

Board of Directors Meeting Agenda

March 4, 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. Alliance Leadership Summit 2019 - Ruth, Inez, Katrina in attendance
 - ii. PayPal - Reimbursements for BOD's
 - iii. New BOD meeting time - First Monday of the month from 4pm-6pm
 - iv. New BOD's voted in - Anna Vendrely, Cesia Otero Michael Weinberg
Re-elected - Inez Ingle, Jonetta Martinez-Pacias, Carolyn Newman, Ruth Ortiz
 - v. New Officers- Vice President - Anna Vendrely, Secretary - Michael Weinberg, and Treasurer
Melanie Valdez
8. New Business:
 - a. Endorsement timelines
 - b. Brindle Foundation final report submitted on February 28, 2019
9. Confirm next meeting
- 10. Adjourn**



Board of Directors Meeting

March 4, 2019

4:00 – 6:00 pm

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Conference Call Number: ZOOM Invite

NMAIMH Board of Directors Meeting

Notes for – February 6, 2019

Approved with Corrections

Date Approved:

NAME	Present (in office)	Present (phone or ZOOM)	Not Avail- Able	NAME	Present (in office)	Present (phone or ZOOM)	Not Avail- able
<i>Directors:</i>							
Ruth Ortiz		X		Members Present:			
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					
Melanie Valdez		X		Guests:			
Jennifer Sallee		X		Joy Browne			
Anna Vendrely		X					
Michael Weinberg		X					
Cesia Otero			X				

1. A quorum being present, the meeting was called to order at 1:12 pm by Ruth Ortiz, Board President.
2. Introductions were made. Our Board of Directors now stands at 10.

3. Agenda was approved with no changes. Motion was made by (Jonetta) and seconded by (Inez). Vote 8-0-0
4. Minutes from January 2018 were approved as is. Motion to accept the minutes was made by (Melanie) and seconded by (Jonetta). Vote 8-0-0.
5. **Treasurer's Report:** Melanie Valdez has accepting the position to be the new treasure. Ruth will be working with Melanie to work on our proposed budget for the rest of the year (till June). Melanie will be reporting where we stand with our grants. Motion to accept treasurer's report as is was made by (Carolyn) and seconded by (Jonetta). Vote 8-0-0

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

Joy reported that she will be emailing the minutes and the annual report.

7. Old Business:

a. **Standing Committees:**

i. Executive/Finance Committee:

Did not meet due to annual meeting

ii. Nominating / Membership Committee:

Did not meet. Carolyn made an announcement to let the board know that we do have a table for the conference on March 1st and 2nd 2019.

b. **Special Committees:**

i. Promotion/Training/Website Committee

Discussion:

- 1) 1) Annual Meeting – Jeannie is in contact with Geri and getting all catering finalized for the meeting. Ruth will keep Jeannie updated regarding the budget for food by 1/8/19. Brooke complete evaluations, certificates, name tags, sign-in sheets, agenda, snacks and gifts are complete for the meeting. Brooke will have Check for United Way available on the day of the annual meeting. There will be no key note presenter for the annual meeting.

The date for the next annual meeting will be on January 31st 2020

No New Business

ii. Endorsement Committee:

Discussion:

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

One of the goals of the ZTT Finance Convening group is to provide relevant training on the DC: 0-5 to professionals who serve populations of infants, toddlers, and preschoolers. The range of training competencies would include basic knowledge of IECMH to formal training in using the tool as a diagnostic measure. Specific trainings would provide information can be scaled to foundational knowledge that would be of benefit to professionals in field, such as home-visitors, child care providers, early interventionists, preschool teachers, and others in related services.

2) **Reflective Supervision Groups:** Katrina is still working on the promotion and outreach to Supervisors as well as professionals across the state who are in need of Reflective Supervision.

New Business:

Preschool Development Grant (PDG): NM was awarded \$5.4 Million. The PDG is targeted to help states build a quality early learning system for children birth to 5 and their families. Ruth is going to contact Andy Gomm to inquire if funding will be directed to NMAIMH.

Cleaning up EASy: Katrina will send out the contact suggestion to each person on this committee that was agreed on a few years ago so it can be updated if needed. There is a great deal of responsibility placed on advisors to keep in touch with advisees and a great deal of time and energy spent on advisees that have not been working towards endorsement. The committee will be discussing a policy/timeline (suggested 3 years) from the date of registration to complete the Endorsement or be deleted/removed from EASy.

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.

iii. Grant & Sustainability Committee:

Did not meet. No report available

c. Other Old Business:

- i. Leadership Summit- Those that will be participating will be Ruth, Katrina, Inez, and Joy. Inez already paid for the summit and the association will be reimbursing her for that money. The summit will be held February 3rd, 2019.

8. New Business:

- a. Alliance Leadership Summit 2019- Ruth, Inez, Katrina in attendance

Ruth stated that it was a great experience and great to see all the different associations across the state and what they are doing as far as their grants and endorsement. They had the luxury of going over their reflective supervision group that they had there at the summit. It was eye opening for all of us that were there to be able to experience that. They went over the training committees from the alliance and they are embedding components for the trainings that are brought forth to those in early childhood and they will be providing it to us. So, when people are training and doing trainings on infant mental health to have an intentional way of looking at things with meeting the competencies that we're trying to help support the early childhood providers with.

- b. PayPal - Reimbursements for BOD's

We are reimbursing our paid staff (Katrina and Brooke) via PayPal and wanted to see if BOD's would like to have the option to be reimbursed for any travel expenses via PayPal. (as an additional payment option) The board agreed to have PayPal as an additional payment option. Motion was made by (Anna) and seconded by (Inez) Vote 8-0-0

- c. New BOD meeting time - First Monday of the month from 4pm-6pm. Starting in the month of March. We can discuss and revisit the new time when we meet in July for the Board Retreat. The retreat will be held July 19th and 20th.

- d. New BOD's voted in - Anna Vendrely, Cesia Otero, Michael Weinberg
Reelected Inez Ingle, Jonetta Martinez-Pacias, Carolyn Newman, and Ruth Ortiz

- e. New Officers: Vice President - Anna Vendrely, Secretary - Michael Weinberg, and Treasurer – Melanie Valdez.

The Board confirmed the next regularly scheduled meeting will be held on March 4, 2019.

There being no further business, the meeting was adjourned at 2:40 pm.



New Mexico Association for Infant Mental Health Balance Sheet As of March 3, 2019

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 NMAIMH	1,555.61
1001 Restricted	6,580.19
1002 Unrestricted	26,960.92
	\$
Total 1000 NMAIMH	35,096.72
1004 PayPal	268.35
	\$
Total Bank Accounts	35,365.07
	\$
Total Current Assets	35,365.07
	\$
TOTAL ASSETS	35,365.07
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	0.00
31300 Perm. Restricted Net Assets	-22.52
31500 Temp. Restricted Net Assets	-71.00
32000 Unrestricted Net Assets	31,896.71
Net Income	3,561.88
	\$
Total Equity	35,365.07
	\$
TOTAL LIABILITIES AND EQUITY	35,365.07

Sunday, Mar 03, 2019 09:32:39 PM GMT-8 - Cash Basis



New Mexico Association for Infant Mental Health Profit and Loss

January 1 - March 3, 2019

	Total
Income	
4004 Training Fees	2,646.75
4005 Grant Income	
4005-02 CYFD Grant	2,098.75
Total 4005 Grant Income	\$ 2,098.75
Unapplied Cash Payment Income	1.75
Total Income	\$ 4,747.25
Gross Profit	\$ 4,747.25
Expenses	
62500 Dues and Subscriptions	15.76
7009 Training Expenses	1,075.71
7015 Miscellaneous	62.10
7018 Office Supplies	31.80
Total Expenses	\$ 1,185.37
Net Operating Income	\$ 3,561.88
Net Income	\$ 3,561.88

Sunday, Mar 03, 2019 09:36:31 PM GMT-8 - Cash Basis

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report available

NMAIMH Executive/Finance Committee Report:

Finance Committee

**Minutes
(2/21/2019)**

Present: Ruth Ortiz, NMAIMH President; Michael Weinberg, NMAIMH Secretary; Kara Holguin, Social Work Intern for Ruth Ortiz, LBSW, MSW

Absent: Carolyn Newman; Jeannie Ross; Jennifer Sallee

Meeting called to order: 11:00 am

Old Business:

1) Discussed Brindle, Pritzker and PDG grants. Discussed follow up with key contacts for update. Ruth and Michael to follow up regarding allocation of funds as well as current disposition of CYFD funding.

New Business:

1) Ruth Ortiz introduced social work intern Kara Holguin. Ruth described the intern's role with NMAIMH for grant research and grant application

2) Kara Holguin presented to the committee 3 grants currently in development: Blue Cross Blue Shield Healthy Kids Healthy Families; Kellogg Foundation; Albertsons Community Foundation Grant

3) Michael Weinberg and Ruth Ortiz provided direct feedback, guidance and suggestions regarding grants currently in development. Discussed grant/project goals and best practice for requests/submissions. The intern will incorporate feedback/guidance into grant development.

In-kind: The intern is providing in kind service for grant research/grant application as part of internship/field practicum.

Meeting Adjourned: (11:47 am)

Next Meeting Date: (TBD by Grant Chair, Jennifer Sallee)



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



NMAIMH Nominating/Membership Committee Report

No report available

Promotion/Training/Website Committee Report:

Promotion/training/Website Committee

February 12, 2019

Present: Ruth Ortiz, Melanie Valdez, Jeannie Ross, and Cesia A. Gillard

Absent: N/A

Meeting called to order: 1:36pm

Old Business:

- 2) No old Business

New Business:

- 1) Nominations- Jeannie was nominated to be the Chair for the Promotion, Training and Website Committee. Jeannie will facilitate the committee meetings and schedule the meetings. Melanie and Jeannie will schedule a time and day to review scheduling meetings and Minutes. Ruth will inform Brooke that Jeannie is now the chair and will be expecting minutes from Jeannie going forward.
- 2) Website will continue to be updated and edited by Ruth, as she does not mind continuing with the role. Ruth has been receiving more positive feedback on Facebook. YAY!
- 3) Promotions- The goal for the Committee is to assign ambassadors pertaining to location. Training will be provided to the PTW Committee and eventually the BOD. The PTW will go over the power points in which the Association has in place. The executive Committee approved for promotional items to be purchased for the Association.
- 4) Training- Reflective Supervision Training to be across New Mexico at four different locations/sites. The training will be for three hours. The locations and facilitators are as assigned:
 - a. April 2019- Training will be held in Silver City- Cesia will be the Facilitator.
 - b. July 2019- Training will be held in Santa Fe and Melanie will be the facilitator.
 - c. October 2019- two training will be held. Las Cruces- Ruth is the Facilitator. Taos- Jeannie will be the Facilitator.

The Facilitators will be in charge of the venue and locating a training for the assigned location. The Facilitator will retrieve information regarding the cost for trainer and Venue. Brooke will create a flyer and registration on website will be completed by Ruth.

- 5) 2020 Annual Meeting- Brooke will be creating a check list of what she has to do for the annual meeting to prevent last minute running around.
- 6) PTW future meeting days and times- Second Tuesday at 1:30pm.

In-kind: Discuss and remind to have completed.

Meeting Adjourned: 2:06pm

Next Meeting Date: March 12, 2018 @ 1:30pm

NMAIMH Endorsement Committee Report:

Endorsement Committee

Agenda

February 14, 2019

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

Unable to attend: Carolyn

Meeting called to order: Meeting was opened at 9:04 am: with a welcome to Anna Vendrely, one of newest BOD and member of the Endorsement Committee.

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

- 1) **Association News:** Recap of Alliance Leadership Summit.
Discussion: How can NMAIMH make a more concerted effort to be more mindful of Diversity within our state, our BOD, and our membership.
- 2) **ZERO TO THREE Infant and Early Childhood Mental Health Convening (IECMH)**
Pam reported that a paid communications person has been hired. A meeting is currently being organized with the convening group, however no date has been set.
- 3) **Reflective Supervision Groups:** There were 5 professionals who expressed interest in leading a group. Names and contact information will go out in a mass email for individuals seeking RS to contract directly. Katrina has made a request to Brooke and Ruth to post the “Best Practice Guidelines for Reflective Supervision/ Consultation” to the website with a highlight in our next newsletter to the resource.

New Business:

- 1) **Upcoming Advisor Training:**
Needs to be planned and scheduled as soon as possible. Katrina will send a doodle poll to set a date with current advisors and send an email to seek continued interest from current advisors. May need to consider seeking 1-2 more qualified professionals to assist.

An area to consider training advisors on is, how to assist advisees at Category III and IV that have been trained in the Child Parent Psychotherapy (CPP) be better prepared to take the Infant Mental Health Endorsement Exam. CPP is not specific

to IMH Competencies so applicants trained in CPP need support to broaden their scope/lens. One idea to help support these applicants is to create case examples beyond court involved scenarios to assist in broadening the perspective.

Discussion: Cleaning up EASy, imposing a time limit (BOD agenda for March)

Also discussed was editing the welcome email that goes with each new registration to include language surrounding placing more responsibility onto the advisee.

- 2) **Exam:** So far there has been one application submitted in order to take the Spring exam scheduled for March 30 in Albuquerque. (Submission date is February 15th).

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.

In-kind: Complete hours not available, however there were at least **5 in kind hours** for this call alone.

Meeting Adjourned: 10:00 am

Next Meeting

Date: March 14, 2019 @ 9:00 am

Grant and Sustainability Committee Report:

No report available