.

iv. Endorsement Committee

See attached Report.

v. Website Committee

This is an ongoing task, to improve the public face of the NMAIMH through the website.

Link the Information sheet summary Jacqui developed

Promote membership

Update Endorsement Material (Competency Guidelines)

c. Other Old Business:

i. Brindle Grant- \$10,000 has been awarded.

Liz suggested BOD view the proposal which was based off \$15,000 and make the proper adjustments. There also needs to be someone overseeing the grant and ensuring spend down and SOW requirements are being met.

Committee responsibilities need to be reviewed.

Ongoing suggestion to have Michael Weinberg assist with Infrastructure development.

What do we need to do?

How do we do that?

Jacqui Van Horn has also offered to help with strategic planning.

Part of the strategic plan should be to investigate funding options to hire a full time Executive Director. Liz stated the responsibilities on the BOD as volunteers is much to bare and leads to BOD leaving the association. Having an Executive Director would create much needed stability. The suggestion is, (if this is possible) that anyone considered for such a position would have had to be a prior board member to fully understand our history and mission.

- ii. Annual Meeting – also see updates under “Training Committee”.

Amy will get sign in sheets, name tags, certificates, etc ready.

Jerry will cater lunch (Salad, soup). Cost is \$8.00 per person. Final numbers to be sent to Jerry by January 22 (Ruth).

Upon motion duly made (by Ruth Ortiz) seconded (by Inez Ingle) and unanimously carried, to purchase honorarium gifts for each speaker and trainer in the total amount of \$300.00 was APPROVED. Vote 2-0-0.

Ruth and Katrina will shop for gifts with the NMAIMH Debit Card.

- iii. BOD Orientation Meeting:

Request to use the conference room at BVH Consulting has been made (from 9:00-3:00).

Inez and Jonetta will meet to plan out agenda.

Liz can be available in the morning at the BOD Orientation and present on current funding.

Inez has the Power Point on the history of NMAIMH and will present to incoming BOD.

Contracts for Endorsement Coordinator and Administrative Coordinator need to be revised and renewed.

Liz will forward all NMAIMH documents in her possession to current BOD.

By-laws and binders need to be ready for incoming BOD (and Katrina). Liz will check with Amy to see if By-laws are updated, this should have been done in February 2017 when fiscal year was changed.

Upon motion duly made (by Ruth Ortiz) seconded (by Inez Ingle) and unanimously carried, to purchase honorarium gifts for each speaker and trainer in the total amount of \$300.00 with the NMAIMH Debit Card was APPROVED. Vote 2-0-0.

Upon motion duly made (by Ruth Ortiz) seconded (by Inez Ingle) and unanimously carried, to purchase breakfast items with the NMAIMH Debit card was APPROVED. Vote 2-0-0.

Jonetta and Katrina will purchase breakfast items.

8. New Business:

- a. Donation of Rent: The award is \$2,400.00 from John Bishop and Jacqui Van Horn (BVH Consulting Services).

The Board confirmed the next regularly scheduled meeting will be held on February 7, 2018. Meeting will be run by Inez Ingle.

There being no further business, the meeting was adjourned at 2:50 pm.



NMAIMH Treasurer’s Report: Financial Statements
New Mexico Association for Infant Mental Health
Profit and Loss
January 2018

	<u>Total</u>	
Income		
4000 Membership		855.00
4001 Endorsement Fees		800.00
4002 Donations		20.00
4005 Grant Income		
4005-02 CYFD Grant		2,402.30
4005-03 Region 9 Grant(2013-2014)		18,320.00
Total 4005 Grant Income	\$	20,722.30
4006 Bank Interest		1.91
Total Income	\$	22,399.21
Gross Profit	\$	22,399.21
Expenses		
62500 Dues and Subscriptions		25.23
7006 Telecommunications Expense		47.21
7009 Training Expenses		902.37
7012 Endorsement Coordinator Profess		1,820.00
7018 Office Supplies		36.73
7020 Administrative Contract Service		1,200.00
Total Expenses	\$	4,031.54
Net Operating Income	\$	18,367.67
Net Income	\$	18,367.67

New Mexico Association for Infant Mental Health
Balance Sheet
As of January 31, 2018

	<u>Total</u>	
ASSETS		
Current Assets		



Bank Accounts		
1000 NMAIMH		-1,425.00
1001 Restricted		0.00
1002 Unrestricted		41,711.60
Total 1000 NMAIMH	\$	40,286.60
1004 Paypal		268.35
Total Bank Accounts	\$	40,554.95
Total Current Assets	\$	40,554.95
TOTAL ASSETS	\$	40,554.95
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity		0.00
32000 Unrestricted Net Assets		22,187.28
Net Income		18,367.67
Total Equity	\$	40,554.95
TOTAL LIABILITIES AND EQUITY	\$	40,554.95

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No report at this time

NMAIMH Executive Committee Report

No report at this time

NMAIMH Nominating Committee Report

No report at this time

NMAIMH Finance Committee Report

No report at this time

MAIMH Training Committee Report

No report at this time

NMAIMH Membership Committee Report

No report at this time.

NMAIMH Endorsement Committee Report

Endorsement Coordinator Report for 2018

New Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level 1	0											
Level 2	1											
Level 3	0											
Level 4	0											

Newly Endorsed	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level 1	0											
Level 2	0											
Level 3	0											
Level 4	0											

NMAIMH Website Committee Report

No Report at this time