

Board of Directors Meeting Agenda

June 6, 2018 DRAFT

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. Brindle Grant
 - ii.
 - iii.
8. New Business:
 - a. BOD Retreat
 - b. Alliance
 - c. Brindle Grant
9. Confirm next meeting (July 11, 2018)
10. Adjourn

NMAIMH Board of Directors Meeting

Notes – May 9, 2018

Approved with Corrections

Date Approved:

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

1. A quorum being present, the meeting was called to order at 1:08 by Ruth Ortiz, Board President.
2. Introductions were made.
3. Upon motion duly made (by Inez Ingle) seconded (Emily Aragon) to approve agenda. Vote 6-0-0
4. The Board reviewed the minutes of April 2018.

Upon motion duly made (by Inez Ingle) seconded (by Emily Aragon) and unanimously carried, the minutes of the April 2018 meeting, after fixing the footnote date, were APPROVED. Vote 6-0-0.

5. Treasurer’s Report:

Emily went over Profit & Loss and Balance Sheet. Amy explained the PayPal transfer and the Endorsement and Membership balances.

A motion was made to accept the Treasurer's Report made by (Emily Aragon) and seconded by (Carolyn Newman). Vote 6-0-0

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

Joy was not present for meeting: working on early relationship health screener. Inez will follow up with Joy on assessments.

7. Old Business:

a. Standing Committees:

i. Executive/Finance Committee:

***Discussion:** There are five people interested in Symposium, Inez, Jacqui, Pam, Courtney and Joy. Enrollment closes on May 14th with a possibility of more slots opening in June. Further discussion will take place during new business on agenda.

ii. Nominating/ Membership Committee:

Discussion: Jennifer Sallee's application will be passed on to the BOD. Need to make sure we are following the process with applications.

b.) Special Committees:

i. Training/Promotion/Website Committee:

Discussion: Jeannie is taking care of food for the Board Retreat Ruth is complete the Agenda and send to Amy to send out to BOD. Need shirt sizes for everyone. October and November trainings: talk of having one in the North, Taos and one in the South, Las Cruces. There was discussion on how much should be charged for the trainings, \$60 for members and \$80.00 for nonmembers.

ii. Endorsement Committee

Discussion: There was a request for have an additional exam in June possibly in Santa Fe, was not approved. The exam is scheduled for June 30, 2018 in Las Cruces, with 8 new applicants and 2 retakes.

c.) Other Old Business:

- i. Carolyn stated there are two possible new board members, Jennifer Sallie and Jeffrey Cottrell. There was discussion regarding Jeffrey and his interest in becoming a board member and potentially the treasurer, as he is Emily's son. There is nothing in the By-Law's that state a family member would be a conflict of interest. He will be asked to apply for membership to NMAIMH Board of Directors.

8. New Business:

- a. Email responses from BOD: please respond to emails and be on the lookout for emails.
- b. RSC symposium August 1-3: There are 5 individuals interested in attending the Symposium on behalf of NMAIMH, Pam Segal, Inez Ingle, Joy Brown, Courtney Cox and Jacqui Van Horn. The Association has two slots with a possibility of two more opening up in June. A motion was made by (Ruth Ortiz) seconded by (Emily Aragon) for slot 1 to be Inez Ingle and slot 2 to be Jacquie Van Horn, to attend the symposium of behave of NMAIMH representing NM. Slot 3 Pam Segel, slot 4 Joy Brown and slot 5 Courtney, in case more slots open up or someone is not able to attend at the last minute. Vote 5-0-0

Training Committee could work with individuals to create a training, could potentially provide a training in the north and one in the south. Another idea would be to provide a training at the Annual Meeting. Ruth will send out an email to the two candidates.

Regarding endorsement committee will have 10 days to provide the committee report to Amy.

Ruth is working on a Grant template and Jeannie will schedule a meeting for the Grant Committee.

9. Next Meeting June 6, 2018 1:00 pm to 3:00 pm

10. Meeting adjourned at 2:41 pm



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

		Total
Income		
4001 Endorsement Fees		-500.00
4003 Amazon Smile Foundation		5.09
4005 Grant Income		
4005-02 CYFD Grant		4,647.10
Total 4005 Grant Income	\$	4,647.10
4006 Bank Interest		1.87
Total Income	\$	4,154.06
Gross Profit	\$	4,154.06
Expenses		
62500 Dues and Subscriptions		42.05
7006 Telecommunications Expense		47.44
7012 Endorsement Coordinator Profess		2,100.00
7020 Administrative Contract Service		600.00
Total Expenses	\$	2,789.49
Net Operating Income	\$	1,364.57
Net Income	\$	1,364.57



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

	<u>Total</u>	
ASSETS		
Current Assets		
Bank Accounts		
1000 NMAIMH		-1,425.00
1001 Restricted		0.00
1002 Unrestricted		46,685.83
Total 1000 NMAIMH	\$	45,260.83
1004 Paypal		268.35
Total Bank Accounts	\$	45,529.18
Total Current Assets	\$	45,529.18
TOTAL ASSETS	\$	45,529.18
LIABILITIES AND EQUITY		
Liabilities		
Total Liabilities		
Equity		
30000 Opening Balance Equity		0.00
32000 Unrestricted Net Assets		22,187.28
Net Income		23,341.90
Total Equity	\$	45,529.18
TOTAL LIABILITIES AND EQUITY	\$	45,529.18

NMAIMH Report on Alliance for the Advancement of Infant Mental Health



NMAIMH Executive/Finance Committee Report

Executive Committee

Agenda

05/14/2018

Present: Ruth, Jonetta, Emily

Absent: None

Meeting called to order: (Time) 8:48 Am

Old Business:

- 1) Follow up from previous meeting (Completed or not completed)

Need to complete bylaws and send to Amy

Need to send Jeannie (Grants Committee) the format/info from previous grants

Survey Monkey survey was posted/completed

Taxes were completed

Names on bank account were completed

Symposium attendees were chosen/contacted

Colleen (Membership Committee) was sent newsletter template

Website Revamp began

- 2) Alliance

Discussion to send Alliance \$500 for EASY server updates

New Business:

- 1) Ruth discussed adding new additions (trainings) to online calendar
- 2) Brindle Grant amount of \$15000 was denied, trying to make budget reflect amounts for \$10,000. Suggested changes to the budget lines for Endorsement Coordinator, Strategic Planning, Alliance Membership, Reimbursements, Office Supplies, and Operating Costs.
- 3) Michael will be contacted regarding providing strategic planning. We will ask for a donation of his time first, but strategic planning is already built into the budget.

In-kind:

Meeting Adjourned: 9:33 am

Next Meeting Date: June 8 @ 8:30

NMAIMH Nominating/Membership Committee Report

Nominating/Membership Committee

Agenda

May 31, 2018

Present: Emily, Jonetta

Absent: Colleen, Carolyn

Meeting called to order: (Time) 9:00 am

Old Business:

1) Follow up from previous meeting. Status on the newsletter. Emily reached out to Colleen to check on what she might need to get the information for the newsletter i.e. Article submissions, letter from the President, letter from endorsement, community events, upcoming trainings, etc. Colleen did not get what she currently has on the newsletter to us in time for the meeting. We will ask her to submit so that we can give an update on the status for the June board meeting.

2) Emily will follow-up with her son to submit the application for the position of Treasurer for the Association. If received by the next board meeting, Jonetta would like to present the application.

New Business:

1) Carolyn submitted an application for Jennifer Sallee. We sent an email to our committee members suggesting she complete the application and resubmit completed and we will pass on for recommendation to the full board. It was recommended that we pay closer attention to applicants and their ability to fully participate in the efforts that the board requires other than solely for namesake of the board's name.

In-kind:

Meeting Adjourned: (Time) 9:30 am

Next Meeting Date: (Date) June 25th, 2018

Promotion/Training/Website Committee Report:

Training/Promotion/Website Committee

Agenda

May 22, 2018

Present: Ruth Ortiz and Jeannie Ross

Absent: Melanie

Meeting called to order: 8:30am

Old Business: No old business as committee is meeting for first time.

1) Board Retreat – July 13th and 14th

Jeannie is finalizing on Friday and Saturday both breakfast and lunch for both days. (possibly Jason's Deli for Friday and Saturday (Pizza and Salad) – Jeannie is coordinating. We need to make sure we have plates, napkins, forks, spoons and water at the office. Ensure Amy can request office to conduct meeting for both days. Agenda will be completed prior to retreat and sent out to BOD's by Ruth. Ruth will confirm with Michael Weinburg.

New Business:

1) Polo Shirts – Need sizes from everyone and will order from House of Graphics in Las Cruces at \$15.00/shirt. Will utilize monies from Brindle to purchase.

2) October or November Training – Having one in the North and South. Possibly in Taos or Albuquerque in the North and in Las Cruces in the Southwest. Ruth will notify the trainers of where we would like to conduct and let them decide where they would be able to provide the training. Possible charge of training will be \$60 for members and \$80.00 for non-members.

Future Discussion

1) Annual Meeting – To begin coordinating via the calendar of events.

In-kind: Discuss and remind to have completed.

Meeting Adjourned: 9:00am

Next Meeting Date: June 26, 2018 @ 8:30am

NMAIMH Endorsement Committee Report

Endorsement Committee

Agenda

May 10, 2018

Present: Present: Inez, Katrina, Pam, Angel, Jacqui, Caryle (Via ZOOM)

Absent: All in attendance

Meeting called to order: 9:05

Old Business Follow up from previous meeting. (Completed or not completed):

- 1) **Exam:** Date is set for June 30th in Las Cruces. Due to the break scheduled for lunch, and to allow for a more realistic time for travel from out of town applicants, the time has been changed to Section 1: 10:00-11:30 Section 2: 1:00-2:30

Reviews are under way.

2) ZERO TO THREE Infant and Early Childhood Mental Health Convening (IECMH) Convening

update: Pam sent the EC the response document the NM team wrote. Reminded us that 5 of the 7 members will be going to Minnesota next week.

New Business:

- 1) **Updates on current funding**
- 2) **Additions to the Board of Directors**
- 3) **New Alliance Staff:** As of July 1, 2018, Deborah Weatherston will be stepping down from her current position of Executive Director. Nichole Paradis, current Associate Director for the Alliance will take over as Executive Director.
- 4) **Reflective Supervision Symposium:** There were 5 Endorsed Professionals interested in attending (Golden, Colo. August 1-3). NM currently has 2 spots reserved, Jacqui Van Horn and Inez Ingle were selected to represent NM. If more slots open up, the others will have an opportunity to register. It is the hope of the BOD that if more are allowed to attend, the NMAIMH will be able to host a training on Reflective Supervision in the north and south areas of the state.

5) **EASy Updates:** Updates will be worked on this summer. There has been \$4,000 of the \$7500 needed secured. NMAIMH is suggesting a \$500 commitment to aid in the updates. This support will be considered by the BOD.

In-kind: Complete hours not available, however there were at least **5 in kind hours** for this call alone.

Meeting Adjourned: 10:00 am

Next Meeting Date: June 14, 2018 @ 9:00 am

Endorsement Coordinator Report for 2018

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

*May better qualify at a Category II

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

*Summer Exam, June 30, 2018:

9 Applicants submitted their portfolios for review (All Category III): 2 are retaking the exam, 7 are intending on taking the exam for the first time.

All reviews are complete with 8 invitations to sit for the exam, 1 applicant has been deferred (meets Category II).