

## **Board of Directors Meeting Agenda**

**April 4, 2018**

**1:00 – 3:00 pm**

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: ZOOM Invite

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/Finance Committee
    - ii. Nominating/Membership Committee
  - b. Special Committee Reports
    - i. Promotion/Training/Website Committee
    - ii. Endorsement Committee-Retreat
  - c. Other Old Business:
    - i. New Board Members and Appointed Officers update
    - ii. Endorsement Exam
    - iii.
8. New Business:
  - a. Promotional Items
  - b. Email Responses from BOD
  - c. Week of the Young Child April 16-20
  - d. RSC Symposium August 1-3
  - e.
9. Confirm next meeting (May 9, 2018)
10. Adjourn

## NMAIMH Board of Directors Meeting

**Notes – March 7, 2018**

Approved with Corrections

Date Approved:

NAME	Present (in person)	Present (phone or ZOOM)	Not Available	NAME	Present (in person)	Present (phone or ZOOM)	Not Available
<i>Directors:</i>							
Ruth Ortiz		X		<b>Members Present:</b>			
Jonetta Martinez-Pacias			X	Katrina Diaz-Castillo Endorsement Coor		X	
Carolyn Newman			X	Joy Browne			X
Inez Ingle	X			Gloria Radoslavich (CDD)			X
Corrinne Clauschee			X				
Jeannie Ross		X					
Emily Aragon	X			<b>Guests:</b>			
				Amy Goodner (Admin Coord)			X

1. A quorum being present, the meeting was called to order at 1:07 by Ruth Ortiz, Board President.
2. Introductions were made.
3. Inez moved to add to the Agenda under New Business:
  - IECMH Convening
  - RS Symposium -Added by Katrina
 Upon motion duly made (by Inez Ingle) seconded (Ruth Ortiz) to approve agenda.
4. The Board reviewed the draft minutes of February 2018. Notation of items needed to be corrected.
  - Upon motion duly made (by Inez Ingle) seconded (by Jeannie Ross) and unanimously carried, the minutes of the February 2018 meeting, were APPROVED, PENDING needed corrections (Katrina will send to Amy). Vote 4-0-0.

### **5. Treasurer's Report:**

was reviewed. February received \$2,419.19. Total expenses were \$4,937.84, with a negative transfer of -\$2,518.65 resulting a total balance of \$ 38,06.30.

Upon motion duly made (by Jeannie Ross) seconded (by Emily Aragon) and unanimously carried, the Treasurer Report was APPROVED. Vote: 4-0-0.

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

No report from Joy Browne. She will be attending the Alliance Retreat in Michigan this week and will have much to share from the meeting next month.

### **7. Old Business:**

#### **a. Standing Committees:**

##### **i. Executive/Finance Committee:**

\*Met on February 9, 2019. In attendance was Ruth Ortiz and Inez Ingle. Absent was Jeannie Ross, Emily Aragon, Corinne Clauschee, and Emily Williams. See Report that was submitted by Ruth Ortiz.

\*Committee Reports/minutes will be due to Amy within one week of meeting.

\*Emily Williams has not responded to phone calls, emails, or text messages. Next step is to send a letter asking for a response within 30 days. If no response, she will be removed from the BOD.

\*Carolyn Newman, current Nominating Committee Chair has not been heard from since December 2017. Numerous attempts have been made to contact her. If no response, move to remove her from the BOD.

\*Contracts for Endorsement Coordinator and Administrative Coordinator need to be finalized.

##### **\*Funding**

\*Ruth will be setting up a meeting with CYFD (Soledad Martinez and Katrina Montano-

White.

\* Emily Aragon asked if anyone is watching the Grant Websites. Emily will investigate

sites to look at (Daniels Fund, NM Community Foundation, Thornburg Foundation,

Lannell (First Born), Nirvana Manana, Chevron Grants for Good, etc).

\*Pam suggested we create a template of general responses, so it is ready as a foundation

to respond to grant applications. This will be worked on at the BOD Spring Retreat.

\*Brindle Report for fiscal year 2017 is past due. An extension was granted, Katrina and

Ruth will work on that this weekend.

\*Suggestion for training topic for next Annual Meeting is the Opioid Crisis. This is a topic currently being looked at with the Alliance. A position paper and or statement will be released soon.

\*Survey Monkey has a free option. Please have Amy create an evaluation for the Annual Meeting and send to Ruth for approval. It will then be sent to those in attendance.

\*Meeting notes from BOD Orientation are needed to be sent to the BOD, and need to be

posted to website.

\*It was agreed that the BOD (and AC and EC) will have a face to face BOD Spring

Retreat on April 14, 2018. Inez will secure office space with Jacqui Van Horn.

ii. Nominating/ Membership Committee:

Did not meet however Emily Aragon will serve on this committee along with Jonetta as Chair

Website did not meet; however, Ruth has been updating a few items on the website. Amy will be posting the minutes each month. Amy, Ruth, and Katrina plan to meet to go over website revisions in March or April.

b. **Special Committees:**

i. Training/Promotion/Website Committee:

Did not meet however Jeannie Ross will serve on this committee along with Ruth as Chair.

ii. Endorsement Committee

See attached Report.

**c. Other Old Business:**

i. New Board Members and Appoint Officers Update:

\*Vice President: Emily Aragon, nominated by Inez and seconded (by Jeannie Ross). Vote 3-0-1 (abstention from Emily).

\*Treasurer position still open.

\*Inez moved to vote in new members via email in the interest of time.

i.

ii.

iii.

**8. New Business:**

a. Katrina gave venue information for a Las Cruces site. There is a staff who would need to be on duty at the time to offer TA assistance and secure the building at the cost of \$100. Upon motion duly made (by Jeannie Ross) seconded (by Ruth Ortiz) and unanimously carried, the motion to pay \$100 (out of CYFD funding) for exam TA was APPROVED. Vote: 4-0-0.

Katrina will be ordering a new exam from the Alliance, this will be covered under the CYFD grant.

b. IECMH Convening

Pam updated us on the New Mexico Team that has been put together and the goals of the team. Part of the plan is to open money for training, not only to clinical professionals but also others doing direct service such as Early Education Professionals such as child care providers, preschool teachers, etc.

Pam will be part of the 5-people traveling to the University of Minnesota

c. Reflective Supervision Symposium

Katrina will send flyer to everyone. BOD has the task of selecting 2 people from NM to go. At this point, only 2 registrations per state are open. Pam and Inez stated their interest in attending.

**9. Next Meeting April 4, 2018 1:00 pm to 3:00 pm**

**10. Meeting adjourned at 3:04 pm**



**NMAIMH Treasurer’s Report: Financial Statements**  
**New Mexico Association for Infant Mental Health**  
**Profit and Loss**  
**March 2018**

	<b>Total</b>
<b>Income</b>	
4000 Membership	1,700.00
4001 Endorsement Fees	-130.00
4004 Training Fees	250.00
4005 Grant Income	
4005-02 CYFD Grant	2,379.80
<b>Total 4005 Grant Income</b>	<b>\$ 2,379.80</b>
4006 Bank Interest	1.66
47300 Refunds	430.96
<b>Total Income</b>	<b>\$ 4,632.42</b>
<b>Gross Profit</b>	<b>\$ 4,632.42</b>
<b>Expenses</b>	
62500 Dues and Subscriptions	42.05
7003 Insurance Expense	1,308.00
7004 Business Licenses and Permits	35.00
7006 Telecommunications Expense	47.51
7012 Endorsement Coordinator Profess	1,837.50
7018 Office Supplies	27.70
7020 Administrative Contract Service	1,200.00
<b>Total Expenses</b>	<b>\$ 4,497.76</b>
<b>Net Operating Income</b>	<b>\$ 134.66</b>
<b>Net Income</b>	<b>\$ 134.66</b>



**New Mexico Association for Infant Mental Health**  
**Balance Sheet**  
 As of March 31, 2018

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 NMAIMH	-1,425.00
1001 Restricted	0.00
1002 Unrestricted	39,327.61
<b>Total 1000 NMAIMH</b>	<b>\$ 37,902.61</b>
1004 Paypal	268.35
<b>Total Bank Accounts</b>	<b>\$ 38,170.96</b>
<b>Total Current Assets</b>	<b>\$ 38,170.96</b>
<b>TOTAL ASSETS</b>	<b>\$ 38,170.96</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
30000 Opening Balance Equity	0.00
32000 Unrestricted Net Assets	22,187.28
Net Income	15,983.68
<b>Total Equity</b>	<b>\$ 38,170.96</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 38,170.96</b>

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

No report at this time

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**NMAIMH Executive/Finance Committee Report**

**NMAIMH – Executive Meeting Minutes 3-9-18**

**Present:** Ruth Ortiz, Inez Ingle, Emily Aragon

**New Board Members:** Vote in members – Lara Vaughn and Melanie Valdez – send to BOD’s.

**Contracts:** Katrina and Amy – Need to forward to BOD’s for approval and disbursement.

**Refunding:** Meeting scheduled with Alejandra RebolledoRea , Soledad Martinez, Katrina White on 4-3-2018.

**Meeting:** Sustainability meeting on April 14 10am-3pm. Agenda will be completed by Ruth.

**Taxes:** Request Misti to complete taxes.

**Letter of termination:** Carolyn and Emily Williams if no response vote to take off board.

**Alliance** – Activity Summary to be completed by Inez

**Use your voice – funding** – Infant and Early Childhood Mental Health Promotion, Intervention, and Treatment – IEMCH – to send out to our board and members.

**Survey Monkey** – Needs to be completed for Annual Meeting from Jan. 2018.

**BOD orientation minutes** - need to be approved.

**Time frame to be given to BOD chairs in April** – 1 week after meeting occurs.

**Follow up:**

- 1) Picture and brief summary from all Board Members to put on Website. Send to both Ruth and Amy.
- 2) Articles – still need more
- 3) Ruth obtained signature from Office Max and was sent to Amy to have the second signature and Jonetta will take off Brian Reeves and Liz Martinez from the account and add Ruth Ortiz. Two signatures are needed for check disbursement. Jonetta did follow up and needed to have the minutes on website as well as the new president title on Website in order to make the change. Jonetta will make change and Ruth will follow-up at bank once is completed to take off Brian and Liz Martinez.

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**NMAIMH Nominating/Membership Committee Report**

We met on Tuesday, March 27<sup>th</sup>. Present were Emily and Colleen and myself.

We briefly caught up each other, mostly myself, on the positions still open on the Board. We need to clarify how many more openings are needed to get the Board to a productive, working group with



enough support to function. Once we find this out, we, as a committee, can put forth our efforts to recruit for nominations.

On Membership, we discussed the importance of keeping the momentum going for our NMAIMH membership. We don't have additional funding for mailings, but we can continue the newsletter that was started last year, via digital/electronic and at little or no cost to the association. We talked that Ruth had used Publisher and had type set the newsletter and she would probably be willing to share it with us to continue it. Colleen will lead this. We can all work together to make sure that we contact the different regions. We will work with Amy on getting a list serve of membership and possibly getting it broken down to regions so that we can easily contact members in that designated area to submit articles, community events, etc. We would like to have the first newsletter go out the end of May, which would mean that we would need to begin collecting these articles now. Emily suggested we announce on the Association website with a banner "Newsletter Coming Soon" now accepting articles, events, book reviews, meetings, alliance report, trainings, word search, jokes, letter from the President, etc. We would like to have the occurrence of the newsletter every two months to keep everyone up to date of what is happening.

This group is looking for additional membership to help in our endeavors for this new year. Our next meeting will be Monday, April 23<sup>rd</sup>.

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### **Promotion/Training/Website Committee Report:**

No Report at this time

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### **NMAIMH Endorsement Committee Report**

The Endorsement Committee met as scheduled on March 8, 2018 from 9-10 by zoom. Present were Caryle, Inez and Katrina. Jacqui, Angel and Pam could not attend. Topics covered were as follows:

- \* Discussion about the National Association of Families for Children's Mental Health (NAFCMH) which meets annually and Caryle shared information that it might be of interest to NMAIMH as well as the fact that she is submitting to present at their next meeting in the fall. More to follow
- \* Katrina and Inez shared that Jacqui was mentioned on the Holder's call as she was the person who began this group to "hold" endorsement advisors in their sometimes challenging work
- \* Katrina shared her Endorsement Coordinator's report noting that EASy has some new features and Exam dates have been decided upon (late June)
- \* OUR Katrina has been invited to be part of a Patient Centered Outcome Research project, "A Journey to Empowerment and Health: Building the New Mexico Perinatal Mental Health Network". The focus is to address

and grow awareness of Perinatal Mood Disorders. Aren't we lucky to have this wonderful woman as part of OUR team!

\* A long time advisor will be leaving and we have an inquiry from someone who was an advisor who would be interested in "coming back on line"

\* Finally, there was discussion about an exam applicant who will have difficulty in traveling for the exam and what accommodations might be made.

\* Next meetings are scheduled as follows: April 12, May 10, June 8.

Respectfully submitted; Inez Ingle, Endorsement Chair on the Board

**Endorsement Coordinator Report for 2018**

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

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

\*Summer Exam submission dates have been announced and posted:

Submit no later than **April 13, 2018 @ 5:00 PM**

Review period until June 9, 2018 (8 weeks)

Invitations go out by June 9, 2018 to give at least 2 week notice

Exam will be held in Las Cruces either June 23 or June 30 (Pending venue).