

Board of Directors Meeting Agenda

October 4, 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 – On Hold
 - i. Executive Committee
 - ii. Nominating Committee
 - b. Special Committee Reports – On Hold
 - i. Finance Committee
 - ii. Training Committee
 - iii. Membership Committee
 - iv. Endorsement Committee-Retreat
 - v. Website Committee
 - c. Other Old Business:
 - i. Status update for CYFD Early Childhood Division
 - ii. Request to distribute the Reflective Supervision Survey
 - iii.
 - iv.
8. New Business:
 - a. ASU Survey
 - b.
 - c.
 - d.
 - e.
9. Confirm next meeting (September 6, 2017)
10. Adjourn

NMAIMH Board of Directors Meeting

Minutes – September 6, 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 1:14 pm by Liz Martinez, President.
2. Introductions were made.
3. Upon motion duly made (by Liz Martinez) seconded (Inez Ingle) to approve agenda. Add zoom as way of communication for Board meetings and add retreat to Endorsement Committee report. Vote 5-0-0
4. The Board reviewed the draft minutes of August 2017. There were no changes suggested.

Upon motion duly made (by Liz Martinez) seconded (by Inez Ingle) and unanimously carried, the minutes of the August 2017 meeting, with no changes to the minutes were APPROVED. #6 states Alliance is a where and should just be aware. Vote 5-0-0

5. Treasurer’s Report:

-Liz texting Amy to come in and explain the reports.

-Amy: Knows there was a question on Katrina's billing for the month of June. We did her invoice early so it includes two months' worth which was June and July because we had to get billing into CYFD early for their close out. Correction the billing was for May and June. Where we state right now after I do Katrina's invoice, we have \$4500.00 left in the account. I have not transferred over monies from PayPal to the account and want to say there is roughly about \$500 in PayPal. So that would give us about \$5000.00 for the month of September.

Inez- I have been tracking out Amazon Smiles and it has been stagnating for months, feels it should be more than that, what are we missing, how do we get that, are we supposed to go to it and transfer it over? Amy- no it automatically gets transferred over to our bank account. Inez, well then it is not doing that, it's been \$7.36 for ever. Amy- that what we received from Amazon Smiles that month, those line items are income from Amazon Smiles for that month, so as of the end of June we have received \$15.

Liz- It looks like for the month of August our expenses were \$2911.54 and does that include Katrina's invoice. Amy-Yes that includes Katrina's invoice for the month of July because she runs a month behind. Liz- So the \$2911.54 is our typical expenses for the month? Amy-Yes that is our bare minimum for the month. The telecommunications include things like MyFax, cell phone. Our Albuquerque business license hit in the month of August which is once a year. Office supplies includes the QuickBooks subscription so not sure if you all want it under another line item like subscriptions. But my thought is that it is more of an office supply expense. Liz- is that how much we pay for QuickBooks? Amy – for a while yes, we received a disconnected rate for 6 months I believe and then it will go up, but I believe it will go up by about \$10.

Joy-Has the Endorsement renewal for the Easy license for 2018-2019 has that been paid? Amy- I have not seen an invoice yet. Liz- Katrina looked into that and we are good with Easy through 2019 and for the Endorsement renewal we will now be doing it annually for a \$1000. Katrina is waiting for the invoice, correct Katrina? Katrina-No that invoice should not come to me, it should go to Amy. Amy- we have not received the invoice yet.

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

Joy-Our next board meeting is on the 15th, big news is that the Alliance has received a 501-c3 so that they are able to accept donation and do grants. Reflective Retreat was very well received and very popular. October is celebrate babies month and will be thinking of some uplifting and fun things to do to celebrate that. Inez- we have an invitation to go to the Hickoria baby shower that the clinic puts on and I would be happy to do something there and represent us there. It's on November 15, 2017.

Ruth joined the meeting.

7.Old Business:

a. Standing Committees:

i. Executive Committee:

Did meet in the month of August, we discussed 4 things, funding, strategic planning, recruitment of directors, priorities for the remainder of 2017. Liz, Jonetta, Ruth and Gary met for call. Respect to funding we had not received a commitment for the \$230000 from CYFD Early Childhood but we did confirmation of the \$27,000 from CYFG BH is still good to go. We have an open RFP with Brindle for \$15000 for 2018. Wanted to bring that to the board to seek approval to apply for this RFP, and using that money for strategic planning. With strategic planning, I have been talking to Michael Wineberg about it. Should we be thinking about strategic planning with the current board or should that be one of the first action items for the 2018 Board? Michael's response is anytime is a good time for strategic planning, and sent some talking points. And because we are at a turning point with the future of the Association, I believe we are at a good point in time to do a strategic planning. We have gone far too long without it. A strategic plan would help plan the long-term work of the Association, guides your fund-raising efforts, improve how your board functions, and recruitment.

Would also like to get an idea of how many of us will be continuing with the Board in 2018. I did make an announcement at the Executive Committee meeting that my two-year term will end on December 30, 2017 and I have decided not to renew my term.

Gary-I have also decided not to come back, my term also ends in December. So as of December 30th, the board will not have a president, vice president or treasurer.

Liz-Officer positions are for a one-year term, so even if I was returning next year, the president position would need to be voted on and no guarantee that I would remain the president.

Inez-my term ends in December as well and would like to continue with the board. But will say that I no interest in being the President or Vice President and would rather remain just a member of the board and stay on the endorsement committee.

Liz-Ruth mentioned during the Executive meeting that she does not live in Albuquerque and feels that would make it hard for someone to be the president or vice president. Liz stated that although she lives in Albuquerque, she works in Laguna and is there 12 hours a day. However, we would need people in Albuquerque that would be able to sign checks. Having the meeting through Zoom would make the meetings a little more personable rather than over the phone. That may be another option for us. I think that if we have 2-3 check signers available in Albuquerque, then I really don't see that a leadership position really needs to be stationed in Albuquerque.

Inez- Looking at the strategic planning, maybe looking back through old goals and why they didn't get fulfilled, and look at original process that was given to the state. These would be good follow up things to look at.

Liz-I think you would be a key historian board member to assist in this on the strategic planning.

Joy- To Carolyn, do you have a sense of what board members are up for reelection this year. Carolyn, I should have a list in our minutes. My term is up at the end of this year. Rose term is up for renewal in December as well. Ruth as one more year left on her term. We defiantly need to recruit more board members, and maybe we need to send out a global to our membership. Katrina has someone that maybe interested in being the Treasurer and will send out an email to them.

Liz- United Way has the Center for nonprofit excellence and believe that they have a way to assist in recruiting board members on their website. Would you mind if I assign that to the nominating committee to contact them and see how they can assist?

Liz- Priorities for last quarter for 2017, my priorities is to ensure that we have funding secured for 2018. What are the boards thoughts on what our priorities should be for the remainder of the year?

Gloria- Regarding the CYFD BH, is it only going to cover those endorsing at level 3-4? Liz- the scope of work I sent to CYFD was for NM Professionals and will cover level 3-4 for sure but its not for just a designated few.

Liz-Update on CYFD Early Childhood has confirmed the \$23,000 and it will be run through Region 9 again. And we should have that contract by the end of this week or next week. So, we have a commitment from CYFD ECH to support our level 1-2 and a commitment from CYFD BH to support our level 3-4. Next step is to get the green lights going, make sure Amy knows who to connect to for the billing, make sure we have things in place and anything that needs to be sent out to the board. Line items are set and will get with Amy and Katrina to make sure to we maximize our billing. Inez, how many people can we support on level 1-2 and how many on 3-4 given the limited budget?

We reduced the number of hours of services hours as well as going from a 12-month operating to a 10-month operating, which is September through June.

Inez- Say we apply for the Brindle funding and get it, would those funds come before 2018? Liz, I believe it could be used in 2017.

Liz-In a nut shell that was what was discussed at the Executive committee and the concerns for stainability and a strong frustration with that. That's why I think it would be beneficial to have a strategic planning session with new and fresh ideas. 2017 priorities might be for the purposes of setting up strategic planning in 2018. Ruth agreed that it would be good to set some goals.

ii. Nominating Committee:

No report due to funding issue discussion

b. **Special Committees:**

i. Finance Committee

No report due to funding issue discussion

ii. Training Committee

No report due to funding issue discussion

iii. Membership Committee

No report due to funding issue discussion

iv. Endorsement Committee

Alliance has their annual retreat on November 5-7, 2017, and we are asking if one of us or if both of us can go? Question to Joy, is it a requirement for us to go or just encouraged to go? Joy, strongly encouraged to go. Katrina, I looked at the cost, \$100 for retreat and \$138 for occupancy for one person. It's \$513 for one person plus the flights to attend the retreat.

Liz- Is the request from the Endorsement committee to the association for \$1200 for Inez and Katrina to attend the retreat?

Liz- Joy would you remind me about how much we had left in the credit. Joy- About \$1200. Liz-what can that be used for? Joy-for anything, if you wanted to send someone to the retreat you could ask Nicole to designate that, and it would take paying for it and then billing her for it. Liz-With a \$1200 credit with the Alliance we could send two travelers to the retreat.

Joy- I am wondering if you want to use that credit for the licensing rather than the retreat.

Liz- The licensing is a billable line item through CYFD, whereas travel is not.

I would like to make a motion to approve the NMAIMH utilizing the credit with the Alliance for the purposes of the covering the registration and lodging expenses for the annual retreat, with a cap of \$1000 to send two representatives. Inez Ingle seconds it.

Discussion-\$1000 cap on the table and should we use or credit, should we exhaust the credit, thoughts? Ruth, I think we should just exhaust it. Katrina-how would that work? Liz-how would we do that Joy? Joy-you would just request how you want to spend it and bill it afterwards. Liz-We need to discuss if Inez and Katrina would be reimbursed directly or reimburse the Association. I would feel comfortable having a lead person on this and figure out the logistics. Katrina is comfortable with that.

Vote 4-0-1 to exhaust credit with Alliance to send two representatives to the annual retreat.

Katrina-are we continuing to leave the endorsement applications on hold? Liz-Yes until we at least have contracts in hand.

Inez- Endorsement committee met on August 10th, discussed where we were at and where we are not at. What adjustments that will need to be made with funding, communication with board members and Michael Wineberg giving more support and meeting with other early childhood groups.

v. Website Committee

No report due to funding issue discussion

c. Other Old Business:

- i. We secured the \$23,000 verbally and send the contract once we have it.

8. New Business:

- a. Request to distribute reflective supervision survey- Wants this survey sent to members. I (Liz Martinez) move to approve the request to distribute the survey to the Associations membership listserv. Ruth Ortiz seconds the motion. Discussion-Joy- Christopher Watson who has been doing a lot of the Reflective Supervision work just received a million-dollar grant in Michigan to develop a whole center for Reflective Supervision. I would want to know if she is connected to him in anyway, if she is being mentored by the Alliance and if Debbie and Nicole are aware that she is doing it because what may happen is there are going to be a lot of surveys coming out and people may be inundated. She doesn't really mention who she is working under, I would want to make sure that we are not crossways with that. I can bring it up at the Alliance meeting, so you can get an approval with the motion pending that feedback from the Alliance. I would just be careful and sounds like she has not made the right connects for a doctoral student and not thinking of the ramification that could be bigger. Joy offered to do more research and get back with the NMAIMH BOD. The approval of this item will be tabled until the October 2017 meeting.
 - b. Term Renewals and Recruitment for 2018. Liz asked the Board of Directors who's terms are ending on 12/31/17? Who is planning to renew their term? Liz and Gary both announced that their terms were ending on 12/31/17 and neither are planning to renew their term in 2018.
 - c. Brindle RFP up to \$15k. Liz let the Board know that Brindle has an RFP out in the amount of \$15,000 and is seeking approval from the NMAIMH to submit a proposal for the purposes of strategic planning and possibly supplementing any Alliance travel costs. Liz made a motion for the NMAIMH to approve submitting a funding application to the Brindle Foundation in the amount of \$15,000. Inez seconded the motion. The motion was passed. (5-In favor, 0-Against, 0-Abstained).
 - d. NMAIMH Strategic Planning. The importance of developing a Strategic Plan was discussed among directors. The NMAIMH discussed to move forward with developing a strategic plan with the 2018 Board, rather than developing one this Fall.
 - e. Priorities for 2017. The Board agreed that identifying the priorities for the remainder of 2017 would be difficult. Even recruiting new Board members will be challenging because of the current vulnerable status of the Board and Endorsement. Liz notified that her focus would be to secure funding for 2017-2018.
9. The Board confirmed the next regularly scheduled meeting will be held on October 4, 2017.
 10. There being no further business, the meeting was adjourned at pm.

Respectfully submitted by Amy Goodner, Administrative Coordinator



NMAIMH Treasurer’s Report: Financial Statements
New Mexico Association for Infant Mental Health
Profit and Loss
September 2017

		Total
Income		
4001 Endorsement Fees		50.00
4006 Bank Interest		4.20
Total Income	\$	54.20
Gross Profit	\$	54.20
Expenses		
7001 Bank Service Charges		3.95
7006 Telecommunications Expense		47.12
7012 Endorsement Coordinator Profess		1,400.00
7017 Computer and Internet Expenses		70.73
7018 Office Supplies		25.23
7020 Administrative Contract Service		1,200.00
7021 Rent Expense		200.00
Total Expenses	\$	2,947.03
Net Operating Income	-\$	2,892.83
Net Income	-\$	2,892.83

Tuesday, Oct 03, 2017 04:26:08 PM GMT-7 - Cash Basis



New Mexico Association for Infant Mental Health Balance Sheet

As of September 30, 2017

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 NMAIMH	-1,425.00
1001 Restricted	0.00
1002 Unrestricted	5,284.91
Total 1000 NMAIMH	\$ 3,859.91
1004 Paypal	268.35
Total Bank Accounts	\$ 4,128.26
Total Current Assets	\$ 4,128.26
TOTAL ASSETS	\$ 4,128.26
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	0.00
32000 Unrestricted Net Assets	34,415.08
Net Income	-30,286.82
Total Equity	\$ 4,128.26
TOTAL LIABILITIES AND EQUITY	\$ 4,128.26

Tuesday, Oct 03, 2017 04:26:54 PM 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

No report at this time.

NMAIMH Endorsement Committee Report

No Report at this time

NMAIMH Website Committee Report

No Report at this time
