

Board of Directors Meeting Agenda

October 3, 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. Strategic Planning meeting for Child Mental Health Meeting attended.
 - ii. Strategic Plan for NMAIMH - attached to minutes
 - iii.
8. New Business:
 - a. New Administrative Coordinator - Brooke Udero - starting date 10/1/2018.
 - b. October 30, 2018 - CYFD Early Childhood - Ruth and Katrina
 - c. Early Childhood Mental Health Endorsement (0-6)
 - d.
9. Confirm next meeting (November 7, 2018)
10. Adjourn

NMAIMH Board of Directors Meeting

Notes – September 5, 2018

Approved with Corrections October 3, 2018

Date Approved:

NAME	Present (in person)	Present (phone or ZOOM)	Not Available	NAME	Present (in person)	Present (phone or ZOOM)	Not Available
<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			(Admin Coord)			X
Jeffrey Cottrell			X				
Jennifer Sallee		X					
Scott Estes		X					

1. A quorum being present, the meeting was called to order at 1:14 by Ruth Ortiz, Board President.
2. Introductions were made.

Scott Estes joined us for the first time today. He was invited to join the BOD by Melanie Valdez. He is a Psychologist working for Albuquerque Public Schools and the Ysleta Pueblo Head Start and Child Care Center as an Infant Mental Health Consultant.
3. Agenda was approved, no discussion. Motion was made by Jonetta and seconded by Jeannie. Vote 7-0-0.
4. Minutes from August 2018 were approved pending the changes to typos. Motion was made by Carolyn and seconded by Melanie. Vote 7-0-0.
5. **Treasurer’s Report:** No Report Available, Report will be requested of Treasurer and sent to BOD for approval.

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

No Report Available as Joy is currently out of the country.

7. Old Business:

a. **Standing Committees:**

i. Executive/Finance Committee:

Discussion:

Explanation to Scott Estes about various committees. Scott can decide which committee he will be part of.

Jennifer Sallee will be part of the Grant Committee.

Reminder to please keep committee reports uniform to the template that was sent out several months ago by Ruth.

Jefferey to take over the financial responsibility to include all reports to the BOD and funders..

Office mail pick up will be completed by Emily Aragon until a new Administrative Coordinator is hired.

Working on ensuring all payments and fees coming into the association are paid via PayPal. NMAIMH will no longer accept checks after PayPal is set up. Ruth is going to make changes to the website to eliminate checks as an option for payment, PayPal will also be changed so applicants can enter what amount they are paying and for what reason.

Currently, Administrative Coordinator responsibilities have been taken over by Katrina Castillo and Ruth Ortiz to ensure operations are carried out until a new Administrative Coordinator is put in place. Ruth will have access to checks so invoices can be paid.

There is a need to purchase 2 external hard drives to back up files from the Endorsement Coordinator and the Administrative Coordinator.

Emily has ordered business cards, they are universal cards where each member can fill in their own name.

Brochures are being finalized. Photos that were initially proposed were not unanimously approved by the BOD. Katrina will seek permission from families of her child care center and submit new options to the BOD.

ii. Nominating / Membership Committee:

Discussion:

Follow up on nominations. Notice for new nominations will be sent directly to Carolyn. Carolyn will draft an email to be sent out for a call for nominations to be sent in October.

Scott Estes will submit a bio to Carolyn for the newsletter and website.

Carolyn reminded that a call for presentations will be made for NMAEYC. BOD might want to consider presenting (Inez has presented in the past).

Jonetta stated the theme is around Trauma Informed Care. Preconference should be from presenters who work with children ages 0-8 addressing trauma. Conference to be held the March 1 and 2, Albuquerque Convention Center.

b. **Special Committees:**

i. Promotion/Training/Website Committee

Discussion:

Pricing for upcoming Reflective Supervision Training was sent with the flyer. New Members can join and attend the training for free. Melanie will pick up materials for Taos Training. Final registration numbers will be given to Jeannie so numbers can be given to caterer. Jeannie asked for approval to purchase breakfast items and be reimbursed by the association. Since a debit card is not available in Toas, there was a motion made by Jonetta to allow purchase of breakfast items by Jeannie to be reimbursed, seconded by Scott. Vote 6-0-1.

Annual Meeting: Michelle Lujan Grisham has verbally confirmed, pending her schedule as that date gets closer. If she cannot attend, Howie Morales will step in and do a follow up to his presentation from annual meeting 2018. Andy Shi has not responded to Jonetta. Venue is at United Way, catering to be done with Jerri.

Brochure is being finalized. Emily will order them. (1,000 for \$240).

Website being updated. Bios are still needed from a few BOD. Please submit asap.

Scott Estes has offered to be on this committee.

ii. Endorsement Committee:

Discussion:

New requirements for renewal have been sent out again.

Reflective Supervision groups are still needed throughout the state.

Fall exam submission deadlines have been posted. Discussion about a minimum number of people to sit for an exam to be cost effective, possibly a minimum of 3. Current funders stipulate we must offer exam twice per year.

iii. Grant & Sustainability Committee: Did not meet.

c. Other Old Business:

- i. None

8. New Business:

- a. Social Work Internship, school of social work has accepted placement of a student to work with NMAIMH. She will be available for 16 hours per week, beginning in January 2019. Ruth will supervise her and conveyed she is articulate and organized and will contribute to tasks the association is charged with including taking minutes for the BOD meetings and possibly some of the committee meetings as well.

Motion was made by Jeannie to accept the placement of a Social Worker Intern and seconded by Jonetta. Vote 7-0-0.

Discussion: Scott inquired if the By-Laws allow for a student member of the BOD. Being that our meetings are open, she could join as a member (student membership).

- b. 3 interviews were conducted on this day of the BOD meeting, September 5, 2018. Ruth, Emily, and Melanie conducted the interviews. Request for applications went out to membership as well as invitation to suitable candidates by various BOD. Decision of hire should be completed by next week so a contract can be offered along with a Scope of Work.
- c. Promotional materials for each BOD are being gathered. Each BOD will have a box of Thrive cards, pens, sticky notes and decals. Brochures are being ordered and will be disbursed as well so each member has immediate access to promotional items as they attend meetings.
- d. CEUs will be offered for the upcoming Reflective Supervision trainings. There is a fee of \$100. This is an annual fee due in order to offer CEU's.

- e. Debit Cards: Amy Goodner (former Administrative Coordinator) has been taken off the bank account as a user. Current Debit Card holders are Katrina Castillo (Endorsement Coordinator) and Jeffrey Cottrell (Treasurer). New Administrative Coordinator will be given access to a Debit Card.
- f. Office space; the NMAIMH office will be relocated from its current office space within the building located at 630 Manzano St to another office space at same location.
- g. New Administrative Coordinator: will weekend hours be an option? Permission request will be made to John and Jacqui Van Horn.

The Board confirmed the next regularly scheduled meeting will be held on October 3, 2018.

There being no further business, the meeting was adjourned at 2:33 pm.

NMAIMH Treasurer's Report: Financial Statements

No Report Available

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report Available

NMAIMH Executive/Finance Committee Report

September 14, 2018

Present: Ruth, Inez, Emily

Absent: Jeffrey, Jonetta

Meeting called to order: (Time)9:30AM

Old Business:

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

Interviews held for Admin Coordinator position. Emily will begin checking references.

Confirmation of CYFD commitment of funds for 2 years. SOW still not delivered

Strategic plan 1-pager is ready to be released to funders/membership.

2) Alliance - Alliance call with Faith Eidson was held directly after Executive Committee meeting. Faith is our TA person. Introductions were made. BaseCamp APP was introduced. Faith suggested everyone look over the list of Alliance Committees to see if there is one of interest.

Trainings for RS and updated renewal requirements were discussed. NMs problem of having qualified home visiting supervisor staff providing RS to their staff.

Question was raised on how other Associations fund Executive Directors. Guidance was suggested for posting the question in the leadership committee.

Suggestion to make sure all Board members have access to Base Camp.

New Business:

1) Proposal to move meeting time due to conflicts with others' schedules.

2) Ruth working on check list for new AC position orientation (read bylaws, read website, understand Association mission, review yearly calendar/due dates.

3) Jeffrey will prepare I-9 for new AC to fill out

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- A horizontal decorative bar consisting of a series of small, colored squares in shades of red, orange, green, and black.
- 4) Office space is being donated through end of 2018. Plans need to be discussed for continuation/alternate plans.
 - 5) Grant committee needs to get organized and begin holding monthly meetings. Short-term focus – grants to cover tie-in monies to cover a few months in case of CYFD lack of monies/delay of funds
 - 6) Suggestion to place yearly calendar in regular meeting minutes (agenda) to remain on track/up-to-date. Ruth will have Katrina embed in monthly meeting minutes.

In-kind: 1 hour each, for a total of 3 hours.

Meeting Adjourned: (Time) 9:57AM

Next Meeting Date: (Date) 10/12/18

NMAIMH Nominating/Membership Committee Report

September 2018

Present: Jonetta, Emily, Colleen

Absent: Carolyn

Meeting called to order: (Time) 8:30 am

Old Business:

- 1) Colleen reported that she has received the letter from the Board President and an article. A second article was also received and we will use that for our next newsletter
- 2) Colleen requested assistance with compiling short bios from all new board members for the newsletter. They should be short in information. The longer ones will be for the website. Emily said that she would follow up with that to the board members

New Business:

- 1) Carolyn did not report any new nominations. Jonetta has put forth a nomination for Colleen Roan for the Board. Colleen is a current member of the NMAIMH and serves on the Membership/Nominating Committee. Carolyn will send her the application next week when she returns to New Mexico.

In-kind:

Meeting Adjourned: (Time) 9:15

Next Meeting Date: (Date) 10/22/18

Promotion/Training/Website Committee Report:

September 28, 2018

Present: Ruth Ortiz and Jeannie Ross

Absent: Melanie Valdez and Scott Estes

Meeting called to order: 9:20am

Old Business:

1) October 19, 2018 training in Las Cruces, NM is underway with Ruth as lead and Katrina assisting. Registration has been posted to website, venue has been confirmed at La Clinica de Familia. Food will need to be ordered once we have a closer count of all participants. Need to spread the word across the state with different agencies. Ruth has sent out to DOH – Andy Gomm, CYFD – Deputy Clerk Annamarie, Social Work Facebook group, Facebook page and Katrina has sent out to Joe DeBonis and Jeanne DuRivage to send to their list-serves. November 9, 2018 training in Taos lead by Jeannie and in support with Melanie, is underway, venue is secured, food will be ordered once we have a count of participants. Need to also send out individual flyer for event. (Ruth will complete) Will be sent out by October 1, 2018. Registration is already on Website. Clarification of cost needs to be included. (Ruth will complete) To date we have about 15 in Las Cruces and 6 in Taos. Jeannie stated she will have 10 more from Taos with her organization.

Both Ruth and Jeannie will find out the needs of the presenters as far as copies, technical needs and ensure there lodging is set or if they need support. All Board of Directors please send out to any contacts you have who would be interested.

Once the lists have been compiled of participants the list will be generated and if they are a member a check mark will be on the sheet for members receiving their decal with NMAIMH. Videos were purchased to assist the trainers for their training. \$375.00

2) Annual Meeting – Ruth will send liability insurance to United Way. Jeannie will take care of catering for the event for both January 25 and 26, 2019. No word on Andy Shi. A possible presenter could be Dominic Capello – ACE’s. What is going on in Las Cruces as a pilot.

3) Ruth and Melanie completed the Brochure for NMAIMH, Emily needs to order Brochures.

4) Need everyone to turn in Bios to include on Website. Ruth is updating as needed at this time and will work with new AC to support updating on regular basis.

New Business:

No new business at this time.

In-kind: Discuss and remind to have completed.

Meeting Adjourned: 10:00am

Next Meeting Date: October 26, 2018 @ 1:00pm

NMAIMH Endorsement Committee Report:

Endorsement Committee was unable to meet during September due to technical difficulties.
Next meeting set for October 11, 2018.

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			
Category II	1	0	0	1	2	0	0	*	0			
Category III	0	0	0	0	1	0	1	*	1			
Category IV	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			
Category II	0	0	0	0	0	1	0	0	0			
Category III	0	0	0	0	0	0	5	8	0			
Category IV	0	0	0	0	0	0	0	0	0			

*There were no submissions for the Fall 2018 exam, deadline to submit was September 21, 2018.

*Renewal notices will be going out with information on how to renew endorsement via EASy. Those that applied with a paper application will be given instructions on how to create an EASy portfolio.

Grant and Sustainability Committee Report:

No Report Available