



**NMAIMH Board of Directors Meeting**

**Minutes - December 3, 2014**

Approved as Written

Date Approved: January 7, 2015

NAME	Present (in person)	Present (phone/ video)	Not Avail- able	NAME	Present (in person)	Present (phone/ video)	Not Avail- able
<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			✓	Kerry Carron, Website Consultant		✓	
Stephen Stone	✓						
Angel Toyota-Sharpe		✓					
Robin A. Wells		✓					

1. The meeting was called to order at 1:05 pm by Angel Toyota-Sharpe, President. Since there was one person short of making a quorum, no action was taken that required a vote of the Board.
2. Introductions were made.
3. There were no additions or changes to the Agenda.
4. Review of the minutes of the November 5, 2014 Board meeting was TABLED.

**5. Treasurer’s Report:**

Review of the financial statements for November, 2014 was TABLED.

Stephen Stone submitted the proposed budget for 2015. Since the budget must be approved before the end of the year, it was submitted to the Directors for a vote via email on December 8, 2014, and was unanimously APPROVED.

**6. Old Business:**

a. Standing Committees:

i. Executive Committee:

There was no meeting of the Executive Committee in November. Angel Toyota Sharpe advised that 11 applications have been received so far for the Administrative Director position. The Recruiting Committee devised a screening process and will be reviewing the applications

and rating them based on the following criteria: history of securing grant funding; grant/contract management; ability to connect with systems and represent NMAIMH; non-profit admin experience; and workforce development expertise. Interviews will be schedule in early January 2015.

ii. Nominating Committee:

The proposed ballot was reviewed by the Board. Since the ballot must be approved before the end of the year, it was submitted to the Directors for a vote via email on December 8, 2014, and was unanimously APPROVED.

b. **Special Committees:**

i. Training Committee

No Report

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). Pam Segel advised that the webinar training for reviewers and advisers will be available for a week starting December 14<sup>th</sup> for those who have signed the confidentiality agreements. Pam also advised that there are five newly endorsed people.

Lastly, Pam asked if monies allocated to the endorsement coordinator contract that have not been used, be reallocated to travel expenses to Hobbs and Las Cruces to disseminate information about endorsement to interested parties in those areas. Since the request needs to be put to a vote, it was TABLED.

iv. Fund Development Committee

No Report

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). Kerry Carron, Web Designer, joined the meeting and explained the hosting and data storage options available. The Board agreed to Kerry hosting the website for one year as outlined in her contract and to look into the cost of Amazon S3 for storage. The Board empowered the Website Committee to make the final decision regarding web design.

**7. New Business:**

- a. Board Orientation and Annual Meeting (January 2015): The training room at The United Way of Central New Mexico was secured for the Annual Meeting on Friday, January 23<sup>rd</sup>. The Board Orientation meeting will be held at 8:30, followed by the Annual Meeting, lunch, and a three-hour training. Anilla Del Fabbro is securing speakers for the training. Gary Atias volunteered to contact Gourmet to Go for the luncheon. The Board reviewed a Save the Date Flyer, which will be sent to the membership.

- b. Reflective Supervision for Level II's: Angel advised the Board that she has not received an answer yet from Region IX as to whether we can add Level II applicants to the reflective supervision groups that have openings.
  - c. Report on Alliance and League Meeting: Inez Ingle gave a summary of the activities at the League Meeting. Joy Browne was not at the Board meeting; therefore, she could not give a summary of the Alliance meeting.
  - d. Announcements: None
8. The next regular meeting of the Board of Directors is scheduled for Wednesday January 7, 2015 at 1:00 pm.
9. There being no further business, the Meeting adjourned at 3:15 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

**Board of Directors Meeting Agenda**

**December 3, 2014**

**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)
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
      - Administrative Director Search
      - Subcommittee Report
    - ii. Nominating Committee - Carolyn
      - Slate of Candidates for Election to the Board must be presented at December Meeting (at least 45 days prior to date of Annual Meeting (Jan 23, 2015); pursuant to (By-Law 5.2(b)
      - Notice of Election with Ballot to be sent not less than 10, nor more than 60 days prior to election, pursuant to By-Law 2.5.
  - 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
7. New Business:
  - a. Board Orientation & Annual Meeting (January 23, 2014) Anilla
  - b. Reflective Supervision for Level II’s
  - c. Report on Alliance and League Meeting (Tabled from Nov. 5<sup>th</sup> meeting)
  - d. Announcements
8. Confirm next meeting (January 7, 2015)
9. Adjourn

**NMAIMH Treasurer's Report (November Financial Statements):**

New Mexico Association for Infant Mental Health Statement of Financial Position as of November 28, 2014				
	Nov 28, 14	Nov 28, 13	\$ Change	% Change
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
001 · NMAIMH	54,908.76	26,382.52	28,526.24	108.13%
Paypal · Paypal Account	3,416.59	0.00	3,416.59	100.0%
<b>Total Checking/Savings</b>	<b>58,325.35</b>	<b>26,382.52</b>	<b>31,942.83</b>	<b>121.08%</b>
<b>Total Current Assets</b>	<b>58,325.35</b>	<b>26,382.52</b>	<b>31,942.83</b>	<b>121.08%</b>
<b>TOTAL ASSETS</b>	<b>58,325.35</b>	<b>26,382.52</b>	<b>31,942.83</b>	<b>121.08%</b>
<b>LIABILITIES &amp; EQUITY</b>				
<b>Equity</b>				
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	29,500.39	-22,544.08	52,044.47	230.86%
<b>Total Equity</b>	<b>58,325.35</b>	<b>26,382.52</b>	<b>31,942.83</b>	<b>121.08%</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>58,325.35</b>	<b>26,382.52</b>	<b>31,942.83</b>	<b>121.08%</b>

Monthly Budget Analysis New Mexico Association for Mental Health For the Month Ending: 11/28/2014				
Budget Item	Projected 9/28/2014		Projected 10/29/2014	
	Projected as of 12/31/2014 rev 10/1/14	Actual as of 11/29/2014	FY 2014 Estimated Actual	Change in Projection
<b>Income</b>				
Membership	4,500	5,850	6,000	1,500
Endorsement	3,500	4,055	4,355	855
Donations	520	563	563	43
Interest Income	20	17	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
<b>Total Income</b>	<b>152,551</b>	<b>159,217</b>	<b>164,950</b>	<b>12,399</b>
<b>Expenses</b>				
Misc.	(300)	(300)	(300)	0
Fundraising Expenses	(50)	(50)	(50)	0
PayPal Fees	(350)	(308)	(350)	0
Bank Service Charge	(25)	(28)	(30)	(5)
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)	(22,062)	(23,700)	(1,500)
RC Professional Fees	(22,000)	(14,956)	(17,500)	4,500
Reflective Consultation Coordination	(400)	(385)	(665)	(265)
Training Professional Fees	(2,853)	(1,950)	(1,950)	903
Admin Coord Professional Fees	(20,814)	(19,766)	(21,400)	(586)
End Coord Professional Fees	(24,542)	(23,187)	(25,287)	(745)
Professional Fees-COS	(1,380)	(1,380)	(1,380)	(0)
Telecommunications Expense	(600)	(507)	(550)	50
Board Travel Expense	(4,500)	(4,747)	(4,747)	(247)
<b>Total Expenses</b>	<b>(140,120)</b>	<b>(129,716)</b>	<b>(138,000)</b>	<b>2,120</b>
<b>Net</b>	<b>12,431</b>	<b>29,501</b>	<b>26,950</b>	<b>14,519</b>

<b>NMAIMH - Projection for 2015</b>	<b>Projected</b>
Total Checking/Savings as of November 28, 2014	54,809
Projected Surplus from FY 2014	16,850
Funds Remaining from Region IX Education Cooperative FY 15	35,000
Funds Remaining from Brindle FY 15	10,000
Funds from Region IX Education Cooperative FY 16	25,000
Membership Dues	4,000
Endorsement Dues	3,000
Training Fees	6,000
<b>Total Funds Available</b>	<b>154,859</b>
<b>Likely Expenses in 2015</b>	
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	(23,800)
Admin. Contract Services	(19,185)
Administrative Director	(40,000)
Contingency	(5,000)
<b>TOTAL EXPENDITURES</b>	<b>(128,185)</b>
<b>Funds Remaining</b>	<b>26,674</b>
<b>Target for December 2015 Funds Available</b>	<b>25,000</b>

New Mexico Association for Infant Mental Health  
Profit & Loss Detail  
Nov 1- 28, 2014

	Type	Date	Num	Name	Memo	Class	Split	Amount	Balance	
<b>Ordinary Income/Expense</b>										
<b>Income</b>										
<b>0001 · Membership</b>										
	Deposit	11/03/2014			EAM	Membership	Paypal A/C	45.00	45.00	
	Deposit	11/05/2014			RY	Membership	Paypal A/C	45.00	90.00	
	Deposit	11/09/2014			SA	Membership	Paypal A/C	45.00	135.00	
	Deposit	11/10/2014			GA	Membership	001 · NMAIMH	45.00	180.00	
	Deposit	11/10/2014			JB	Membership	001 · NMAIMH	45.00	225.00	
	Deposit	11/18/2014			MH	Membership	001 · NMAIMH	45.00	270.00	
	Deposit	11/18/2014			PG	Membership	001 · NMAIMH	45.00	315.00	
	Deposit	11/18/2014			MAA	Membership	Paypal A/C	45.00	360.00	
	Deposit	11/18/2014			NH	Membership	Paypal A/C	45.00	405.00	
	Deposit	11/19/2014			WB	Membership	Paypal A/C	45.00	450.00	
	Deposit	11/22/2014			MEJ-C	Membership	Paypal A/C	45.00	495.00	
	Deposit	11/25/2014			EP	Membership	001 · NMAIMH	45.00	540.00	
	Deposit	11/25/2014			TD	Membership	001 · NMAIMH	45.00	585.00	
	Deposit	11/25/2014			AB, DP, CO, MSM, VM	Membership	001 · NMAIMH	225.00	810.00	
	Deposit	11/25/2014			JT	Membership	001 · NMAIMH	15.00	825.00	
	Deposit	11/25/2014			JT	Endorsement	001 · NMAIMH	35.00	860.00	
	Total 0001 · Membership								860.00	860.00
<b>0002 · Endorsement Fees</b>										
	Deposit	11/10/2014			JB	Endorsement	001 · NMAIMH	50.00	50.00	
	Deposit	11/13/2014			EB	Endorsement	Paypal A/C	40.00	90.00	
	Deposit	11/17/2014			KDC	Endorsement	Paypal A/C	65.00	155.00	
	Deposit	11/18/2014			MH	Endorsement	001 · NMAIMH	50.00	205.00	
	Deposit	11/18/2014			SM	Endorsement	001 · NMAIMH	50.00	255.00	
	Deposit	11/19/2014			LJ	Endorsement	Paypal A/C	50.00	305.00	
	Deposit	11/19/2014			WB	Endorsement	Paypal A/C	35.00	340.00	
	Deposit	11/25/2014			TD	Endorsement	001 · NMAIMH	50.00	390.00	
	Total 0002 · Endorsement Fees								390.00	390.00
<b>0005 · Training Fees</b>										
<b>00062 · Storytelling</b>										
	Check	11/03/2014	1638	CR	refund	Training	001 · NMAIMH	-60.00	-60.00	
	Check	11/03/2014	1639	RW	refund	Training	001 · NMAIMH	-60.00	-120.00	
	Check	11/03/2014	1640	ATS	refund	Training	001 · NMAIMH	-60.00	-180.00	
	Check	11/03/2014	1641	PS	refund	Training	001 · NMAIMH	-60.00	-240.00	
	Total 00062 · Storytelling								-240.00	-240.00
	Total 0005 · Training Fees								-240.00	-240.00
<b>0007 · Grant Income</b>										
<b>00074 · Region 9 Grant(2014-2015)</b>										
	Deposit	11/25/2014			Region 9	Grants	001 · NMAIMH	5,503.86	5,503.86	
	Total 00074 · Region 9 Grant(2014-2015)								5,503.86	5,503.86
<b>00074 · Brindle Grant</b>										
	Deposit	11/18/2014			Grant Income	Grants	001 · NMAIMH	10,000.00	10,000.00	
	Total 0074 · Brindle Grant								10,000.00	10,000.00
	Total 0007 · Grant Income								15,503.86	15,503.86
	Total Income								16,513.86	16,513.86
	Gross Profit								16,513.86	16,513.86

- P&L Detail – continued on next page -

Profit & Loss Detail (Continued)												
			Type	Date	Num	Name	Memo	Class	Split	Amount	Balance	
<b>Expense</b>												
<b>007 · Paypal fees</b>												
			Check	11/03/2014		PayPal	fee		Paypal A/C	1.61	1.61	
			Check	11/05/2014		PayPal	Fee		Paypal A/C	1.61	3.22	
			Check	11/09/2014		PayPal	Fee		Paypal A/C	1.61	4.83	
			Check	11/13/2014		PayPal	Fee		Paypal A/C	1.46	6.29	
			Check	11/17/2014		PayPal	fee		Paypal A/C	2.19	8.48	
			Check	11/18/2014		PayPal	Fee		Paypal A/C	3.22	11.70	
			Check	11/19/2014		PayPal	fee		Paypal A/C	4.68	16.38	
			Check	11/22/2014		PayPal	fee		Paypal A/C	1.61	17.99	
			Total 007 · Paypal fees								17.99	17.99
<b>60400 · Bank Service Charges</b>												
			Check	11/12/2014		US Bank	Service Fee	online fee	001 · NMAIMH	3.95	3.95	
			Total 60400 · Bank Service Charges								3.95	3.95
<b>66700 · Professional Fees</b>												
			Check	11/28/2014	1658	MS	Bookkeeping	November	001 · NMAIMH	502.50	502.50	
			Total 66700 · Professional Fees								502.50	502.50
<b>66701 · RC Professional Fees</b>												
			Check	11/03/2014	1634	RC TD	RC Services	for October	Grants	001 · NMAIMH	90.00	90.00
			Check	11/03/2014	1635	RC ATS	RC Services	for October	Grants	001 · NMAIMH	618.50	708.50
			Check	11/03/2014	1636	RC KB	RC Services	for October	Grants	001 · NMAIMH	247.50	956.00
			Check	11/28/2014	1655	RC JV	RC November		Grants	001 · NMAIMH	225.00	1,181.00
			Total 66701 · RC Professional Fees								1,181.00	1,181.00
<b>667011 · Reflective Consultation Coordin</b>												
			Check	11/03/2014	1637	MH	Services for	October	001 · NMAIMH	140.00	140.00	
			Total 667011 · Reflective Consultation Coordin								140.00	140.00
<b>66702 · Administrative Coordinator Prof</b>												
			Check	11/28/2014	1656	BVH	November	Admin	Grants	001 · NMAIMH	1,632.40	1,632.40
			Total 66702 · Administrative Coordinator Prof								1,632.40	1,632.40
<b>66703 · Endorsement Coordinator Profess</b>												
			Check	11/14/2014	1653	EC PS	October	Services	001 · NMAIMH	2,205.00	2,205.00	
			Check	11/28/2014	1657	EC PS	EC Services	November	001 · NMAIMH	2,100.00	4,305.00	
			Total 66703 · Endorsement Coordinator Profess								4,305.00	4,305.00
<b>66704 · Professional Fees - COS</b>												
			Check	11/14/2014	1652	Training -	DH	COS October	Grants	001 · NMAIMH	243.14	243.14
			Total 66704 · Professional Fees - COS								243.14	243.14
<b>68101 · Telecommunications Expense</b>												
			Check	11/07/2014		Verizon	Wireless	Cell	001 · NMAIMH	36.21	36.21	
			Check	11/18/2014		MyFax	Monthly Fax		001 · NMAIMH	10.00	46.21	
			Total 68101 · Telecommunications Expense								46.21	46.21
<b>68401 · Board Travel Expense</b>												
			Check	11/14/2014	1651	JB	Pyramid Partnership		001 · NMAIMH	44.80	44.80	
			Check	11/18/2014	1654	WSE	NMAIMH Board Retreats	and John Paul Taylor Task force	Meetings	001 · NMAIMH	384.00	428.80
			Total 68401 · Board Travel Expense								428.80	428.80
			Total Expense								8,500.99	8,500.99
			Net Ordinary Income								8,012.87	8,012.87
			<b>Net Income</b>								<b>8,012.87</b>	<b>8,012.87</b>



### **NMAIMH Executive Committee Report**

**There was no meeting in November.**

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### **NMAIMH Nominating Committee Report**

**No Report at this time**

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### **NMAIMH Training Committee Report**

**No Report at this time**

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### **NMAIMH Membership Committee Report**

**No Report at this time**

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### **NMAIMH Endorsement Committee Report**

The 11/5/14 phone meeting only had 2 callers so we decided to meet as scheduled next month (12/3/14) to talk about scheduling. Pam, Anilla, Joy and I attended the League of States Retreat in Parkville, Missouri where the following was addressed:

- 50 people from 18 states in attendance sharing activities
- Focus on Reflective practice with a live demonstration followed by facilitated discussion
- Review and video practice with the instrument being developed by Christopher Watson of Minnesota, which defines and assesses the basic constructs of Reflective Supervision practice. Then it went back for additional tweaking!
- An activity in which a few groups shared how they were aligning IMH with other providers of early childhood services in their respective states

Throughout the two days in a lovely rural setting, activities alternated between large and small groups, included some 'right-brain' experiential activities, and offered time for collegial exchange

Pam attended a group for Endorsement coordinators and Joy attended one for Alliance participators/developers.

Respectfully submitted: Inez Ingle

#### November Endorsement Numbers (Submitted by Pam Segel)

Level 1- 0

Level 2: 1

Level 3: 4 newly endorsed professionals

Level 4: 0

There are a number of applications in the review process this month. Additionally, there has been a 50% increase in endorsement queries in November.

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### **NMAIMH Fund Development Committee Report**

**No Report at this time**

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## **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)

**Report Date:** 12-3-14

Mr. Stone, Treasurer, sent an electronic copy of the agreement made with Ms. Kerry Carron (Ultimate Solution, LLC) "... for professional consulting: website redesign, location to WordPress ... One year of website hosting and management, and 20 hrs. of additional technical support." The contract term is effective from June 7, 2014 until June 30, 2015. Specifics of the Website Work to be completed are found on page 2 of the two-page agreement.

Pamela Segel (Endorsement Coordinator) and Connie Compton (Administrative Secretary) consulted last week with Ms. Carron, as they have received their Username and Password for access to the new webpage. Ms. Compton indicated in an email to me that they only had limited opportunity to work with documents as no action was taken last month regarding Ms. Carron's suggestions for the new webpage set-up. As I have now a copy of the webpage agreement work with Ms. Carron, and there are additional services that were listed under that contract to be fulfilled, I would again make the recommendations below:

A recommendation for the NMAIMH to use "AmazonS3" as the area to save/hold all documents for the webpage is proposed – for the remainder of the contract period with Ms. Carron (Ultimate Solution, LLC). There were three options for holding documents: (1) on a jump drive to pass along; (2) on the server; and (3) contract to use AmazonS3. Cost is according to the amount of data that is stored. The more data stored, the higher the cost. The cost will be minimal at the beginning as we have few documents. Personnel will be able to delete outdated, non-historical documents in order to preserve a relatively low cost for this service. If approved, Ms. Carron would assist Dr. Wells in securing this contract with Amazon. Dr. Wells has indicated that she would donate "in-kind" at least for the first year of the contract for the use of this service under the NMAIMH name in order to see the cost effectiveness of this usage.

Additional services delineated in the agreement that have not been fulfilled will be completed by June 30, 2015. If the Board then determines that the current webpage arrangements need changing, are unacceptable, or preference to return to the company serving our current webpage, a new agreement will be developed and finalized.

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