



NMAIMH Board of Directors Meeting

Minutes - April 1, 2015

Approved as Written: ✓

Approved with Corrections: _____

Date Approved: May 6, 2015

NAME	Present (in person)	Present (phone/video)	Not Available	NAME	Present (in person)	Present (phone/video)	Not Available
Directors:				Members Present:			
Angel Toyota-Sharpe		✓					
Angelina Carver			✓	Pamela Segel (End. Coord.)	✓		
Anilla Del Fabbro		✓		Gloria Radoslovich (CDD)	✓		
Carolyn Newman	✓						
Courtney Lewis	✓						
Gary Atias		✓		Guests:			
Inez Ingle		✓		Marina Rabinowitz (Admin Director)	✓		
Joy Browne		✓		Connie Compton (Admin Asst)	✓		
Robin A. Wells		✓		Misty Stacy (Bookkeeper)		✓	
Ruth Ortiz			✓				
Stephen Stone		✓					
Wendy Sager-Evanson		✓					

1. A quorum being present, the meeting was called to order at 1:05 pm by Angel Toyota-Sharpe.
2. Introductions were made.
3. Changes to Agenda: There were two additions to the Agenda under New Business: League of States Attendees, and Marketing and Advertising
4. The Board reviewed the minutes of the March 4, 2015 meeting. There were no corrections noted.

Upon motion duly made (by Courtney Lewis), seconded (by Anilla Del Fabbro), and unanimously carried, the minutes of the March 4, 2015 meeting, as written, were APPROVED.

5. Treasurer’s Report:

The Board reviewed the financial reports for March 2015. Stephen Stone advised that the budget has been revised. He also advised that a new expenditure report has been added (copies attached hereto and made a part of these minutes).

Upon motion duly made (by Wendy Sager-Evanson), seconded (by Inez Ingle), and unanimously carried, the financial statements for March 2015 were ACCEPTED.

Stephen also noted that the current contract with Ultimate Solutions for website maintenance will expire in June and the Board needs to solicit bids for the ensuing year.

6. Administrative Director's Report

Marina Rabinowitz advised that she and Gary Atias met last week with the Thornberg Foundation. They encourage NMAIMH to collaborate with other agencies. Thornberg does not accept grant proposals; they do the soliciting. Marina also set up a meeting with the Brindle Foundation next month. She needs input from the Board as to what type of funding to request. There was discussion regarding the various agencies to seek collaboration with, as well as CNM and UNM for adding IMH classes to their curriculums.

Marina also reported that the new logo has been incorporated into the website and NMAIMH's letterhead. She is also working with Pam on updating the endorsement maps to encompass the results of the recent survey Pam conducted of endorsed individuals.

7. Old Business:

a. Standing Committees:

i. Executive Committee:

Angel Toyota-Sharpe advised that the Executive Committee met yesterday and discussed the Thornberg visit and pending CYFD funding. She also advised that Joy, Stephen, and Marina will meet to review existing contracts and scopes of work. The Committee recommends that Pam and Marina attend the JP Taylor Task Force and ELAC meetings. It was suggested that everyone make a list of meetings they are connected with and submit them to Marina so that she can make a diagram to keep track of who is involved with the various agencies and task forces. The Committee also talked about putting together an ad-hoc marketing subcommittee.

ii. Nominating Committee:

Carolyn Newman advised that she contacted Diana Edwards and sent her a Board application. She has not been able to contact Ann Trahn. She also noted that she has an application from Jonetta Martinez-Pacias and will send it to Connie to distribute to the Board for consideration at the next meeting. Marina will send contact information to Carolyn for Doris Duhigg, and Anilla will send contact information for Lauren Erchman-Donner, both of whom have expressed an interest. It was noted that the Nominating Committee does not have any members at this time, other than Carolyn as Chair. Stephen Stone and Marina Rabinowitz agreed to serve on the Committee.

b. Special Committees:

i. Training Committee

The Board reviewed the Training Committee report (a copy of which is included in the agenda attached hereto and made a part of these minutes). The Training Committee agreed that the highest priority is developing an outline for online modules and incorporating competencies and reflective practices. Robin and Anilla will work on an outline. It was noted that Jacqui Van Horn would be willing to contribute once the outline is formed. Joy and Pam also volunteered to contribute. Anilla advised that they will need an IT Tech person to set it up. Marina stated that this might be a good project to ask for funding from Brindle. Joy noted that she has had several conversations with Deb Weatherston to do a training on something other than Reflective Consultation. Courtney volunteered to help coordinate the training. Gloria Radoslovich advised that there have been several cross-sector meetings in Santa Fe involving all programs.

ii. Membership Committee

The Board reviewed the Membership Committee report (a copy of which is included in the agenda attached hereto and made a part of these minutes). Wendy Sager-Evanson encouraged setting up in-person meetings with different communities.

iii. Endorsement Committee

Inez Ingle advised that the Committee met earlier today. Most of the items discussed have already been covered in this meeting. She will write up notes for next month's Board meeting. The Board discussed changing Committee meeting dates to the week before the Board meetings so that written reports could be submitted with the Agenda. The Board also discussed attendance at the League Retreat. There is funding available for two attendees.

Upon Motion duly made (by Robin A. Wells), seconded (by Stephen Stone), unanimously carried, it was determined that Inez Ingle, Endorsement Committee Chair, and Pam Segel, Endorsement Coordinator, attend the League Retreat on behalf of NMAIMH.

Joy noted that the Alliance also meets during the League Retreat, and that she would be attending as the NMAIMH representative.

iv. Fund Development Committee

Robin A. Wells noted that fund development information was covered in the Administrative Director's report above. More on this topic will also be covered at the Board Retreat.

v. Website Ad Hoc Committee

Robin A. Wells advised that the new website is ready to be launched, as soon as Connie contacts the current hosting service asking that it be transferred to Ultimate Solutions. As soon as the Website goes live, Kerry will be able to schedule Skype training sessions with Connie, Pam, and Marina.

c. Other Old Business:

- i. Report on NMAEYC Conference, March 6 & 7 – Carolyn Newman advised that she will report on the conference at the Board Retreat. It was suggested that Directors who attend Conferences write up a couple of paragraphs to be included on the Website.
- ii. Board Retreat – The Retreat date has been rescheduled for May 1st. Angel asked that any Director who is unable to attend contact her.

8. New Business:

- a. Online Meeting Sites: In response to the Board's request at the last meeting, Connie gathered information on the two main online meeting sites and presented it to the Board. Because such use would continue to require phone connections, it was determined that it would not be advisable to pursue it at this time.
- b. Photo Release Form – Marina presented a photo release form to use when incorporating photos of parents/children on the website, or other marketing materials.
- c. League of States Attendees – This item was covered in the Endorsement Committee Report.
- d. Marketing and Advertising – This item will be discussed at the Board Retreat.
- e. Announcements – Joy Browne advised that she attended an early learning workshop earlier in the day with representatives from major funding sources.

9. The next regular meeting of the Board of Directors is scheduled for Wednesday May 6, 2015 at 1:00 pm.

10. There being no further business, the Meeting adjourned at 3:24 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda (REVISED 4/1/2015)

April 1, 2015

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-857-232-0157

Meeting Code: 399503

1. Call to order
2. Introductions
3. Review Agenda – Changes/Additions
4. Review/Accept previous BOD meeting minutes
5. Treasurer’s Report (Review Financial Statements)
6. Administrative Director’s Report
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
 - iv. Fund Development Committee
 - v. Website ad hoc Committee
 - c. Other Old Business:
 - i. Report on NMAEYC Conference March 6 & 7
 - ii. Board Retreat
8. New Business:
 - a. Online Meeting Sites
 - b. Photo Release Form
 - c. League of States Attendees
 - d. Marketing and Advertising
 - e. Announcements
9. Confirm next meeting (May 6, 2015)
10. Adjourn

NMAIMH Treasurer's Report - Financial Statements:

NEW MEXICO ASSOCIATION FOR INFANT MENTAL HEALTH 2015 Budget	
<u>Anticipated Income:</u>	
Total in checking/savings/PayPal account as of December 31, 2014 (Includes Brindle grant from the 2014 tax year)	56,915
Funds remaining from Region IX Education Cooperative FY 2015	29,985
Funds from Region IX Education Cooperative FY 2016	25,000
Membership Dues	6,000
Endorsement Dues	5,000
Training Fees	6,000
Total Funds Available	128,900
<u>Budgeted Expenses for 2015:</u>	
Bank and PayPal Fees	400
Insurance	1,105
Licensing and Permits	150
Legal and Accounting	7,500
Telecommunications	600
Board Travel Expenses	4,500
Marketing and Advertising	2,500
Training Expenses	2,000
Reflective Consultation Contract Services	18,720
Reflective Consultation Coordination	1,680
Endorsement Coordinator	23,600
Administrative Contract Services	19,185
Administrative Director	40,000
Professional Fees-COS	500
Miscellaneous	500
Computer and Internet	1,500
Office Supplies	500
Meals and Entertainment	500
Total Expenditures	125,440
Funds Remaining	3,460

NEW MEXICO ASSOCIATION FOR INFANT MENTAL HEALTH
Expenditure Report
As of March 27, 2015

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE
Bank and PayPal Fees	\$ 400.00	\$ 21.63	\$ 65.01	\$ 334.99
Insurance	\$ 1,105.00	\$ 1,105.00	\$ 1,105.00	\$ -
Licensing and Permits	\$ 150.00	\$ -	\$ -	\$ 150.00
Legal and Accounting	\$ 7,500.00	\$ 540.00	\$ 1,170.00	\$ 6,330.00
Telecommunications	\$ 600.00	\$ 47.58	\$ 140.01	\$ 459.99
Board and Travel Expense	\$ 4,500.00	\$ -	\$ 1,374.55	\$ 3,125.45
Marketing and Advertising	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00
Training Expenses	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
RC Contract Services	\$ 18,720.00	\$ 675.00	\$ 2,148.15	\$ 16,571.85
RC Coordination	\$ 1,680.00	\$ 140.00	\$ 420.00	\$ 1,260.00
Endorsement Coordinator	\$ 23,600.00	\$ 1,820.00	\$ 6,020.00	\$ 17,580.00
Administrative Contract Services	\$ 19,185.00	\$ -	\$ 2,604.80	\$ 16,580.20
Administrative Director	\$ 40,000.00	\$ -	\$ 3,080.00	\$ 36,920.00
Professional Fees-COS	\$ 500.00	\$ -	\$ -	\$ 500.00
Miscellaneous	\$ 500.00	\$ -	\$ 100.00	\$ 400.00
Computer and Internet	\$ 1,500.00	\$ -	\$ -	\$ 1,500.00
Office Supplies	\$ 500.00	\$ -	\$ 289.88	\$ 210.12
Meals and Entertainment	\$ 500.00	\$ -	\$ 406.25	\$ 93.75
	\$ 125,440.00	\$ 4,349.21	\$ 18,923.65	\$ 106,516.35

NEW MEXICO ASSOCIATION FOR INFANT MENTAL HEALTH
Statement of Financial Position
As of March 27, 2015

	Mar 27, 15	Mar 27, 14	\$ Change	% Change
ASSETS				
Current Assets				
Checking/Savings				
001 · NMAIMH	53,961.80	27,743.79	26,218.01	94.5%
Paypal Account	5,872.32	6,549.96	-677.64	-10.35%
Total Checking/Savings	59,834.12	34,293.75	25,540.37	74.48%
Total Current Assets	59,834.12	34,293.75	25,540.37	74.48%
TOTAL ASSETS	59,834.12	34,293.75	25,540.37	74.48%
LIABILITIES & EQUITY				
Equity				
30000 · Opening Balance Equity	12,836.10	13,504.84	-668.74	-4.95%
32000 · Unrestricted Net Assets	44,079.83	15,320.12	28,759.71	187.73%
Net Income	2,918.19	5,468.79	-2,550.60	-46.64%
Total Equity	59,834.12	34,293.75	25,540.37	74.48%
TOTAL LIABILITIES & EQUITY	59,834.12	34,293.75	25,540.37	74.48%

NEW MEXICO ASSOCIATION FOR INFANT MENTAL HEALTH
Profit & Loss Detail
March 2015

	Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
Ordinary Income/Expense									
Income									
0001 · Membership									
	Deposit	03/09/2015			membership	Mbshp	001 · NMAIMH	150.00	150.00
	Deposit	03/19/2015			membership	Mbshp	Paypal Account	45.00	195.00
	Deposit	03/20/2015			membership	Mbshp	Paypal Account	45.00	240.00
	Deposit	03/24/2015			membership	Mbshp	Paypal Account	135.00	375.00
	Total 0001 · Membership							375.00	375.00
0002 · Endorsement Fees									
	Deposit	03/04/2015			Endorsement	Endsmnt	001 · NMAIMH	250.00	250.00
	Deposit	03/04/2015			Endorsement	Endsmnt	Paypal Account	60.00	310.00
	Deposit	03/09/2015			endorsement	Endsmnt	001 · NMAIMH	110.00	420.00
	Deposit	03/09/2015			Endorsement	Endsmnt	Paypal Account	30.00	450.00
	Deposit	03/19/2015			endorsement	Endsmnt	Paypal Account	65.00	515.00
	Deposit	03/24/2015			endorsement	Endsmnt	Paypal Account	65.00	580.00
	Deposit	03/25/2015			endorsement	Endsmnt	Paypal Account	50.00	630.00
	Total 0002 · Endorsement Fees							630.00	630.00
0003 · Donations									
	Deposit	03/09/2015			donation	Donations	001 · NMAIMH	15.00	15.00
	Total 0003 · Donations							15.00	15.00
0007 · Grant Income									
00074 · Region 9 Grant (2014-2015)									
	Deposit	03/09/2015			Jan billing	Grants	001 · NMAIMH	6,468.83	6,468.83
	Total 00074 · Region 9 Grant(2014-2015)							6,468.83	6,468.83
	Total 0007 · Grant Income							6,468.83	6,468.83
	Total Income							7,488.83	7,488.83
	Gross Profit							7,488.83	7,488.83
Expense									
007 · Paypal fees									
	Check	03/04/2015	82	PayPal	fees		Paypal Account	2.34	2.34
	Check	03/09/2015	83	PayPal	fees		Paypal Account	1.17	3.51
	Check	03/19/2015	84	PayPal	fees		Paypal Account	3.79	7.30
	Check	03/20/2015	85	PayPal	fees		Paypal Account	1.61	8.91
	Check	03/24/2015	86	PayPal	fees		Paypal Account	7.02	15.93
	Check	03/25/2015		PayPal	fees		Paypal Account	1.75	17.68
	Total 007 · Paypal fees							17.68	17.68
60400 · Bank Svce Charges									
	Check	03/10/2015		Us Bank	monthly fee		001 · NMAIMH	3.95	3.95
	Total 60400 · Bank Svce Charges							3.95	3.95
63300 · Insurance Expense									
	Check	03/17/2015	1700	Brown & Brown	Insurance		001 · NMAIMH	1,105.00	1,105.00
	Total 63300 · Insurance Expense							1,105.00	1,105.00
66700 · Professional Fees									
	Check	03/02/2015	1699	Misty Stacy	Feb Bkpng		001 · NMAIMH	540.00	540.00
	Total 66700 · Professional Fees							540.00	540.00
66701 · RC Professional Fees									
	Check	03/02/2015	1696	R/C-KB	Feb R/C		001 · NMAIMH	270.00	270.00
	Check	03/02/2015	1697	R/C-TD	Feb R/C		001 · NMAIMH	180.00	450.00
	Check	03/02/2015	1698	R/C-JVH	Feb R/C		001 · NMAIMH	225.00	675.00
	Total 66701 · RC Professional Fees							675.00	675.00
667011 · R/C Coordin									
	Check	03/02/2015	1695	R/C Coord-MH	Feb R/C		001 · NMAIMH	140.00	140.00
	Total 667011 · R/C Coordin							140.00	140.00
66703 · End Coord Prof									
	Check	03/02/2015	1694	End Coord-PS	Feb Svces		001 · NMAIMH	1,820.00	1,820.00
	Total 66703 · End Coord Prof							1,820.00	1,820.00
68101 · Telecom Expense									
	Check	03/09/2015		Verizon Wireless	cell phone		001 · NMAIMH	37.58	37.58
	Check	03/18/2015		MyFax	monthly fee		001 · NMAIMH	10.00	47.58
	Total 68101 · Telecom Expense							47.58	47.58
	Total Expense							4,349.21	4,349.21
	Net Ordinary Income							3,139.62	3,139.62
	Net Income							3,139.62	3,139.62

Administrative Director's Report

No Report at this time

NMAIMH Executive Committee Report

No Report at this time

NMAIMH Nominating Committee Report

No Report at this time

NMAIMH Training Committee Report

We met on March 30th at 8:30am (only three attendees total)

1. Ask Deborah Weatherston whether she could come out to NM to do a training/workshop. Email was sent asking her whether this is feasible and when she may be able to come.
2. Of HIGH PRIORITY is developing a set of online IMH training modules connected to competencies that will be a signature set of trainings for the NMAIMH. There will be reflective exercises incorporated; AND folk will be given information regarding Reflective Supervision. These modules can target multiple audiences including levels 1 and 2; as well as pediatrics, primary care, etc.

PLEASE volunteer to contribute to these modules. Drop box is set up to facilitate this.

3. Once we have products (modules aligned with competencies); we can explore different venues, e.g., ECHO program at UNM, Community Behavioral Health rural program at CBH (Telehealth), CNM, CYFD, etc. to maximize dissemination.
4. Use our website to organize all trainings in the State so that we avoid overlap and so that the membership has access to what is offered.
5. Arrange meetings with key stakeholders and funding sources to discuss the above.
6. Provide training to outlying areas on postpartum depression (? East NM)
7. Send out SurveyMonkey to Training Committee list regarding time of Training Committee meetings.

Submitted by Anilla Del Fabbro

NMAIMH Membership Committee Report

Submitted by Wendy Sager-Evanson, Chair:

The membership committee has not met this month. Last month we solicited input from Board members. The following, much appreciated input, came from Courtney. I agree completely with building direct, experiential relationships, not just electronic ones, and I like all the suggestions. What do you think???? I am happy to host something in Truth or Consequences; it lends itself well to self-care & renewal. Perhaps we plan one rural event and one urban event.

From Courtney

I have been chewing on ways we can support the membership after our last board meeting and I have thought of a few things that are out of the box, which may or may not be feasible, but I thought I'd share. **The primary feature of all of these is face-to-face time. Electronic communication seems to be**

becoming more and more futile because everyone is swamped with electronic communications all the time. Face to face time takes more concerted effort but is highly effectual because it provides groundwork for relationships.

We can organize and have one or two board members attend the following around the state:

- 1) Simple meet ups that provide wine/cheese and opportunity for people working in E.I. in a region of NM to get to know each other. We can provide information about what NMAIMH is doing currently, possibly provide a short training or just organize folks to see what they need and what in their part of the State. NMAIMH organizes the venue, sends out invites and secures food.
- 2) Free or low cost regional training provided by a volunteer board member around NMAIMH competencies for every level of endorsement
- 3) Self-care retreat provided by volunteer board member to a region of the state. Maybe implementing mindfulness direction, nurturing play, art, or some other activity to nurture our members.

We can always find free spaces and we can get the word out by phone and email. A budget of travel expenses would need to be provided and maybe we could hit two regions a year.

Added 3/31/2015:

Marina has commented that she agrees in doing "in person outreach." An idea percolating is to have quarterly board meetings around the state - followed by mini-trainings, and social time - receptions for professionals and the local community. We will surely talk more at the Board Retreat, but would like to start planning if all are in favor.

NMAIMH Endorsement Committee Report

The Endorsement Committee will be meeting on a call at 8:30 am on 4/1/15 and will report the information from that call later in the day at the Board meeting.

Endorsement Applications	Level 1	Level 2	Level 3	Level 4	Endorsed
January, 2015		1			
February, 2015		1	2	1	
March, 2015	1	6			

NMAIMH Fund Development Committee Report

Chair - Robin A. Wells
Committee Members – Stephen Stone, Courtney Lewis
Report Date: 4-1-15

No formal committee meeting has been held; however, members of the Board and Ms. Arbetman-Rabinowitz (Administrative Director) were to have had a meeting with Mr. Michael Weinberg regarding possible funding for a project. No Board members or the Administrative Director have sent any updates of Fund Development activity to be included in this report.

NMAIMH Ad Hoc Website Committee Report

Chair - Robin A. Wells

Committee Members: Wendy Sager-Evanson (Chair – Membership), Anilla Del Fabbro, (Chair - Training); Angel Toyota-Sharpe (President)

Report Date: 4-1-15

Ms. Kerry Caron has spent time this past month assisting Dr. Wells in adding additional items to the new webpage, and supporting her (Dr. Wells) in problem-solving “glitches” or missing steps that prevented uploading items. The new webpage is essentially ready to be transitioned into the new webpage when finalization of email documents has been completed in “holding” NMAIMH emails (endorse; admin; training; info) prior to the transition.

PHOTO RELEASE

I, _____, hereby authorize the New Mexico Association for Infant Mental Health (“NMAIMH”) permission to use my likeness and/or that of my minor child(ren), as specified below, in a photograph in any and all publications, including, but not limited to NMAIMH’s printed and digital publications.

I acknowledge that since my participation with NMAIMH is voluntary, I will receive no financial compensation.

I hereby irrevocably authorize NMAIMH to publish or distribute this photo for purpose of publicizing NMAIMH’s programs or for any other related, lawful purpose. In addition, I waive the right to inspect or approve the finished product, including written or electronic copy, wherein my likeness and/or that of my minor child(ren) appear. Additionally I waive any right to royalties or other compensation arising or related to the use of the photograph.

I hereby hold harmless and release and forever discharge NMAIMH from all claims, demands and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate, have or may have by reason of this authorization.

I am at least 18 years of age and am competent to contract in my own name. I have read this release before signing below and I fairly understand the content, meaning, and impact of this release.

Print Name of Parent or Legal Guardian: _____

Street Address: _____

City, State, Zip: _____

Names and Ages of Minor Children:

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Name: _____ Age: _____

Signed on this _____ day of _____, 20____, with the intent of being legally bound.

Signature: _____