

Board of Directors Meeting Agenda

June 3, 2019

4:00 – 6:00 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):
 - i. Standing committee Reports
 - i. Executive/Finance Committee
 - ii. Nominating/Membership Committee
 - ii. Special Committee Reports
 - i. Promotion/Training/Website Committee
 - ii. Endorsement Committee
 - iii. Grant and Sustainability Committee
 - iii. Other Old Business:
 - i. Schedule of frequency of BOD and Committee meetings
 - ii. Google Docs for Outreach for NMAIMH
 - iii. Sending at least 2 people for RSS in Pittsburgh, Pennsylvania July 29-31, 2019 - Bridging Systems and the Infant Mental Health Workforce through Reflection
 - iv. Application for 2021 Reflective Symposium Due June 3, 2019
 - v. CYFD Funding for 2019-2020 - \$27,000.00 - Will send the SOW
 - vi. Met with FIT - Jeanne DuRivage - NMAIMH will present possibly at ICC meeting in June
 - vii. Early learning Advisory Council – representative
 - viii. Nominations for the 2019 Wm. M. Schafer, PhD Award to Honor Excellence in Reflective Supervision Leadership and Inspiration
 - ix. Joy Browne to complete DC-05 training for annual or just as a training for us to collaborate with
8. New Business:
 - a. Proposal for annual Meeting
 - b. IMH promotion with CYFD
 - c. Tables at the FIT Annual and the Kids Count Conference
9. Confirm next meeting
- 10. Adjourn**



Board of Directors Meeting

June 3, 2019

4:00 – 6:00 pm

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Conference Call Number: ZOOM Invite

NMAIMH Board of Directors Meeting

Notes for – May 6, 2019

Approved with Corrections

Date Approved:

NAME	Present (in office)	Present (phone)	Not Avail- Able	NAME	Present (in office)	Present (phone)	Not Avail- Able
<i>Directors:</i>							
Ruth Ortiz		X		<i>Members Present:</i>			
Carolyn Newman			X	Katrina Diaz-Castillo Endorsement Coord		X	
Inez Ingle		X		Brooke Udero (Admin Coord)		X	
Jonetta Martinez-Pacias		X		Kara Holguin (Student Intern)			X
Jeannie Ross		X		Paula Oxoby-Hayett		X	
Melanie Valdez		X		<i>Guests:</i>			
Jennifer Sallee			X				
Anna Vendrely		X					
Michael Weinberg		X					
Cesia Otero		X					

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1. A quorum being present, the meeting was called to order at 4:05 pm by Ruth Ortiz, Board President.
 2. Our Board of Directors now stands at 11.
 3. A unanimous consent was made to accept the agenda with no corrections.
 4. A unanimous consent was made to accept the minutes from May 6, 2019 with corrections on page 4 remove new business from last minutes
 5. **Treasurer's Report** A unanimous consent was made to accept the treasure's report as is.

6. **Report on Alliance for the Advancement of Infant Mental Health:**
No report available

7. **Old Business:**

a. **Standing Committees:**

- i. Executive/Finance Committee: With no further discussion, a unanimous consent was made to accept the Executive/Finance Committee report as is.
- ii. Nominating / Membership Committee: With no further discussion, a unanimous consent was made to accept Nominating/Membership Committee report as is.

*Administrative Coordinator will send updated Membership list every quarter

b. **Special Committees:**

- i. Promotion/Training/Website Committee – With no further discussion, a unanimous consent was made to accept Promotion/Training/Website Committee report as is.

*Ruth will get the promotional items list ready for Administrative Coordinator to place an order.

- ii. Endorsement Committee:

Discussion:

Cesia will generate a calendar of events for any upcoming events/training and asking around the state to contribute to the NMAIMH hosted calendar and will be in charge of updating the calendar.

Promotion and Endorsement Kickoffs: Suggestion made to have "Endorsement Ambassadors" in various areas of the state to give presentations on Endorsement and introductions to using EASy. Applying for mini grants to host small events like "Endorsement Breakfast" would be great outreach. We want to be a Community of Practice where professionals support professionals. Grants money to cover a stipend for each Ambassador would be needed. Another suggestion

was to promote agencies to offer the stipend so an Ambassador could present to individual agencies. Dates of Kickoffs will be discussed at our July retreat.

One person tested for the spring session in Albuquerque and results were in and she is endorsed, so we added another Category III to our registry.

- iii. Grant & Sustainability Committee: With no further discussion, a unanimous consent was made to accept Endorsement Committee report as is.

c. Other Old Business:

- i. Schedule of Frequency of BOD and Committee Meetings- One thing that came up was should BOD meetings and committee meetings be conducted on a monthly basis. Each committee meeting can be adjusted based on the needs of each committee. BOD meetings will continue to be conducted on a monthly basis. The BOD will review again at the retreat in July.
- ii. Google Docs for Outreach for NMAIMH-Calendar of events. Ruth will be sending the document to each Board Member to track events that will help with our strategic plan and show what we have been promoting.
- iii. Sending at least 2 people for RSS in Pittsburgh, Pennsylvania July 29-31, 2019 - Bridging Systems and the Infant Mental Health Workforce through Reflection. – Katrina has already reserved 2 spots for the association to represent New Mexico. If anyone is interested on attending or volunteer to go, please let Ruth know.
- iv. Application for 2021 Reflective Symposium Due June 3, 2019.- The BOD's agreed to submit the application for 2021 Reflective Symposium. Ruth will send out the application to all Board of Directors prior to submitting for everyone to review.
- v. CYFD Funding for 2019-2020 - \$27,000.00 - Will send the SOW-
- vi. Met with FIT - Jeanne DuRivage - NMAIMH will present possibly at ICC meeting in June
- vii. Early Learning Advisory Council – representative- Ruth would like for someone to attend and represent the association. If someone is already going to be in attendance, please try to also represent the association.
- viii. Nominations for the 2019 William. M. Schafer, PhD Award to Honor Excellence in Reflective Supervision Leadership and Inspiration- The Board agreed to nominate Jacqui Van Horn and Deborah Harris. Anna will complete nomination for Deborah and Jonetta will complete nomination for Jacqui. Please submit to Katrina by June 1, 2019 for review. Nominations are due June 7, 2019.
- ix. Joy Browne to complete DC-05 training for annual or just as a training for us to collaborate with

8. New Business:

- a. Proposal for annual Meeting- Joy needs either 2 days to include Jan. 30-31 then board meeting on Feb.1 for DC-05 or extended day to be until 9:00 pm. She will be bringing in colleague from Colorado \$500.00 plus room and air fare. We need to see if we will charge - suggested amount was 200.00 to include the manual. Joy will provide her suggested reimbursement and will be minimal in support of NMAIMH. Also a proposal to do another training perhaps in the south later in the year to help support NMAIMH as well.
- b. IMH promotion with CYFD
- c. Tables at the FIT Annual and the Kids Count Conference

The Board confirmed the next regularly scheduled meeting will be held on June 3, 2019.

There being no further business, the meeting was adjourned at 5:52 pm.



New Mexico Association for Infant Mental Health Balance Sheet

As of June 1, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 NMAIMH	10,302.31
1001 Restricted	6,580.19
1002 Unrestricted	26,960.92
Total 1000 NMAIMH	\$ 43,843.42
1004 Paypal	268.35
Total Bank Accounts	\$ 44,111.77
Total Current Assets	\$ 44,111.77
TOTAL ASSETS	\$ 44,111.77
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
24000 Payroll Liabilities	-1,387.00
Total Other Current Liabilities	-\$ 1,387.00
Total Current Liabilities	-\$ 1,387.00
Total Liabilities	-\$ 1,387.00
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	-380.32
31500 Temp. Restricted Net Assets	5,603.61
32000 Unrestricted Net Assets	42,141.21
Net Income	-1,865.73
Total Equity	\$ 45,498.77
TOTAL LIABILITIES AND EQUITY	\$ 44,111.77

Saturday, Jun 01, 2019 11:36:38 AM GMT-7 - Cash Basis



New Mexico Association for Infant Mental Health Profit and Loss

January 1 - June 1, 2019

	Total
Income	
4004 Training Fees	7,472.24
4005 Grant Income	
4005-02 CYFD Grant	6,376.75
Total 4005 Grant Income	\$ 6,376.75
Unapplied Cash Payment Income	-69.44
Total Income	\$ 13,779.55
Gross Profit	\$ 13,779.55
Expenses	
62500 Dues and Subscriptions	205.00
7006 Telecommunications Expense	30.00
7009 Training Expenses	1,100.71
7012 Endorsement Coordinator Profess	14,017.13
7015 Miscellaneous	147.76
7017 Computer and Internet Expenses	112.88
7018 Office Supplies	31.80
Total Expenses	\$ 15,645.28
Net Operating Income	-\$ 1,865.73
Net Income	-\$ 1,865.73

Saturday, Jun 01, 2019 11:38:14 AM GMT-7 - Cash Basis

No Report available

NMAIMH Executive/Finance Committee Report:

Executive Meeting
Agenda
May 17, 2019

Present: Ruth, Melanie, Inez, Anna

Absent: Michael

Meeting called to order: 2:30pm

Old Business:

None

New Business:

1) Admin. and Endorsement Coordinators Pay Increase and/or hours

Amount was approved to provide to Endorsement Coordinator Salary - \$48,672 and Administrative Coordinator - \$15,600.00 for fiscal year 2019-2020. New Contracts will be drawn for both by end of June 2019 by Ruth.

2) Paying for Events to promote NMAIMH – was approved to pay for Kids Count event of \$150.00 – see if this is successful to determine for next year.

3) Winding down fiscal year 2018-2019 – Ruth will set up meeting between Brooke, Melanie, and Sandra Financial Consultant to balance fiscal year.

4) Other items – none at this time.

In-kind: Reminder to turn in to Admin. Coordinator.

Meeting Adjourned: 3:05pm

Next Meeting Date: TBD

(Please send in minutes to Admin. Coordinator within 1 week of Committee Meeting)

NMAIMH Nominating/Membership Committee Report

No report available

Promotion/Training/Website Committee Report:

Promotion/Training/Website Committee Agenda

May 14, 2019

Present: Jeannie, Ruth, Melanie, Cesia

Absent: n/a

Meeting called to order: 1:30

Old Business:

- 1) Reflective Supervision Trainings: There will be four trainings in NM this year. The confirmed trainings/details are as follows: At this date, there are no registrants for the Silver City training. Ruth will cancel on 5/20 if there are not at least 5 participants.
 - Silver City: Ruth is coordinating, May 31, 9-12, WNMU, Child Development Center, 513 W 12th Street, Sechler Hall Room #121, Facilitator- Angel Tayota-Sharpe, Licensed Clinical Counselor, IMHE-IV, Clinical Mentor and Nationally Board Certified Counselor
 - Taos: Jeannie is coordinating, October 25, 9-12, Taos First Steps office, 413 Sipapu, Taos, NM 87571 Facilitator- Heather Nelson, LCSW, MSSW, MSED, IMH-E III
 - Santa Fe: Melanie is coordinating, July 19, 9-12, SF Community College, facilitator: Deb Harris
 - Las Cruces: Cesia is coordinating, October 18, 1-5, Amistad Family Services 3100 Oak St. Las Cruces, Facilitator: Anna Vendrely, LCSW, IMH-E III
- 2) Promotions: Promotional item choices have been sent to Ruth by Melanie to review. Ruth will narrow down the choices by the end of the week and send out to the committee to review before ordering. Ruth would like all board members to promote the Association. Cesia will follow up about our table at the Kids Count conference to see if the \$150 fee can be waived. Inez and Carolyn will be tabling at the event.
- 3) Website: Ruth updated the website. We still need photos of Jennifer, Paula, and Michael in the polo shirt for the website. All board members need bios for the website. We will facilitate this at the retreat. We also need a new photo of the board members together in their polos. We will take the photo at the retreat in July. Board members will be reminded

at the next board meeting to bring polos and bios to the retreat. Jeannie will also send out a reminder email in July.

- 4) Annual meeting: We will discuss at the retreat in July.
- 5) Promotional video: Ruth is working with Katrina to film this week or next.
- 6) Board retreat: We will review the strategic plan at the retreat. We will also discuss social media as an outreach tool and work on our “elevator pitch” that day. Ruth would like to see more active promotion from all of the board members.
- 7) Thrive cards: Joy is still out of the country. We will order through her when she returns in June.

New Business: No new business to discuss at this meeting

In-kind: Discuss and remind to have completed.

Meeting Adjourned : 1:59

Next Meeting Date: June 11, 2019 @ 1:30pm

Endorsement Committee Report:

Endorsement Committee

May 9, 2019

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

Unable to attend: Pam, Caryle

Meeting called to order: Meeting was opened at 9:04 am

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

1) Association News:

* Training Hub: brought up at BOD meeting. Cesia was open to looking into this.

*Reminder about the RS/C trainings that are being hosted throughout the state for those who provide Reflective Supervision and are in need of the 3-hour annual training required for IMH Endorsement Renewal. A flyer regarding registration will be sent out soon.

*Bringing in the Early Childhood Mental Health Endorsement (ECMH-E®) to New Mexico:

The NMAIMH will need to carefully calculate the true cost of implementing an entire new system. Funders will need to be clearly informed about what it will cost and what the level of commitment we will need from the funders (at least a 3 year funding commitment).

*Con Alma Grant: Focusing on Child Care Centers in Dona Ana County to promote IMH practices, principles, and endorsement.

Discussion: What are some barriers professionals face to becoming and renewing IMH Endorsement? How do we promote staff support...are staff feeling supported and respected?

Do staff have access to Reflective Supervision?

What about communities that do not have child care centers? Who is caring for the children in these communities and how do we reach out to them? Can we circulate the NMAIMH brochures to the medical providers, home visiting agencies.....who else?

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

*Pam unable to attend, she did send information to the committee regarding the project plan

outline, which maps out a 3 year plan for Zero To Three. There were no questions presented.

3) **Supporting Infant Mental Health Mentor -Research/Faculty (Category IV-R/F):**

Question

was brought up by Katrina on the Holders Call. Data is currently being collected throughout the

Alliance about exam rates of passing and deferrals. This should provide some insight about how

prepared all exam candidates are. Further discussion about specific states/regions, can be

brought up.

New Business:

- 1) Anna Vendrely has had to resign from the Endorsement Committee due to other obligations. She may rejoin in the future.

Keeping on our Radar:

Promotion and Endorsement Kickoffs: Suggestion made to have “Endorsement Ambassadors” in various areas of the state to give presentations on Endorsement and introductions to using EASy. Applying for mini grants to host small events like “Endorsement Breakfast” would be great outreach. We want to be a Community of Practice where professionals support professionals. Grants money to cover a stipend for each Ambassador would be needed. Another suggestion was to promote agencies to offer the stipend so an Ambassador could present to individual agencies.

Update: Katrina and Ruth will be presenting to the newly formed, Southern New Mexico

Childcare and Education Association in Las Cruces on June 1.

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

Meeting Adjourned: 10:03 am

Next Meeting Dates: June 6 @ 9:00 am

July 11

August 8

Grant and Sustainability Committee Report:

Grant Committee

Agenda May 24, 2019

Present: Ruth, Michael,
Absent: Jennifer, Carolyn
Meeting called to order: 1:00pm

Old Business:

- 1) Blue Cross Blue shield Grant still in process. Ruth and Kara are working to complete it.
- 2) Michael has been working on a proposed budget and will send out to committee for feedback and then Ruth will set up a meeting time to discuss with Katrina Montano-White, Andy Gomm and Soledad Martinez. In discussion about the PDG grant of where the association fits in with their plan.
- 3) Pritzker grant was given to NM - \$100,000.00.

New Business:

- 1) Con Alma Grant was completed and sent out.
- 2) Blue Cross Blue shield grant completed and will be sent out on 5/31/2019.
- 3) Brindle Grant will come out in July, 2019.
- 4) CYFD Budget was sent as well as SOW.
- 5) Ruth and Michael will schedule to meet with Alejandra and Katrina from Region IX.

In-kind: Reminder to turn in to Admin. Coordinator.

Meeting Adjourned: 9:30am
Next Meeting Date: TBD

(Please send in minutes to Admin. Coordinator within 1 week of Committee Meeting)