

## NMAIMH Board of Directors Meeting

### Minutes – November 2, 2016

Approved with Corrections

Date Approved: December 7, 2016

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

1. A quorum being present, the meeting was called to order at 1:03 pm by Courtney Lewis, President.
2. Introductions were made. The Board welcomed Serena Fazio who will be the new Administrative Coordinator for NMAIMH. Serena shared a brief history of her past experience.
3. Revisions were made to the Executive Committee Report, a copy of which is attached to the Agenda.
4. The Board reviewed the draft minutes of the October 5, 2016 meeting. There were not changes suggested

Upon motion duly made (by Jonetta Martinez-Pacias) seconded (by Inez Ingle) and unanimously carried, the minutes of the October 5, 2016 meeting, as written, were APPROVED.

#### 5. Treasurer’s Report:

Brian Reeves reviewed the financial statements for October 2016 (copies of which are included in the Agenda, attached hereto and made a part of these minutes). He noted that the Fall 2016 training was postponed until Spring 2017 in order to cover costs of the venue.

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

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

Joy Browne previously sent documents to the Board which were distributed at the recent Alliance Retreat. She advised that her term on the Alliance Board will expire at the end of 2017. She also advised that the Michigan Endorsement Committee, which oversees endorsement for Alliance members, wishes to add a committee member from one of the other Alliance States. Joy will forward the form to the Board for distribution to endorsed individuals who might be interested in applying.

Joy also noted that the Alliance will be sending out a national survey on the endorsement process and has put together a PowerPoint presentation on its accomplishments. She would be happy to show it at the NMAIMH Annual Meeting. She also noted that there will be a two-day retreat in February for the Alliance Board to develop a business plan

Joy further informed the Board that there was a meeting at the Retreat regarding competences for early childhood endorsement in the 3-5 year old category. She noted that the competencies will be basically the same as 0-3 but will include work experience in the 3-5 category. Additionally, there will be an expedited process for those who are already endorsed in the 0-3 category. Lastly, she noted that a separate license will have to be purchased to provide endorsement in the 3-5 category and the exams will be different.

## **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). She also advised that she ordered an updated version of QuickBooks for Serena to utilize, and that she will be going on maternity leave this month; Gary Atias, VP, and Brian Reeves, Treasurer will oversee the business of the Association while she is gone.

#### **ii. Nominating Committee:**

Carolyn Newman presented the slate of elections to the Board. There are three current Directors running for re-election (Courtney Lewis, Ruth Ortiz and Jonetta Martinez-Pacias). The ballot will go out next week and Members will have until November 30<sup>th</sup> to cast their votes. There will continue to be open seats after the election and the Board can appoint additional Directors after that time.

### **b. Special Committees:**

#### **i. Finance Committee**

Brian Reeves advised that there was no meeting in October; the next meeting will be held on November 11<sup>th</sup>.

#### **ii. Training Committee**

Liz Martinez advised that there was no meeting in October; the Committee will meet in November to plan the next training event to be held in the spring. Liz also advised that NMAIMH received a request from a community health worker at Lovelace Hospital to do an in-service presentation to her staff.

#### **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 there has been positive feedback with regard to the recent newsletter that was sent out. He suggested that the newsletter be available on the new website. The Board discussed having a reception the evening of the Annual Meeting. Liz Martinez suggested having it at a local winery. She will look into it.

iv. Endorsement Committee

Inez Ingle advised that the Endorsement Committee call this month was interrupted because of problems with the conference call service. Katrina Diaz-Castillo reviewed the information regarding new endorsement applications and new endorsements awarded. She noted that the endorsement renewal feature planned for the EASy system will not be available on time; therefore, we will follow the same procedure as last year. Katrina also noted that the follow-up advisor training has been completed and that 14 advisors have received the training in total.

v. Website Committee

Courtney Lewis advised that Emily Lewin has begun designing the new website and will have it ready to go online in early December. Courtney will send Ultimate Solutions a 30 day cancellation notice. Katrina Castillo and Serena Fazio will receive training on the new website.

**c. Other Old Business:**

- i. Fall training feedback to inform spring training: This was covered in the Executive Committee Report.
- ii. By-Law Amendments – status of ballot count: still over 100 ballots short. Weekly reminders are being sent; may have to wait until Annual meeting to get enough votes.
- iii. Website Overhaul steps: This was covered under the Website Committee Report.

**8. New Business:**

- a. RC Groups: Angel Toyota-Sharpe initiated a new group in Taos. Kathleen Benecke's group will start in January.
- b. New Admin Coordinator Training & Orientation Schedule: This was covered in the Executive Committee report.
- c. Annual Meeting: Rose Calvacante will work with the Training Committee in coordinating the Annual meeting and securing a speaker for the three-hour training. Courtney Lewis will get a quote from Jeri Davenport to provide the food. Connie Compton will contact the United Way of Central New Mexico to reserve their meeting room. The Annual meeting will be scheduled for 10am- Noon, with sign-in beginning at 9:30. Lunch will be from Noon to 1pm and the training will be from 1pm – 4pm. The Board will hold its orientation meeting the following day at Small Steps.
- d. CYFD SOW for Early Childhood Review: A draft of the proposal was sent to the Board. Courtney Lewis advised that it is still being edited and expects to present it to CYFD by November 12<sup>th</sup>.
- e. Rental Contract for office space at 630 Manzano Street: A copy of the contract was sent to the Board for review.

After discussion, upon motion duly made (by Carolyn Newman), seconded (by Jonetta Martinez-Pacias) and unanimously carried, the contract for rental space at 630 Manzano Street was APPROVED.

**9.** The Board confirmed the next regularly scheduled meeting will be held on December 7, 2016.

**10.** There being no further business, the meeting was adjourned at 2:52 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

**Board of Directors Meeting Agenda (Revised 11/2/2016)**

**November 2, 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 – SLATE OF ELECTIONS TO BE SUBMITTED
  - b. Special Committee Reports
    - i. Finance Committee
    - ii. Training Committee
    - iii. Membership Committee
    - iv. Endorsement Committee
    - v. Website Committee
  - c. Other Old Business:
    - i. Fall training feedback to inform Spring Training
    - ii. By-Law Amendments – status of ballot count
    - iii. Website Overhaul steps
8. New Business:
  - a. RC Groups – Tabled at October meeting
  - b. Serena (New Admin Coordinator) Training and Orientation Schedule
  - c. Annual Meeting - Training Committee and Rose
  - d. CYFD SOW for Early Childhood Review
  - e. Rental contract for office space at 630 Manzano Street
  - f. Announcements
9. Confirm next meeting (December 7, 2016)
10. Adjourn

## NMAIMH Treasurer's Report: Financial Statements

New Mexico Association for Infant Mental Health Balance Sheet as of October 31, 2016				New Mexico Association for Infant Mental Health Profit & Loss Oct through Dec 2016			
			Oct 31, 16				Oct - Dec 16
<b>ASSETS</b>				<b>Ordinary Income/Expense</b>			
<b>Current Assets</b>				<b>Income</b>			
<b>Checking/Savings</b>				<b>4000 · Membership</b>			
<b>1000 · NMAIMH</b>							
<b>1001 · Restricted</b>				45.00			
<b>1002 · Unrestricted</b>				160.00			
				-750.00			
				4,280.66			
<b>Total 1000 · NMAIMH</b>				<b>4006 · Bank Interest</b>			
6,094.99				1.12			
10,663.99				<b>Total Income</b>			
16,758.98				3,736.78			
6,381.23				<b>Gross Profit</b>			
<b>Total Checking/Savings</b>				3,736.78			
23,140.21				<b>Expense</b>			
<b>Total Current Assets</b>				<b>7001 · Bank Service Charges</b>			
23,140.21				3.95			
<b>TOTAL ASSETS</b>				<b>7002 · Paypal fees</b>			
<b>23,140.21</b>				-11.13			
<b>LIABILITIES &amp; EQUITY</b>				<b>7004 · Business Licenses and Permits</b>			
<b>Equity</b>				10.00			
<b>32000 · Unrestricted Net Assets</b>				765.00			
44,304.64				47.39			
<b>Net Income</b>				68.48			
-21,164.43				166.18			
<b>Total Equity</b>				1,209.93			
23,140.21				7010 · Reflective Consultation			
<b>TOTAL LIABILITIES &amp; EQUITY</b>				7012 · Endorsement Coordinator Profess			
<b>23,140.21</b>				4,455.00			
				7017 · Computer and Internet Expenses			
				645.00			
				7018 · Office Supplies			
				59.00			
				7020 · Administrative Contract Service			
				2,291.08			
				7021 · Rent Expense			
				440.00			
				7023 · Exam Manager			
				100.00			
				<b>Total Expense</b>			
				10,249.88			
				<b>Net Ordinary Income</b>			
				-6,513.10			
				<b>Net Income</b>			
				<b>-6,513.10</b>			

New Mexico Association for Infant Mental Health  
Income and Expenditure Report  
as of October 31, 2016

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE	
<b>Region IX FY 2015-2016</b>	\$ 40,241.67	\$ -	\$ 40,241.67	\$ -	100%
<b>Region IX FY 2016-2017</b>	\$ 25,000.00	\$ 4,280.66	\$ 9,176.58	\$ 15,823.42	17%
<b>Brindle Grant</b>	\$ 1,500.00	\$ -	\$ 1,500.00	\$ -	
<b>Membership</b>	\$ 6,000.00	\$ 45.00	\$ 4,810.00	\$ 1,190.00	80%
<b>Endorsement</b>	\$ 6,000.00	\$ 160.00	\$ 6,865.00	\$ (865.00)	114%
<b>Training Fees</b>	\$ 6,000.00	\$ (750.00)	\$ 1,235.00	\$ 4,765.00	21%
<b>Amazon Smile</b>	\$ -	\$ -	\$ 24.56	\$ (24.56)	
<b>Donations</b>	\$ -	\$ -	\$ 960.20	\$ (960.20)	
<b>Checking-January 1, 2016</b>	\$44,304.64	\$ -	\$ -		
	<b>\$ 129,046.31</b>	<b>\$ 3,735.66</b>	<b>\$ 64,813.01</b>	<b>\$ 19,928.66</b>	76%
ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE	
<b>Bank and PayPal Fees</b>	\$ 350.00	\$ (7.18)	\$ 253.25	\$ 96.75	72%
<b>Insurance</b>	\$ 1,114.00	\$ -	\$ 1,114.00	\$ -	100%
<b>Licensing and Permits</b>	\$ 135.00	\$ 10.00	\$ 145.00	\$ (10.00)	107%
<b>Legal and Accounting</b>	\$ 7,500.00	\$ 765.00	\$ 7,210.69	\$ 289.31	96%
<b>Telecommunications</b>	\$ 600.00	\$ 47.39	\$ 469.30	\$ 130.70	78%
<b>Board and Travel Expense</b>	\$ 3,525.00	\$ 68.48	\$ 3,110.63	\$ 414.37	88%
<b>Marketing and Advertising</b>	\$ 1,800.00	\$ 166.18	\$ 405.01	\$ 1,394.99	23%
<b>Training Expenses</b>	\$ 8,000.00	\$ -	\$ 8,620.67	\$ (620.67)	108%
<b>RC Contract Services</b>	\$ 18,720.00	\$ 1,209.93	\$ 10,578.25	\$ 8,141.75	57%
<b>RC Coordination</b>	\$ 840.00	\$ -	\$ 420.00	\$ 420.00	50%
<b>Endorsement Coordinator</b>	\$ 46,800.00	\$ 4,455.00	\$ 32,639.70	\$ 14,160.30	70%
<b>Endorsement Advisor</b>	\$ 500.00	\$ -	\$ -	\$ 500.00	0%
<b>Administrative Director</b>	\$ 693.00	\$ -	\$ 693.00	\$ -	100%
<b>Miscellaneous</b>	\$ 400.00	\$ -	\$ 176.06	\$ 223.94	44%
<b>Computer and Internet</b>	\$ 2,940.00	\$ 645.00	\$ 3,368.63	\$ (428.63)	115%
<b>Office Supplies</b>	\$ 2,025.00	\$ 59.00	\$ 876.91	\$ 1,148.09	43%
<b>Meals and Entertainment</b>	\$ 500.00	\$ -	\$ 269.35	\$ 230.65	54%
<b>Administrative Contract Service</b>	\$ 14,130.00	\$ 2,291.08	\$ 12,158.54	\$ 1,971.46	86%
<b>Rent</b>	\$ 2,640.00	\$ 440.00	\$ 2,200.00	\$ 440.00	83%
<b>Alliance Costs</b>	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00	0%
<b>Exam Manager</b>	\$ 1,800.00	\$ 100.00	\$ 1,284.24	\$ 515.76	71%
<b>Reserve Funds</b>	\$ 11,784.31				
	<b>\$ 129,046.31</b>	<b>\$ 10,249.88</b>	<b>\$ 85,993.23</b>	<b>\$ 31,268.77</b>	73%

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## **NMAIMH Report on Alliance for the Advancement of Infant Mental Health**

**No Report at this time**

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### **NMAIMH Executive Committee Report**

NMAIMH EXECUTIVE MEETING: October 28, 2016

In attendance: Courtney, Brian, Gary, Inez, Katrina, Jonetta

Old Business:

- A. Training Changes - Pull together concern
  1. Is there a possibility to increase the cost of the training since the cost of the venue was quite expensive
  2. There needs to be a marketing plan set to attract response to the training. If we don't get enough people, it will eat up the reserve funding
  3. The Committee discussed identifying a speaker from the Infant Mental Health Field.
  4. Maybe Brindle can sponsor a keynote, but we have to be careful how we ask

New Business

- A. Annual Meeting - who is the committee?

The meeting will be in Albuquerque. Liz will oversee the committee. The catering is taken care of. The morning will be the Board meeting. Rose, Serena, Liz and Brian will be the committee
- B. Serena Transition/Schedule

About two weeks ago Courtney put out an email to various contractor and volunteers. Connie will train 9-3 Tuesday's and Thursday, Misty will meet with Serena in the Jemez to go over financials, on the 2<sup>nd</sup> Inez will meet to go over the historical part of the Assoc. And on the 11<sup>th</sup>, Brian and Courtney will meet with Serena to go over all current events and plans in addition go over the Finance Committee. Connie will be finishing her work on the 22<sup>nd</sup>. Serena will meet with Katrina and Mary and go over the endorsement process. Will be staying overnight in Las Cruces. Joy will meet with Serena on the 19<sup>th</sup> to go over the Alliance. Courtney will set up a meeting with Soledad and Kim Straus to go over their involvement. Brian asked about a meeting with Alejandra and possibly Katrina (CYFD). It may be worthwhile to invite Katrina as well. Serena will also be at the Board meeting on Wednesday. On Dec. 5<sup>th</sup> Emily will be training her on the website.
- C. Software for computer

Software will need to be purchased. Quick books non-profit so that the data will transfer smoothly. It needs Microsoft office on it to enable her to do day to day admin functions.
- D. President Maternity Leave/ VP Coverage

Courtney will be on maternity leave from November 14<sup>th</sup> to January 23, 2017. Gary will chair the December and January Board meeting. Agendas will be created with the help of all Board Members. We will be moving the next Executive Committee call to November 18<sup>th</sup> at 2:00pm.

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### **NMAIMH Nominating Committee Report**

The following Directors whose terms are up in December 2016, will run for re-election in 2017: Courtney Lewis, Jonetta Martinez-Pacias, and Ruth Ortiz.

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**NMAIMH Finance Committee Report**

The Finance Committee did not meet in October. Next meeting will be on November 11th.

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**MAIMH Training Committee Report**

**No Report at this time**

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**NMAIMH Membership Committee Report**

**October 28, 2016 submitted by Gary Atias**

The Membership Committee, Ruth, Jonetta & Gary, met via phone conference on 10-28-16. Jessica Ventura-Ewing is still on maternity leave.

We are happy with our first newsletter and believe Serena can easily take over production with some training. We do need to organize a larger production team on the days we print. Our next edition will be in January. We will need to be continuously soliciting new material so we are proposing a “Newsletter” tab on our web site. Clicking on it would allow you to submit material or read past newsletters. We are going to add a new section for birth announcements, birthdays, etc, once we can advertise this, most likely through an E mail blast. We would also like to do a survey to learn what the membership would like in the newsletter. Perhaps this can happen at the Annual Meeting and/or an on-line survey.

We will be purchasing the materials for the membership cards and certificates soon. I propose purchasing 9x12 white envelopes with our return address logo printed (or stamped) on to mail out the cards, certificates, January newsletter and a brief letter in one parcel.

The Membership Committee would like to propose sponsoring a Friday night meet & greet social somewhere the night before our Annual training in April.

Building membership idea: Asking Board Members to solicit one general member each year. Perhaps we can come up with an incentive for members who recruit a new member. I have still not heard from Brindle so no word if we’ll be getting 12 new Grads members.

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**NMAIMH Endorsement Committee Report**

On 10/24/16 the Endorsement Committee began their meeting which was quickly interrupted with a muted line which we were not able to fix in time to go on with the meeting! We are trying to follow up to explain this.

Submitted by Inez Ingle, Chair

**Endorsement Coordinator Report for October 2016**

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



<b>Newly Endorsed</b>	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct
Level 1	0	0	0	0	0	0	0	1	0	0
Level 2	0	0	0	0	1	1	0	0	1	0
Level 3	0	0	0	0	0	2	0	0	0	0
Level 4	0	0	0	0	0	0	0	0	0	0

7 are waiting to take the Level III exam on October 29, 2016.

\*Follow up Advisor Training was provided October 27, 2016. 4 current advisors were able to attend. We now have 4-Level II, 7-Level III, 3-Level IV (total of 14) advising and reviewing.

\* Expecting and preparing for big influx of submissions within the next 2 months: Brindle (20) and Las Cruces (8).

\*Work has been completed to fulfill contractual requirements for individuals who are currently servicing CYFD Behavioral Health Division under waivers. First reporting to CYFD will occur on November 5<sup>th</sup>.

\* Meeting with Reflective Consultant Sub-contractors occurred on October 7<sup>th</sup>. “Talking Points” were provided to reestablish continuity with contract expectations. The Alamogordo group is suspending due to applicants moving. We are looking into the possibility of starting a group in the Taos Area under Region 9 AND a group to meet via ZOOM for the CYFD Waiver group.

\*Retreat was very helpful:

Completed: EASy 3.0, ECMH Drafts for levels 1 and 2, Spanish translation for Level 1 and 2

Coming: Online Exams,

\*We will be participating in a survey conducted by Arizona State University. Will go out to all members and endorsed professionals to see how Endorsement has or has not been beneficial, why or why not members have sought endorsement, etc. The data will be helpful to NMAIMH and the Alliance.

\*We are looking into gauging the quality of Reflective Supervision/Consultation bring provided. A self reporting survey was developed in part by Sara Shea. I’ve contacted her via email but have not hear back from her.

\*Endorsement and Membership renewals will be available via EASy, we have a training on November 2.

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## **NMAIMH Website Committee Report**

**No Report at this time**

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