

## **Board of Directors Meeting Agenda**

**December 5, 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
    - iii. Grant and Sustainability Committee
  - c. Other Old Business:
    - i. Possible change of time to evening for BOD meeting
    - ii. CYFD Grant allocated \$40,000.00 for 2018-2019
    - iii. Annual Meeting presenter - w/Reflective Supervision Requirement.
    - iv. Donation for Rent of office Space from Jacqui- 2019.
    - v. Contract Accountant- Sandra Gutierrez-\$50.00/month.
    - vi. Resignation of Joe Estes on October 29, 2018
    - vii. Summit registration for February 2019
    - viii. Reminder: Committee Reports due
    - ix. NMAIMH Strategic plan follow-up
    - x. NMAIMH Calendar follow-up
8. New Business:
  - a. Reflective Symposium
  - b. ZTT Meeting Dec. 17, 2018 1-3pm
  - c. Fundraiser – Non-profit organizations
  - d. Data received from alliance and what do we want to do
  - e. Alliance Leadership call – info
  - f. Early learning advisory council- Ruth attended November 28, 2018
  - g. November 9<sup>th</sup> training feedback and conflict of interest
  - h. NMAIMH Strategic plan follow-up

- i. NMAIMH Calendar follow-up
  - j. Fiscal Grant
9. Confirm next meeting (January 2, 2018)
10. Adjourn

**Board of Directors Meeting**

**December 5, 2018**

**1:00 – 3:00 pm**

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: ZOOM Invite

**NMAIMH Board of Directors Meeting**

**Notes – November 7, 2018**

Approved with Corrections

Date Approved:

NAME	Present (in NMAIMH office)	Present (phone or ZOOM)	Not Avail- Able	NAME	Present (in NMAIMH office)	Present (phone or ZOOM )	Not Avail- able
<i>Directors:</i>							
Ruth Ortiz		X		<b>Members Present:</b>			
Carolyn Newman		X		Katrina Diaz-Castillo Endorsement Coord		X	
Inez Ingle	X			Joy Browne	X		
Jonetta Martinez-Pacias		X		Gloria Radoslavich			
Jeannie Ross		X					
Emily Aragon				<b>Guests:</b>			
Melanie Valdez		X		Brooke Udero (Admin Coord)		X	
Jennifer Sallee				Joe DeBonis	X		

1. A quorum being present, the meeting was called to order at 1:14 pm by Ruth Ortiz, Board President.
2. Introductions were made. Our Board of Directors now stands at 8.
3. Agenda was approved, with the change to move 7.c.i to New Business. Motion was made by (Jonetta Pacias) and seconded by (Inez Ingle). Vote 7-0-0
4. Minutes from October 2018 were approved pending the changes to page 3 7a 4<sup>th</sup> bullet change and change page 11. Change Jean to Jane and Profit and loss Motion was made by (Carolyn Newman) and seconded by (Jeannie Ross). Vote 7-0-0.

Ruth did remind BOD that committee minutes are due within one week of the meeting occurring to the Administrative Coordinator. If reports are not received, Brooke will follow up with each committee chair.

5. **Treasurer's Report:** Ruth and Brooke will continue to work on reports. Quickbooks is being utilized therefore there may be some changes and new reports may be presented for the treasure report. Motion to accept treasurer's report as was made by (Jennifer Sallee) and seconded by (Carolyn Newman). Vote 7-0-0
6. **Report on Alliance for the Advancement of Infant Mental Health:**  
No report at this time, as a meeting for next Friday was scheduled. A review of the reciprocity agreement was requested to be discussed.

## 7. Old Business:

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

#### i. Executive/Finance Committee:

Discussion:

Emily had not heard back from Dr. Atencio in regards to speaking at the annual meeting. With the reflective supervision changes that will be happening this next year with all the reflective supervisors consultants that are going to need training on reflective supervision, Ruth asked Joe DeBonis to present on Reflective Supervision at the annual meeting. Joe will be getting his 3 hours for reflective supervision training as the trainer.

Ruth received information about the CYFD grants. CYFD funded \$27,000 for the Association and was notified of the amount in October. Billing could have started in July but did not have the exact amount of the grant. Ruth received an email that the grant was in jeopardy because nothing had been billed. An open window billing request form was sent and the billing was open to bill for July, August, and September.

Association was awarded the Early Childhood grant for endorsement and reflective supervision for \$40,000 to provide support for 15 applicants. 15 applicants were signed up at the recent CYFD Home Visiting Fall Kick Off.

Ruth has been collaborating with Apredamos and 25 to 30 new endorsement applicants are interested.

Ruth and Katrina have been working with Brooke's transition, which is going smoothly.

Ruth began the process to remove Jeffrey from the bank and add Brooke. Brooke and Jonetta will be meeting to get that completed. As a new procedure, the bank requested a letter from the organization and visualization of the association's updated website with minutes reflecting Brooke's addition to the board.

Jane Clark will be speaking at the Annual Meeting. Joe DeBonis will be providing the required 3 hours reflective supervision training for the membership and board.

Joe Estes resigned from the board due to work commitments, which extended the conversation to possibly changing board meeting times. Michael Weinberg is considering joining the board.

ii. Nominating / Membership Committee:

The nominating/Membership Committee pulled the meeting as there was only two board members in attendance. There was not anything reported that needed to be reported

b. **Special Committees:**

i. Promotion/Training/Website Committee

Discussion:

October 19, 2018 training in Las Cruces, NM was successful and had 50 participants. There were minor technical difficulties, although the training went very well. November 9, 2018 training in Taos, NM is underway. Lead by Jeannie and in support with Melanie, is underway, venue is secured, food will be ordered once we have a count of participants. Melanie will pick-up sign-in sheets, evaluations, certificates, additional decals, Business cards and gifts from the office Tuesday November 6, 2018 between 12:30-2:30pm. Ruth is going to resend the flyer to ensure everyone has registered. Jeannie will contact Joy and Inez to ensure all technicalities are set-up, available and appropriate for the training. Ruth will inform Brooke to forward the invoice for travel reimbursement to Inez and Joy. Jeannie and Melanie will ensure pictures are taken for the training and get verbal consent from participants.

Preparations for the annual meeting are going smoothly.

Ruth and Melanie completed the Brochure for NMAIMH, Ruth and Brooke will work on getting those ordered to have for the annual meeting.

Website keeps getting updated. The most current meetings have been uploaded. Brooke will now be assisting Ruth with upkeep to the website.

Ruth is promoting regularly and has close to 30 individuals interested in endorsement.

ii. Endorsement Committee:

Discussion:

The renewals will be done on EASY.

The deadline to renew has change from December 31, 2018 to January 30, 2019. An email will be sent out on the way to renew with all the steps and the processes.

iii. Grant & Sustainability Committee:

The Grant & Sustainability Committee did not meet.

**c. Other Old Business:**

- a. Our new Administrative Coordinator (Brooke Udero) has started effective October 1. She will work in the office on Tuesday and Thursday from 12:00-2:30 and on Saturday from 8:00-12:00. Her other hours will be done from home, including the BOD monthly meetings.

Motion to change the Administrate Coordinator’s contract from “up to 15 hours per week” to “up to 60 hours per month” and to word the Endorsement Coordinator’s contract to state “up to 80 hours per month” was made by (Jonetta) and seconded by (Jeannie). Vote: 6-0-0.

- b. Home Visiting Fall Kick off: Ruth and Katrina will be traveling to Albuquerque to present on October 30.

Ruth and Katrina presented at the Home Visiting Fall Kick off. The feedback that they received from the training was amazing. Carolyn suggested that Ruth and Katrina consider making a presentation at the NMAEYC in March of 2019.

- c. Strategic Planning meeting for Child Mental Health was attended by Ruth last week. Information on systems throughout New Mexico and how we can better work together to provide services to families.

- d. Early Childhood Mental Health Endorsement:

BOD agreed this is something we want to look into. We can look at Head Start to assist with funding because Trauma Informed Practices and IMH is a focus for them. Katrina will investigate further details and present at November BOD meeting. Motion to move forward with the ECMHE was made by (Carolyn) and seconded by (Scott) Vote: 6-0-0.

Brindle Funding: Window for additional funding has passed. We need to focus on spending down what has already been allocated. Jonetta suggested we start to look at what other funding is available, and Emily asked that others who know about funding applications to please pass that information to our Grant Committee. Carolyn offered her assistance to the Grant Committee.

## **8. New Business:**

- a. Possible change of time to evening for BOD meeting:  
A request to change the BOD meeting to the evening on the first Wednesday of every month was presented. The Board agreed that no changes to the meeting will occur and will stay at 1:00pm-3:00pm the first Wednesday of every month.
- b. CYFD Grant allocated \$40,000.00 for 2018-2019: As a board, we talked about showing where we are with our grants. Ruth is working on laying out each of the grants to reflect where we are at throughout the fiscal year. We are almost finished with the Brindle grant by the end of December. We now have CYFD-Behavioral Health and CYFD-Early Childhood grant. BOD will now be able to start seeing the breakdown each month of where we are at with those grants.
- c. Annual Meeting Presenter – w/Reflective Supervision Requirement- Joe DeBonis will be presenting at the annual meeting.
- d. Donation for Rent of office Space from Jacqui- 2019: Jacqui will once again donate the office space for 2019. Ruth will sign the renewal and send Brooke a copy to give to Jacqui.
- e. Contract Accountant - Sandra Gutierrez - \$50.00/month: Sandra will work with Brooke and would help with the accounting component through the association. The BOD agreed to accept Sandra Gutierrez as the financial consultant on a 3-month trial period.
- f. The resignation of Joe Estes was received on October 29, 2018
- g. Summit registration for February 2019: Two slots for the summit will be available, but they are working on possibly having a third slot open. Ruth and Katrina will be attending the summit. If a third slot is available, Inez will be interested in attending.
- h. Reminder: Committee Reports due: Committee Reports are due one week of the meeting occurring.
- i. NMAIMH Strategic plan follow-up: The BOD discussed that the board is making sure the strategic plan is being followed, as well as the calendar. Ruth presented the Strategic Plan and the board is on track with the goals at this time.
- j. NMAIMH Calendar follow-up: The calendar has given the board the opportunity to have a good timeframe and guideline of events that needed to be completed and accomplished. You can send the administrative coordinator a request via email to add to the calendar.

The Board confirmed the next regularly scheduled meeting will be held on December 5, 2018.

There being no further business, the meeting was adjourned at 2:55 pm.

**NMAIMH Treasurer’s Report: Financial Statements**

**New Mexico Association for Infant Mental Health  
Balance Sheet  
As of December 3, 2018**

	<u>Total</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 NMAIMH	-7,110.19
1001 Restricted	6,580.19
1002 Unrestricted	32,646.10
	<u>\$</u>
<b>Total 1000 NMAIMH</b>	<b>32,116.10</b>
1004 PayPal	268.35
	<u>\$</u>
<b>Total Bank Accounts</b>	<b>32,384.45</b>
	<u>\$</u>
<b>Total Current Assets</b>	<b>32,384.45</b>
	<u>\$</u>
<b>TOTAL ASSETS</b>	<b>32,384.45</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	10,197.17
	<u>\$</u>
<b>Total Equity</b>	<b>32,384.45</b>
	<u>\$</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>32,384.45</b>

Monday, Dec 03, 2018 07:56:23 AM GMT-8 - Cash Basis



## New Mexico Association for Infant Mental Health Profit and Loss

January 1 - December 3, 2018

	<b>Total</b>
<b>Income</b>	
4000 Membership	5,983.66
4001 Endorsement Fees	5,885.34
4002 Donations	20.00
4003 Amazon Smile Foundation	10.47
4004 Training Fees	250.00
4005 Grant Income	2,753.60
4005-02 CYFD Grant	17,753.80
4005-03 Region 9 Grant (2013-2014)	18,320.00
	\$
<b>Total 4005 Grant Income</b>	<b>38,827.40</b>
4006 Bank Interest	12.40
47300 Refunds	430.96
	\$
<b>Total Income</b>	<b>51,420.23</b>
	\$
<b>Gross Profit</b>	<b>51,420.23</b>
<b>Expenses</b>	
62500 Dues and Subscriptions	281.74
67000 Reference Materials	163.19
68401 Board Travel Expense	872.60
68402 Endorsement Coordinator Travel	605.76
7003 Insurance Expense	1,308.00
7004 Business Licenses and Permits	1,035.00
7005 Professional Fees	269.88
7006 Telecommunications Expense	331.84
7007 Travel Expense	1,062.21
7008 Advertising and Promotion	616.03
7009 Training Expenses	1,607.63
7012 Endorsement Coordinator Profess	21,805.00
7017 Computer and Internet Expenses	61.56
7018 Office Supplies	733.56
7019 Meals and Entertainment	229.06
7020 Administrative Contract Service	10,240.00
	\$
<b>Total Expenses</b>	<b>41,223.06</b>
	\$
<b>Net Operating Income</b>	<b>10,197.17</b>





**Net Income**

\_\_\_\_\_  
\$  
**10,197.17**

Monday, Dec 03, 2018 08:01:15 AM GMT-8 - Cash Basis



New Mexico Association for Infant Mental Health

*Promoting & supporting healthy development and nurturing relationships for all infants and young children in New Mexico*



Invoices								
Invoice #	Company	Invoice Date	Project Description	Indirect Cost	Direct Cost	Total Grant Amount	Invoice Total	Notes
1	1 - CYFD - BH	10/1/2018	CYFD Behavioral Health	\$0.00	\$9,142.56	\$27,000.00	\$17,857.44	
2	2 - CYFD - EC	10/1/2018	CYFD Early Childhood	\$0.00	\$4,444.61	\$40,000.00	\$35,555.39	
3	3 - Brindle	10/1/2018	Brindle	\$0.00	\$9,166.63	\$10,000.00	\$833.37	
<b>Totals</b>	<b>Total Invoices: 3</b>			<b>\$0.00</b>	<b>\$22,753.80</b>	<b>\$77,000.00</b>	<b>\$54,246.20</b>	

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

No Report available

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### **NMAIMH Executive/Finance Committee Report:**

## ***Executive Committee***

### **Agenda 11/16/2018**

**Present: Ruth, Jonetta, Emily**

**Absent: Inez**

**Meeting called to order: (Time) 8:30 AM**

#### **Old Business:**

- The recent training in Taos was discussed. Logistics, meal ordering, copying needs were reviewed. It was discussed that maybe future trainings could have a paper evaluation for attendees. A plan for prepping for future trainings (copies, etc.) should be discussed – probably allowing at least 2 weeks for copying, prep, etc.
- Jonetta and Brooke will coordinate a time to go to the bank to complete signatures for the accounts.
- Ruth completed a 3 mo. contract for a financial consultant. It will be signed as soon as possible and the consultant will coordinate with Brooke.

#### **New Business:**

- Emily will put in a proposal for NMAEYC (workshop and community table) (11/26 – completed)
- Annual meeting planning was discussed. Designated members need to be set for breakdown and clean up. Keynote speaker needs to be confirmed. Joe will be providing Reflective Supervision training at annual meeting for the required 3 hours a year – Ruth will work on the CEU process.
- A dinner for board members will be planned on the Friday of the Annual Meeting. Emily will make arrangements.
- A gift for Jacqi Van Horn will be obtained to thank her for her donations to the Association.
- The Association was able to bill the CYFD Early Childhood grant for October endorsement costs (the Reflective Supervision pilot)



- Upcoming events – April is the Week of the Young Child (WOYC) and events are held in communities statewide. Emily will check at her locations for local events (CYFD usually holds community Child Abuse Awareness events during this week).
- We need to recruit new nominations to be introduced at the Annual Meeting

**In-kind: 3.0 hours**

**Meeting Adjourned: 9:32 AM**

**Next Meeting Date: December 14 @ 8:30 AM**



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**NMAIMH Nominating/Membership Committee Report**

**No Report available**

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

**No Report available**

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**NMAIMH Endorsement Committee Report:**

## ***Endorsement Committee***

### **Agenda**

**November 8, 2018**

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

**Absent:** Jacqui

**Meeting called to order: 9:09**

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

1) **Groups for RS/C:** (not discussed at November meeting)

Continued task to complete: Inez and Katrina will meet to discuss a plan of how to form groups: how do providers apply, how does NMAIMH promote the groups, how many should we have in order to fill them with 4-5 people each.

2) **Exam Preparation:** (not discussed at November meeting): efforts to create a more useful list of resources to give to all categories of Endorsement (Foundational and exam preparation). (Joy and Inez).

**New Business:**

**Early Childhood Mental Health Endorsement:**

Rich discussion about the impact of how our current systems do not provide for smooth transition or continuation of services from the zero to three age range into the three to five age range. Part of which continues to be a workforce that is not fully trained on Trauma Informed Work and Practice. Much collaboration is needed to undertake bringing the ECMHE to NM but the discussion we had made for very good arguments that it is something that would be of huge benefit as there is significant gap between 0-3 and 3-6. We also discussed addressing this issue would be a great training topic.

Angel will talk with Shannon Rivera (Director of Early Childhood Services in Silver City) for ideas regarding filling in the gap we discussed with the ECMHE. Also, brought up in discussion, it might be of benefit for someone to be more involved in the JP Taylor workgroup. Pam will see about joining the JP Taylor Meetings. Pam will also forward meeting minutes from the JP Taylor workgroup to this committee for consideration.

Katrina discussed the Google Doc that was created for the BOD to track what meetings were offered throughout the state and who might be able to attend to represent NMAIMH. Katrina will add the Endorsement Committee to the document, as this group is highly active in IMH promotion.

With the current shift in our Political leadership, now may be a very good time to get our message across and share our vision. Inez mirrored Carolyn Newman's message to the BOD about having a table at the legislative session.

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

**Convening update:**

Pam reported there is no news to share.

**Endorsement Coordinator Report:**

It was decided that Electronic Certificates would continue to be sent with Endorsement Renewals (EASy will automatically generate and send a confirmation of renewal as well), with the offer to send hard copy certificates for those that requested them.

**In-kind:** Complete hours not available, however there were at least **4 in kind hours** for this call alone.

**Meeting Adjourned: 10:10 am**

**Next Meeting Date: December 13, 2018 @ 9:00 am**

**Grant and Sustainability Committee Report:**

***Grant Committee***  
**Agenda**  
**11/27/2018**

**Present: Ruth, Jennifer, Emily**

**Absent: None**

**Meeting called to order: (Time) 1:00 PM**

**Old Business:**

No old business – first organized meeting

**New Business:**

- CYFD grants were explained - \$27,000 for BH and \$40,000 for Early Childhood for endorsement for 15 people.
- Jennifer is familiar with statewide grant due dates (example, Brindle just closed). Although the dates may change slightly for the 2019 cycle, she will provide a list of common grants and their approximate dates. Most grants cycle in Sept/Oct and again in March.
- Jennifer explained the importance of not only receiving grant monies from CYFD, but also actually getting written into their training/education plans. This would provide more stability for future funding.
- The Pfizer planning grant for infants and toddlers would align with our strategic plan item of improving the quality of the workforce, as well as potentially providing funding for an Executive Director. This could also potentially provide funding for a part time/seasonal Advocacy/Outreach person, especially important during the legislative periods.
- Obtaining large funding amounts is difficult for a smaller organization. Being connected to a larger organization (a local or community college, a college department, etc.), might provide stability, shared resources, and increased funding opportunities.
- The meeting closed, with Jennifer to provide a list of approximate grant deadlines, and Ruth and Emily to research 5 potential grant sources.

**In-kind: 3.0 hours**

**Meeting Adjourned: 1:52 PM**

**Next Meeting Date: Jan 15, 2019 @ 1 PM**