



NMAIMH Board of Directors Meeting

Minutes - June 3, 2015

Approved as Corrected _____ ✓

Date Approved: August 5, 2015

| NAME | Present (in person) | Present (phone) | Not Avail- able | NAME | Present (in person) | Present (phone) | Not Avail- able |
|----------------------------|---------------------------|--------------------|-----------------------|---------------------------------------|---------------------------|--------------------|-----------------------|
| Directors: | | | | | | | |
| Angel Toyota-Sharpe | | | ✓ | Members Present: | | | |
| Angelina Carver | | | ✓ | Pamela Segel (End. Coord.) | ✓ | | |
| Anilla Del Fabbro | ✓ | | | | | | |
| Carolyn Newman | ✓ | | | | | | |
| Courtney Lewis | ✓ | | | | | | |
| Diana Edwards | | ✓ | | | | | |
| Gary Atias | | ✓ | | Guests: | | | |
| Inez Ingle | | ✓ | | Marina Rabinowitz (Admin Director) | ✓ | | |
| Jonetta Martinez-Pacias | | ✓ | | Connie Compton (Admin Asst) | ✓ | | |
| Joy Browne | | | ✓ | Misty Stacy (Bookkeeper) | | ✓ | |
| Robin A. Wells | ✓ | | | | | | |
| Ruth Ortiz | | ✓ | | | | | |
| Stephen Stone | | ✓ | | | | | |
| Wendy Sager-Evanson | | | ✓ | | | | |

1. A quorum being present, the meeting was called to order at 1:06 pm by Anilla Del Fabbro, Vice President.
2. Introductions were made and the Board welcomed two new directors, Jonetta Martinez-Pacias and Diana Edwards.
3. Changes to Agenda: There were no changes to the Agenda
4. The Board reviewed the minutes of the May 6, 2015 meeting. There were no corrections noted

Upon motion duly made (by Courtney Lewis), seconded (by Carolyn Newman), and unanimously carried, the minutes of the May 6, 2015 meeting, as written, were APPROVED.

5. Treasurer's Report:

The Board reviewed the financial reports for May, 2015 (copies of which are included in the Agenda, attached hereto, and made a part of these minutes). Marina Rabinowitz suggested that the monies in the marketing and advertising budget be used for developing marketing materials and table displays for conferences and events. Stephen Stone advised that contracts for reflective consultation have been prepared and will be sent to the current providers to cover the period of July 2015 – June 2016. He also noted that a revised contract with BVH Consulting Services, Inc., to provide office space and administrative support, was also prepared which is \$3,000 less than the previous contract since Jacqui Van Horn will no longer be responsible for supervising and supporting the administrative assistant or endorsement coordinator. Misty Stacy reminded the Board that she needs all final billing expenses for the Region IX contract by July 19th. Courtney Lewis suggested using signature stamps for check signing when two signatories are not available. Stephen and Courtney will look into requirements for changing the policy.

Upon motion duly made (by Robin Wells), seconded (by Carolyn Newman), and unanimously carried, the financial statements for May 2015 were ACCEPTED.

6. Administrative Director's Report

Marina Rabinowiz discussed the points in the Administrative Director's Report (a copy of which is included in the Agenda, attached hereto, and made a part of these minutes). She stressed the importance of having a presence at important conferences and meetings with other associations in order to keep abreast of what they are doing and to establish collaborations. Marina noted that she has been working on data collection related to NMAIMH activities (e.g., Membership, Endorsement, Reflective Consultation/Reflective Supervision, etc.) with Jacqui Van Horn and Pam Segel. She also noted that Home Visiting seems to be the area where there are funding opportunities. Marina also announced that she does not plan to renew her contract with NMAIMH at this time.

Old Business:

a. Standing Committees:

i. Executive Committee:

Stephen Stone advised that the Executive Committee reviewed the various proposals for website hosting and technical assistance and the majority consensus was to continue to contract with Kerry Carron of Ultimate Solutions for website maintenance and renew the contract with Southwest Cyberport for hosting. However, Kerry advised that she is not interested in maintaining the website if the hosting contract is not included. There were some questions with regard to Kerry's proposal and the Board asked Robin to contact her for clarification before making a final decision.

Note: An email vote was later taken on June 24th after getting clarification from Kerry. The Board voted 7 in favor (Angel Toyota-Sharpe, Carolyn Newman, Gary Atias, Robin Wells, Wendy Sager-Evanson, and Joy Browne) 2 opposed (Courtney Lewis and Stephen Stone) and one abstention (Jonetta Martinez-Pacias) to approve the hosting contract for \$1,500 and the three-month Technical Assistance Retainer Package for \$360 contract from Kerry Carron (Ultimate Solutions).

ii. Nominating Committee:

Carolyn Newman noted that there are still two openings on the Board and welcomes suggestions. Connie will send a copy of the Nominating Committee Matrix to the committee members.

b. Special Committees:

i. Training Committee

The Board reviewed the Training Committee Report (a copy of which is included in the Agenda, attached hereto, and made a part of these minutes). Anilla outlined the three options with regard to utilizing the money allocated for support with the Michigan Association. The Board agreed that the best scenario would be to have Deb Weatherston come down to meet with the Board and also provide a for-profit training for members and others in the field. Marina suggested coupling this with a cocktail reception. The Training Committee will follow up on these suggestions.

ii. Membership Committee

The Board discussed the importance of expanding the membership base. It was noted that Pam Segel will be traveling to Las Cruces and to T or C to meet with members and professionals interested in endorsement.

iii. Endorsement Committee

The Board reviewed the Endorsement Committee Report (a copy of which is included in the Agenda, attached hereto, and made a part of these minutes). Inez Ingle advised that reflective consultation was discussed in length on the call. Pam Segel, Marina Rabinowitz and Wendy Sager-Evanson have been attending various J. Paul Taylor Task Force committee meetings. Pam noted that on her trip to Las Cruces next week, she will be meeting with two endorsed professionals interested in developing an infant mental health course to be taught at NM State University. Ruth Ortiz would teach the course.

iv. Fund Development Committee

Nothing to report at this time.

v. Website Ad Hoc Committee

Issues were covered under the Executive Committee Report.

c. Other Old Business:

i. Website Hosting and Maintenance Contracts: Covered under Executive Committee Report

ii. Reflective Consultation Contracts: Covered under Treasurer's Report.

iii. Election of Vice President, Training Committee Chair, and other Committee Members:

Upon motion duly made (by Inez Ingle), seconded (by Robin Wells), and unanimously carried, Courtney Lewis was elected Vice President, and Diana Edwards and Courtney Lewis were elected as Co-Chairs of the Training Committee, effective July 1, 2015.

iv. Board Retreat: Anilla, Angel and Marina will work on the Agenda. Connie will coordinate catering for lunch. Please send agenda ideas to Marina.

7. New Business:

a. Announcements: None

8. The next regular meeting of the Board of Directors is scheduled for Wednesday July 1, 2015 at 1:00 pm. Since it falls during a holiday week, Board members will be polled via email to make sure a quorum is expected. Note: An email poll was conducted and a quorum is expected at the July 1st meeting.

9. There being no further business, the Meeting adjourned at 2:56 pm

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda

June 3, 2015

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-857-232-0157

Meeting Code: 399503

1. Call to order
2. Introductions and welcome to new Directors
3. Review Agenda – Changes/Additions
4. Review/Accept previous BOD meeting minutes
5. Treasurer’s Report (Review Financial Statements)
6. Administrative Director’s Report
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. Training Committee
 - ii. Membership Committee
 - iii. Endorsement Committee
 - iv. Fund Development Committee
 - v. Website Ad Hoc Committee
 - c. Other Old Business:
 - i. Website Hosting and Maintenance Contracts (current contract expires June 30, 2015)
 - ii. Reflective Consultation Contracts (current contracts expire June 30, 2015)
 - iii. Election of Vice President, Training Committee Chair, and other Committee Members.
 - iv. Board Retreat – July 17, 2015 (9am-4:30pm) at Albuquerque Open Space on Coors Blvd.
 - Joy Browne will bring breakfast
 - Directors are encouraged to submit agenda items for discussion and action
8. New Business:
 - a. Announcements
9. Confirm next meeting (July 1, 2015)
10. Adjourn

NMAIMH Treasurer's Report - Financial Statements:

| New Mexico Association for Infant Mental Health Income and Expenditure Report as of May 30, 2015 | | | | |
|---|----------------------------|----------------------------|-------------------------|---------------------------|
| INCOME | APPROVED BUDGET | CURRENT MONTH | YEAR TO DATE | VARIANCE |
| Region IX FY 2015 | 29,985.00 | 8,512.90 | 29,790.58 | 194.42 |
| Region IX FY 2016 | 25,000.00 | - | - | 25,000.00 |
| Membership Dues | 6,000.00 | 395.00 | 3,185.00 | 2,815.00 |
| Endorsement Dues | 5,000.00 | 325.00 | 3,125.00 | 1,875.00 |
| Training Fees | 6,000.00 | - | - | 6,000.00 |
| Donations | - | 5.00 | 225.00 | (225.00) |
| Checking-January 1, 2015 | 56,915.00 | | | |
| | 128,900.00 | 9,237.90 | 36,325.58 | 35,659.42 |
| | | | | |
| ACCOUNT DESCRIPTION | APPROVED BUDGET | CURRENT BILLING | EXPENDED YTD | BUDGET BALANCE |
| Bank and PayPal Fees | 400.00 | 12.86 | 93.37 | 306.63 |
| Insurance | 1,105.00 | - | 1,105.00 | - |
| Licensing and Permits | 150.00 | | 35.00 | 115.00 |
| Legal and Accounting | 7,500.00 | 510.00 | 3,082.19 | 4,417.81 |
| Telecommunications | 600.00 | 46.48 | 232.93 | 367.07 |
| Board and Travel Expense | 4,500.00 | 432.98 | 1,857.53 | 2,642.47 |
| Marketing and Advertising | 2,500.00 | - | - | 2,500.00 |
| Training Expenses | 2,000.00 | - | - | 2,000.00 |
| RC Contract Services | 18,720.00 | 720.00 | 3,858.15 | 14,861.85 |
| RC Coordination | 1,680.00 | 140.00 | 700.00 | 980.00 |
| Endorsement Coordinator | 23,600.00 | 1,610.00 | 11,270.00 | 12,330.00 |
| Administrative Contract Services | 19,185.00 | 1,302.40 | 6,782.60 | 12,402.40 |
| Administrative Director | 40,000.00 | 3,349.50 | 13,308.50 | 26,691.50 |
| Professional Fees-COS | 500.00 | - | - | 500.00 |
| Miscellaneous | 500.00 | - | 100.00 | 400.00 |
| Computer and Internet | 1,500.00 | - | - | 1,500.00 |
| Office Supplies | 500.00 | 59.97 | 349.85 | 150.15 |
| Meals and Entertainment | 500.00 | - | 406.25 | 93.75 |
| | | | | |
| | 125,440.00 | 8,184.19 | 43,181.37 | 82,258.63 |

| New Mexico Association for Infant Mental Health | | | | |
|--|-------------------|-------------------|------------------|-----------------|
| Statement of Financial Position | | | | |
| as of May 30, 2015 | | | | |
| | May 30, 15 | May 30, 14 | \$ Change | % Change |
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 001 - NMAIMH | 43,647.42 | 43,256.44 | 390.98 | 0.9% |
| Paypal - Paypal Account | 6,421.86 | 827.05 | 5,594.81 | 676.48% |
| Total Checking/Savings | 50,069.28 | 44,083.49 | 5,985.79 | 13.58% |
| Total Current Assets | 50,069.28 | 44,083.49 | 5,985.79 | 13.58% |
| TOTAL ASSETS | 50,069.28 | 44,083.49 | 5,985.79 | 13.58% |
| LIABILITIES & EQUITY | | | | |
| Equity | | | | |
| 30000 - Opening Balance Equity | 12,836.10 | 13,504.84 | (668.74) | -4.95% |
| 32000 - Unrestricted Net Assets | 44,079.83 | 15,320.12 | 28,759.71 | 187.73% |
| Net Income | (6,846.65) | 15,258.53 | (22,105.18) | -144.87% |
| Total Equity | 50,069.28 | 44,083.49 | 5,985.79 | 13.58% |
| TOTAL LIABILITIES & EQUITY | 50,069.28 | 44,083.49 | 5,985.79 | 13.58% |

| New Mexico Association for Infant Mental Health | |
|--|-----------------------|
| Profit & Loss | |
| May 1 - May 30, 2015 | |
| | May 1 - 30, 15 |
| Ordinary Income/Expense | |
| Income | |
| 0001 - Membership | 395.00 |
| 0002 - Endorsement Fees | 325.00 |
| 0003 - Donations | 5.00 |
| 0007 - Grant Income | |
| 00074 - Region 9 Grant(2014-2015) | 8,512.90 |
| Total 0007 - Grant Income | 8,512.90 |
| Total Income | 9,237.90 |
| Gross Profit | 9,237.90 |
| Expense | |
| 007 - Paypal fees | 8.91 |
| 60400 - Bank Service Charges | 3.95 |
| 64900 - Office Supplies | 59.97 |
| 66700 - Professional Fees | 510.00 |
| 66701 - RC Professional Fees | 720.00 |
| 667011 - Reflective Consultation Coordin | 140.00 |
| 66702 - Administrative Coordinator Prof | 1,302.40 |
| 66703 - Endorsement Coordinator Profess | 1,610.00 |
| 66705 - Administrative Director | 3,349.50 |
| 68101 - Telecommunications Expense | 46.48 |
| 68400 - Travel Expense | 432.98 |
| Total Expense | 8,184.19 |
| Net Ordinary Income | 1,053.71 |
| Net Income | 1,053.71 |

Administrative Director's Report

- 1) Still ongoing discussions of where do we fit in the big picture of NM. Only then we can tackle strategies for social marketing and grant requests. This is major risk
- 2) Gathering information to that effect
- 3) Active in JP Taylor (2 sub-committees) (Keeping in touch with Foundations leaders). This needs to be an ongoing activity just to be at the tables but results will be medium term
- 4) Data collection of our activities in the past years shows many holes-
- 5) Thornburg meeting (see PowerPoint presentation forwarded via email) was really interesting.
- 6) This month we are writing report for Region IX-, gathering info at the moment from Misty who has everything really well organized
- 7) Waiting for a Fund committee meeting to be organized by Robin
- 8) Personal Announcement

Submitted by Marina Rabinowitz

NMAIMH Executive Committee Report

No Report at this time

NMAIMH Nominating Committee Report

No Report at this time

NMAIMH Training Committee Report

Regarding MI monies:

Courtney spoke with Deb Weatherston and clarified what the money we spent with Michigan was for. It was \$5000 and is supposed to be used for either both or one of the following:

- 1) Sending two people from the board to the Alliance Retreat in Arizona this year.

We could use the money, as well, to pay for Joy Browne's transportation and board for the Alliance Retreat, as she is already on the Board of the Alliance.

- 2) Bringing down a speaker (could be anyone from Michigan) for a technical training for the Board (NMAIMH).

OR

- 3) We can let the money sit until we really know what we want to do with it.

Courtney brought up the idea of having the speaker stay an extra day to provide a training for Level I and Level II as a fundraising opportunity for NMAIMH. Deb thought this was a great idea and recommended the following people: Ashley McCormick, Nichole Paradis, or herself.

Ashley McCormack is young and can provide a lot of information on the endorsement process, and various other topics.

Nichole Paradis can speak to child welfare and infant mental health informed service in communities, reflective supervision for Level I and II, etc.

Deborah Weatherston could speak on observation of early developing relationships, trauma informed clinical practice, working with the relationship, reflective consultation, etc.

If we were to choose the second option—Our Board will need to decide what we need technical training on, for a 1/2 day, and what topics we would like to present as a training for the membership.

As a Board, we need to make some decisions, in order to start planning.

Submitted by Anilla Del Fabbro, Training Committee Chair

NMAIMH Membership Committee Report

No Report at this time

NMAIMH Endorsement Committee Report

The Endorsement Committee met on their call on May 20 at 8:30. All were present except for Jacqui Van Horn who could not attend. Issues discussed are noted below:

- Scheduling confirmed. Meetings will be held every other month on the following dates – 6/17, 8/19, 10/21 and 12/16 (3rd Wednesday of the month at 8:30).
- We reviewed/discussed the reflective supervision component on applications wondering how to tell if requirements were met. Pam will send a list of endorsed colleagues (it’s also on the web) as well as reminding us to review the definition of reflective supervision and...to trust the process!
- We also discussed how to better support applicants as we advise them; when/how to give them the most supportive and accurate guidance.
- We were reminded that what has been known as ‘the League of States’ is now officially ‘the Alliance.’
- Our next meeting will be on June 17, 2015 at 8:30.
- Pam shared her summer schedule/plans and asked that they be included here: June 8&9, Las Cruces Information visit; June 25&26, Tor C information visit; July 10-18, Personal Leave; July 19-28, Summer Vacation (well-deserved! noted by Inez). She will be able to maintain contact with and monitor EASy.

Submitted by Inez Ingle, Endorsement Committee Chair

Endorsement Information: Jan-May, 2015 (Submitted by Pam Segel, Endorsement Coordinator)

| New Applications | Jan | Feb | March | April | May |
|-------------------------|------------|------------|--------------|--------------|------------|
| Level 1 | | | 1 | | 3 |
| Level 2 | | 4 | 4 | | |
| Level 3 | 1 | | | 1 | 2 |
| Level 4 | | | | | |

| Newly Endorsed | Jan | Feb | March | April | May |
|-----------------------|------------|------------|--------------|--------------|------------|
| Level 1 | | | 1 | | 1 |
| Level 2 | | | | 2 | |
| Level 3 | | | 4 | | |
| Level 4 | | | | | |

NMAIMH Fund Development Report

Chair - Robin A. Wells

Committee Members – Stephen Stone, Courtney Lewis, Marina Rabinowitz

Report Date: 6-3-15

Committee members scheduled a meeting for Monday, May 18th or Wednesday, May 21st from 12:00-1:00 pm at the NMAIMH office to discuss potential grant projects. Those individuals who were able to attend were the three committee members above (May 21st) and I believe Ms. Wendy Sager-Evanson and Ms. Rabinowitz were meeting on the 18th. Committee members and/or those in attendance at these meetings will provide details during this Board of Directors meeting.

NMAIMH Ad Hoc Website Committee Report

Chair - Robin A. Wells

Committee Members: Wendy Sager-Evanson (Chair – Membership), Anilla Del Fabbro (Chair - Training); Angel Toyota-Sharpe (President)

Report Date: 6-3-15

The Executive Committee met and reviewed website contract proposals for the year beginning July 1, 2015 through June 30, 2016. The Executive Committee will present its recommendations to the Board of Directors at the meeting for consideration and approval.