

Board of Directors Meeting Agenda

January 10, 2018

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. Brindle Award
 - ii. Status of Annual Meeting
 - iii. Orientation Plans
 - iv.
8. New Business:
 - a. Donation of rent 2018
 - b. Annual Retreat and Board Orientation
 - c.
 - d.
 - e.
9. Confirm next meeting (February 7, 2018)
10. Adjourn

NMAIMH Board of Directors Meeting

Minutes – December 6, 2017

Approved with Corrections

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

1. A quorum being present, the meeting was called to order at 1:04 pm by Liz Martinez, President.
2. Introductions were made.
3. Upon motion duly made (by Liz Martinez) seconded (Jonetta Pacias) to approve agenda with the addition of Annual Retreat, Board Orientation and who will be in charge to ciii. Vote 5-0-0
4. The Board reviewed the draft minutes of November 2017. There were no changes suggested.

Upon motion duly made (by Liz Martinez) seconded (by Gary Atias) and unanimously carried, the minutes of the November 2017 meeting, with no changes to the minutes were APPROVED. Vote 5-0-0.

5. **Treasurer’s Report:** November/October: received \$17,742.50, remaining \$13,520.16. Billing is on track with CYFD-Soledad approved invoices for September and October.

Applicant in review for EC Grant. \$5,000 received for one endorsed applicant and we're almost there for the other \$5,000. Money should be available to bill by December 31st. If you have any other questions, contact Amy or Liz.

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

Agrees to stay on Board for 2 more years.

Healthy Families training; use of competency and endorsement training.

Deb Weatherstein retiring as of June 1st, looking for a new Director.

Internal search; to all Associations; to allow for continuity; Wayne State Merrill-Palmer Hillman in Milwaukee. They are partners with the Association. Shared partnerships between the states Associations and the Alliance. We can use the "visual" as demonstration of partnerships. Shared logos with Alliance and vice versa. Ask Amy to do this, Ruth can assist.

David Wiltis – Director of MCH and now is the "Relational Health Screen" owns the copyrights – want this re reside in he Alliance; MOU that they're working on. Vote will be on 12/08/17. Will be able to use it for research and study; used by HV programs and Pediatricians; intended to be used with Behavioral Health; it is still in development. Will share once its completed.

Will meet in March for retreat in Michigan, In the meantime will meet for the following dates, 12/8/17, 1/19/18, and 3/16/18. Other meetings are scheduled for the rest of the year via Zoom.

7.Old Business:

a. Standing Committees:

i. Executive Committee:

Did not meet

ii. Nominating Committee:

Did not meet but has a couple of nominations. Review by 12/13/17 by electronic vote so that they can be on the Board for January 2018. Liz will put out a request for vote; everyone should be reviewing the applications in the meantime. Katrina has another person that has expressed interest. Carolyn will follow up. Liz will send out a request for a vote if other nominations come in.

b. Special Committees:

i. Finance Committee

See Treasurer's report.

Training- Joy cannot do it; she had suggested Jordana Ash. Example: Jane Clark, Ellen Pope

ii. Training Committee

Ruth will take the lead on this, set the date, time and place. Albuquerque-United Way

Look at venue availability and then date based on availability. Work with Amy on this. Needed for two days, Friday is the training and Saturday the Board training. Professional development hours for the training. Venue- will work on having it by the end of the week. Should be the end of January sometime Jan. 26 & 27th would be priority. January 19th & 20th would be second choice.

iii. Membership Committee

Recommendation to elect new chair for membership committee. Gary will send resignation of committee chair and notice that he will not renew.

iv. Endorsement Committee

Katrina & Inez went to Alliance Retreat

Endorsement- Katrina

Reflective Supervision – Inez

They have been meeting regularly. They are once again accepting applications, Discussion on collaboration and outreach. How do we get the “sparkle” back into endorsement. Doing renewals, the “old fashioned” way. Will not be using eASY for this year. Will not mail hard copies of certificates any longer. If someone requests a hard copy, Katrin will send them one. Voices for Children- October- outreach with Voices for Children and engage NM, John Paul Taylor.

Liz will make the initial contact with Jim from Voices for Children to introduce the Association and Board. Jonette will represent John Paul Taylor applications for endorsement. 6 in October and 8 in November, 60 in all for this year. In October-one endorsement Level II. Thank you to Katrina to keep the endorsement process at a high level even during the low period. Katrina sent out the survey to the Board from Arizona State.

Request months ago, to have access to our group for endorsement. Joy looked into it and said yes, send it out and this report is what resulted from this request.

For orientation in January put the survey/analysis as a review item for the agenda, 25% responded to the survey.

v. Website Committee

Recommend that we add partnership with the Alliance.

Amy will need to connect with Joy to start the process.

Is there a link to solicit new members for the Association? Liz will draft a membership drive letter.

Look for organizations holding events that the Association could have a table at.

Look at updating the current brochure.

Order pens and pads.

Liz will scan the existing brochure

Come back in January meeting to discuss changes.

c. Other Old Business:

- i. Zoom- we already requested the subscription. Amy needs to work on the technical assistance part of it.
- ii. Brindle Grant- we haven't heard either way. Liz will reach out to Kim Strauss.
- iii. Transition of Board Members- Gary will put out a formal letter as well as Liz. Liz will stay on as a check signer, In the bylaws you can remain as an "ex officis". Inez motion to Liz Martinez, current President of Association, be given ex officis position beginning January for 1st quarter to sign checks and be available to assist Board or new Board members. 2nd by Carolyn. Vote 4-0-1. Meeting in January who will be in charge? Board training- who will be in charge? 9-3 Jonetta and Inez will lead this. Jacqui – history of association. Liz – will get a copy of PPT from Courtney. Katrina – will present on Endorsement. Amy will make copies of binder for all new Board members and copies of By-Laws for all Board members.

8.New Business:

- a.
9. The Board confirmed the next regularly scheduled meeting will be held on January 10, 2018. Meeting will be run by Inez. Liz thanked everyone. It was a pleasure; thanked everyone for the trails, attrition and vulnerability. Inez returned the thanks to Liz, has shared with us the ability to slow down and take time.

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

Respectfully submitted by Amy Goodner, Administrative Coordinator



NMAIMH Treasurer’s Report: Financial Statements

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

December 2017

	Total
Income	
4000 Membership	620.00
4001 Endorsement Fees	990.00
4005 Grant Income	10,000.00
4006 Bank Interest	0.78
47300 Refunds	-50.00
Total Income	\$ 11,560.78
Gross Profit	\$ 11,560.78
Expenses	
62500 Dues and Subscriptions	25.23
7006 Telecommunications Expense	47.21
7012 Endorsement Coordinator Profess	2,450.00
7017 Computer and Internet Expenses	216.00
7020 Administrative Contract Service	1,200.00
7021 Rent Expense	200.00
Total Expenses	\$ 4,138.44
Net Operating Income	\$ 7,422.34
Net Income	\$ 7,422.34



New Mexico Association for Infant Mental Health Balance Sheet

As of December 31, 2017

		Total
ASSETS		
Current Assets		
Bank Accounts		
1000 NMAIMH		-1,425.00
1001 Restricted		0.00
1002 Unrestricted		23,343.93
Total 1000 NMAIMH	\$	21,918.93
1004 Paypal		268.35
Total Bank Accounts	\$	22,187.28
Total Current Assets	\$	22,187.28
TOTAL ASSETS	\$	22,187.28
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity		0.00
32000 Unrestricted Net Assets		34,415.08
Net Income		-12,227.80
Total Equity	\$	22,187.28
TOTAL LIABILITIES AND EQUITY	\$	22,187.28

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 on 12/7/17 a week earlier than our usually scheduled time due to conflicting schedules. Present were Jacqui, Pam, Caryle, Angel, Inez and Katrina. The following topics were shared/discussed:

- * Inez reviewed information from the Board meeting of the day before (12/6/17) including grant updates, applications for Board positions, and plans for Annual meeting and Board retreat afterwards.
 - * Katrina reported on endorsement applications and renewals. All is going smoothly/well.
 - * Discussed survey results and Jacqui offered to summarize them sharing with Liz to include in a letter to the membership that she is planning. It was also suggested that the summary be available on the website and, again, the importance of updating the website was stressed.
 - * Discussion was held around training after Caryle shared some good training she attended in Arizona. We suggested that we should compile a list of agencies with annual trainings to be shared with our membership. As part of this Inez and Pam will man a table at NMAEYC and we (NMAIMH) will ave a presence at the legislature on 1/16/18.
 - * As part of our greater visibility and community participation, Pam will regularly attend the J. Paul Taylor group providing that it is ongoing.
- The next meeting of the committee is planned for 1/4/18 at 9 am, again due to conflicting schedules. We continue to use zoom which we all appreciate.

Respectfully submitted, Inez Ingle, Endorsement Chair from the Board

Endorsement Coordinator Report for December and year end 2017

New Apps	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2017
Cat 1	0	2	3	4	2	8	0	0	0	3	1	1	24
Cat 2	0	0	5	0	0	1	1	0	0	1	6	1	15
Cat 3	3	3	2	0	0	0	0	0	0	2	1	0	11
Cat 4	0	0	2	0	0	0	0	1	0	0	0	0	3

Newly Endorsed	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	2017



Cat 1	0	6	0	0	0	0	0	0	0	0	0	0	6
Cat 2	0	5	3	1	0	0	0	0	0	1	0	1	11
Cat 3	0	0	0	0	3	0	0	0	0	0	0	0	3
Cat 4	0	0	0	0	0	0	0	0	0	0	0	0	0

*Renewals have been processed, I am working with Amy to identify those that we need to follow up with.

*Pending exam date for June 2018.

NMAIMH Website Committee Report

No Report at this time
