

Board of Directors Meeting Agenda

April 5, 2017

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
 - iii. Membership Committee
 - iv. Endorsement Committee
 - v. Website Committee
 - c. Other Old Business:
 - i. Summons received for civil suit against NMAIMH and response.
 - ii. Revisit Reflective Consultants contracts
 - iii. ASU Survey
8. New Business:
 - a. Approval for caterer for FAN Event
 - b. Survey Monkey
 - c.
 - d.
 - e.
 - f.
9. Confirm next meeting (May 3, 2017)
10. Adjourn

NMAIMH Board of Directors Meeting

Minutes – March 1, 2017

Approved with Corrections

Date Approved:

NAME	Present (in person)	Present (phone)	Not Available	NAME	Present (in person)	Present (phone)	Not Available
<i>Directors:</i>							
Liz Martinez	X			<i>Members Present:</i>			
Carolyn Newman	X			Katrina Diaz-Castillo Endorsement Coor		X	
Gary Atias		X		Joy Browne			X
Inez Ingle	X			Gloria Radoslavich (CDD)			X
Jonetta Martinez-Pacias			X				
Rose Cavalcante		X		<i>Guests:</i>			
Ruth Ortiz		X		Amy Goodner (Admin Coord)	X		

1. A quorum being present, the meeting was called to order at 1:04 pm by Liz Martinez, President.
2. Introductions were made.
3. Revisions were made to 8e of the agenda, adding Reflective Consultants-concern about billing through June 2017.
4. The Board reviewed the draft minutes of the January & February 2017. There were not changes suggested

Upon motion duly made (by Gary Atias) seconded (by Carolyn Newman) and unanimously carried, the minutes of the January 2017 & the February 2017 meeting, as written, were APPROVED.

5. Treasurer’s Report:

The Treasurer’s chair is currently vacant. We do not currently have financials or details of deposits for the months of January, February or March. Amy has requested the bank deposits print out from the bank and will be working on clearing that up. Financials will be available for April’s Board meeting. Audit to CYFD, Misty has been working on. However, Misty has ended

her working hours with NMAIMH and Amy currently has all the files. A request was made to Misty for more training hours with Amy.

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

A survey was set to NMAIMH regarding expanding the endorsement to those working with 3-5 year olds. There was not a recommendation for the Board at this time but rather a discussion. The survey asked 3 question, is the Association interested, is your Association able to expand the endorsements, and how long would it take? The committee had mixed emotions, felt that at this time they could not raise the \$8000 needed and could take 3 or more years to raise.

Region IX being the major source for endorsement compliance, several years ago the \$90,000 was the original funding to the Association, funding now is \$50,000, but after June 30th we are unclear what the funding will be.

With 3000 being licensed and trained, would we be able to hire an Endorsement Coordinator for the 3-5 year olds? Would Katrina be interested in both full time and expanding her role of Exam Coordinator? What are the hidden costs? The 3-year renewal fee is unclear, but there was discussion that a renewal fee was discussed.

In taken on this endeavor, was the primary concern due to funding? Rose's thoughts were, can we do it or not? Answer question 1 and then look at the logistics. Does the Association feel it is an advantage to the State? Rose feels that yes it would be great. Katrina loves the idea and to be able to expand up to 6 years old. She stated that several applicants are already working in that age range. The ASU survey will have more data regarding this matter once it comes back and that the interest is there, just felt not ready yet.

Liz made the motion for recommendation to support the recommendations of the Endorsement Committee, to respond to the survey with the following, 1. Yes, we are interested, 2. We are not sure if we are able to expand at this time, and 3. It would take 3 or more years.

Gary stated that there will be an editorial in the newsletter regarding the 3-6 age range. He would like to see the birth-3 running smooth first, and be hand to hand with funding bodies. But Gary is comfortable with the recommendation of the committee.

Liz appreciates everyone looking at the financial end of thing. Responding to the survey does not lock us in, the survey is to see who is interested, who's ready to go now, and who needs to wait. At this point it is just a survey of interest.

Currently based on one renewal of \$35/\$50, \$35 will not cover 1 hour of the Endorsement Coordinators time. Costs will also be in the Reflective Supervision, and training as well.

Regarding the Leadership and Holders call which is the 2nd Thursday of each month from 11-12:30, it was recommended that the Endorsement Coordinator and the Chair be on those calls.

Old Business:

a. Standing Committees:

i. Executive Committee:

The Executive Committee did not meet, has been focused on securing legal representation. Focusing on Region IX and CYFD funds, current contracts and securing funds for FY 17-18. Meetings occur the 3rd Friday of the month, except March's meeting will be held on the 31st at 9:00 am.

ii. Nominating Committee:

The Nomination committee has not met. Four application were sent out for new Board members. Ruth has followed up with one of them and the application should be coming in soon. The Centers of non-profit excellence is able to solicit for us for new board members for us. May look into that in April if we have had no response. Was recommended that it be posted in the newsletter as well as a greeting from Liz.

We need to fill the Treasurer's position as soon as possible, would like to find someone with an accounting/financial background. Also, Carolyn has someone for the CEU Certification and it would be nice to have Board interest.

b. **Special Committees:**

i. Finance Committee

Finance committee did not meet. Clarify Region IX & CYFD contracts for revenue. Region IX was over invoicing, everything was being charged to Region IX.

CYFD was under billing and concerned we were not spending. Funding is tied to Endorsement Coordinator hours, to the groups and includes some of Amy's time. Katrina worked on a proposal on how we will be able to draw down the CYFD monies. Liz prepared the final proposal and sent it off to Soledad. An ok was given to proceed. A training will be provided to participants, Mary Claire Hufran will co-facilitate and is currently being worked on. This could mean funding for next year. For the training, it will be 25-30 participants, 18 slots are reserved for those waiver participants. Four are set up for the exam and will no longer be on the waiver. Inez and Katrina will work on a qualification list, Katrina & Amy to work on the invite list, Amy to work on the finances, and Liz to work with funders.

ii. Training Committee

April 27th is set for the training in Las Cruces, Joy Browne will be presenting in the am session. Lis 7 Amy will be working on the remaining presenters.

The FAN training is scheduled for May 23 and 24th, Liz and Amy will be working on this. Will need to have a low cost or free facility, will be serving a continental breakfast and possibly lunch on their own. Inez suggested considering churches, as they may be free for use. Rose will be joining the training committee.

iii. Membership Committee

Ruth will be sending out the membership newsletter, waiting on Katrina, Daryl and the senator for contribution to the newsletter. Ruth suggested sticking with one subject and Rose stated that the font size was too small on the newsletter. Gary asked is the draft of newsletter could go out by Sunday.

Regarding the membership cards and certificates, there is only one template and 5-6 on the certificates. Gary will send those templates to Amy to work on.

Announcements sent that we are looking for a trainer.

Question for Emily, can the emails from the website be bulleted so that board members know when it is coming from the website.

iv. Endorsement Committee

A letter will be sent to the Board with its recommendations. Working on the drawdown of CYFD funds. Katrina's challenges are with the AC change over. The ASU survey will be out by Friday. The next exam is set for April 29th.

v. Website Committee

Ruth stated that the training with Emily has been rescheduled for March 8th, Ruth and Amy will attend. The newsletter will be going up on the website. An update needs to be done on the website of the current Board members and officers.

c. Other Old Business:

- i. A letter was received from the previous AC, repeating her demands, response was \$2100. Serena did not show up for the first scheduled meeting, on the 2nd meeting she text Jonetta to state that her husband was running late. Jonetta informed her that she had to be present as Serena needed to sign off. The husband showed up anyways and Liz authorized Amy to accept the property. Serena refused the check that was offered to her.
- ii. A letter was sent out asking for legal representation. An email was received that there was no conflict and will provide legal representation.
- iii. January's minutes were hand written and poorly at that, very difficult to transcribe. Liz wrote them off the notes she had taken. Discussion on do we need to do a formal vote, board felt it was not necessary.

7. New Business:

- a. Verizon- Who needs to be on the Verizon account? Ruth has volunteered to be on the account. Liz made a motion that 2 people be on the Verizon Account, Rose 2nd the motion. The motion for Ruth & Amy to be on the Verizon account, and to remove Mary. Once Ruth is on the account then Jacqui can be removed from the account as well. Vote was approved for said motion, 6-0-0.
- b. US Bank- Liz made a motion, and Inez 2nd, for Courtney Lewis & Brian Reeves to be removed from the account at US Bank. Vote was approved 6-0-0.
- c. CYFD Funding – Proposal was sent to CYFD for the spend down of the remaining funding and was approved by Soledad. Katrina was thanked for her time spent on this.
- d. Region IX- Some of the monies billed to Region IX could have been billed to CYFD. Some of Amy's time will now be billed to the CYFD contract.

- e. Reflective Consultants – there is concern regarding the remaining \$9000.00 or so, to pay the Reflective Supervision consultants and need to come up with a plan of action. Difference of plan, i.e., what's left, can we bill to another source such as reserves, or do we need to make changes? It was stated that a plan be derived and sent out to board members by March 8th and sent out for a vote.

Question- Is there monies in CYFD BH to assist? Katrina stated that no there is not, CYFD is only slated for those waiver participants. That currently we have too many groups and are being under participated.

8. Carolyn will be attending a conference and needs promotional items.

Amy will be working on an updated list of Board Members and will email the request for contact information to the Board Members.

Regarding Squarespace is there a time limit of how long emails stay in the inbox?

Amy provided information on our current members, as of February, we have 140 members and 19 new members.

Katrina is unable to attend a training on March 12th, Inez will attend in her place.

Ruth will be posting the current Board members on Facebook.

Liz stated that on April 3rd she will be the new Laguna Head Start Coordinator, so with position she may need you to nudge her on emails if they are important and you have not received a response from her.

Inez stated that she is unable to respond to emails during work hours, so you can expect responses after working hours from her.

9. The Board confirmed the next regularly scheduled meeting will be held on April 5, 2017.

10. There being no further business, the meeting was adjourned at 3:04 pm.

Respectfully submitted by Amy Goodner, Administrative Coordinator

NMAIMH Treasurer’s Report: Financial Statements

**New Mexico Association for Infant Mental Health
Profit and Loss**

March 2017

	<u>Total</u>
Income	
4000 Membership	1,440.00
4001 Endorsement Fees	67.50
4002 Donations	5.00
4005 Grant Income	13,652.17
4006 Bank Interest	1.22
47300 Refunds	29.44
Total Income	\$ 15,195.33
Gross Profit	\$ 15,195.33
Expenses	
7001 Bank Service Charges	3.95
7003 Insurance Expense	1,234.00
7005 Professional Fees	207.19
7006 Telecommunications Expense	37.42
7010 Reflective Consultation	600.00
7011 RC Coordinator	600.00
7012 Endorsement Coordinator Profess	3,555.00
7013 Endorsement Advisor	707.24
7017 Computer and Internet Expenses	37.24
7018 Office Supplies	10.00
7020 Administrative Contract Service	3,150.00
7021 Rent Expense	400.00
Total Expenses	\$ 10,542.04
Net Operating Income	\$ 4,653.29
Net Income	\$ 4,653.29



Monday, Apr 03, 2017 08:58:04 AM GMT-7 - Cash Basis

New Mexico Association for Infant Mental Health Balance Sheet As of March 31, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 NMAIMH	-1,425.00
1001 Restricted	13,094.99
1002 Unrestricted	14,650.91
Total 1000 NMAIMH	\$ 26,320.90
1004 Paypal	268.35
Total Bank Accounts	\$ 26,589.25
Total Current Assets	\$ 26,589.25
TOTAL ASSETS	\$ 26,589.25
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	0.00
32000 Unrestricted Net Assets	34,415.08
Net Income	-7,825.83
Total Equity	\$ 26,589.25
TOTAL LIABILITIES AND EQUITY	\$ 26,589.25

Monday, Apr 03, 2017 09:02:01 AM GMT-7 - Cash Basis

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report at this time

NMAIMH Executive Committee Report

No report at this time

NMAIMH Nominating Committee Report

No report at this time

NMAIMH Finance Committee Report

No report at this time

MAIMH Training Committee Report

No report at this time

NMAIMH Membership Committee Report

March 29, 2017 submitted by Gary Atias

The Membership Committee met by phone on 3/24/17. Jonetta, Ruth & Gary were present.

The majority of our meeting was spent working on the layout of the newsletter. Ruth now has enough information to finalize the newsletter and will send it out to us for one more review after she is done.

Amy has made great progress on the membership cards & certificates. Jonetta will work with her on getting both of those finalized and printed. Gary is collaborating with Liz & Amy on a cover letter. The newsletter, cover letter, card & certificate will be mailed out together asap.

The membership Committee will explore what we would like to tackle next at our April meeting. For now, completing the mailing is the only thing we wish to focus on. Any suggestions for future endeavors are always appreciated.

NMAIMH Endorsement Committee Report

Re: Endorsement Committee Notes for 4/5/17 Board Mtg.

The Endorsement Committee met on it’s new schedule (2nd Thursday at 9am) as planned. Present were Inez (Chair), Jacqui, Pam, Debbie, Angel, Mary and Katrina. Caryle was unable to attend. The group discussed the following:

- Sustainability issues for endorsement as it relates to funding sources and the specific requirements of each source which do not cover all that needs to be done
- As part of the above conversation a suggestion was made to bring to the Board that we contact a similar 0-3 organization (NMAEY) to discuss how their system responds to funding fluctuations/how they organize their system with this in mind; other ideas were also explored
- Katrina shared the latest information on applicants as well as how group applicants were progressing and scheduling for the exam. She will also send a letter to the Board detailing Alliance requirements and our suggested timelines to meet these requirements.
- Finally, all members agreed on the importance of fiscal stability and would like permission from the Board to go forward in exploring some ideas.

The next meeting will be on April 13, 2017 at 9am.

Respectfully submitted: Inez Ingle, Board Chair

Endorsement Coordinator Report for March 2017

New Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level 1	0	2	3									
Level 2	0	0	5									
Level 3	3	3	2									
Level 4	0	0	2									

Newly Endorsed	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Level 1	0	6	0									
Level 2	0	5	3									
Level 3	0	0	0									
Level 4	0	0	0									

*ASU survey response is low across the Alliance. Reminders have been sent out. NM has a _____ response rate.

*An April 29th Exam Date is Pending with 6 pending applicants (Level III). 5 are on the CYFD Waiver.

NMAIMH Website Committee Report

No Report at this time
