**Board of Directors Meeting Agenda**

**November 7, 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):
   1. New Administrative Coordinator - Brooke Udero - starting date 10/1/2018.
   2. October 30, 2018 - CYFD Early Childhood - Ruth and Katrina
   3. Strategic Planning meeting for Child Mental Health Meeting attended**.**
   4. Early Childhood Mental Health Endorsement (0-6)
8. New Business:
   1. Possible change of time to evening for BOD meeting
   2. CYFD Grant allocated $40,000.00 for 2018-2019.
   3. Annual Meeting presenter - w/Reflective Supervision Requirement.
   4. Donation for Rent of office Space from Jacqui- 2019.
   5. Contract Accountant - Sandra Gutierrez - $50.00/month.
   6. Resignation of Joe Estes on October 29, 2018
   7. Summit registration for February 2019
   8. Reminder: Committee Reports due
   9. NMAIMH Strategic plan follow-up
   10. NMAIMH Calendar follow-up
9. Confirm next meeting (December 5, 2018)
10. Adjourn

**Board of Directors Meeting**

**November 7, 2018**

**1:00 – 3:00 pm**

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number**:** ZOOM Invite

**NMAIMH Board of Directors Meeting**

**Notes – October 3, 2018**

Approved with Corrections

Date Approved:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| NAME | Present  (in person) | Present  (phone or ZOOM) | Not Avail-  Able | NAME | Present  (in person) | Present  (phone or ZOOM) | Not Avail-  able |
| *Directors:* |  | | |  |  | | |
| Ruth Ortiz |  | X |  | ***Members Present:*** |  | | |
| Carolyn  Newman |  | X |  | Katrina Diaz-Castillo  Endorsement Coor |  | X |  |
| Inez  Ingle |  |  | X | Joy Browne |  |  | X |
| Jonetta  Martinez-Pacias |  | X |  | Gloria Radoslavich |  |  | X |
| Jeannie Ross |  | X |  |  |  |  |  |
| Emily Aragon |  | X |  | ***Guests:*** |  | | |
| Melanie Valdez |  |  | X | Brooke Udero  (Admin Coord) |  | X |  |
| Jeffrey Cottrell |  |  | X |  |  |  |  |
| Jennifer Sallee |  |  | X |  |  |  |  |
| Scott Estes |  | X |  |  |  |  |  |

1. A quorum being present, the meeting was called to order at 1:18 by Ruth Ortiz, Board President.
2. Introductions were made. Ruth informed everyone that our treasurer, Jeffrey Cortrell has resigned from the Board of Directors. We will be seeking another candidate to take over. Our Board of Directors now stands at 9.
3. Agenda was approved, with a change to move 7.c.i to New Business. Motion was made by (Emily) and seconded by (Jonetta Pacias). Vote 6-0-0
4. Minutes from September 2018 were approved pending the changes to 8.d. Motion was made by (Emily Aragon) and seconded by (Ruth Ortiz). Vote 6-0-0.

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**: No treasurer report available. Ruth and Brooke will work on reports for August

and September for approval.

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

No report at this time, as Joy Browne was attending the Zero To Three Conference.

**7. Old Business:**

1. **Standing Committees**:
2. Executive/Finance Committee:

Discussion:

There was clarification that the CEU’s we are offering for the upcoming training on

Reflective Supervision will be sponsored under Small Steps Counseling. NMAIMH

will not have to pay the $100 fee we discussed during the BOD meeting in September.

Administrative Coordinator position was interviewed for, a candidate was selected and

Emily was following up on references.

CYFD Early Childhood grant is for a 2 year cycle, but we have not received the Scope

Of Work. Ruth saw both Katrina Mantano White and Soledad Martinez at a meeting

this week. Ruth has a follow up meeting setting up this week with Katrina Mantano

White.

CYFD Behavioral Health grant can start to be billed for September, we still do not

have the amount allocated, but Ruth was informed that Timothy has the amount.

Scope of Work for the new Administrative Coordinator, Brooke Udero was outlined.

I-9 needs to be completed.

Current office space will be donated through December 2018. Ruth will follow up

with Jacqui Van Horn to see what we need to plan for going into 2019.

Grant Committee needs to get started. Emily will lead as Chair, Jennifer Sallee is

interested in assisting Emily and Jeannie.

Suggestion to place a calendar into each BOD meeting of Association events. Brooke

will include this going forward.

Meeting with Faith Edison, our technical assistance with the Alliance was completed

and attended by Ruth, Emily, Inez and Katrina. There was some discussion about more

representation on BaseCamp, however not all BOD are needed to be part of BaseCamp.

1. Nominating / Membership Committee:

Discussion:

Colleen has started to compile the newsletter. Bio’s for new BOD are needed for the Website

and the newsletter. Those that have been sent for newsletter will be sent to Ruth for Website.

Jonetta spoke to Colleen about joining the BOD. Application has been sent to Colleen. If she

can get her application in before October 15, the BOD could approve via vote. If it comes in

after that date we will vote her in at the January Annual Membership Meeting.

Email draft to call for nominations will go out to all membership. Responses will go back to

Carolyn.

1. **Special Committees**:
2. Promotion/Training/Website Committee

Discussion:

Tasks for the upcoming training on Reflective Supervision are well underway, registrations

have been coming in, but we need to promote more to increase our numbers. Shooting for 65

at each venue.

Emily stated the Home visiting Kickoff is October 30, so that may hinder people being able to

attend. Ruth brought up that some people have asked about scholarships. The BOD decided

the cost is affordable, especially for new members so we are opting not to offer scholarships

at this time.

Materials/CD training items have been ordered. The order from WestED has been received.

Arrangements to get materials to Courtney and Jacqui will be done with Emily.

Annual Meeting arrangements are well underway as well. Andy Shi has not formally

responded but verbally informed Jonetta that he would not be able to present.

Dominic Copella who is part of the Pilot program with Resilient Leaders out of Las Cruces

could be a possibility to speak about ACE’s (Adverse Childhood Experiences).

Jane Clarke is confirmed. Emily also suggested David Atencio with UNM who is working on

collaboration of the Early Childhood systems. Emily will check with David and let the BOD

know the outcome.

Brochures are finalized, Emily still needs to order them, start with 1000. Business cards have

come in, each BOD can fill their names on the cards.

Bios need to be completed for website and ballots for re-election by October 10. Up for re-

election: Jonetta, Ruth. Carolyn will follow up to see who else is up for re-election.

1. Endorsement Committee:

The Endorsement Committee did not meet.

1. Grant & Sustainability Committee:

The Grant & Sustainability Committee did not meet.

Discussion:

New Intern will be on this committee.

1. **Other Old Business:**
2. Strategic Plan: Final copy has been sent to all BOD’s. Everyone is asked to look it over to ensure there are no last-minute changes needed. The “One-Pager” will be sent to membership, our funders and will be placed on the website.

**8. New Business:**

* 1. 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.

* 1. Home Visiting Fall Kick off: Ruth and Katrina will be traveling to Albuquerque to present on October 30.
  2. 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.
  3. 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.

The Board confirmed the next regularly scheduled meeting will be held on November 7, 2018.

There being no further business, the meeting was adjourned at 2:38 pm.

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

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| --- | --- |
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| |  |  | | --- | --- | | **New Mexico Association for Infant Mental Health** | | | **Balance Sheet** | | | **As of November 5, 2018** | | |  |  | |  | **Total** | | **ASSETS** |  | | **Current Assets** |  | | **Bank Accounts** |  | | **1000 NMAIMH** | -7,110.19 | | **1001 Restricted** | 6,580.19 | | **1002 Unrestricted** | 38,031.60 | | **Total 1000 NMAIMH** | **37,501.60** | | **1004 Paypal** | 268.35 | | **Total Bank Accounts** | **37,769.95** | | **Total Current Assets** | **37,769.95** | | **TOTAL ASSETS** | **37,769.95** | | **LIABILITIES AND EQUITY** |  | | **Liabilities** |  | | **Total Liabilities** |  | | **Equity** |  | | **30000 Opening Balance Equity** | 0.00 | | **32000 Unrestricted Net Assets** | 22,187.28 | | **Net Income** | 15,582.67 | | **Total Equity** | **37,769.95** | | **TOTAL LIABILITIES AND EQUITY** | **37,769.95** | |  |  | | |  |  | | --- | --- | | **New Mexico Association for Infant Mental Health** | | | **Profit and Loss** | | | **January 1 - November 5, 2018** | | |  |  | |  | **Total** | | **Income** |  | | **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 | | **Total 4005 Grant Income** | **$ 38,827.40** | | **4006 Bank Interest** | 12.40 | | **47300 Refunds** | 430.96 | | **Total Income** | **$ 51,420.23** | | **Gross Profit** | **$ 51,420.23** | | **Expenses** |  | | **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** | 841.71 | | **7008 Advertising and Promotion** | 616.03 | | **7009 Training Expenses** | 1,562.63 | | **7012 Endorsement Coordinator Profess** | 17,395.00 | | **7017 Computer and Internet Expenses** | 61.56 | | **7018 Office Supplies** | 733.56 | | **7019 Meals and Entertainment** | 229.06 | | **7020 Administrative Contract Service** | 9,530.00 | | **Total Expenses** | **$ 35,837.56** | | **Net Operating Income** | **$ 15,582.67** | | **Net Income** | **$ 15,582.67** | |  |  | |  |  | |  |  | | Monday, Nov 05, 2018 06:50:08 PM GMT-8 - Cash Basis | | |  | |  |  | |  | | | |
|  |  |

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

No Report available

**NMAIMH Executive/Finance Committee Report:**

***Executive Committee***

**Agenda**

**11/04/2018**

**Present: Ruth, Jonetta, Emily**

**Absent: None**

**Meeting called to order: (Time) 9:30Am**

**Old Business:**

1. Follow up from previous meeting (Completed or not completed)

Emily had not heard back regarding having Dr. Atencio speak at the Annual Meeting. It was discussed that other plans came up. Maybe he could be used another time.

Ruth received more information about the CYFD grants. CYFD funded $27,000 for the Association, but sent out a notification that no information was received for July and Aug. An invoice for July and August was resent and the grant is in good funding. Suggestion for next year – see if CYFDs funding can actually be released in July (beginning of fiscal year) to be used over 12 months instead of receiving funding for the year, but not actually being released until October.

1. Alliance

No Alliance news discussed

**New Business:**

* **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 and Katrina presented twice at the CYFD Home Visiting Fall Kick Off on the endorsement process. Pending invitation to the December CYFD Home Visiting Quarterly Meeting, with reaches the program Managers and Admnistrators.**
* **Ruth has been collaborating with Apredamos and recently signed up 25 to 30 new endorsement applicants.**
* **Ruth and Katrina have been working with Brooke’s transition, which is moving smoothly.**
* **Ruth began the process to remove Jeffrey from the bank and add Brooke. 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.**

**In-kind: 1.5 hours**

**Meeting Adjourned: 9:30 AM**

**Next Meeting Date: not verified**

**NMAIMH Nominating/Membership Committee Report**

**No Report available**

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

**October 26, 2018**

**Present: Ruth Ortiz, Jeannie Ross, and Melanie Valdez**

**Absent: Scott Estes**

**Meeting called to order: 1:06pm**

**Old Business:**

1) 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.

2) Annual Meeting – Ruth contacted Joe Gomez and Jane Clarke to speak about Brain Development and Trauma. Ruth will follow-up on the key-note presenter and Brooke will be asked to follow-up on the venue and make sure all sign-in sheets, certificates (is applicable) and evaluations are completed for the Annual Meeting.

3) Ruth and Melanie completed the Brochure for NMAIMH, Ruth will be ordering the brochures soon.

4) Ruth will make additions to the website and is always updating information regularly.

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

**New Business:**

1. No new business at this time.

**In-kind: Discuss and remind to have completed.**

**Meeting Adjourned: 1:31pm**

**Next Meeting Date: November 30, 2018 @ 1:00pm**

**NMAIMH Endorsement Committee Report:**

***Endorsement Committee***

**Agenda**

**October 11, 2018**

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

**Absent:** None

**Meeting called to order: 9:02**

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

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

1) Need for Advising at Cat. IV-P: Katrina will put a call in Basecamp for assistance.

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

**Meeting Adjourned: 9:55 am**

**Next Meeting Date: November 8, 2018 @ 9:00 am**

**Endorsement Coordinator Report for 2018**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New Applications** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Category I | 0 | 0 | 0 | 0 | 2 | 0 | 1 | \* | 2 | 1 |  |  |
| Category II | 1 | 0 | 0 | 1 | 2 | 0 | 0 | \* | 0 | 4 |  |  |
| Category III | 0 | 0 | 0 | 0 | 1 | 0 | 1 | \* | 1 | 0 |  |  |
| Category IV | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  |  |

\*There are 6 applicants that have registered from Gila Reginal Beginning Years Program, we are waiting on payment from agency (4@Cat. I, 1@Cat. II, and 1 @Cat. III)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Newly Endorsed** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| Category I | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 |  |  |
| Category II | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |  |  |
| Category III | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 8 | 0 | 0 |  |  |
| Category IV | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |  |  |

Approximately 10 registrations are waiting to be processed that came in at the end of October, those “accepted” will be reflected on November report.

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**Grant and Sustainability Committee Report:**

No report available