



NMAIMH Board of Directors Meeting

Minutes - October 1, 2014

Approved as Written

Date Approved: November 5, 2014

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

1. A quorum being present, the meeting was called to order at 1:05 pm by Angel Toyota-Sharpe, President.
2. Introductions were made. The Board welcomed new Director, Gary Atias.
3. There were no changes to the Agenda
4. The Board reviewed the minutes of the September 3, 2014 meeting. There were no corrections noted.

Upon Motion duly made (by Joy Browne), seconded (by Ruth Ortiz), and unanimously carried, the minutes of the September 3, 2014 meeting, as written, were APPROVED.

5. Treasurer’s Report:

The Board reviewed the financial statements for September 2014 (copies of which are attached hereto and made a part of these minutes). Stephen Stone advised that he had made revisions to the budget analysis (the revised budget analysis is incorporated in these minutes). Joy Browne noted that the Budget Analysis did not include the grant monies received by the Brindle Corporation. Stephen Stone and Misty Stacy advised that since the Brindle check was received in November 2013, it is not reflected under income received in 2014.

Upon Motion duly made (by Joy Browne), seconded (by Gary Atias), and unanimously carried, the financial statements for September 2014 were ACCEPTED.

6. Old Business:

a. **Standing Committees:**

i. Executive Committee:

Angel Toyota-Sharpe and Joy Browne advised the Board that the Executive Committee, after consulting with Vicky Youcha, would like to propose that the Board go ahead with a search for an Administrative Director. Discussion ensued. It was agreed that continuing to operate with only a volunteer board would not further the Association's interests or enable further opportunities. It was noted that the position would be part-time and the Administrative Director would be expected to procure funding through grants. It was also noted that, like all contracts the Association enters into, there would be a contingency clause allowing for 30 days' notice by either party to end the contract. Such contingency would alleviate the potential for the position to become a financial burden on the Association.

Upon motion duly made (by Joy Browne), seconded (by Wendy Sager-Evanson) and unanimously carried, the proposal to move forward and begin the recruitment process for an Administrative Director, was APPROVED.

ii. Nominating Committee:

Carolyn Newman advised the Board that an email was sent to the Membership on September 18th with a call for nominations. To date, there has been no response. Ruth Ortiz advised that she has procured an application from a Nurse Practitioner and will forward it to the Nominating committee. There are three current Directors whose terms will expire in December 2014. All will run again. It was also noted that the United Way of Central New Mexico has a website for non-profit organizations to post volunteer opportunities. Carolyn will look into posting for potential board members on that website.

b. **Special Committees:**

i. Training Committee

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

Anilla Del Fabbro outlined the Committee's proposal for a workshop on Storytelling, to be presented by Brett Dillingham. The training would be a three hour event and the Committee suggests a registration fee of \$60 for members, and \$75 for non-members. Refunds would be made available to those who cannot attend, minus the usual \$25 administrative charge.

Upon motion duly made (by Wendy Sager-Evanson), seconded (by Inez Ingle), and unanimously carried, the Training Committee's proposal for a workshop on Storytelling, to be presented by Brett Dillingham in November, was APPROVED.

Anilla also sought direction from the Board as to whether or not to proceed with a plan to develop on-line training modules, incorporating reflective consultation and keeping to the guidelines of the Michigan Association for Infant Mental Health. Anilla was encouraged to go ahead with the development of the modules. Pam Segel and Robin Wells offered to help.

ii. Membership Committee

Wendy Sager-Evanson advised that she is putting the finishing touches on the Newsletter and plans to send it out to the membership by next week. She encouraged the Board to forward any interesting articles or news that could be incorporated in the next newsletter.

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).

The Board discussed the proposed endorsement fee structure submitted by the Committee.

Upon motion duly made (by Stephen Stone), seconded (by Ruth Ortiz) and carried, with one nay vote, the following endorsement fee structure proposed by the Endorsement Committee, to be effective with 2015 endorsement renewals, registrations and submission, was Approved:

Endorsement Fee Structure for 2015:

Endorsement Registration Fee	L1 & 2 = \$30 L3 & 4 = \$50
Endorsement Submission Fee	L1 = \$40 L2 = \$65 L3 = \$225 L4 = \$325
Annual Endorsement Renewal	L1 & 2 = \$35 L3 & 4 = \$50 The annual endorsement renewal fee will be waived for those endorsed colleagues who have participated in the annual endorsement advisor/reviewer training and advised/reviewed a minimum of 5 submitted applications in the previous calendar year.
Renewal Late Fee (after Dec. 31)	\$20
Membership Application/Renewal Fee	\$45 - No longer required, but encouraged

iv. Fund Development Committee

The Board reviewed and discussed the Fund Development Committee Report (a copy of which is attached hereto and made a part of these minutes). Robin Wells noted that she was unclear as to the role that Vicky Youcha was expected to take in the grant-writing process, specifically with the McCune Grant application due the end of October. Joy Browne advised that Vicky is pursuing the administrative director search and declined the Board’s proposal for extending her contract in order to assist with grant writing. Wendy offered to assist Robin with the McCune grant.

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). Robin Wells advised that she has sent updated documents to Kerry for the new website. She noted that some documents are not opening up and sent a list to Kerry. She will follow up.

7. New Business:

a. Announcements: None

8. The next regular meeting of the Board of Directors is scheduled for Wednesday November 5, 2014 at 1:00 pm.

9. There being no further business, the Meeting adjourned at 3:18 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda
October 1, 2014 (REVISED 10/1/2014)
1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-605-475-4700 Meeting Code: 702419#

1. Call to order
2. Introductions
3. Review Agenda – Changes/Additions
4. Review/Accept previous BOD meeting minutes (September 3, 2014)
5. Treasurer’s Report
6. Old Business (Please keep committee reports brief and refer to your written reports):
 - a. Standing committee Reports
 - i. Executive Committee - Angel
 - Addendum to contract with V. Youcha
 - ii. Nominating Committee - Carolyn
 - Call for nominations was sent to Membership 9/18/2014
 - Three current Directors’ terms will expire December 2014
 - b. Special Committee Reports
 - i. Training Committee - Anilla
 - The Fall Conference - seeking Board Approval on suggestions
 - The online module development – seeking Board Approval to go forward with project
 - ii. Membership Committee - Wendy
 - iii. Endorsement Committee - Inez
 - Endorsement Fee Proposal
 - iv. Fund Development Committee - Robin
 - v. Website & Logo ad hoc Committee - Robin
7. New Business:
 - a. Announcements
8. Confirm next meeting (November 5, 2014)
9. Adjourn

NMAIMH Treasurer's Report (August Financial Statements):

New Mexico Association for Infant Mental Health											
Profit & Loss Detail											
September 1 - 28, 2014											
	Type	Date	Num	Name	Memo	Class	Clr	Split	Amount	Balance	
Ordinary Income/Expense											
Income											
0001 - Membership											
	Deposit	09/08/2014		Juana Dominguez		Membership		Paypal Account	45.00	45.00	
	Deposit	09/25/2014		Juan Losada		Membership		Paypal Account	45.00	90.00	
Total 0001 - Membership									90.00	90.00	
0002 - Endorsement Fees											
	Deposit	09/08/2014		Christy Brown		Endorsement		Paypal Account	25.00	25.00	
	Deposit	09/14/2014		Monica B Rives Iglesias		Endorsement		Paypal Account	70.00	95.00	
	Deposit	09/15/2014		Nicole Holcomb		Endorsement		Paypal Account	15.00	110.00	
	Deposit	09/24/2014		Rufugio Botello		Endorsement		Paypal Account	15.00	125.00	
	Deposit	09/24/2014		Josefina Ramirez		Endorsement		Paypal Account	15.00	140.00	
Total 0002 - Endorsement Fees									140.00	140.00	
0007 - Grant Income											
00074 - Region 9 Grant(2014-2015)											
	Deposit	09/25/2014		Region IX Education Cooperative	August Invoice	Grants		001 - NMAIMH	4,300.15	4,300.15	
Total 00074 - Region 9 Grant(2014-2015)									4,300.15	4,300.15	
Total 0007 - Grant Income									4,300.15	4,300.15	
Total Income									4,530.15	4,530.15	
Gross Profit									4,530.15	4,530.15	
Expense											
007 - Paypal fees											
	Check	09/08/2014		PayPal	fees			Paypal Account	2.64	2.64	
	Check	09/14/2014		PayPal	fees			Paypal Account	2.64	5.28	
	Check	09/15/2014		PayPal	fees			Paypal Account	0.74	6.02	
	Check	09/24/2014		PayPal	fees			Paypal Account	1.48	7.50	
	Check	09/25/2014		PayPal	fees			Paypal Account	1.61	9.11	
Total 007 - Paypal fees									9.11	9.11	
60400 - Bank Service Charges											
	Check	09/10/2014		Us Bank Monthly Service Fee	Monthly online fee			001 - NMAIMH	3.95	3.95	
Total 60400 - Bank Service Charges									3.95	3.95	
66700 - Professional Fees											
	Check	09/28/2014	1619	M. Stacy	Bookkeeping			001 - NMAIMH	547.50	547.50	
Total 66700 - Professional Fees									547.50	547.50	
66701 - RC Professional Fees											
	Check	09/02/2014	1613	RC JV	Services in August		√	001 - NMAIMH	0.00	0.00	
	Check	09/02/2014	1614	RC ATS	August Services		√	001 - NMAIMH	0.00	0.00	
	General Jour	09/02/2014	3	RC ATS	For CHK 1614 voided on 09/03/2014			001 - NMAIMH	648.50	648.50	
	General Jour	09/02/2014	4	RC JV	For CHK 1613 voided on 09/03/2014			001 - NMAIMH	300.00	948.50	
	Check	09/03/2014	1616	RC ATS	corrected invoice August services			001 - NMAIMH	618.50	1,567.00	
	Check	09/03/2014	1617	RC JV	corrected invoice August			001 - NMAIMH	270.00	1,837.00	
	General Jour	09/03/2014	3R	RC ATS	Reverse of GJE 3 -- For CHK 1614 voided on 09/03/2014			001 - NMAIMH	-648.50	1,188.50	
	General Jour	09/03/2014	4R	RC JV	Reverse of GJE 4 -- For CHK 1613 voided on 09/03/2014			001 - NMAIMH	-300.00	888.50	
Total 66701 - RC Professional Fees									888.50	888.50	
667011 - Reflective Consultation Coordin											
	Check	09/02/2014	1612	Mary Hokom	Coordinator August			001 - NMAIMH	140.00	140.00	
Total 667011 - Reflective Consultation Coordin									140.00	140.00	
66702 - Administrative Coordinator Prof											
	Check	09/28/2014	1618	BVH Consulting Services Inc	September services			001 - NMAIMH	1,820.72	1,820.72	
Total 66702 - Administrative Coordinator Prof									1,820.72	1,820.72	
66703 - Endorsement Coordinator Profess											
	Check	09/03/2014	1615	EC PS	August services			001 - NMAIMH	1,400.00	1,400.00	
Total 66703 - Endorsement Coordinator Profess									1,400.00	1,400.00	
68101 - Telecommunications Expense											
	Check	09/09/2014		Verizon Wireless	September payment			001 - NMAIMH	34.84	34.84	
	Check	09/18/2014		MyFax	fax fee			001 - NMAIMH	10.00	44.84	
Total 68101 - Telecommunications Expense									44.84	44.84	
Total Expense									4,854.62	4,854.62	
Net Ordinary Income									-324.47	-324.47	
Net Income									-324.47	-324.47	

**New Mexico Association for Infant Mental Health
Balance Sheet
As of September 28, 2014**

ASSETS			
Current Assets			
Checking/Savings			
		001 - NMAIMH	46,387.20
		Paypal - Paypal Account	1,917.33
		Total Checking/Savings	48,304.53
		Total Current Assets	48,304.53
TOTAL ASSETS			48,304.53
LIABILITIES & EQUITY			
Equity			
		30000 - Opening Balance Equity	13,504.84
		32000 - Unrestricted Net Assets	15,320.12
		Net Income	19,479.57
		Total Equity	48,304.53
TOTAL LIABILITIES & EQUITY			48,304.53

**New Mexico Association for Infant Mental Health
Statement of Financial Position
As of September 28, 2014**

				Sep 28, 14	Sep 28, 13	\$ Change	% Change
ASSETS							
Current Assets							
Checking/Savings							
		001 - NMAIMH		46,387.20	26,968.71	19,418.49	72.0%
		Paypal - Paypal Account		1,917.33	0.00	1,917.33	100.0%
		Total Checking/Savings		48,304.53	26,968.71	21,335.82	79.11%
		Total Current Assets		48,304.53	26,968.71	21,335.82	79.11%
TOTAL ASSETS				48,304.53	26,968.71	21,335.82	79.11%
LIABILITIES & EQUITY							
Equity							
		30000 - Opening Balance Equity		13,504.84	13,105.23	399.61	3.05%
		32000 - Unrestricted Net Assets		15,320.12	35,821.37	-20,501.25	-57.23%
		Net Income		19,479.57	-21,957.89	41,437.46	188.71%
		Total Equity		48,304.53	26,968.71	21,335.82	79.11%
TOTAL LIABILITIES & EQUITY				48,304.53	26,968.71	21,335.82	79.11%

Monthly Budget Analysis				
New Mexico Association for Mental Health				
For the Month Ending: 9/30/2014				
Projected 9/28/2014 Projected 8/28/2014				
Budget Item	Projected as of 12/31/2014	Actual as of 9/28/2014	FY 2014 Estimated Actual	Change in Projection
<i>Income</i>				
Membership	4,500	4,300	4,210	290
Endorsement	3,500	3,175	3,020	480
Donations	520	508	508	12
Interest Income	20	13	11	9
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	16,437	35,000	(0)
Children Youth and Families	30,000	30,000	30,000	0
Grant	12,500	12,500	12,500	0
Fundraising	0	0	0	0
Total Income	152,551	133,444	151,760	791
<i>Expenses</i>				
Misc.	(300)	(300)	(300)	0
Fundraising Expenses	(50)	(50)	(50)	0
PayPal Fees	(350)	(252)	(242)	(108)
Bank Service Charge	(25)	(20)	(16)	(9)
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)	(18,292)	(22,045)	(155)
RC Professional Fees	(22,000)	(12,256)	(21,868)	(133)
Reflective Consultation Coordinatio	(400)	(140)		(400)
Training Professional Fees	(2,853)	(2,853)	(2,853)	(0)
Administrative Coordinator Profess	(20,814)	(17,635)	(20,814)	(0)
Endorsement Coordinator Professio	(24,542)	(17,342)	(24,542)	0
Telecommunications Expense	(600)	(415)	(370)	(230)
Board Travel Expense	(4,500)	(4,318)	(7,068)	2,568
Total Expenses	(138,740)	(113,964)	(140,259)	1,519
Net	13,811	19,480	11,502	2,309

NMAIMH Executive Committee Report

No Report at this time

NMAIMH Nominating Committee Report

No Report at this time

NMAIMH Training Committee Report

Meeting September 26, 2014

Present: Anilla Del Fabbro, Angel Toyota-Sharpe, Robin Wells

Next Meeting: October 31st from noon to 1pm-call in is1-866-917-3079 passcode 3698674

1. Fall Training

Brett Dillingham on November 14th cost:\$2,250

Connie has procured United Way from 1-4:30pm. Hope to do 1:15-4:15pm with 3 CEUs but it may be tight.

Cost for members-\$60.00; non-members-\$75.00

Potential for extensive PR, including Headstart/Early Headstart/EPICS/NAPPR and many other agencies and communities.

The workshop will be about the latest research on storytelling, morals, ethics and resiliency. It will target Level I and II competencies.

2. Learning Modules

Discussed developing a course of eight online learning modules which will target Level I and II

Discussed the importance of embedding creative and measurable ways to ensure that there is adequate supervision and reflection (and IMH-based activities) around this course to adhere to MIAIMH guidelines.

We discussed whether facilitators (endorsed folk) are needed at each site or just one overseeing the program.

We also discussed adding shorter, more advanced mini-courses for those already endorsed individuals to fulfill their education hours.

We discussed Home Visiting programs and wondered whether there was a place for a short course on identifying depression in caregiver, training on administering a tool for depression and resources/next steps that they could use in referring caregiver for help.

This is still in the planning phase and we will present updates to the Board as we progress. So far, Anilla and Robin have been in discussion about this. We welcome and encourage any, and ALL interested parties to join us. Please e-mail Connie if you are interested.

Our goal is to have a product available in time for January Registration and February roll out.

3. Increasing number on committee

We discussed the dwindling number of participants on this Committee (Robin is a visiting, most welcome participant!). We wondered whether the member list could be used to identify possible interested parties.

Wendy's newsletter may be helpful in having members reach out to her.

NMAIMH Membership Committee Report

No Report at this time

NMAIMH Endorsement Committee Report

Endorsement Committee Meeting – 9/3/14

All members present (Debbie S, Deb M., Doreen, Jacqui, Pam, Angel, Inez)

- Reviewed agenda and added discussion of Endorsement Fee
- Inez gave update of 8/6/14 Board meeting
- Pam shared the following dates:
 - Paper endorsement applications will no longer be accepted after 12/31/14

- Endorsement references must be completed and submitted no more than 1 year prior to portfolio/application submission as is already noted in EASy on the reference screen. This information will be emailed to the membership and endorsement applicants.
- We explored some ideas to get more advisors/reviewers which included training as well as waiving renewal fee for a certain # of advisee/reviews.
- Jacqui suggested that we might get data on the ‘effectiveness’ of RS by looking at the number of people in groups compared to people actually getting endorsed.
- We also discussed the need to get any possible changes to endorsement fees structure **TO BE VOTED ON AT THE OCTOBER 1, 2014 BOARD MEETING!** Having run out of time, we will come up with a suggestion for the Board by email. (Note – this is in a separate attachment.)
- Next meeting on 10/1/14 – an 8:30-9:30 call.
- Endorsement Applications Summary (June- September): submitted by Pam

	Level I	Level II	Level III	Level IV
June	1		1	
July		3		
August	1	9		
September		1	3	

Submitted by Inez Ingle

NMAIMH Fund Development Committee Report

Chair - Robin A. Wells

Report Date: 10-1-14

Vicky Youcha responded (after viewing the listing of foundations for potential funding sources sent to her on 9-3-14) on 9-23-14. She indicated that she felt that the McCune Foundations priority on “capacity building in the nonprofit sector” “...might be work applying for funds to strengthen the organization.” I have emailed Ms. Youcha to gain additional clarity regarding her conversations with Joy Browne and to understand my role in further activity in this area. Open applications to the McCune Foundation are being accepted through Thursday, October 30, 2014.

NMAIMH Website & Logo Ad Hoc Committee Report

Chair – Robin A. Wells

Report Date: 10-1-14

Kerry has updated the Board minutes area on the temporary website. The color palette has been changed as well. Additional documents/links still are indicating “page not found”. I have sent an email message to her complementing the color, and inquiring as to whether I might be of assistance in any way to move more updates to the temporary page prior to having the Board preview the site. I believe that Jacqui Van Horn has sent some items to Kerry; however, I’m unsure if those have been uploaded as of this time. Endorsement items are opening and some other items are accessible but not at a level where visitation by others would be warranted or worthwhile.

Additionally I inquired as to whether a Calendar could be set-up (none is visible on the Menu Panel along the left-hand side). Hopefully I will be able to speak with Kerry sometime soon or SKYPE if she has time. I have not checked her professional calendar to see how busy she is right now. Perhaps something will be able to be set-up for me, Connie Compton, and Pam Segel (if available) in learning how to upload documents to the site and do any editing that is necessary.

Does someone have a Word file with the “patterned strip” that runs across the NMAIMH letterhead? If so (and it is not .pdf), would you please send it my way or see if it could be converted to a Word document file. Thank you!
