

NMAIMH Board of Directors Meeting

Minutes – February 3, 2016

Approved as Written

Date Approved: March 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)	✓		
Robin A. Wells		✓		Misty Stacy (Bookkeeper)		✓	
Rose Cavalcante		✓					
Ruth Ortiz		✓					

1. A quorum being present, the meeting was called to order at 1:06 pm by Courtney Lewis, President.
2. Introductions were made.
3. There were no changes made to the Agenda.
4. The Board reviewed the draft minutes of the January 6, 2016 meeting. There were no changes suggested.

Upon motion duly made (by Inez Ingle), and seconded (by Diana Edwards), the minutes of the January 6, 2016 meeting, as written, were APPROVED.

Treasurer’s Report:

Misty Stacy, Bookkeeper, reviewed the 2016 Budget and financial statements with the Board (copies of which are included in the Agenda attached hereto and made a part of these minutes).

Upon motion duly made (by Robin Wells), and seconded (by Ruth Ortiz), the Treasurers Report was ACCEPTED.

5. 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:

No Report at this time

b. Special Committees:

i. Training Committee

Courtney Lewis mentioned that the training event at the Annual Meeting presented by Jeanne DuRivage was well-received. She thanked the Directors who attended and pitched in to help with the event.

ii. Membership Committee

No report at this time.

iii. 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). She noted that she and Katrina Diaz-Castillo participated in the Holder's Call which that morning and will continue to join the call each month on the 1st Wednesday at 9am. Nichole Paradis for the Michigan Alliance leads the call and there are about 18-20 States represented.

iv. Fund Development Committee

No report at this time.

c. Other Old Business: There was no other old business to discuss.

6. New Business:

- a. Bank Signatories: Since most of the officers who were bank signatories from 2015 are no longer on the Board of Directors, the Board must adopt resolutions to appoint the new signatories. In addition, Courtney suggested that Liz Martinez be considered to serve as Assistant Treasurer in order to have an additional signatory in Albuquerque who will be able to sign checks.

Upon motion duly made, (by Brian Reeves), seconded (by Inez Ingle) and unanimously approved, Liz Martinez was elected as Assistant Treasurer; and

Upon motion duly made (by Robin Wells), seconded (y Inez Ingle) and unanimously approved, the following Resolutions were adopted:

WHEREAS, certain Officers of the 2015 Board of Directors of the New Mexico Association for Infant Mental Health (NMAIMH) have retired from the Board in 2016; and

WHEREAS, new officers were duly elected at the Board of Directors Orientation Meeting held on January 30, 2016 and the Board Meeting held on February 3, 2016,

NOW THEREFORE, be it

RESOLVED, that the following signatories be deleted from the NMAIMH bank account at US Bank: Joy Browne, Stephen Stone, Angel Toyota Sharpe, and Anilla Del Fabbro;

and be it further

RESOLVED, that the following Officers of NMAIMH, elected on January 30, 2016, be authorized as signatories for the NMAIMH bank account at US Bank: Courtney Lewis, President; Brian Reeves, Treasurer; Jonetta Martinez-Pacias, Secretary; and Liz Martinez, Assistant Treasurer.

The foregoing Resolutions will be incorporated in a letter to US Bank and all signatories will go to the bank in person to sign signature cards ASAP.

- b. NMAIMH Projects: This was already discussed at the Board Orientation meeting.
- c. Brindle Grant Discussion: The Board discussed whether or not to pursue the Grant proposal to partner with the GRADS program to endorse 30 staff members. It was determined that it would be better to put off the proposal for at least six months so that the new Endorsement Coordinator can be trained and brought up to speed, and so that the Board can reevaluate the proposal and meet with representatives of the GRADS program to ascertain their needs and objectives as well as with representatives from Brindle. Inez Ingle suggested that the Board look at existing webinars and training modules available before undertaking the steps to develop our own. The following ad-hoc committee was established to follow up and make a recommendation to the Board: Courtney Lewis, Brian Reeves, Inez Ingle, Gary Atias, Robin Wells and Liz Martinez. The Board also discussed using some of the Brindle Grant money that was received for assistance in leadership and staff transitions to access training for the new Endorsement Coordinator. Lastly, Courtney advised that the Final Report on the Brindle Grant that was received for fiscal year 2015 is due at the end of February. She and Brian will work on it.
- d. Committee Meeting Schedules: Courtney Lewis asked all Committee Chairs to schedule regular meetings with their committee members and submit the schedule to the Board.
- e. Early Childhood Task Force Meeting Delegation and Report Requirements: Robin Wells is in the process of compiling a list of all meetings in the state that NMAIMH should be represented at. Once the list is completed, all Directors will be required to attend at least one of those meetings.
- f. Endorsement Survey Results: Courtney Lewis advised that she is waiting for additional responses and will report at the next meeting.
- g. Advisor Questions for Advisees: The Board discussed putting together a list of questions for advisors to ask endorsement applicants in an effort to overcome any barriers to completing their endorsement application in a timely manner. Robin Wells also suggested putting together an instructional video on how to proceed and for advisors and advisees to utilize Skype. Inez will discuss these suggestions with Michigan Association to make sure there are no confidentiality issues.
- h. Divide NM into 4 Regions: Connie Compton will provide Courtney Lewis and Liz Martinez with a list of members and their locations in an effort to divide the membership into 4 regions of the state for outreach purposes.
- i. In-Kind time sheets for Board: Courtney Lewis asked the Board to keep track of the time they spend on NMAIMH business. She will distribute in-kind time sheets to be completed for each month.
- j. Alliance Report: Joy Browne reported on the progress of the Alliance for the Advancement of Infant Mental Health. She advised that the Alliance is in the process of approving its By-Laws.

As the Representative for NMAIMH (which is a founding partner) she has been involved in those meetings. As it stands, each of the founding partners will be represented on the alliance board. Joy further advised that they are still working out the details on who will be able to vote on by-law amendments (whether it will be the Board or all the Alliance Members) and she will keep the NMAIMH Board posted on any new developments. She also noted that the Alliance will be able to enter into partnerships with other entities in such fields as education, policy, etc. Lastly, Joy reminded the Board that she had agreed to be the NMAIMH representative to the Alliance for a 3-year term, but if anyone else was interested in taking it on, to let her know.

k. Announcements: None

7. The Board confirmed the next regularly scheduled meeting will be held on March 2, 2016
8. There being no further business, the meeting adjourned at 2:45 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda

February 3, 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 meeting minutes
5. Treasurer’s Report:
6. 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
 - c. Other Old Business:
7. New Business:
 - a. Adopt Resolutions to cancel the bank signatories of retired Officers and add new Officers.
 - b. NMAIMH Projects: What have you chosen to do?
 - c. Brindle Grant Discussion/Brindle Grant Payment Procedures
 - d. Committee Meeting Schedules
 - e. Early Childhood Taskforce Meeting delegation and report requirements
 - f. Endorsement Survey Results
 - g. Advisor questions for advisees
 - h. Divide NM into 4 Regions
 - i. In-Kind time sheets for Board
 - j. Alliance Report
 - k. Announcements
8. Confirm next meeting (March 2, 2016)
9. Adjourn

NMAIMH Treasurer's Report

APPROVED BY NMAIMH BOARD OF DIRECTORS

BY E-MAIL VOTE ON JANUARY 12, 2016

QUORUM PRESENT: Courtney Lewis, Jonetta Martinez-Pacias, Carolyn Newman, Rose Calvacante, Liz Martinez, Brian Reeves, and Inez Ingle

New Mexico Association for Infant Mental Health Budget 2016

Anticipated Income:	
Total in checking/savings/paypal account as of December 31, 2015	\$ 44,304.64
Funds Remaining from Region IX Education Cooperative FY 2016	\$ 40,241.67
Funds from Region IX Education Cooperative FY 2017	\$ 25,000.00
Funds from other grants	\$ -
Membership Dues	\$ 6,000.00
Endorsement	\$ 6,000.00
Training Fees	\$ 6,000.00
Total Funds Available:	\$ 127,546.31
Budgeted Expenses for 2016:	
Bank and Paypal Fees	\$ 350.00
Insurance	\$ 1,105.00
Licensing and Permits	\$ 135.00
Legal and Accounting	\$ 7,500.00
Telecommunications	\$ 600.00
Board and Travel Expenses	\$ 3,525.00
Marketing and Advertising	\$ 300.00
Training Expenses	\$ 2,000.00
Reflective Consultation Contract Services	\$ 18,720.00
Reflective Consultation Coordination	\$ 840.00
Endorsement Coordinator	\$ 46,800.00
Endorsement Advisors	\$ 500.00
Administrative Coordinator	\$ 16,770.00
Miscellaneous	\$ 100.00
Computer and Internet	\$ 1,500.00
Office Supplies	\$ 1,225.00
Meals and Entertainment	\$ 500.00
Alliance Cost	\$ 2,250.00
Exam Manager	\$ 1,800.00
Total Expenditures	\$ 106,520.00
Funds Remaining	\$ 21,026.31

January 2016 Financial Statements:

New Meixco Association for Infant Mental Health Income and Expenditure Report as of January 31, 2016				
INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE
Region IX FY 2016	\$40,242	\$ -	\$ -	\$ 40,241.67
Region IX FY 2017	\$25,000	\$ -	\$ -	\$ 25,000.00
Brindle Grant	\$ -	\$ -	\$ -	\$ -
Membership	\$6,000	\$ 585.00	\$ 585.00	\$ 5,415.00
Endorsement	\$6,000	\$ 690.00	\$ 690.00	\$ 5,310.00
Training Fees	\$6,000	\$ -	\$ -	\$ 6,000.00
Donations	\$ -	\$ 55.00	\$ 55.00	\$ (55.00)
Checking-January 1, 2016	\$44,304.64	0.00	0.00	44,304.64
	\$127,546.31	\$1,330.00	\$1,330.00	\$126,216.31
ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDE D YTD	BUDGET BALANCE
Bank and PayPal Fees	\$ 350.00	\$ 9.85	\$ 9.85	\$ 340.15
Insurance	\$ 1,105.00	\$ -	\$ -	\$ 1,105.00
Licensing and Permits	\$ 135.00	\$ -	\$ -	\$ 135.00
Legal and Accounting	\$ 7,500.00	\$1,072.06	\$1,072.06	\$ 6,427.94
Telecommunications	\$ 600.00	\$ 46.43	\$ 46.43	\$ 553.57
Board and Travel Expense	\$ 3,525.00	\$ -	\$ -	\$ 3,525.00
Marketing and Advertising	\$ 300.00	\$ -	\$ -	\$ 300.00
Training Expenses	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
RC Contract Services	\$ 18,720.00	\$ 825.00	\$ 825.00	\$ 17,895.00
RC Coordination	\$ 840.00	\$ 280.00	\$ 280.00	\$ 560.00
Endorsement Coordinator	\$ 46,800.00	\$1,540.00	\$1,540.00	\$ 45,260.00
Endorsement Advisor	\$ 500.00	\$ -	\$ -	\$ 500.00
Administrative Director	\$ -	\$ 693.00	\$ 693.00	\$ (693.00)
Miscellaneous	\$ 100.00	\$ 26.00	\$ 26.00	\$ 74.00
Computer and Internet	\$ 1,500.00	\$ 495.00	\$ 495.00	\$ 1,005.00
Office Supplies	\$ 1,225.00	\$ -	\$ -	\$ 1,225.00
Meals and Entertainment	\$ 500.00	\$ -	\$ -	\$ 500.00
Administrative Contract Services	\$ 16,770.00	\$1,322.00	\$1,322.00	\$ 15,448.00
Alliance Costs	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00
Exam Manager	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
	\$106,520.00	\$6,309.34	\$6,309.34	\$100,210.66

New Mexico Association for Infant Mental Health	
BALANCE SHEET	
as of January 31, 2016	
	Jan 31, 16
ASSETS	
Current Assets	
Checking/Savings	
001 · NMAIMH	37,483.80
02 · Paypal Account	1,839.42
Total Checking/Savings	<u>39,323.22</u>
Total Current Assets	<u>39,323.22</u>
TOTAL ASSETS	<u>39,323.22</u>
LIABILITIES & EQUITY	
Equity	
32000 · Unrestricted Net Assets	44,300.69
Net Income	-4,977.47
Total Equity	<u>39,323.22</u>
TOTAL LIABILITIES & EQUITY	<u>39,323.22</u>

New Mexico Association for Infant Mental Health	
Profit & Loss	
January 2016	
	Jan 16
Ordinary Income/Expense	
Income	
0001 · Membership	585.00
0002 · Endorsement Fees	690.00
0003 · Donations	55.00
0004 · Bank Interest	1.87
Total Income	<u>1,331.87</u>
Gross Profit	1,331.87
Expense	
5001 · Paypal fees	9.85
5004 · Professional Fees	1,072.06
5005 · Telecommunications Expense	46.43
5009 · Reflective Consultation	825.00
5010 · RC Coordinator	280.00
5011 · Endorsement Coordinator Profess	1,540.00
5013 · Administrative Director	693.00
5014 · Miscellaneous	26.00
5016 · Computer and Internet Expenses	495.00
5021 · Administrative Coordinator Prof	1,322.00
Total Expense	<u>6,309.34</u>
Net Ordinary Income	<u>-4,977.47</u>
Net Income	<u>-4,977.47</u>

NMAIMH Executive Committee Report

The Board of Directors held its Orientation Meeting on January 30, 2016. The following officers were elected: President: Courtney Lewis; Vice President: Gary Atias; Secretary: Jonetta Martinez-Pacias; and Treasurer: Brian Reeves

In addition, the following Committee Chairs and Members were appointed:

Executive Committee: Courtney Lewis (Chair); Gary Atias; Jonetta Martinez-Pacias; Brian Reeves; and Inez Ingle.

Nominating Committee: Carolyn Newman (Chair) and Rose Cavalcante

Membership Committee: Gary Atias (Chair); Ruth Ortiz; and Jonetta Martinez-Pacias

Training Committee: Liz Martinez (Chair); Robin Wells; and Diana Edwards

Fund Development Committee: Brian Reeves (Chair) and Courtney Lewis.

Website Committee: Robin Wells (Chair) and Ruth Ortiz

Courtney Lewis shared a PowerPoint Presentation listing a proposed plan of quarterly goals, which were approved by the Board. One of the most important pieces of the quarterly plans is putting together 4 Regional trainings/endorsement promotional events. In order to do this we would like to reach out specifically to people in each region who are our members to try and include in special and specific promotion.

Submitted by Courtney Lewis, President

NMAIMH Nominating Committee Report

No Report at this time

NMAIMH 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 1/20/16 at 8:30 with all members present. The following information was shared/covered:

- Clarification on who Committee members are.
- Schedule for the next 3 months will be monthly in support of the new Endorsement Coordinator. Meetings (by phone) will be the 3rd Wednesday of February (2/17/16), March (3/16/16), and April (4/20/16).
- The new EC, Katrina Castillo, was announced with information that she would be at the annual meeting and with the Board the following day.

- The edited 'ad' for the Endorsement Exam Coordinator position was agreed on and will go to Courtney to disseminate to all endorsed Level 4 people.
- Jacqui Van Horn agreed to review/edit the new MI-AIMH endorsement statement as well as web content relating to endorsement. This will be on the agenda at our next meeting.
- Inez has been monitoring EASy (along with Pam's great help) and will also be presenting on relationship-based intervention and endorsement at the NMAEYC conference.

Respectfully submitted: Inez Ingle, Endorsement Chair

NMAIMH Fund Development Committee Report

No Report at this time
