

**NMAIMH Board of Directors Meeting
Minutes – October 5, 2016**

Approved as Written

Date Approved: November 2, 2016

NAME	Present (in person)	Present (phone)	Not Available	NAME	Present (in person)	Present (phone)	Not Available
<i>Directors:</i>							
Brian Reeves	✓			<i>Members Present:</i>			
Carolyn Newman		✓		Katrina Diaz-Castillo Endorsement Coor		✓	
Courtney Lewis	✓			Joy Browne		✓	
Diana Edwards			✓				
Gary Atias		✓					
Inez Ingle	✓						
Jonetta Martinez-Pacias			✓	<i>Guests:</i>			
Liz Martinez	✓			Connie Compton (Admin Asst)	✓		
Rose Cavalcante			✓	Misty Stacy (Bookkeeper)		✓	
Ruth Ortiz		✓					

1. A quorum being present, the meeting was called to order at 1:08 pm by Courtney Lewis, President.
2. Introductions were made.
3. There were no revisions to the agenda.
4. The Board reviewed the draft minutes of the September 7, 2016 meeting. There were not changes suggested

Upon motion duly made (by Brian Reeves) seconded (by Inez Ingle) and carried, the minutes of the September 7, 2016 meeting, as written, were APPROVED.

5. Treasurer’s Report:

Misty Stacey, Bookkeeper, reviewed the financial statements for September 2016 (copies of which are included in the Agenda, attached hereto and made a part of these minutes).

Upon motion duly made (by Inez Ingle), seconded (by Liz Martinez), and unanimously carried, the Financial Statements for September 2016 were ACCEPTED.

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

The Board discussed the notes taken by Joy Browne at the Alliance Board meeting and distributed to the NMAIMH Board via email. Joy advised that Michigan will hold the license for both 0-3 and 0-5 competencies and endorsement process. She noted that Michigan would like one representative from the Alliance to serve on its Endorsement Committee. She will take notes at the retreat next week and include them in her next report to the Board. She also noted that an effort is underway to a translation of endorsement material in Spanish. Joy also noted that she will contribute information regarding the Alliance for the next newsletter to members.

7. Old Business:

a. Standing Committees:

i. Executive Committee:

Courtney Lewis reviewed the information contained in the Executive Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes).

ii. Nominating Committee:

Carolyn Newman advised that she has not yet received the application from the new recruit to the Board that she spoke about at the last meeting. She noted that the following Directors whose terms are up in December 2016 wish to be placed on the ballot for re-election: Courtney Lewis, Jonetta Martinez-Pacias, and Ruth Ortiz. The Slate of Nominees is due to be submitted to the Board at its November meeting.

b. Special Committees:

i. Finance Committee

Brian Reeves reviewed the information contained in the Finance Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). He noted that the Committee will hold off on revising the budget until the By-Law changes are approved.

ii. Training Committee

Liz Martinez reviewed the information contained in the Training Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). She noted that the Committee recommends offering two trainings per year (instead of 4) in addition to the training offered at the Annual Meeting. She also noted that the Committee will offer support in planning the Annual Meeting.

iii. Membership Committee

Gary Atias reviewed the information contained in the Membership Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). He advised that the newsletter will be ready to be sent out to members next week.

iv. Endorsement Committee

Inez Ingle reviewed the information contained in the Endorsement Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). Katrina Diaz-Castillo reviewed the information regarding new endorsement applications and new endorsements awarded. She noted that the new Advisors are doing well, and that she will continue utilizing the talking points, as mentioned in the report. She also noted that the EASy system is looking into using its own server. Lastly, she advised that there will be seven people taking the Fall Exam.

v. Website Committee

No report at this time.

c. Other Old Business:

- i. Release of Information – Endorsement Coordinator: It was agreed that CYFD staff should gather the signed release of information forms from their waived employees and submit them to the NMAIMH Endorsement Coordinator
- ii. Newsletter Articles/Progress: This item was covered in the Membership Committee Report above.
- iii. Conference Registration/Conference Postponement: The Board decided that since there was a glitch in the registration process on the website and thus, very few people were able to register, that the Conference in Las Cruces be postponed until spring 2017. Refunds will be processed via PayPal to those who have paid for the Conference. Liz Martinez will contact the Las Cruces Convention Center to change the date and also to request a smaller room that will accommodate 75-100 people.
- iv. Administrative Coordinator: Courtney Lewis advised that the Selection Committee would like to submit an offer to one of the candidates that were interviewed last Friday.

Upon Motion duly made (by Ruth Ortiz), seconded (by Gary Atias), and unanimously carried, the Board approved offering the Administrative Coordinator position to the candidate recommended by the Selection Committee.
- v. By-Law Amendments – extension of voting date: Courtney Lewis advised that the Executive Committee voted to extend the voting period for the By-Law amendments until a quorum is reached. A notice will be sent out to the Members asking them to submit their ballots.

8. New Business:

- a. Website: Courtney Lewis advised that the Executive Committee recommends entering into a contract with Emily Lewin to redesign and maintain the Association’s website. Discussion ensued.

Upon motion duly made, (by Brian Reeves), seconded (by Inez Ingle), and unanimously carried, the Board approved contracting with Emily Lewin to re-design and maintain the Association’s Website.

- b. RC Groups: Tabled
- c. Annual Meeting: Tabled. Courtney Lewis will contact Directors via email for input.
- d. Announcements: Robin Wells has submitted her resignation from the Board of Directors.

9. The Board confirmed the next regularly scheduled meeting will be held on November 2, 2016.

10. There being no further business, the meeting was adjourned at 3:05 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

**Board of Directors Meeting Agenda
October 5, 2016 (Revised 10/4/2016)**

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
 - 1) NMAIMH Fall Conference/Training at the Las Cruces Convention Center on Thursday, October 13, 2016
 - iii. Membership Committee
 - iv. Endorsement Committee
 - v. Website Committee
 - c. Other Old Business:
 - i. Releases of Information – Endorsement Coordinator
 - ii. Newsletter Articles/Progress
 - iii. Conference Registration/Conference Postponement?
 - iv. Administrative Coordinator
 - v. By-Law Amendments – extension of voting date
8. New Business:
 - a. Website
 - b. RC Groups
 - c. Annual Meeting
 - d. Announcements
9. Confirm next meeting (November 2,2016)
10. Adjourn

NMAIMH Treasurer's Report: Financial Statements

New Mexico Association for Infant Mental Health	
Balance Sheet	
as of September 30, 2016	
	Sep 30, 16
ASSETS	
Current Assets	
Checking/Savings	
1000 · NMAIMH	
1001 · Restricted	6,261.17
1002 · Unrestricted	16,162.04
Total 1000 · NMAIMH	22,423.21
1004 · Paypal	7,230.10
Total Checking/Savings	29,653.31
Total Current Assets	29,653.31
TOTAL ASSETS	29,653.31
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	44,304.64
Net Income	-14,651.33
Total Equity	29,653.31
TOTAL LIABILITIES & EQUITY	29,653.31

New Mexico Association for Infant Mental Health	
Profit & Loss	
September 2016	
	Sep 16
Ordinary Income/Expense	
Income	
4000 · Membership	60.00
4001 · Endorsement Fees	15.00
4004 · Training Fees	750.00
4006 · Bank Interest	1.42
Total Income	826.42
Gross Profit	826.42
Expense	
7001 · Bank Service Charges	3.95
7002 · Paypal fees	25.57
7004 · Business Licenses and Permits	100.00
7005 · Professional Fees	621.56
7006 · Telecommunications Expense	46.94
7007 · Travel Expense	222.77
7009 · Training Expenses	4,000.00
7010 · Reflective Consultation	1,597.37
7012 · Endorsement Coordinator Profess	3,285.00
7017 · Computer and Internet Expenses	245.00
7018 · Office Supplies	26.50
7020 · Administrative Contract Service	1,289.86
7021 · Rent Expense	220.00
Total Expense	11,684.52
Net Ordinary Income	-10,858.10
Net Income	-10,858.10

New Mexico Association for Infant Mental Health
Income and Expenditure Report
as of September 30, 2016

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE	
Region IX FY 2015-2016	\$ 40,241.67	\$ -	\$40,241.67	\$ -	100%
Region IX FY 2016-2017	\$ 25,000.00	\$ -	\$ 4,895.92	\$20,104.08	0%
Brindle Grant	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	
Membership	\$ 6,000.00	\$ 60.00	\$ 4,705.00	\$ 1,295.00	78%
Endorsement	\$ 6,000.00	\$ 15.00	\$ 6,690.00	\$ (690.00)	112%
Training Fees	\$ 6,000.00	\$ 750.00	\$ 1,235.00	\$ 4,765.00	21%
Amazon Smile	\$ -	\$ -	\$ 24.56	\$ (24.56)	
Donations	\$ -	\$ -	\$ 960.20	\$ (960.20)	
Checking-January 1, 2016	\$44,304.64	\$ -	\$ -		
	\$129,046.31	\$ 825.00	\$60,252.35	\$24,489.32	71%

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE	
Bank and PayPal Fees	\$ 350.00	\$ 29.52	\$ 260.43	\$ 89.57	74%
Insurance	\$ 1,114.00	\$ -	\$ 1,114.00	\$ -	100%
Licensing and Permits	\$ 135.00	\$ 100.00	\$ 135.00	\$ -	100%
Legal and Accounting	\$ 7,500.00	\$ 621.56	\$ 6,445.69	\$ 1,054.31	86%
Telecommunications	\$ 600.00	\$ 46.94	\$ 421.91	\$ 178.09	70%
Board and Travel Expense	\$ 3,525.00	\$ 222.77	\$ 3,042.15	\$ 482.85	86%
Marketing and Advertising	\$ 1,800.00	\$ -	\$ 238.83	\$ 1,561.17	13%
Training Expenses	\$ 8,000.00	\$ 4,000.00	\$ 8,620.67	\$ (620.67)	108%
RC Contract Services	\$ 18,720.00	\$ 1,597.37	\$ 9,368.32	\$ 9,351.68	50%
RC Coordination	\$ 840.00	\$ -	\$ 420.00	\$ 420.00	50%
Endorsement Coordinator	\$ 46,800.00	\$ 3,285.00	\$28,184.70	\$18,615.30	60%
Endorsement Advisor	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
Administrative Director	\$ 693.00	\$ -	\$ 693.00	\$ -	100%
Miscellaneous	\$ 400.00	\$ -	\$ 176.06	\$ 223.94	44%
Computer and Internet	\$ 2,940.00	\$ 245.00	\$ 2,723.63	\$ 216.37	93%
Office Supplies	\$ 2,025.00	\$ 26.50	\$ 817.91	\$ 1,207.09	40%
Meals and Entertainment	\$ 500.00	\$ -	\$ 269.35	\$ 230.65	54%
Administrative Contract Services	\$ 14,130.00	\$ 1,289.86	\$ 9,867.46	\$ 4,262.54	70%
Rent	\$ 2,640.00	\$ 220.00	\$ 1,760.00	\$ 880.00	67%
Alliance Costs	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00	0%
Exam Manager	\$ 1,800.00	\$ -	\$ 1,184.24	\$ 615.76	66%
Reserve Funds	\$ 11,784.31				
	\$129,046.31	\$11,684.52	\$75,743.35	\$41,518.65	65%

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

Notes on Alliance Meeting taken by Joy Browne, NMAIMH Alliance Representative, were distributed to the Board.

NMAIMH Executive Committee Report

The Executive Committee met on September 23, 2016

Present: Courtney, Brian, Katrina, Jonetta, Liz, Gary

Brian made a motion to extend the by-law voting of Nov 2nd Gary second it. Vote passed by all in attendance.

Agenda:

Old Business

I. Update on SOW with Behavioral Health for FY17

II. Resignation

III. Community Conference

IV. Alliance News

V. Update on Brindle

New Business

I. SOW with Early Childhood Dept.

II. Interviews for AC

Old Business:

1. Contract signed by CYFD. Courtney has signed off and sent it back. We created a release of information for endorsement coordinator to speak with Soledad to discuss each waived endorsement candidate with her. Once we start this advisory process we can begin to invoice.
2. Resignation of Robin Wells due to health issues. Liz will check to see if Robin will be participating in the conference in Las Cruces. She was going to speak on infant development and do 2 break-out sessions. In the event that she cannot do it, Liz will need another speaker. She has given all speakers a deadline of September 30th to get back with Liz. Liz will send out a reminder via email to all speakers to get back to her by the 30th. Presentation is set for October 13th, a morning and afternoon session, 50 minutes each session. She would like the speaker to be endorsed but it's not necessary. Courtney suggested Joy Browne as well.
3. Liz asked if the flier could be sent out to list serves. Jonetta will be sending it out on the list serve for FIT. Gloria Bonner will be contacted about forwarding it on her list serves as well. 2 general speakers and 12 break out presentations. Topics will be attachment, Infant mental health and HV, etc. They will have about 4 booths. One will be the registration table and the other will be for endorsement. 2 others have been asked for. The booth cost is \$20.00.
4. Joy has been getting us the Alliance reports. The Alliance had an RC symposium in August and no one attended. Courtney will be sending out Alliance news to membership. There is a difference of what and cannot be communicated and Courtney will decipher that. In a Board meeting we discussed Joy's representation on the Alliance but after reviewing the by-laws there was questions as to how this person is designated. Who will put out the nomination and who accepts the person? Courtney will follow-up on this next year when the nomination is needed from NMAIMH to Alliance. Joy will continue representing us till June. A request was made that when Joy sends in her update/report on the alliance that she send a part of the report specifically addressing membership.

5. Brindle Update: Kim will let us know the results of the grant at a later time. Depending if we get it, Gary will oversee the Brindle grant until the admin position is filled.

New Business:

1. Is there a SOW that would support Level I and Level II? Courtney will break down the numbers to Alejandra. Brian brought up the idea that those on the Board reporting the work that they are doing as volunteer. Katrina said that the roadblock to many in early childhood is the cost for the endorsement and renewal is expensive, especially with what they are getting paid. Offering reflective supervision would be great, but to get the agencies to buy into it and allow staff time to get this done. Katrina brought up the idea of a stipend for attending workshops. This would affect their absence from their regular work, but it's a thought. Brian reported that the First Born program in Silver City all staff are endorsed at Level I and some maybe Level II and possibly Level III. But it took her years to get that but she was able to do it with HV monies. Katrina wants to reach out to these programs and provide aid. Courtney will put together the SOW and send it to the exec. Committee prior to sending it out to Alejandra.
2. Selection committee has selected 7 to be interviewed. Courtney and Brian will be interviewing on the 30th (Friday).

NMAIMH Nominating Committee Report

No Report at this time

NMAIMH Finance Committee Report

The Finance Committee met August 19, 2016. Members present included Brian Reeves, Courtney Lewis, Liz Martinez and Brian Reeves

The following topics were discussed:

1. The Committee decided to postpone revising the annual budget to shift fiscal years until such time as the membership votes for (or against) the change in fiscal years.
2. A budget was developed for the October training. Total budget is expected to be \$11,400. Of that amount, we have \$3,379 in the annual budget for training expenses. An additional \$8,021 will need to be raised through the registration fees. This can be done if we have approximately 150 conference registrants. The training has been marketed to the NMAIMH membership, The Association for Young Children and others.

Meeting adjourned and the next meeting was set for October 21st, 10:00-11:00 am.

Submitted by Brian Reeves, Finance Committee Chair

MAIMH Training Committee Report

9/27/16, Meeting Notes

Present: Diana Edwards and Liz Martinez

Resignation received from Robin Wells.

1. Fall 2016 NMAIMH Community Event:
 - Event will feature 2 general sessions (60 minutes) and 12 break-out choices (50 minutes)
 - Presenter information with presentation titles, description, presenter bio and credentials is due Friday, 9/30/16

- Presenters will receive the following tokens of gratitude from NMAIMH: overnight hotel (if needed), \$200 honorarium, and waived registration fee.
 - Project LAUNCH unable to proceed with commitment for speaker. Speaker will receive same benefit as other presenters from NMAIMH, except honorarium will be \$300.
 - Liz Martinez from Training Committee will be present at event
2. Moving forward:
 - Annual Meeting in January 2017: what support is needed from Training Committee?
 - Goals: Recommend to change goals from 4 trainings per year to 2 trainings per year (Spring and Fall), plus annual meeting
 3. Next meeting: Monday, October 24 at 9am

Respectfully submitted by Liz Martinez, Chair

NMAIMH Membership Committee Report

September 30, 2016 submitted by Gary Atias

The Membership Committee has been communicating via Email this month as we work on collecting the material for our first newsletter in October. Our goal was to have everything collected by September 30th but this is going to stretch into the first week of October as a few contributors have requested additional time. Fortunately, we never advertised an actual distribution date so I think it's important not to stress anyone out too much as we pull this together from scratch.

A complication arose when Robin Wells resigned as she was the SE Region Coordinator. Courtney was going to try to contact members in that region to solicit some assistance. It may take an issue or two before we have the entire state on board.

Jessica Ventura-Ewing, our at-large committee member, is still on the committee and may yet be able to fit her participation into her new job.

We have not scheduled our next phone conference meeting yet but will do so after all the newsletter material is collected.

NMAIMH Endorsement Committee Report

This report covers two Endorsement Committee meetings.

On 8/24/16 all members were present: Inez Ingle, Katrina Diaz-Castillo, Jacqui Van Horn, Pam Segel, Angel Toyota-Sharpe, Caryle Zorumski, Mary Hokum and Debbie Michael. The following topics were discussed:

- Advisor Roles and Updates – Senior advisors will mentor new advisors; a 2nd advisor training is still being planned; Katrina is working on keeping advisors updated.
- The need to “vet” for reference raters will follow MI-AIMH recommendations with NM adding information on competencies and a phone contact if necessary.
- Book Study can be used to cover some competencies if led by an informed leader. Hours for meetings are recorded not for reading.
- Following “firm but flexible” rule will be done on a case by case basis.

On 9/21/16 members present included: Katrina Diaz-Castillo, Pam Segel, Angel Toyota-Sharpe, Caryle Zorumski, and Debbie Michael. Unable to be present were: Inez Ingle, Jacqui Van Horn and Mary Hokum. The following topics were discussed:

- The 2nd Advisor Training will be in early November in Albuquerque.

- Katrina handed out “talking points” to address with advisees.
- See the EC additional notes for Endorsement Updates
- Katrina also alerted the committee members that there will be a ‘flood’ of portfolios submitted late December as several groups will be submitting at that time.; there may also be a new tracking process for the CYFD waiver applicants; the renewal period is coming up and was shared as a reminder.
- Pam shared that a draft of the 3-5 year old requirements has been sent off to begin the approval process.

No Board considerations are needed at this time.

Respectfully submitted: Inez Ingle, Board Chairman of the Endorsement Committee

Endorsement Coordinator Report for September 2016

New Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Level 1	4	4	2*	7	7	0	0	0	0
Level 2	9	2**	0	3	1	0	0	2	0
Level 3	0	1	3*	4	4	3	5	4	2
Level 4	0	0	0	0	0	0	0	0	0

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

April: 4-Level 3 applicants were invited to sit for May 7th exam.

September: There were 8 total submissions for the Fall Exam, 7 have been invited for level III and one was offered and accepted a Level II Endorsement.

*Next steps: survey should go out in December to professionals who have been endorsed this past year.

*Follow up Advisor Training is being planned in Albuquerque. There are 3 current advisors who are planning on attending in person, 1 by Skype and one new advisor. A date is yet to be determined.

*New Advisors from the June training are currently being assigned advisees, as well as, have participated in reviews. Each new advisor has been assigned a “Senior Advisor”. All continues to go well.

*Preparations to fulfill contractual requirements for individuals who are currently servicing CYFD Behavioral Health Division under waivers is currently underway.

*“Talking Points” for Reflective Consultants are being drafted to ensure all RC’s are in compliance with Region 9 contracts. A follow up Skype meeting will also occur. There are currently 3 groups in Las Cruces, 1 in Albuquerque, and 1 in Alamogordo.

NMAIMH Website Committee Report

No Report at this time