

Board of Directors Meeting Agenda

March 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/Finance Committee
 - ii. Nominating/Membership Committee
 - b. Special Committee Reports
 - i. Promotion/Training/Website Committee
 - ii. Endorsement Committee-Retreat
 - c. Other Old Business:
 - i. New Board Members and Appointed Officers update
 - ii.
 - iii.
8. New Business:
 - a. Exam Expenses
 - b.
 - c.
 - d.
 - e.
9. Confirm next meeting (April 4, 2018)
10. Adjourn

NMAIMH Board of Directors Meeting

Notes – February 7, 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>							
Ruth Ortiz		X		Members Present:			
Jonetta Martinez-Pacias	X			Katrina Diaz-Castillo Endorsement Coor		X	
Carolyn Newman			X	Joy Browne		X	
Inez Ingle	X			Gloria Radoslavich (CDD)	X		
Corrinne Clauschee	X			Liz Martinez (Outgoing President)		X	
				Jeannie Ross		X	
				Guests:			
				Amy Goodner (Admin Coord)			X

1. A quorum being present, the meeting was called to order at 1:07 pm by Ruth Ortiz, Incoming Board President. Was voted in at the Board Orientation meeting on January 27, 2018.
2. Introductions were made.
3. Upon motion duly made (by Inez Ingle) seconded (Corrine Clauschee) to approve agenda. Amend the titles of committees. And correct Gloria as being present. Vote 4-0-0
4. The Board reviewed the draft minutes of January 2018.

Upon motion duly made (by Inez Ingle) seconded (by Corrine Clauschee) and unanimously carried, the minutes of the January 2018 meeting, the minutes were APPROVED. Vote 4-0-0.

5. Treasurer’s Report:

Katrina has been in contact with Sam Hufnagel. Send vacancies out to the membership. Ruth reviewed the financial report as presented. With CYFD they pay upon invoice. CYFD Office of EC has already paid. CYFD Behavioral Health is invoiced monthly. Brindle was \$5,000.00 less. Amy needs to report what the percentage of memberships have paid and who still needs to pay.

A motion was made by Corrine Clauschee and seconded by Inez Ingle. Vote 4-0-0

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

Completed contract with Healthy Families Across America – celebrate endorsement

Completed contract with David Willis. (Development behavioral health screen/relational health screen)

Kate Rosenbloom – stellar research in this area.

Emphases on opioid epidemic; work force development; opioid exposure developing the substance abuse opening statement.

Looking at pre-conference in Zero to Three.

Will participate in a group as to what we need to up head and what we need as an infant mental health association.

Reminder on Symposium in Golden, CO; hours for reflective supervision training.

Looking for an executive Director; Deb Wetherston is stepping down.

Hired a PT business Manager.

Alliance has grown; 34-35 states (+) international countries.

Retreat March 15-16 packed agenda

Joy will be in for the next 2 years on the Alliance; a lot of work; these subcommittees are very busy

Is there travel money? Approx. \$1000

Brindle did include a request for monies for travel, but Board will need to decide.

7. Old Business:

a. Standing Committees:

i. Executive/Finance Committee:

No meeting for January 2018, will resume in February

ii. Nominating/ Membership Committee:

Committee will include Corrine and will vote in Jeannie Ross, Laura Vaughn and Emily Aragon by email. 4th Monday of the month 8:30 – 9:30.

Jonetta will contact Carolyn to see what she may want to do here forward.
Jonetta will contact Jessica. Ruth will contact Colleen Rowe and Barb DeDera
When persons are voted in, the new Board members will receive the By-Laws and any other committee information. By-Laws will not be given out to new Board members until they are corrected.

b. Special Committees:

i. Training/Promotion/Website Committee:

Amy was supposed to send out a survey monkey evaluation.

We need the notes from the Board Orientation to make sure that all of us are sticking to the timeline.

Check with Amy to see when she can update the information that Inez sent to her.

All Board Members need to update Amy on their name and bio information specifically for the Association.

Presently the following have Association e-mails, Ruth-President, Amy-Admin. Coord., Katrina- Endorsement Coord., Nominating/membership.

Ask Amy to make a list of all of this, plus update all BOD emails, phone numbers, cells and addresses.

We need to make sure that only Board members have the access to Board e-mails.

Clean up the Listserve.

What gets posted on the listserv and what are the checks and balances.

Former members need to be removed from having access to post information on the Association list serv.

IS CDD UNM still hosting the listserv? If it is, how should the Board follow up with this?

Ruth will follow up with Joe DeBonis as to how he is getting access to the listserv. If in fact it is a UNM CDD list serve, the Board will request action in that

Website: Amy and Ruth are working on it.

Add Annual Report info

Add categories

FB Page

Pictures of families

Have the Association have a table at the FIT Annual Meeting in June 13-14, 2018.

ii. Endorsement Committee

Talked about outreach planning; Board training.

We will have a table at NMAEYC

2/8/18, 3/8/18, 4/12/18 committee meeting dates

c. Other Old Business:

- i.
- ii.
- iii.

8. New Business:

- a. Mileage – Presented \$0.44 Motion to reduce mileage from \$0.44 to \$0.25 made by Ruth Ortiz, seconded by Inez. Vote 4-0-0.
Katrina will send Amy the form.
- b. New Board Members and Appoint Officers-Appoint of officers will move to March meeting.
Motion was made by Inez Ingle to accept Jeannie Ross’s application and nomination to the NMAIMH Board of Directors, seconded by Corrine Clauschee. Vote 4-0-0
Motion was made by Ruth Ortiz to accept Emily Aragon’s application and nomination to the NMAIMH Board of Director’s, seconded by Inez Ingle. Vote 4-0-0
- c. Infant Early Childhood Mental Health – Application was due 1/17/2018; no info

9. Next Meeting March 7, 2018 1:00 pm to 3:00 pm

10. Meeting adjourned at 3:04 pm Ruth will ask Jeannie to act as Treasurer until we find one.



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

		Total
Income		
4003 Amazon Smile Foundation		5.38
4005 Grant Income		
4005-02 CYFD Grant		2,412.30
Total 4005 Grant Income	\$	2,412.30
4006 Bank Interest		1.51
Total Income	\$	2,419.19
Gross Profit	\$	2,419.19
Expenses		
62500 Dues and Subscriptions		25.23
68401 Board Travel Expense		190.08
68402 Endorsement Coordinator Travel		605.76
7006 Telecommunications Expense		47.29
7009 Training Expenses		104.48
7012 Endorsement Coordinator Profess		2,765.00
7020 Administrative Contract Service		1,200.00
Total Expenses	\$	4,937.84
Net Operating Income		2,518.65
		-\$ 2,518.65
Net Income		-\$ 2,518.65

What do the (minus) signs before the \$ signs mean, should this be before the actual number amount??

It's because we went over in expenses for the month compared to the amount of income that came in for the month. So yes, it's -\$2518.65. This is a report that QuickBooks generates, and I have no control over the layout.



New Mexico Association for Infant Mental Health Balance Sheet

As of February 28, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 NMAIMH	-1,425.00
1001 Restricted	0.00
1002 Unrestricted	39,192.95
Total 1000 NMAIMH	\$ 37,767.95
1004 Paypal	268.35
Total Bank Accounts	\$ 38,036.30
Total Current Assets	\$ 38,036.30
TOTAL ASSETS	\$ 38,036.30
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	0.00
32000 Unrestricted Net Assets	22,187.28
Net Income	15,849.02
Total Equity	\$ 38,036.30
TOTAL LIABILITIES AND EQUITY	\$ 38,036.30

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No report at this time

NMAIMH Executive/Finance Committee Report

No report at this time

NMAIMH Nominating/Membership Committee Report

No report at this time

Promotion/Training/Website 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	0										
Level 2	1	0										
Level 3	0	0										
Level 4	0	0										

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

*Summer Exam submission dates have been announced and posted:

Submit no later than **April 13, 2018 @ 5:00 PM**

Review period until June 9, 2018 (8 weeks)

Invitations go out by June 9, 2018 to give at least 2-week notice

Exam will be held in Las Cruces either June 23 or June 30 (Pending venue).

*Endorsement Coordinator and Endorsement Committee will be continuing to revise and update Endorsement Materials. "What to know about taking the Exam" has already been completed and distributed to better prepare Category III and IV applicants.

*Endorsement Coordinator has been invited to be part of the PCORI (Patient Centered Outcome Research) project: “A Journey to Empowerment and Health: Building the New Mexico Perinatal Mental Health Network.”

*One of our very long time and very committed advisors, Doreen Samson has decided to retire her service to the NMAIMH effective March 31.

*Summer training to recruit new advisors, as well as refresh current advisors will be planned.
