

Board of Directors Meeting Agenda

August 8, 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. Brindle Grant
 - ii. CYFD BH
 - iii.
8. New Business:
 - a. Resignation of Administrative Coordinator
 - b. Continued funding from CYFD – Early Childhood – 2 years- Ruth met with Alejandra, Katrina and Rhonda
 - c. Training for Reflective Symposium for the North – Taos and Las Cruces. Paying for travel, lodging and time spent traveling.
 - d. Board meetings every other month – Board decision
 - e. Annual Meeting keynote speaker – Michelle Lujan Grisham, Jane Clarke, Andy Shi – If we do not get a response who could be other people to request?
 - f. Strategic Plan Discussion
9. Confirm next meeting (September 5, 2018)
10. Adjourn

NMAIMH Board of Directors Meeting

Notes – July 11, 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
<i>Directors:</i>							
Ruth Ortiz		X		<i>Members Present:</i>			
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		<i>Guests:</i>			
Melanie Valdez		X		Amy Goodner (Admin Coord)	X		
Jeffrey Cottrell		X					
Jennifer Sallee		X					

1. A quorum being present, the meeting was called to order at 1:11 by Ruth Ortiz, Board President.
2. Introductions were made
3. Agenda was approved, no discussion. Motion was made by (Inez Ingle) and seconded by (Emily Aragon). Vote 8-0-0
4. Minutes from June 2018 were approved, no discussion. Motion was made by (Inez Ingle) and seconded by (Melanie Valdez). Vote 8-0-0.
5. **Treasurer’s Report:** reviewed by each BOD.
Discussion on May’s minutes, they were confusing. Issues with the layout were discussed. The minutes should reflect the discussion as the committee reports are attached already, does not need to be a duplicate of the reports. Amy & Ruth will meet to discuss the layout issues.

Ruth requested that we have Excel budgets that reflect the income/expenditures per funding source. Jeffrey will assist on this. Ruth will look for old budget and send to Jeffrey and Amy. A question was asked on the \$1,000 expenditure, which was for the license to the Alliance. Budget adjustments may need to occur as soon as possible once CYFD gives NMAIMH the budget for the new contract year.

Brindle: \$3730.00 is allocated to Katrina's time in the Brindle budget. By when do we need to spend down the money by? There is not a deadline, we just have to show that we have created the Strategic Plan and have a plan of action for the year.

Inez will send Amy the electronic version of the brochure.

Upon motion duly made (by Carolyn Newman) seconded (by Inez Ingle) and unanimously carried, the Treasurer Report was APPROVED. Vote: 8-0-0.

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

No Report

7. Old Business:

a. **Standing Committees:**

i. Executive/Finance Committee:

Discussion: Start calling for nominations to the Board and present ballots to the members. Start thinking about the Annual meeting as well. Insure that new applicants to the BOD follow the application process and that new BOD are familiar with the by-laws.

If BOD or staff will be out of the office for a certain period of time, i.e. vacation, need to inform at least one BOD member via email, to report to all members.

ii. Nominating / Membership Committee:

Discussion: The FIT Conference: did not see a lot of attendees, table was set up out of the main stream of people.

Go over the brochures at BOD retreat as well as the PowerPoint presentations.

b. **Special Committees:**

i. Promotion/Training/Website Committee

Discussion: Jeannie is taking care of the lunches for the BOD Retreat, we will be having Panera Bread on Friday and Garcia's on Saturday.

Please wear your NMAIMH shirts on Saturday for pictures.

ii. Endorsement Committee:

Discussion: Ruth & Katrina are working on improvements to the website.

Exam: Had 8 participants, 1 has passed so far. Katrina, Joy & Inez will be working on resources for test takers to better prepare them for the exam. Inez & Joy will be working on creating a basic resources list.

Need to come up with some form of determination to be able to determine which endorsed individuals did not meet renewal requirements, i.e. Inactive status.

Category 2 will have to have Reflective supervision.

iii. Grant & Sustainability Committee

Discussion: Jeannie reported that Taos is having a hard time finding qualified people to provide Reflective Supervision. Will be working on a plan of action to have in place for the training that will be provided when the participants NMAIMH sent to the symposium return.

c. Other Old Business:

- i. Brindle: Send Jeffrey an electronic version of budget.
- ii. BOD Retreat: Theme: Let's not forget the infants & toddlers, it's everything we stand for. Have them in mind.

8. New Business:

- a. CYFD SOW: Award amount will be the same as last contract year for those who are on a CYFD waiver applying at Category 3 or 4. Ruth is meeting with Katrina and Alejandra on July 23rd in Santa Fe for Region 9. Recommended that Ruth be reimbursed for travel expenses to Santa Fe. A motion was duly made to approve Ruth's travel expenses to Santa Fe (by Jeannie Ross) and seconded (by Inez Ingle) and APPROVED. Vote 7-0-1 Gloria stated that Level 2 Home Visitors will have to be endorsed. There is a potential of 42 individuals, minimum, will be needing endorsement in the next year. We will need to have the man power in order to accomplish this. Jennifer asked is CYFD going to enforce that standard and how? Reflective Consultation is part of that as well. Program Managers are getting it from UNM Team and staff from managers. However not all managers are qualified to provide R.C. Community needs clarification on who can provide R.C. How can we reach out to these groups that are going to have to be endorsed? Katrina will draft an email to endorsed individuals on who they can provide R.C. to. R.C. should not be going out of state when we have qualified individuals in Nm that can provide R.C. We currently have 13 volunteers and there was discussion on how we can thank them for what they do for the Association.
- b. NEW BOD: Jeffrey & Jennifer: Welcome aboard.
- c. New Endorsement Renewal Requirements: was discussed during Endorsement Committee report.

The Board confirmed the next regularly scheduled meeting will be held on August 8, 2018.

There being no further business, the meeting was adjourned at 3:03 pm.

NMAIMH Treasurer's Report: Financial Statements

**New Mexico Association for Infant Mental Health
Profit and Loss
July 2018**

	Total
Income	
4005 Grant Income	
4005-02 CYFD Grant	3,035.00
Total 4005 Grant Income	\$ 3,035.00
4006 Bank Interest	1.85
Total Income	\$ 3,036.85
Gross Profit	\$ 3,036.85
Expenses	
62500 Dues and Subscriptions	63.08
68401 Board Travel Expense	536.52
7006 Telecommunications Expense	47.44
7007 Travel Expense	279.79
7008 Advertising and Promotion	229.25
7009 Training Expenses	184.26
7012 Endorsement Coordinator Profess	2,502.50
7019 Meals and Entertainment	229.06
7020 Administrative Contract Service	1,200.00
Total Expenses	\$ 5,271.90
Net Operating Income	-\$ 2,235.05
Net Income	-\$ 2,235.05

Saturday, Aug 04, 2018 01:51:45 PM GMT-7 - Cash Basis

New Mexico Association for Infant Mental Health
Balance Sheet
As of July 31, 2018

	Total
ASSETS	
Current Assets	
Bank Accounts	
1000 NMAIMH	-7,110.19
1001 Restricted	6,580.19
1002 Unrestricted	42,228.10
Total 1000 NMAIMH	\$ 41,698.10
1004 Paypal	268.35
Total Bank Accounts	\$ 41,966.45
Total Current Assets	\$ 41,966.45
TOTAL ASSETS	\$ 41,966.45
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	0.00
32000 Unrestricted Net Assets	22,187.28
Net Income	19,779.17
Total Equity	\$ 41,966.45
TOTAL LIABILITIES AND EQUITY	\$ 41,966.45

Saturday, Aug 04, 2018 01:53:12 PM GMT-7 - Cash Basis



NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report at this time.

NMAIMH Executive/Finance Committee Report

No Report at this time.

NMAIMH Nominating/Membership Committee Report

Membership/Nominating Committee

Agenda (July 2018)

Present: No Committee meeting in July

Absent:

Meeting called to order: (Time)

Old Business: NA

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

2) Alliance -

3)

4)

New Business:

1) **One board application was received: Dr. Joe Scott Estes**

2) **Dr. Baji Rankin has approached Carolyn to jointly prepare a position statement NMAEYC and NMAIMH in support of including “ early childhood issues critical to the ages pre-birth to three, not just school age ”to present to New Mexico legislators and various stake holders (Funding Group and Organizations).**

In-kind:

Meeting Adjourned: (Time)

Next Meeting Date: (Date)

Promotion/Training/Website Committee Report:

**Agenda
July 24, 2018**

Present: Ruth Ortiz and Jeannie Ross

Absent: Melanie Valdez

Meeting called to order: 8:43am

Old Business: No old business as committee is meeting for first time.

1) Board Retreat – July 13th and 14th

Successful – and strategic plan was completed. New Board Members attended Jennifer Sallee and Jeffrey Cottrell. Michael Weinberg facilitated strategic planning and given a token of appreciation as well as all board and staff members of NMAIMH.

New Business:

1) October or November Training – Having one in the North - Taos and South – Las Cruces. Ruth will notify via email to the trainers, Jacqui VanHorn, Courtney Lewis, Joy Browne and Inez Ingles of where we would like to conduct the training and let them decide where they would be able to provide the training. Will also ask the amount of time will be needed for the training. Once we have dates then Ruth will reserve space in Las Cruces and Jeannie will reserve space in Taos for trainings. Cost of training will be \$50 for members and \$70.00 for non-members. Ruth will look upon CEUs for Reflective Supervision training. Ruth will complete the save the date flyer once we have all the information to send out to membership and to other agencies across the state.

2) Annual Meeting – Ruth will contact Jane Clarke - Trainer and Michelle Lujan Grisham Keynote speaker. Ruth will follow up with Jonetta to ask Andy Shi to be trainer as well. Meeting will be held at United Way and Ruth will call and reserve. Jeannie will take care of catering for the event for both January 25 and 26, 2019.

3) Ruth and Melanie will complete the Brochure for NMAIMH.

4) Ruth completed the following updates on the website: 1. Updated the alliance Members. 2. Added the board pictures. (Just need Jennifer), 3. Added officers pics 4. Added Board of director officers' pictures. 5. Added the registry to the tab. (The registry just needs to be embedded onto that section)

6. Fixed up the titles to match in all the sections. Need to add Jeffrey's info and Jennifer. 7. I added the Alliance website to the bottom of the Home Page.

In-kind: Discuss and remind to have completed.

Meeting Adjourned: 9:10am

Next Meeting Date: August 28, 2018 @ 8:30am

NMAIMH Endorsement Committee Report:

No Report at this time

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					
Category II	1	0	0	1	2	0	0					
Category III	0	0	0	0	1*	0	1					
Category IV	0	0	0	0	0	0	0					

*May better qualify at a Category II

Newly Endorsed	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Category I	0	0	0	0	0	1	0					
Category II	0	0	0	0	0	1	0					
Category III	0	0	0	0	0	0	5					
Category IV	0	0	0	0	0	0	0					

*5 - Category III applicants who sat for the exam have been approved for Endorsement.
(one of the 5 was a retake on Part I and passed)

*3 - Category III Part II exams are still in the Review process.

An email went out to all Category III and IV applicants on July 25 in order to see if a Fall 2018 exam date should be set (to include efforts on finding a venue and setting submission dates). I received a response from 1 applicant who lives in Socorro who feels she may be ready.