

Board of Directors Meeting Agenda

December 6, 2017

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-641-715-3580

Meeting Code: 422680

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. Zoom
 - ii. Brindle Grant
 - iii. Transition of Board Members
 - iv.
8. New Business:
 - a.
 - b.
 - c.
 - d.
 - e.
9. Confirm next meeting (December 6, 2017)
10. Adjourn

NMAIMH Board of Directors Meeting

Minutes – November 1, 2017

1. Approved with Corrections

2. Date Approved:

| NAME | Present (in person) | Present (phone) | Not Available | NAME | Present (in person) | Present (phone) | Not Available |
|-------------------------|---------------------|-----------------|---------------|---|---------------------|-----------------|---------------|
| <i>Directors:</i> | | | | | | | |
| Liz Martinez | | X | | <i>Members Present:</i> | | | |
| Carolyn Newman | | X | | Katrina Diaz-Castillo Endorsement Coor | | X | |
| Gary Atias | | X | | Joy Browne | | | X |
| Inez Ingle | X | | | Gloria Radoslavich (CDD) | X | | |
| Jonetta Martinez-Pacias | | | X | | | | |
| Rose Cavalcante | | | X | <i>Guests:</i> | | | |
| Ruth Ortiz | | | X | Amy Goodner (Admin Coord) | | | X |
| | | | | | | | |
| | | | | | | | |

3.

4. A quorum being present, the meeting was called to order at 1:07 pm by Liz Martinez, President.
5. Introductions were made.
6. Upon motion duly made (by Liz Martinez) seconded (Gary Atias) to approve agenda. Vote 4-0-0
7. The Board reviewed the draft minutes of October 2017. There were no changes suggested.

Upon motion duly made (by Inez Ingle) seconded (by Carolyn Newman) and unanimously carried, the minutes of the October 2017 meeting, with no changes to the minutes were APPROVED. Vote 4-0-0

8. Treasurer's Report:

*No reports were ready to share due to the Financials from the bank not being ready by the 1st of the month. Amy will send them when they are ready.

EC contracts.

*Liz shared that a letter was received from the Laguna Department of Education concerning the W-9 that was submitted to them from NMAIMH as collateral to their purchasing department for group membership. There was an audit that found an error with the W-9 (perhaps an incorrect name or TIN) According to Amy's records, the TIN is correct so she is going to look into what the discrepancy is and report back to Laguna Department of Education by November 10, 2017. The law requires that Laguna Department of Education cannot make payment until this is corrected. No further discussion.

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

Joy unavailable, there is no new news to share however with the Alliance Annual Retreat coming up on November 5, there will most likely be much to share in the December meeting.

10. Old Business:

a. Standing Committees:

i. Executive Committee:

No report

ii. Nominating Committee:

Carolyn reported she has been focusing on the other aspects of her professional role (accreditation) and has not been able to follow up with a nomination made by Katrina Castillo nor been able to put together a description of roles to recruit nominations. Liz offered to help support Carolyn in these efforts, so an email can be sent out asap to the membership. NMAIMH is running out of time to secure nominations for the vacancies that will be in effect January 1, 2018.

b. Special Committees:

i. Finance Committee

No report

ii. Training Committee

No report

iii. Membership Committee

No report

iv. Endorsement Committee

*Inez shared that during the Endorsement Committee Meeting that took place on October 12, 2017 she shared information about our current funding sources and plans are moving forward with Endorsement work.

*Inez also reminded everyone that she and Katrina will be attending the Alliance Annual Retreat this week in Scottsdale Arizona.

*During Endorsement Committee Meeting, Caryle Zorumski suggested we try to collaborate with “Voices for Children” which helps secure funding for agencies who work on behalf of children and their families. There a few members of the Endorsement Committee who are reaching out to contact key people to see how we can participate.

v. Website Committee

No report

c. Other Old Business:

- i. Request to send Reflective Supervision Survey -Completed, as the approval was granted.
- ii. ASU Survey –*Katrina shared that this survey was very well done and a great gift to the NMAIMH. It will be helpful in creating a strategic plan if the funding from the Brindle foundation is granted. Katrina will share it with the Endorsement Committee for further feedback. *Liz asked about what the response rate was, Katrina did not have the information but believed New Mexico was in alignment with what other states were receiving.
- iii. Zoom- *Katrina shared information about subscription. \$10.72 per month (for 14 months). *Carolyn reported you can share screens, all committees and training can use it. Liz made a motion to approve the purchase of a one year (with 2 free months) annual subscription. Inez: Second Discussion: Inez shared that we are in the business of building relationships and being able to meet via Zoom feels much more connected. Notation was made that those who do not have access to Zoom can still join the meeting via teleconference. Vote 4-0-0 Amy will be asked to purchase the subscription with the NMAIMH Debit Card.

- iv. **BRINDLE Grant:** Liz shared that there has been no correspondence about our application. She believes the award is much later in the fall.

8. New Business:

- a. Transition of Board Members - Terms end in December. Currently, checks over \$500 are signed by Liz and Jonetta. By-laws state check signers must be a BOD Officer. Currently; Liz, Gary, Jonetta and Ruth are officers. Liz and Gary will resign their position December 31, 2017. We need to identify new check signers asap so arrangements can be made with the bank.

***Recommendations:**

- 1. Liz can stay on for an “extended term” so contractors can be paid
 - 2. Ruth could be a check signer (she will have to appear in person at the bank in Alb. to fill out paperwork and be identified.) then checks could be mailed to her for signature, which everyone agreed would not be ideal.
 - 3. Could there be an approval process put into place where Ruth could approve payments, then Amy could use a signature stamp on the checks with Jonetta’s original. Amy and Liz will look into this with the bank and look into the possibility of the bank providing the signature stamp.
- b. *Katrina asked about the annual meeting and training that is typically held at the end of January.
 - *“Explora” has offered us a venue to hold trainings and meetings.
 - *We need to find a presenter/trainer. Liz suggested Joy Browne and will ask her if she is available.
 - *We will need to look at January 19 or 26, with the BOD Orientation to follow on the corresponding Saturday.
 - *Gloria suggested avoiding January 11 and 12 as that is the Home Visiting Quarterly meeting.

- 9. The Board confirmed the next regularly scheduled meeting will be held on December 6, 2017.

Motion to adjourn by Liz Martinez, Seconded by Carolyn Newman

- 10. There being no further business, the meeting was adjourned at 2:10 pm.

Respectfully submitted by Amy Goodner, Administrative Coordinator



NMAIMH Treasurer’s Report: Financial Statements

**New Mexico Association for Infant Mental Health
Profit and Loss**

October 2017

| | <u>Total</u> |
|--------------------------------------|---------------------|
| Income | |
| 4006 Bank Interest | 0.12 |
| Total Income | <u>\$ 0.12</u> |
| Gross Profit | <u>\$ 0.12</u> |
| Expenses | |
| 7004 Business Licenses and Permits | 11.25 |
| 7006 Telecommunications Expense | 47.12 |
| 7012 Endorsement Coordinator Profess | 1,400.00 |
| 7018 Office Supplies | 25.23 |
| 7020 Administrative Contract Service | 1,200.00 |
| 7021 Rent Expense | 200.00 |
| Total Expenses | <u>\$ 2,883.60</u> |
| Net Operating Income | <u>-\$ 2,883.48</u> |
| Net Income | <u>-\$ 2,883.48</u> |

Monday, Dec 04, 2017 05:12:47 PM GMT-8 - Cash Basis

**New Mexico Association for Infant Mental Health
Profit and Loss**

November 2017

| | <u>Total</u> |
|------------------------------|--------------|
| Income | |
| 4000 Membership | 45.00 |
| 4001 Endorsement Fees | 50.00 |
| 4003 Amazon Smile Foundation | 6.32 |
| 4005 Grant Income | 11,660.00 |
| 4005-02 CYFD Grant | 5,980.85 |



| | | |
|---|-----------|------------------|
| Total 4005 Grant Income | \$ | 17,640.85 |
| 4006 Bank Interest | | 0.33 |
| Total Income | \$ | 17,742.50 |
| Gross Profit | \$ | 17,742.50 |
| Expenses | | |
| 62500 Dues and Subscriptions | | 349.90 |
| 7004 Business Licenses and Permits | | 1,000.00 |
| 7006 Telecommunications Expense | | 47.21 |
| 7012 Endorsement Coordinator Profess | | 1,400.00 |
| 7018 Office Supplies | | 25.23 |
| 7020 Administrative Contract Service | | 1,200.00 |
| 7021 Rent Expense | | 200.00 |
| Total Expenses | \$ | 4,222.34 |
| Net Operating Income | \$ | 13,520.16 |
| Net Income | \$ | 13,520.16 |

Monday, Dec 04, 2017 05:30:23 PM GMT-8 - Cash Basis

**New Mexico Association for Infant Mental Health
Balance Sheet
As of October 31, 2017**

| | <u>Total</u> |
|-------------------------------|--------------------|
| ASSETS | |
| Current Assets | |
| Bank Accounts | |
| 1000 NMAIMH | -1,425.00 |
| 1001 Restricted | 0.00 |
| 1002 Unrestricted | 2,401.43 |
| Total 1000 NMAIMH | \$ 976.43 |
| 1004 Paypal | 268.35 |
| Total Bank Accounts | \$ 1,244.78 |
| Total Current Assets | \$ 1,244.78 |
| TOTAL ASSETS | \$ 1,244.78 |
| LIABILITIES AND EQUITY | |
| Liabilities | |



| | | |
|-------------------------------------|-----------|-----------------|
| Total Liabilities | | |
| Equity | | |
| 30000 Opening Balance Equity | | 0.00 |
| 32000 Unrestricted Net Assets | | 34,415.08 |
| Net Income | | -33,170.30 |
| Total Equity | \$ | 1,244.78 |
| TOTAL LIABILITIES AND EQUITY | \$ | 1,244.78 |

Monday, Dec 04, 2017 05:31:44 PM GMT-8 - Cash Basis

New Mexico Association for Infant Mental Health
Balance Sheet
As of November 30, 2017

| | <u>Total</u> | |
|-------------------------------------|--------------|------------------|
| ASSETS | | |
| Current Assets | | |
| Bank Accounts | | |
| 1000 NMAIMH | | -1,425.00 |
| 1001 Restricted | | 0.00 |
| 1002 Unrestricted | | 15,921.59 |
| Total 1000 NMAIMH | \$ | 14,496.59 |
| 1004 Paypal | | 268.35 |
| Total Bank Accounts | \$ | 14,764.94 |
| Total Current Assets | \$ | 14,764.94 |
| TOTAL ASSETS | \$ | 14,764.94 |
| LIABILITIES AND EQUITY | | |
| Liabilities | | |
| Total Liabilities | | |
| Equity | | |
| 30000 Opening Balance Equity | | 0.00 |
| 32000 Unrestricted Net Assets | | 34,415.08 |
| Net Income | | -19,650.14 |
| Total Equity | \$ | 14,764.94 |
| TOTAL LIABILITIES AND EQUITY | \$ | 14,764.94 |

Monday, Dec 04, 2017 05:32:24 PM GMT-8 - Cash Basis

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

The Endorsement Committee met as scheduled on 11/9/17 from 9-10. All were present: Angel, Caryle, Jacqui, Pam, Inez and Katrina. The following items were covered and/or discussed:

* Inez and Katrina reviewed the Alliance Retreat which they had just returned from and found stimulating and informative.

* Katrina shared information concerning the endorsement renewal process - using 'old' way as cannot yet use EASy.

* Some follow-up on expanding IMH information and relationships: Pam followed up with Voices for Children, talked to and got EX. Dir. name; Katrin will follow up with Engage New Mexico; Inez will bring this discussion to the next Board meeting and request that someone from the Board contact Voices for Children Ex. Dir. We also included the need for us (NMAIMH) to be present at the regular J. Paul Taylor meetings but need this to be part of a Board decision.

* A sharing by Inez of a discussion with Dr. Sherri Alderman about her defining experience as part of the Infant Mental Health training and endorsement process in New Mexico led to a lively discussion about how we might re-energize our organization especially with the possibility of a funded 'Board Development' project. This included an important point which is to give serious thought and consideration to WHY we are not growing as an organization — what are the roadblocks? Caryle asked "what if we do not get that funding?"



New Mexico Association for Infant Mental Health

Promoting & supporting healthy development and nurturing relationships for all infants and young children in New Mexico



* Next meeting was rescheduled to 12/7/17 due to attendees' schedules. We still love Zoom!

Respectfully submitted: Inez Ingle, Endorsement Chair from the Board

NMAIMH Website Committee Report

No Report at this time
