

## NMAIMH Board of Director's Meeting Minutes February 1, 2017

Submitted by Brian Reeves, Treasurer

1. Call to order. 1:03 p.m.
2. Introductions: Inez Ingle, Brian Reeves, Gary Atias, Katrina Castillo (Endorsement Coordinator), Liz Martinez, Rose Cavalcante, Carolyn Newman, Ruth Ortiz were present.
3. Agenda was reviewed and items added, by a vote of approval. Inez moved, Liz seconded. Unanimous approval.
4. There were no Minutes from the January Board meeting to approve, due to the previous Administrative Coordinator not completing and/or submitting them. This will be tabled until the March BOD meeting.
5. No Treasurer's Report
6. No Alliance Report
7. Old Business:
  - a. Annual Meeting Discussion: There were 34 participants at the meeting. Verbal feedback to BOD members included positive opinions of the facility and the training. More specific feedback will be evaluated when Liz distributes the Evaluations. The Board believes the gathering was small due to a change in venue and confusing promotion. The Meet and Greet was not well attended. Participants commented they liked the fact that the training was done by locals, about New Mexico IMH. The BOD suggested that next year we should advertise and promote the events better, including better web advertising. We will set it up and start marketing after the July 2017 Retreat.
    - i. Executive Committee meeting elected officers and discussed the old and new Administrator Coordinator positions.
    - ii. Nominating Committee: We need 2-3 new Board members; one with a CPA or other Accounting Experience to serve as Treasurer and one with an LPCC, LMFT, LISW or similar counseling/social work credential to be able to keep the NMAIMH right to offer CEUs. Board members will forward recommendations to Carolyn.
  - b. Special Committee Reports
    - i. Finance Committee: Based upon senior NMAIMH member recommendations and the votes gathered to date via on-line and annual meeting voting, the Board voted to accept the recent By-law changes as proposed, to include changing fiscal years from a calendar year to a July1-June 30 year. Brian moved and Inez seconded. The motion to accept the By-law revisions based upon current vote tallies passed unanimously. The new Administrative Coordinator will be assigned the task of editing the by-laws to include the new revisions. Misty will be assigned the task of reformatting the budget and switching to a FY16-17 version.
    - ii. Training Committee: The Board discussed and then decided to keep the current Spring training date of April 27, 2017, to be held in Las Cruces. Rose agreed to still be a presenter.

- iii. Membership Committee: We are still having difficulties with the on line membership form. The “Message/Comment” line/box needs to be removed.
  - iv. Endorsement Committee: Met on January 23<sup>rd</sup>, all members were present. The Committee discussed how the EC would bring new endorsement requirements from Michigan and the Alliance to NMAIMH. The Board had voted in a previous meeting to agree to the 2018 new rule that Levels 3 and 4 demonstrate 12 hours of reflective supervision, to begin in 2018. Katrina stated she will create a timeline for announcing this change to inform the membership. Inez announced that the new Committee meetings will take place the 2<sup>nd</sup> Thursday of each month, between 9-10am. Katrina has been receiving calls that endorsees have not received endorsement renewal certificates and membership renewals. The next Endorsement exam will take place April 29<sup>th</sup> in Albuquerque. Two people are sitting for it.
  - v. Website Committee: Ruth sent out the following requests to Emily Lewin – To get a separate e-mail account for the NMAIMH President. To give NMAIMH another hour of training for Ruth and Amy Goodner. Email will be moved from Serena to Katrina and then back to Amy, once she starts. Katrina will de-activate Serena’s access to EZ. Ruth will work on the Registry.
- c. Old business:
- i. Liz will ask Courtney for the official version of the NMAIMH By-laws and Amy will begin editing them with the revisions.
  - ii. Current Administrative Contract
    - Liz tried to contact Serena Saturday January the 28<sup>th</sup> through voicemail and text to set up a meeting to discuss the end of contract, payment and articles to be returned. No response from Serena
    - Liz called the office at 9:30 am on the 30<sup>th</sup> to speak with Serena. She left a voicemail and again there was no response.
    - Liz e-mailed the official NMAIMH letter to Serena. Serena responded to this. She stated she wouldn’t meet with any Board member until she is paid \$4,000. Liz said she would receive the compensation she is due once she complies with the terms of the letter.
  - iii. New AC Contract: Amy Goodner accepted the contract for Administrative Coordinator and will begin February 13<sup>th</sup> Liz will sign the contract and send it to Amy.
8. New Business:
- a. Reflective Supervision Contract: Katrina has difficulty with one Contractor receiving timely reports. Katrina will require submission of a quarterly report prior to further compensation. The Contractor will be allowed to bill for only 3 hours per month (vs.

- 4). The Board supports Katrina in reminding the Contractor to abide by the terms of her contract.
- b. CYFD BH Contract: Soledad and Liz are working on a plan to bill down the remaining contract. Further details will be discussed at the March BOD meeting.
9. Next Meeting will be March 1, 2017.
10. Meeting adjourned 3:10 p.m.