

## NMAIMH Board of Directors Meeting

### Minutes – April 6, 2016

Approved as Written 5/4/2016

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

1. A quorum being present, the meeting was called to order at 1:06 pm by Gary Atias, Vice President.
2. Introductions were made.
3. There were no changes suggested to the Agenda.

Upon motion duly made (by Rose Cavalcante), seconded (by Jonetta Martinez-Pacias), and unanimously carried, the Agenda for April 6, 2016 was ACCEPTED.

4. The Board reviewed the draft minutes of the March 2, 2016 meeting. There were no changes suggested.

Upon motion duly made (by Inez Ingle), seconded (by Diana Edwards), and unanimously carried, the minutes of the March 2, 2016 meeting, as written, were APPROVED.

## 5. Treasurer's Report:

Brian Reeves, Treasurer, and Misty Stacey, Bookkeeper, reviewed the information contained in the Treasurer's Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). Brian advised that the changes suggested at the last Board meeting are reflected in the financial reports. Misty will revise the Budget to also reflect the changes. Misty advised that the payments from Region IX are up-to-date with the invoices that had been submitted. Gary Atias suggested that the Income and Expenditure Report be revised to reflect the percentage of the budget utilized for each category. Brian advised that the Finance Committee will review the report format and make improvements to it.

Upon motion duly made (by Liz Martinez), seconded (by Diana Edwards), and unanimously carried, the Financial Statements for March 2016 were ACCEPTED.

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

Joy Browne advised that the proposed By-Laws for the Alliance have been approved. She reiterated that there will be two classes of Membership. Class A will consist of all members who have paid for endorsement and competencies and who provide endorsement in their respective State or Country. Class A members will have voting rights. Class B will consist of those who purchased competencies but do not provide endorsement. Class B members will not have voting rights. Joy also advised that she has been selected to serve on the Nominating Committee which consists of 5 members (3 from Michigan and two from other states). The Nominating Committee will make recommendations for President, Vice President, Secretary and Treasurer. Such officers will be selected from Founding Partners. Representatives from all Founding Partners will have a seat on the Board. Lastly, Joy advised that the Alliance is going forward with a workforce to develop competencies for 3-5 year old practice and will have a conference in August on Reflective Supervision/Consultation.

## 7. Old Business:

### a. Standing Committees:

#### i. Executive Committee:

Gary 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). Gary advised that the Executive Committee has been reviewing all grants and contract agreements. Liz Martinez will be keeping track of contracts that are in place and when they need to be renewed.

#### ii. Nominating Committee:

Rose Cavalcante advised that the Nominating Committee will start to recruit prospective directors in the summer, as decided at last month's meeting.

### b. Special Committees:

#### i. 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 advised that the Committee wants to have resources identified before scheduling training events and has reached out to the Endorsement Committee to collaborate. She also noted that the communities of Clovis and Farmington have are interested in having a training event scheduled. Jacqui Van Horn suggested that the Association reach out to members and endorsed professionals to see if they would be interested in providing training in the future. She suggested that members first be surveyed as to what type of training they would like to see offered relating to certain areas of competencies and then recruit volunteers. Rose Cavalcante

noted that she will be going to Brazil and would like to give a presentation there on infant mental health and the work of the Association.

ii. 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 noted that NMAIMH does have a color laser printer, which will decrease the cost needed to begin the process to print membership cards. The Board will also review the information contained in the PowerPoint Presentation that was developed by the past president and the administrative director and update it for future use in presentations and trainings. Jacqui Van Horn was asked to help out with this task. Jacqui also requested that the practice of inviting the membership to Board meetings (either in person or by conference call) be reinstated. The Board agreed that members will be notified of upcoming meetings and supplied with a copy of the agenda.

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). Inez advised the Board that since the Endorsement Committee has been busy working on getting the new Endorsement Coordinator and new Exam Coordinator up to speed, they haven't had a chance to work on the Advisor questions for Advisees, but will address it at the next Committee meeting. The Committee will review current procedures and discuss whether or not to propose that the grace period for endorsement renewals be extended. It was noted that some states are more flexible than others. In the meantime, those who have not yet renewed will not be deleted from the Endorsement Registry until the Committee makes a determination

iv. Fund Development Committee

Brian Reeves reviewed the information contained in the Fund Development Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). The Board approved changing the name of the Committee to the Finance Committee, amending the travel expenses, as well as creating an Operations Manager position in 2017, all as set forth in the Committee's report. Brian asked that the Finance Committee be made a Sanding Committee. It was noted that the By-Laws would have to be amended in order to do that, and may also have to be amended to make the suggested changes to the Board election. The Committee will review the By-Laws and submit its suggested amendments.

v. Website Committee

No Report at this time.

**c. Other Old Business:**

- i. Endorsement Coordinator – Extra training by MIAIMH needed: Katrina Diaz-Castillo advised that she is still receiving training via telephone from Michigan. She has another phone session scheduled in two weeks with Nicole Paradis. Katrina was asked to check if the training hours she has been receiving have exceeded the amount already paid for.
- ii. Two new Reflective Consultants in Las Cruces: An Email vote of the Board of Directors taken Mar 4-7, 2016. Deryl Palmer and Anna Vendrely were approved as R/C Contractors under the Region IX Grant.
- iii. Delegation of Meetings (refer to list prepared by Robin Wells): Robin submitted a list of organizations at which NMAIMH should have representatives at their meetings. Directors were asked to contact Robin and select the meetings they wish to attend.

- iv. PowerPoint edit for promotion (Tabled at 3/2/2016 meeting): This item was covered under 7 (b)(ii) Membership Committee, above.

**8. New Business:**

- a. Endorsement EASy Survey Results: Tabled until the Board could review the results and the Endorsement Committee could discuss at its next meeting.
- b. Board Retreat: The Board Retreat will be held either on Friday or Saturday, July 29/30. One of the tasks will be an extensive review of the By-Laws and Policies and Procedures.
- c. Announcements:
  - i. The UNM CDD Home Visiting Professional Development Team will be holding its Annual conference on June 10, 2016 at the Marriot Uptown Hotel in Albuquerque. NMAIMH has been invited to take part as an exhibitor. Gary Atias and Liz Martinez volunteered to represent NMAIMH at the Conference.

**9.** The Board confirmed the next regularly scheduled meeting will be held on May 4, 2016

**10.** There being no further business,

Upon motion duly made (by Gary Atias), seconded (by Inez Ingle) and unanimously approved, the meeting was adjourned at 2:50 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

## Board of Directors Meeting Agenda

April 6, 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. Training Committee
    - ii. Membership Committee
    - iii. Endorsement Committee
      - Advisor Questions for Advisees
    - iv. Fund Development Committee
      - Change name to Finance Committee
      - Amend Travel Reimbursement Policy
      - Create Operations Manager Position
      - Move Board elections up 1 month for smoother transition
    - v. Website Committee
  - c. Other Old Business:
    - i. Endorsement Coordinator – Extra training by MIAIMH needed?
    - ii. Two new Reflective Consultants in Las Cruces (Email vote taken Mar 4-7, 2016)
    - iii. Delegation of Meetings (refer to list prepared by Robin Wells)
    - iv. PowerPoint edit for promotion (Tabled at 3/2/2016 meeting)
8. New Business:
  - a. Survey Results
  - b. Board Retreat
  - c. Announcements
9. Confirm next meeting (May 4, 2016)
10. Adjourn

## NMAIMH Treasurer's Report

A revised 2016 Budget was developed by Misty Stacy, based upon Board Recommendations approved during the March 2016 Board meeting. This month's financial reports reflect these changes.

| New Mexico Association for Infant Mental Health<br>INCOME AND EXPENDITURE REPORT<br>as of March 28, 2016 |                      |                     |                    |                     |
|--|----------------------|---------------------|--------------------|---------------------|
| INCOME   | APPROVED BUDGET      | CURRENT MONTH       | YEAR TO DATE       | VARIANCE            |
| Region IX FY 2015-2016   | \$ 40,241.67         | \$ 10,869.64        | \$10,869.64        | \$ 29,372.03        |
| Region IX FY 2016-2017   | \$ 25,000.00         | \$ -                | \$ -               | \$ 25,000.00        |
| Brindle Grant  | \$ -                 | \$ -                | \$ -               | \$ -                |
| Membership   | \$ 6,000.00          | \$ 90.00            | \$ 1,425.00        | \$ 4,575.00         |
| Endorsement  | \$ 6,000.00          | \$ 1,040.00         | \$ 2,090.00        | \$ 3,910.00         |
| Training Fees  | \$ 6,000.00          | \$ -                | \$ -               | \$ 6,000.00         |
| Amazon Smile   | \$ -                 | \$ -                | \$ 6.17            | \$ (6.17)           |
| Donations  | \$ -                 | \$ 380.00           | \$ 480.20          | \$ (480.20)         |
| Checking-January 1, 2016   | \$44,304.64          | \$ -                | \$ -               |                     |
|  | <b>\$ 127,546.31</b> | <b>\$ 12,379.64</b> | <b>\$14,871.01</b> | <b>\$ 68,370.66</b> |
| ACCOUNT DESCRIPTION  | APPROVED BUDGET      | CURRENT BILLING     | EXPENDED YTD       | BUDGET BALANCE      |
| Bank and PayPal Fees   | \$ 350.00            | \$ 27.82            | \$ 69.75           | \$ 280.25           |
| Insurance  | \$ 1,105.00          | \$ 1,105.00         | \$ 1,105.00        | \$ -                |
| Licensing and Permits  | \$ 135.00            | \$ 35.00            | \$ 35.00           | \$ 100.00           |
| Legal and Accounting   | \$ 7,500.00          | \$ 685.31           | \$ 2,445.37        | \$ 5,054.63         |
| Telecommunications   | \$ 600.00            | \$ 57.22            | \$ 140.21          | \$ 459.79           |
| Board and Travel Expense   | \$ 3,525.00          | \$ -                | \$ 996.38          | \$ 2,528.62         |
| Marketing and Advertising  | \$ 300.00            | \$ -                | \$ -               | \$ 300.00           |
| Training Expenses  | \$ 2,000.00          | \$ -                | \$ 200.00          | \$ 1,800.00         |
| RC Contract Services   | \$ 18,720.00         | \$ 325.00           | \$ 1,700.00        | \$ 17,020.00        |
| RC Coordination  | \$ 840.00            | \$ -                | \$ 420.00          | \$ 420.00           |
| Endorsement Coordinator  | \$ 46,800.00         | \$ 3,831.56         | \$ 8,116.56        | \$ 38,683.44        |
| Endorsement Advisor  | \$ 500.00            | \$ -                | \$ -               | \$ 500.00           |
| Administrative Director  | \$ 693.00            | \$ -                | \$ 693.00          | \$ -                |
| Miscellaneous  | \$ 400.00            | \$ -                | \$ 176.06          | \$ 223.94           |
| Computer and Internet  | \$ 1,500.00          | \$ -                | \$ 1,110.00        | \$ 390.00           |
| Office Supplies  | \$ 2,025.00          | \$ 13.45            | \$ 545.16          | \$ 1,479.84         |
| Meals and Entertainment  | \$ 500.00            | \$ -                | \$ 100.00          | \$ 400.00           |
| Administrative Contract Services   | \$ 14,130.00         | \$ 1,298.88         | \$ 3,537.40        | \$ 10,592.60        |
| Rent   | \$ 2,640.00          | \$ 220.00           | \$ 660.00          | \$ 1,980.00         |
| Alliance Costs   | \$ 2,250.00          | \$ -                | \$ -               | \$ 2,250.00         |
| Exam Manager   | \$ 1,800.00          | \$ -                | \$ -               | \$ 1,800.00         |
| Reserve Funds  | \$ 19,233.31         |                     |                    |                     |
|  | <b>\$ 127,546.31</b> | <b>\$ 7,599.24</b>  | <b>\$22,049.89</b> | <b>\$ 86,263.11</b> |

| New Mexico Association for Infant Mental Health<br>BALANCE SHEET<br>as of March 28, 2016 |                  |
|--|------------------|
|  | 28-Mar-16        |
| <b>ASSETS</b>  |                  |
| Current Assets   |                  |
| Checking/Savings   |                  |
| 001 · NMAIMH   |                  |
| 002 · Restricted   | 5,000.00         |
| 003 · Unrestricted   | 29,652.03        |
| Total 001 · NMAIMH   | 34,652.03        |
| 004 · Paypal   | 2,477.08         |
| Total Checking/Savings   | 37,129.11        |
| Total Current Assets   | 37,129.11        |
| <b>TOTAL ASSETS</b>  | <b>37,129.11</b> |
| <b>LIABILITIES &amp; EQUITY</b>  |                  |
| Equity   |                  |
| 32000 · Unrestricted Net Assets  | 44,304.64        |
| Net Income   | -7,175.53        |
| Total Equity   | 37,129.11        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b>  | <b>37,129.11</b> |

| New Mexico Association for Infant Mental Health<br>PROFIT & LOSS<br>March 1-28, 2016 |                 |
|--|-----------------|
|  | Mar 1 - 28, 16  |
| Ordinary Income/Expense  |                 |
| Income   |                 |
| 0001 · Membership  | 90.00           |
| 0002 · Endorsement Fees  | 1,040.00        |
| 0003 · Donations   | 380.00          |
| 0007 · Grant Income  |                 |
| 00075 · Region 9 Grant(2015-2016)  | 10,869.64       |
| Total 0007 · Grant Income  | 10,869.64       |
| Total Income   | 12,379.64       |
| Gross Profit   | 12,379.64       |
| Expense  |                 |
| 5000 · Bank Service Charges  | 13.95           |
| 5001 · Paypal fees   | 13.87           |
| 5002 · Insurance Expense   | 1,105.00        |
| 5003 · Business Licenses and Permits   | 35.00           |
| 5004 · Professional Fees   | 685.31          |
| 5005 · Telecommunications Expense  | 57.22           |
| 5009 · Reflective Consultation   | 325.00          |
| 5011 · Endorsement Coordinator Profess   | 3,831.56        |
| 5017 · Office Supplies   | 13.45           |
| 5021 · Administrative Coordinator Prof   | 1,518.88        |
| Total Expense  | 7,599.24        |
| Net Ordinary Income  | 4,780.40        |
| <b>Net Income</b>  | <b>4,780.40</b> |

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

**No Report at this time**

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### **NMAIMH Executive Committee Report**

*Submitted by Courtney Lewis*

The Executive Committee met on 3/25. We discussed the contracts between BVH, Misty Stacey, and the SOW for FY18 that was proposed to Behavioral Health Dept of CYFD. We agreed to have Liz organize the contracts so that we can maintain oversight. The table is being run by Misty for accuracy.

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### **NMAIMH Nominating Committee Report**

**No Report at this time**

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### **NMAIMH Training Committee Report**

*Submitted by Liz Martinez*

The Training Committee met via teleconference on Monday, March 21, 2016 at 9am  
Present: Diana Edwards, Robin Wells, and Liz Martinez (Chair)

#### **1. Brief history of the training committee:**

Group discussed an additional perspective that the focus of the Training Committee has broadened since the initial committee had formed. Early trainings from the past were designed with the intended audience being the NM CYFD Child Protection Services employees.

#### **2. Considerations of the Training Committee:**

- Topics: Competencies/Endorsement Process/Infant Mental Health and Reflective Consultation
- Trainers: Connect with Endorsement Committee to seek guidance of who is qualified to speak on behalf of the competencies. A few individuals have expressed willingness to facilitate training to Training Committee Chair.
- Outreach: Independent Living Youth Conference—is this going to be coordinated through the Training Committee? (It has been confirmed that this item will not become a task of the Training Committee)
- Training fees: The NMAIMH will not charge fees to attend training
- Potential Training Locations: The NMAIMH has been approached by individuals from Clovis and Farmington for possible training/collaboration. Training Committee will communicate status of these plans with NMAIMH as plans develop.

#### **3. Recommendations from the Training Committee:**

- Training Committee Chair to connect with Endorsement Committee Chair for possible collaboration: 1) Discuss benefit of Training Committee and Endorsement Committee collaboration and communication, 2) Identify pool of Trainers, and 3) To Request a Standardized PowerPoint Training
- Seek additional explanation regarding why NMAIMH will not charge for training. Are trainers volunteers? How will trainers be compensated for mileage? Is it possible to charge individuals who are non-members of NMAIMH?



- For the NMAIMH to have 3 training topics total with a pre-approved, standardized PowerPoint for each topic and list of potential, pre-approved trainers for each topic (Topics: 1. General Infant Mental Health, 2. Competencies/Endorsement Process, and 3. Reflective Consultation)

Next NMAIMH Training Committee Teleconference: 4/25/16 from 9-10:30am

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## **NMAIMH Membership Committee Report**

*Submitted by Gary Atias*

The Membership Committee convened via conference call on Wednesday, March 30<sup>th</sup> from 9 to 10 am. In attendance were chair Gary Atias and members Jonetta Martinez-Pacias, Ruth Ortiz, and Jessica Ventura-Ewing. Beginning April 23<sup>rd</sup>, the committee will be meeting via phone conference on the fourth Monday of each month at 9 am.

We agreed to move forward on a quarterly NMAIMH newsletter that will begin as hard copies to be mailed out but may move to digital format for at least some of the yearly editions depending on our finances. Ruth, with the assistance of Jessica, is researching newsletter templates and a tentative list of headings & features. Once a rough draft is created, we will solicit further ideas from other NMAIMH Board Members & staff. Creating a state-wide system for article submission (hopefully by District) will be worked on simultaneously. We hope to have the first edition ready in six months although we may wait until January depending on how smoothly the work goes.

Jonetta will be working on membership certificates and I'll be working on laminated, business-card size membership cards. We will coordinate the fonts, logos, color-schemes, etc. of all 3 items to help create a NMAIMH "brand". To support our publishing efforts, I will write a brief administrative grant to Kim Straus at the Brindle Foundation (as he suggested) to purchase a color laser printer, card laminator, assorted paper & card stock, and postage for the first year. I have researched all costs and I'll be asking for about \$1200.

Our other focus besides printing is state-wide community outreach & PR. We want to create a traveling PR kit to send to events we can get a table at to include our brochures, newsletters, and a PowerPoint presentation. Ideally, someone from NMAIMH would accompany the kit to the event and sit at the table but it would be self-contained and self-explanatory if that were not possible and we had to ship it to a responsible individual. I don't know if we have a monitor available to keep a PowerPoint presentation running but Kim said we could ask for up to \$2,000 so I could add that to my funding request.

We also want to create a presentation to send to NM Higher Ed Institutions (especially with IFS Programs) to generate interest in NMAIMH among students.

I believe that Pam has created a PowerPoint regarding endorsement but does anyone know if Marina or anyone else created a more general PowerPoint about NMAIMH?

Feedback from other Board Members is always appreciated so feel free to share your ideas with us.

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## **NMAIMH Endorsement Committee Report**

*Submitted by Inez Ingle*

"The Endorsement Committee met at their regularly scheduled time on March 16 at 8:30am. Jacqui and Katrina could not be there but everyone else was. We covered the following topics:

- Introduced new member, Caryle Zorumski.

- Pam reviewed the ‘Training of Trainers’ offered by Michigan. In state cohorts, 2 people from each state are being trained to train exam reviewers in that process.
- Information was shared about the new Endorsement Exam Coordinator (EEC), Mary Hokum, and exam date set for May 7 in Albuquerque with portfolios due in by April 1 to be assigned reviewers. Inez also briefly shared with much appreciation the work Jacqui and Robin are doing to update and have accurate endorsement information on the website.
- Outreach information was shared: Pam and Katrina presented on development and endorsement in Santa Fe at the Infant Mental Health Certificate Program and Inez presented (more briefly) the same at NMAEYC.

The next Endorsement Committee meeting will be on April 20 at 8:30am.

*Submitted by Katrina Diaz-Castillo, Endorsement Coordinator:*

| New Applications | Jan | Feb | Mar |
|------------------|-----|-----|-----|
| Level 1          | 6   | 4   | 1   |
| Level 2          | 9   | 2*  | 1   |
| Level 3          | 0   | 1   | 5   |
| Level 4          | 0   |     | 0   |

\*No payment submitted

(one of the applicants counted in February for Level II, applied in wrong state and was transferred)

| Newly Endorsed | Jan | Feb | Mar |
|----------------|-----|-----|-----|
| Level 1        | 0   | 0   | 0   |
| Level 2        | 0   | 0   | 0   |
| Level 3        | 0   | 0   | 0   |
| Level 4        | 0   | 0   | 0   |

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### **NMAIMH Fund Development Committee (to be renamed Finance Committee) Report**

*Submitted by Brian Reeves*

- The Fund Development Committee met March 4, 2016 and March 25, 2016. It was agreed that the functions of this committee would be better represented by the name Finance Committee, one function of which is to oversee fund development. Current Committee members are Brian Reeves (Treasurer-Chair), Courtney Lewis (President) and Misty Stacy (Bookkeeper).
- Courtney heard back from CYFD/BH on the proposed budget for FY2018. The amount NMAIMH requested (86K) will most likely not be accepted. CYFD/BH suggested we seek funding from CYFD’s Early Childhood Division. Based on a conservative plan anticipating reduced funding, the Finance Committee began planning for a revised FY2017 budget. Additional grants, such as Brindle operating expense grants will be pursued. The Committee will present/propose an initial FY17 budget.
- Misty Stacy conducted an audit of Board Member travel reimbursement expenses for 2015. The Finance Committee proposes to request Board approval for the following changes to the travel policy:
  - Board members shall be reimbursed for travel and per diem expenses necessary to attend the Annual Meeting, Annual Retreat and any approved, out-of-state travel.

2. Mileage reimbursement rate shall reflect the Federal Charity rate, currently .14/mile.
  3. Board members requesting reimbursement as specified in item #1 shall be reimbursed for lodging and food at a per diem rate of \$135.
  4. Per diem reimbursement shall be limited to those days actually required for participation in NMAIMH business.
- D. The Finance Committee proposes to create the position of Operations Manager for FY2017 (January, 2017).

The Operations Manager would oversee overall NMAIMH day-to-day business operations, to include the current duties of the Office Administrator and the Bookkeeper, as well as some of the current duties of the President and Treasurer.

- E. The FC also discussed suggestions for a smoother transfer of knowledge from outgoing officers to incoming officers each year, as well as a transfer of information from the various committees to the succeeding committees. Suggestions included:
1. Backing Board member elections up one month to allow for new Board members and Officers to be installed and ready to go January 1<sup>st</sup>.
  2. Creating President-elect and Treasurer-elect positions, to begin building the knowledge and skill base of the upcoming officers.
  3. Creating time for current-year committee members to meet with new-year committee members to insure better transfer of knowledge, projects, and procedures.

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## **NMAIMH Website Committee Report**

*Submitted by Robin Wells*

**Committee Members:** Ruth Ortiz and Robin A. Wells

Currently the Website is being updated with new information provided by the Endorsement Committee. Two past months of Board of Director Meeting Minutes have also been placed on the site.

If any of the Executive Committee Officers would like to have an email address (for the specific office being held), I would be happy to provide you the instructions as to how to get the new or additional address. When officers are contacted through an Official NMAIMH email address, this provides an opportunity to hold that specific correspondence in place for future officers viewing (rather than receiving emails to a personal email address – sounds similar to the “Clinton files” scenario).

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