



NMAIMH Board of Directors Meeting

Minutes - January 7, 2015

Approved as Written _____

Approved with Corrections: _____ ✓

Date Approved: February 4, 2015

NAME	Present (in person)	Present (phone/ video)	Not Avail- able	NAME	Present (in person)	Present (phone/ video)	Not Avail- able
Directors:				Members:			
Gary Atias		✓		Pamela Segel, Endorsement Coordinator	✓		
Joy Browne	✓						
Anilla Del Fabbro			✓				
Inez Ingle	✓			Guests:			
Carolyn Newman		✓		Connie Compton, Administrative Assistant	✓		
Ruth Ortiz			✓	Misty Stacy, Bookkeeper		✓	
Wendy Sager-Evanson		✓					
Stephen Stone	✓						
Angel Toyota-Sharpe	✓						
Robin A. Wells		✓					

1. The meeting was called to order at 1:06 pm by Angel Toyota-Sharpe, President
2. Introductions were made.
3. The following were added to the Agenda: NMAEYC Conference, Report on Alliance Meeting
4. The Board reviewed the minutes of the November 5, 2014 meeting, which were tabled at the December meeting due to a quorum not being present.

Upon motion duly made (by Joy Browne), seconded (by Inez Ingle), and unanimously carried, the minutes of the November 5, 2014 Board meeting, as written, were APPROVED.

The Board also reviewed the minutes of the December 3, 2014 meeting.

Upon motion duly made (by Gary Atias), seconded (by Joy Browne), and unanimously carried, the minutes of the December 3, 2014 Board meeting, as written, were APPROVED.

5. Treasurer’s Report:

The Board reviewed the financial statements for November and December 2014.

Upon motion duly made (by Joy Browne), seconded (by Angel Toyota-Sharpe), and unanimously carried, the financial statements for November and December 2014 were ACCEPTED.

Stephen Stone advised that the proposed Budget for 2015 was unanimously approved via an email vote on December 8, 2014. The Budget will be ongoing and remain a part of each month's financial report.

Stephen also noted that Jacqui Van Horn has given notice that her supervision of the Endorsement Coordinator will not be needed; therefore that expense will no longer be included in the bill from BVH.

6. Old Business:

a. Standing Committees:

i. Executive Committee:

There was no meeting of the Executive Committee in December.

ii. Nominating Committee:

Carolyn Newman advised that the Ballot was sent out on January 5th with a January 19th deadline for voting.

b. Special Committees:

i. Training Committee

Anilla Del Fabbro was unable to attend the meeting; however, she notified the Board via email that she has all the speakers lined up for the training to take place on January 23rd after the Annual meeting.

ii. Membership Committee

No Report

iii. Endorsement Committee

The Board reviewed and discussed the Endorsement Committee Report (a copy of which is attached hereto and made a part of these minutes). Inez Ingle mentioned that a CYFD waiver to provide infant mental health services is being construed as a provisional endorsement. CYFD has been advised of this issue and will correct it.

Angel proposed that all NMAIMH Board members should become endorsed.

iv. Fund Development Committee

Stephen Stone advised that the NMAIMH will participate in the Amazon Smile program in which people who place orders on the Amazon website will be able to designate the organization to receive a donation.

v. Website & Logo Ad Hoc Committee

The Board reviewed and discussed the Ad Hoc Committee Report (a copy of which is attached hereto and made a part of these minutes).

c. Other Old Business:

- i.** Board Orientation and Annual Meeting – Gary Atias presented the proposal form Gourmet to Go to cater the luncheon at the annual meeting. The price was quoted at \$6.25/person. The Board accepted the proposal. Anilla will provide bagels and coffee for the Orientation meeting. Connie will provide copies of the printed materials for the Orientation meeting and training; Pam will provide copies of the printed materials for the Annual Meeting.

- ii. Administrative Director Search – Angel Toyota-Sharpe advised that the Committee interviewed three applicants yesterday and has another interview scheduled for January 14th. The Committee will then make a decision and hopes to have an Administrative Director in place for the Annual Meeting.
- iii. The Board considered the request from the Endorsement Coordinator to allocate unused funds from 2014 for travel to Las Cruces and Hobbs to disseminate endorsement information. The Board unanimously approved the request.
- iv. Reflective Supervision for Level II Applicants – Kim King from Region IX advised that Level II applicants would be included in the funding for Reflective Supervision, but may only join a group if there is room after all higher level applicants have been included. The Endorsement Committee will prepare a statement to be placed on the Endorsement page of the website.

7. New Business:

- a. NMAEYC Conference – Carolyn Newman advised that the NMAEYC Conference will be held at the Convention Center in Albuquerque on March 6th and 7th. The NMAIMH will have a table set up at the conference and we have been asked for submissions. Inez agreed to contact them to see if they needed someone to present at the Conference. It was also noted that January 19th is the legislature’s day for children and NMAIMH will have representation there as well. Joy will make up cards and Pam will have a banner made for the events.
 - b. Report on Alliance Meeting- Joy Browne advised that the Alliance is still in the formative states and a number of sub-committees are being formed to develop an organizational structure. Joy also noted that the NMAIMH has paid for consulting meetings with Michigan. It was agreed that they would be invited to the Board retreat in April.
 - c. Announcements: Wendy Sager-Evanson announced that Gary Atias has joined the membership committee. Joy Browne advised that the Board should be aware of any bills coming up in the legislature regarding infant mental health. Wendy asked for input for the membership newsletter.
- 8.** The next regular meeting of the Board of Directors is scheduled for Wednesday February 4, 2015 at 1:00 pm.
- 9.** There being no further business, the Meeting adjourned at 3:00 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda (Updated)

January 7, 2015

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-857-232-0157

Meeting Code: 399503

1. Call to order
2. Introductions
3. Review Agenda – Changes/Additions
4. Review/Accept previous BOD meeting minutes (November 5, 2014 & December 3, 2014)
5. Treasurer’s Report (Review Financial Statements for November & December 2014)
6. Old Business (Please keep committee reports brief and refer to your written reports):
 - a. Standing committee Reports
 - i. Executive Committee - Angel
 - ii. Nominating Committee - Carolyn
 - b. Special Committee Reports
 - i. Training Committee - Anilla
 - ii. Membership Committee - Wendy
 - iii. Endorsement Committee - Inez
 - iv. Fund Development Committee - Robin
 - v. Website & Logo ad hoc Committee - Robin
 - c. Other Old Business:
 - i. Board Orientation & Annual Meeting (January 23, 2014)
 - ii. Administrative Director Search
 - iii. Request from Endorsement Coordinator to allocate unused funds from 2014 for travel to Las Cruces and Hobbs to disseminate endorsement information.
 - iv. Reflective Supervision for Level II applicants.
7. New Business:
 - a. NMA YEC Conference
 - b. Report on Alliance Meeting
 - c. Announcements
8. Confirm next meeting (February 4, 2015)
9. Adjourn

NMAIMH Treasurer's Report (December Financial Statements):

New Mexico Association for Infant Mental Health Balance Sheet as of December 31, 2014		New Mexico Association for Infant Mental Health Statement of Financial Position as of December 31, 2014			
		Dec 31, 14			
ASSETS					
Current Assets					
Checking/Savings					
001 - NMAIMH	52,510.45				
Paypal - Paypal Account	4,405.48				
Total Checking/Savings	56,915.93				
Total Current Assets	56,915.93				
TOTAL ASSETS	56,915.93				
LIABILITIES & EQUITY					
Equity					
30000 - Opening Balance Equity	13,504.84				
32000 - Unrestricted Net Assets	15,320.12				
Net Income	28,090.97				
Total Equity	56,915.93				
TOTAL LIABILITIES & EQUITY	56,915.93				

		Dec 31, 14	Dec 31, 13	\$ Change	% Change
ASSETS					
Current Assets					
Checking/Savings					
001 - NMAIMH	52,510.45	28,425.35	24,085.10	84.73%	
Paypal - Paypal Account	4,405.48	399.61	4,005.87	1,002.45%	
Total Checking/Savings	56,915.93	28,824.96	28,090.97	97.45%	
Total Current Assets	56,915.93	28,824.96	28,090.97	97.45%	
TOTAL ASSETS	56,915.93	28,824.96	28,090.97	97.45%	
LIABILITIES & EQUITY					
Equity					
30000 - Opening Balance Equity	13,504.84	13,504.84	0.00	0.0%	
32000 - Unrestricted Net Assets	15,320.12	35,821.37	-20,501.25	-57.23%	
Net Income	28,090.97	-20,501.25	48,592.22	237.02%	
Total Equity	56,915.93	28,824.96	28,090.97	97.45%	
TOTAL LIABILITIES & EQUITY	56,915.93	28,824.96	28,090.97	97.45%	

Monthly Budget Analysis New Mexico Association for Mental Health For the Month Ending: 12/31/2014				
	Projected 9/28/2014	Projected 10/29/2014		
Budget Item	Projected as of 12/31/2014 rev 10/1/14	Actual as of 12/31/2014	FY 2014 Estimated Actual	Change in Projection
Income				
Membership	4,500	7,340	6,000	1,500
Endorsement	3,500	5,085	4,355	855
Donations	520	783	563	43
Interest Income	20	21	20	0
Training Income	6,270	6,270	6,270	0
Region 9 (2013-2014)	60,241	60,241	60,241	0
Region 9 (2014-2015)	35,000	29,721	35,000	0
Children Youth and Families	30,000	30,000	30,000	0
Brindle	0	10,000	10,000	10,000
Other Grant Income	12,500	12,500	12,500	0
Fundraising	0	0	0	0
Total Income	152,551	161,961	164,950	12,399
Expenses				
Misc.	(300)	(300)	(300)	0
Fundraising Expenses	(50)	(50)	(50)	0
PayPal Fees	(350)	(344)	(344)	6
Bank Service Charge	(25)	(31)	(31)	(6)
Business Licenses and Permits	(150)	(135)	(135)	15
Computer and Internet Expenses	(5,233)	(5,233)	(5,233)	0
Endorsement Fee	(26,570)	(26,570)	(26,570)	0
Insurance Expense	(1,042)	(1,042)	(1,042)	0
Meals and Entertainment	(753)	(753)	(753)	0
Office Supplies	(6,358)	(6,358)	(6,358)	0
Professional Fees	(22,200)	(23,542)	(23,542)	(1,342)
RC Professional Fees	(22,000)	(16,204)	(16,204)	5,796
Reflective Consultation Coordination	(400)	(525)	(525)	(125)
Training Professional Fees	(2,853)	(1,950)	(1,950)	903
AdminCoord Professional Fees	(20,814)	(20,962)	(20,962)	(148)
EndCoord Professional Fees	(24,542)	(23,187)	(23,187)	1,355
Professional Fees-COS	(1,380)	(1,380)	(1,380)	(0)
Telecommunications Expense	(600)	(556)	(556)	44
Board Travel Expense	(4,500)	(4,747)	(4,747)	(247)
Total Expenses	(140,120)	(133,868)	(133,869)	6,251
Net	12,431	28,093	31,081	18,650

New Mexico Association for Infant Mental Health December 2014 Budget Balance Report	
NMAIMH - Projection for 2015	Projected
Total Checking/Savings as of December 31, 2014	52,510
Projected Surplus from FY 2014	31,081
Funds Remaining from Region IX Education Cooperative FY 15	35,000
Funds from Region IX Education Cooperative FY 16	25,000
Membership Dues	4,000
Endorsement Dues	3,000
Training Fees	6,000
Total Funds Available	156,591
Likely Expenses in 2015	
Bank and Paypal Fees	(100)
Insurance	(1,000)
Licensing and Permits	(100)
Legal, Accounting	(7,500)
Telecommunications	(600)
Travel for Board and Coordinators	(1,200)
Marketing and Advertising	(2,500)
Training Expenses	(7,000)
RC Contract Services	(20,400)
Endorsement Coordinator	(23,600)
Admin Contract Services	(19,185)
Contingency	(5,000)
TOTAL EXPENDITURES	(88,185)
Funds Remaining	68,406
Target for December 2015 Funds Available	25,000
Amount available for Additional Programs / Executive Director	43,406
Any new Grants or other sources of Income	

**New Mexico Association for Infant Mental Health
Profit and Loss Detail
December 2014**

	Type	Date	Num	Name	Memo	Class	Split	Amount	Balance
Ordinary Income/Expense									
Income									
0001 - Membership									
	Deposit	12/01/2014			JS	Membership	Paypal Account	45.00	45.00
	Deposit	12/02/2014			JM	Membership	Paypal Account	45.00	90.00
	Deposit	12/02/2014			KC	Membership	Paypal Account	45.00	135.00
	Deposit	12/04/2014			ND	Membership	Paypal Account	45.00	180.00
	Deposit	12/05/2014			PG	Membership	Paypal Account	45.00	225.00
	Deposit	12/06/2014			MR	Membership	Paypal Account	45.00	270.00
	Deposit	12/08/2014			AT	Membership	001 - NMAIMH	150.00	420.00
	Deposit	12/08/2014			AD	Membership	Paypal Account	45.00	465.00
	Deposit	12/09/2014			DS	Membership	Paypal Account	45.00	510.00
	Deposit	12/10/2014			AV	Membership	Paypal Account	45.00	555.00
	Deposit	12/11/2014			VAR	Membership	001 - NMAIMH	620.00	1,175.00
	Deposit	12/18/2014			VAR	Membership	001 - NMAIMH	90.00	1,265.00
	Deposit	12/18/2014			PM	Membership	Paypal Account	45.00	1,310.00
	Deposit	12/21/2014			AA	Membership	Paypal Account	45.00	1,355.00
	Deposit	12/26/2014			KL	Membership	Paypal Account	45.00	1,400.00
	Deposit	12/28/2014			JC	Membership	Paypal Account	45.00	1,445.00
	Deposit	12/29/2014			IH	Membership	Paypal Account	45.00	1,490.00
								1,490.00	1,490.00
Total 0001 - Membership									
0002 - Endorsement Fees									
	Deposit	12/08/2014			Jl	Endorsement	001 - NMAIMH	185.00	185.00
	Deposit	12/11/2014			VAR	Endorsement	001 - NMAIMH	415.00	600.00
	Deposit	12/11/2014			CM	Endorsement	Paypal Account	80.00	680.00
	Deposit	12/15/2014			OM	Endorsement	Paypal Account	65.00	745.00
	Deposit	12/18/2014			AR&EP	Endorsement	001 - NMAIMH	100.00	845.00
	Deposit	12/18/2014			MD	Endorsement	Paypal Account	50.00	895.00
	Deposit	12/28/2014			JC	Endorsement	Paypal Account	50.00	945.00
	Deposit	12/31/2014			CZ	Endorsement	Paypal Account	35.00	980.00
	Deposit	12/31/2014			AV	Endorsement	Paypal Account	50.00	1,030.00
								1,030.00	1,030.00
Total 0002 - Endorsement Fees									
0003 - Donations									
	Deposit	12/08/2014			PS	Donations	001 - NMAIMH	50.00	50.00
	Deposit	12/11/2014			DH&KB	Donations	001 - NMAIMH	75.00	125.00
	Deposit	12/18/2014			ll	Donations	001 - NMAIMH	30.00	155.00
	Deposit	12/31/2014			TT	Donations	Paypal Account	65.00	220.00
								220.00	220.00
Total 0003 - Donations									
0004 - Bank Interest									
	Deposit	12/31/2014					001 - NMAIMH	2.47	2.47
								2.47	2.47
Total 0004 - Bank Interest									
Total Income									
								2,742.47	2,742.47
Gross Profit									
								2,742.47	2,742.47
Expense									
007 - Paypal fees									
	Check	12/01/2014		PayPal	fee		Paypal Account	1.61	1.61
	Check	12/02/2014		PayPal	fee		Paypal Account	3.22	4.83
	Check	12/04/2014		PayPal	fee		Paypal Account	1.61	6.44
	Check	12/05/2014		PayPal	fee		Paypal Account	1.61	8.05
	Check	12/06/2014		PayPal	Fee		Paypal Account	1.61	9.66
	Check	12/08/2014		PayPal	fee		Paypal Account	1.61	11.27
	Check	12/09/2014		PayPal	fee		Paypal Account	1.61	12.88
	Check	12/10/2014		PayPal	fee		Paypal Account	1.61	14.49
	Check	12/11/2014		PayPal	fee		Paypal Account	2.62	17.11
	Check	12/15/2014		PayPal	Fee		Paypal Account	2.19	19.30
	Check	12/18/2014		PayPal	Fee		Paypal Account	3.36	22.66
	Check	12/21/2014		PayPal	Fee		Paypal Account	1.61	24.27
	Check	12/26/2014		PayPal	Fee		Paypal Account	1.61	25.88
	Check	12/28/2014		PayPal	Fee		Paypal Account	3.36	29.24
	Check	12/29/2014		PayPal	fee		Paypal Account	1.61	30.85
	Check	12/31/2014		PayPal	fee		Paypal Account	5.26	36.11
								36.11	36.11
Total 007 - Paypal fees									
60400 - Bank Service Charges									
	Check	12/09/2014		US Bank	fee		001 - NMAIMH	3.95	3.95
								3.95	3.95
Total 60400 - Bank Service Charges									
66700 - Professional Fees									
	Check	12/15/2014	1663	VY	Dec Prof Fee	Grants	001 - NMAIMH	700.00	700.00
	Check	12/15/2014	1664	JR	Dec Prof Fee	Grants	001 - NMAIMH	300.00	1,000.00
	Check	12/26/2014	1666	MS	Dec Bkpg		001 - NMAIMH	480.00	1,480.00
								1,480.00	1,480.00
Total 66700 - Professional Fees									
66701 - RC Professional Fees									
	Check	12/02/2014	1660	RC TD	Nov Svc		001 - NMAIMH	180.00	180.00
	Check	12/02/2014	1661	RC KB	Nov Svc		001 - NMAIMH	180.00	360.00
	Check	12/02/2014	1662	RC ATS	Nov Svc		001 - NMAIMH	618.50	978.50
	Check	12/26/2014	1665	RC JV	Dec RC		001 - NMAIMH	270.00	1,248.50
								1,248.50	1,248.50
Total 66701 - RC Professional Fees									
667011 - Ref Consul Coordin									
	Check	12/02/2014	1659	MH	Nov Svc		001 - NMAIMH	140.00	140.00
								140.00	140.00
Total 667011 - Ref Consul Coordin									
66702 - AdminCoord Prof									
	Check	12/26/2014	1667	BVH	Dec Svcs		001 - NMAIMH	1,196.80	1,196.80
								1,196.80	1,196.80
Total 66702 - AdminCoord Prof									
68101 - Telecommunications Exp									
	Check	12/09/2014		Verizon	Cell		001 - NMAIMH	38.63	38.63
	Check	12/18/2014		MyFax	Fax		001 - NMAIMH	10.00	48.63
								48.63	48.63
Total 68101 - Telecommunications Exp									
Total Expense									
								4,153.99	4,153.99
Net Ordinary Income									
								-1,411.52	-1,411.52
Net Income									
								-1,411.52	-1,411.52

**New Mexico Association for Infant Mental Health
Profit and Loss
January through December 2014**

		Jan - Dec 14
Ordinary Income/Expense		
Income		
	0001 · Membership	7,340.00
	0002 · Endorsement Fees	5,085.00
	0003 · Donations	783.28
	0004 · Bank Interest	21.10
	0005 · Training Fees	
	00061 · Creating Space For One Another	6,270.00
	00062 · Storytelling	0.00
	Total 0005 · Training Fees	6,270.00
	0007 · Grant Income	
	00071 · Other Grant Income	12,500.00
	00072 · CYFD Grant	30,000.00
	00073 · Region 9 Grant(2013-2014)	60,241.13
	00074 · Region 9 Grant(2014-2015)	29,721.37
	0074 · Brindle Grant	10,000.00
	Total 0007 · Grant Income	142,462.50
	Total Income	161,961.88
	Gross Profit	161,961.88
Expense		
	0006 · Misc	300.00
	0009 · Fundraising Expense	50.00
	007 · Paypal fees	344.13
	60400 · Bank Service Charges	31.60
	61000 · Business Licenses and Permits	135.00
	61700 · Computer and Internet Expenses	5,233.00
	62600 · Endorsement Fee	26,570.00
	63300 · Insurance Expense	1,042.00
	64300 · Meals and Entertainment	752.64
	64900 · Office Supplies	6,357.86
	66700 · Professional Fees	23,542.40
	66701 · RC Professional Fees	16,204.00
	667011 · Reflective Consultation Coordin	525.00
	667012 · Training Professional Fees	1,950.63
	66702 · Administrative Coordinator Prof	20,962.96
	66703 · Endorsement Coordinator Profess	23,187.32
	66704 · Professional Fees - COS	1,379.54
	68101 · Telecommunications Expense	555.61
	68401 · Board Travel Expense	4,747.22
	Total Expense	133,870.91
	Net Ordinary Income	28,090.97
	Net Income	28,090.97

NMAIMH Executive Committee Report

No Report at this time

NMAIMH Nominating Committee Report

No Report at this time

NMAIMH Training Committee Report

No Report at this time

NMAIMH Membership Committee Report

No Report at this time

NMAIMH Endorsement Committee Report

At the December Endorsement Committee call the following were present: Jacqui, Debbie, Pam and Inez. We covered the following topics:

- We decided to meet every other month so the next meeting will be on 2/4/15 unless an important issue comes up.
- Pam reported on some changes in the competencies in the EASy system, is looking closely at them and will get back to us.
- Pam also shared plans for training advisors and reviewers, and will be sending out that information.
- Pam shared that the League is developing a mentoring system with experienced endorsement coordinators mentoring those new to the position.
- Pam is receiving an increase in both questions relating to endorsement and applications for endorsement.
- Pam discussed with us all about an infrequent but potential dilemma when reflective supervisors are national leaders in the field but...not themselves endorsed. We made suggestions which Pam will review along with information from Michigan.

Respectfully submitted: Inez Ingle

December Endorsement Numbers (Reported by Pam Segel):

Applications Received: 3	Newly Endorsed:
	L1: 1
	L2: 3

NMAIMH Fund Development Committee Report

No Report at this time

NMAIMH Website & Logo Ad Hoc Committee Report

Chair - Robin A. Wells

Committee Members: Wendy Sager-Evanson (Chair – Membership), Anilla Del Fabbro (Chair - Training); Angel Toyota-Sharpe (President); Jacqui Van Horn (member)

Report Date: 1-7-15

The Ad Hoc Webpage Committee was invited to meet via SKYPE with Kerry Carron on Friday, January 2nd to finalize layout and colors of the new webpage. Ms. Carron was unable to meet in the morning as had been suggested by Committee members. The meeting therefore was arranged for 2:00 pm on Friday, January 2nd. Regrettably, Ms. Sager-Evanson (a previous appointment at 3:00 pm and deteriorating weather conditions) and Dr. Del Fabbro (out of the country) could not attend. Ms. Van Horn emailed that she needed to resign from the Committee.

Ms. Carron, Ms. Toyota-Sharpe, and Dr. Wells spent an hour and a half discussing the layout, choosing colors, and rearranging some items (Menu bar now horizontally placed) while in the meeting. Dr. Wells and Ms. Carron met via SKYPE on Tuesday, January 6th, and will continue rearranging/editing items on the website.