



NMAIMH Board of Directors Meeting

Minutes - November 5, 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			✓				
Stephen Stone	✓						
Angel Toyota-Sharpe		✓					
Robin A. Wells		✓					

1. A quorum being present, the meeting was called to order at 1:25 pm by Angel Toyota-Sharpe, President.
2. Introductions were made.
3. There was one addition made to the Agenda, namely, Report on Alliance and League Meeting.
4. The Board reviewed the minutes of the October 1, 2014 meeting. There were no corrections noted.

Upon Motion duly made (by Joy Browne), seconded (by Stephen Stone), and unanimously carried, the minutes of the October 1 2014 meeting, as written, were APPROVED.

5. Treasurer’s Report:

The Board reviewed the financial statements for October 2014 (copies of which are attached hereto and made a part of these minutes). Stephen Stone advised the Board that the 2015 budget included in the financial statements is a draft. The official budget will be submitted to the Board at the December meeting after the Executive Committee has reviewed it. He further advised that, at this point, there is \$23,000 put aside for an Administrative Director. Stephen also advised that the input from James Roscoe (Consultant) has been invaluable. However, he and Misty (bookkeeper) feel that Jim’s services are no longer needed and they can take it from here.

Upon Motion duly made (by Robin Wells), seconded (by Gary Atias), and unanimously carried, the financial statements for October 2014 were ACCEPTED.

6. Old Business:

a. Standing Committees:

i. Executive Committee:

Angel Toyota Sharpe advised that the Committee has been working on a recruitment letter for the Administrative Director. The draft letter was sent to the Board for comments and Connie (Administrative Assistant) is incorporating the comments into a final draft for the Executive Committee to Review and act upon. A subcommittee consisting of Angel Toyota-Sharpe, Anilla Del Fabbro, Wendy Sager-Evanson, Pamela Segel, and Jacqui Van Horn, will provide the initial screening and interviewing of candidates.

ii. Nominating Committee:

Carolyn Newman advised that there are three Directors whose terms will end in December (Angel, Anilla and Ruth), all of whom have agreed to run for re-election. She also received an application from a nurse practitioner who was referred to the Board by Ruth Ortiz. The Board reviewed the application, but held off acting on it until the applicant submits references. The official slate of candidates will be submitted to the Board at its December meeting and ballots will go out thereafter.

b. Special Committees:

i. Training Committee

Anilla Del Fabbro advised that the Storytelling training with Brett Dillingham has been postponed until spring 2015, thus giving the Training Committee more time to market it. The Committee will contact CYFD and educators in the area.

ii. Membership Committee

The Board reviewed and discussed the Membership Committee Report (a copy of which is attached hereto and made a part of these minutes). The Committee has not received any feedback from members on the newsletter. It was agreed that the newsletter will be one of the topics of discussion at the annual meeting.

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 following applications were received in October: 3 at Level I, 8 at Level II, 4 at Level III and 1 at Level IV. Pam also noted that she has contacted all current applicants who have submitted paper portfolios and advised that the submissions must be completed by December. If not, they will have to re-submit through EASy.

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). A grant proposal has been submitted to the McCune Foundation, a copy of which is in the Association files.

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 is waiting for a response from Kerry on the comparison of web-hosting services and prices for using Kerry's Server and AmazonS3 with the current web-hosting services provided by Southwest Cyberport. Robin also advised that Kerry will assign User Id's and provide group or

individual training to the three individuals (Robin, Pam and Connie) who will have access to the website for editing.

7. New Business:

- a. Board Orientation and Annual Meeting (January 2015): The Board decided to hold the Orientation and Annual Meeting on Friday, January 23rd. Connie will secure a venue.
 - b. Report on Alliance and League Meeting: TABLED
 - c. Announcements: Joy Browne advised that she will be unable to attend the December 10th meeting of the alliance partnership and is looking for someone to take her place
- 8.** The next regular meeting of the Board of Directors is scheduled for Wednesday December 3, 2014 at 1:00 pm.
- 9.** There being no further business, the Meeting adjourned at 3:03 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda
November 5, 2014 (Revised 11/5/2014)
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 (October 1, 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
 - ii. Nominating Committee - Carolyn
 - Slate of Candidates for Election to the Board must be presented at least 45 days prior to date of Annual Meeting (By-Law 5.2(b))
 - Three current Directors’ terms will expire December 2014 (Angel, Anilla, and Ruth)
 - Notice of Election with Ballot to be sent not less than 10, nor more than 60 days prior to election (By-Law 2.5)
 - b. Special Committee Reports
 - i. Training Committee - Anilla
 - November 14th Training - Storytelling
 - ii. Membership Committee - Wendy
 - iii. Endorsement Committee - Inez
 - iv. Fund Development Committee - Robin
 - McCune Grant Submission - Wendy
 - v. Website & Logo ad hoc Committee - Robin
7. New Business:
 - a. Board Orientation & Annual Meeting (January)
 - b. Report on Alliance and League Meeting
 - c. Announcements
8. Confirm next meeting (December 3, 2014)
9. Adjourn

NMAIMH Treasurer's Report (October Financial Statements):

New Mexico Association for Infant Mental Health Balance Sheet As of October 29, 2014		
		Oct 29, 14
ASSETS		
Current Assets		
Checking/Savings		
001 · NMAIMH		47,375.94
Paypal · Paypal Account		2,808.93
Total Checking/Savings		50,184.87
Total Current Assets		50,184.87
TOTAL ASSETS		50,184.87
LIABILITIES & EQUITY		
Equity		
30000 · Opening Balance Equity		13,504.84
32000 · Unrestricted Net Assets		15,320.12
Net Income		21,359.91
Total Equity		50,184.87
TOTAL LIABILITIES & EQUITY		50,184.87

Monthly Budget Analysis New Mexico Association for Mental Health For the Month Ending: 10/29/2014				
	Projected 9/28/2014	Projected 10/29/2014		
Budget Item	Projected as of 12/31/2014 rev 10/1/14	Actual as of 10/29/2014	FY 2014 Estimated Actual	Change in Projection
Income				
Membership	4,500	4,990	5,500	1,000
Endorsement	3,500	3,535	4,000	500
Donations	520	563	563	43
Interest Income	20	15	20	0
Training Income	6,270	6,510	6,750	480
Region 9 (2013-2014)	60,241	60,241	60,241	0
Region 9 (2014-2015)	35,000	24,218	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	142,572	154,575	2,024
Expenses				
Misc.	(300)	(300)	(300)	0
Fundraising Expenses	(50)	(50)	(50)	0
PayPal Fees	(350)	(286)	(350)	0
Bank Service Charge	(25)	(24)	(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)	(21,794)	(23,700)	(1,500)
RC Professional Fees	(22,000)	(13,775)	(18,000)	4,000
Reflective Consultation Coordination	(400)	(245)	(400)	0
Training Professional Fees	(2,853)	(2,853)	(2,853)	0
Administrative Coordinator Professional Fee	(20,814)	(18,134)	(20,814)	0
Endorsement Coordinator Professional Fee	(24,542)	(18,882)	(24,542)	0
Telecommunications Expense	(600)	(461)	(500)	100
Board Travel Expense	(4,500)	(4,318)	(7,068)	(2,568)
Total Expenses	(138,740)	(121,213)	(138,698)	42
Net	13,811	21,359	15,877	2,066

NMAIMH - Projection for 2015	Projected
Total Checking/Savings as of October 28, 2014	47,376
Projected Surplus from FY 2014	15,877
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	136,253
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	48,068
Target for December 2015 Funds Available	25,000
Amount available for Additional Programs / Executive Director	23,068
Any new Grants or other sources of Income	

New Mexico Association for Infant Mental Health
Statement of Financial Position
as of October 29, 2014

	Donations	Endorsement	Fundraising	Grants	Membership	Training	Unclassified	TOTAL
Ordinary Income/Expense								
Income								
0001 - Membership	0.00	0.00	0.00	0.00	4,990.00	0.00	0.00	4,990.00
0002 - Endorsement Fees	0.00	3,510.00	0.00	0.00	0.00	25.00	0.00	3,535.00
0003 - Donations	563.28	0.00	0.00	0.00	0.00	0.00	0.00	563.28
0004 - Bank Interest	0.00	0.00	0.00	0.00	0.00	0.00	14.54	14.54
0005 - Training Fees								
00061 - Creating Space For One Another	0.00	0.00	0.00	0.00	0.00	6,270.00	0.00	6,270.00
00062 - Storytelling	0.00	0.00	0.00	0.00	0.00	240.00	0.00	240.00
Total 0005 - Training Fees	0.00	0.00	0.00	0.00	0.00	6,510.00	0.00	6,510.00
0007 - Grant Income								
00071 - Other Grant Income	0.00	0.00	0.00	12,500.00	0.00	0.00	0.00	12,500.00
00072 - CYFD Grant	0.00	0.00	0.00	30,000.00	0.00	0.00	0.00	30,000.00
00073 - Region 9 Grant(2013-2014)	0.00	0.00	0.00	60,241.13	0.00	0.00	0.00	60,241.13
00074 - Region 9 Grant(2014-2015)	0.00	0.00	0.00	24,217.51	0.00	0.00	0.00	24,217.51
Total 0007 - Grant Income	0.00	0.00	0.00	126,958.64	0.00	0.00	0.00	126,958.64
Total Income	563.28	3,510.00	0.00	126,958.64	4,990.00	6,535.00	14.54	142,571.46
Gross Profit	563.28	3,510.00	0.00	126,958.64	4,990.00	6,535.00	14.54	142,571.46
Expense								
0006 - Misc	0.00	0.00	0.00	300.00	0.00	0.00	0.00	300.00
0009 - Fundraising Expense	0.00	0.00	50.00	0.00	0.00	0.00	0.00	50.00
007 - Paypal fees	0.00	0.00	0.00	0.00	0.00	-65.00	350.65	285.65
60400 - Bank Service Charges	0.00	0.00	0.00	0.00	0.00	0.00	23.70	23.70
61000 - Business Licenses and Permits	0.00	0.00	0.00	0.00	0.00	0.00	135.00	135.00
61700 - Computer and Internet Expenses	0.00	0.00	0.00	5,233.00	0.00	0.00	0.00	5,233.00
62600 - Endorsement Fee	0.00	0.00	0.00	26,570.00	0.00	0.00	0.00	26,570.00
63300 - Insurance Expense	0.00	0.00	0.00	0.00	0.00	0.00	1,042.00	1,042.00
64300 - Meals and Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	752.64	752.64
64900 - Office Supplies	0.00	0.00	0.00	6,067.36	0.00	0.00	290.50	6,357.86
66700 - Professional Fees	0.00	0.00	0.00	18,275.91	0.00	0.00	3,518.09	21,794.00
66701 - RC Professional Fees	0.00	0.00	0.00	13,774.50	0.00	0.00	0.00	13,774.50
667011 - Reflective Consultation Coordin	0.00	0.00	0.00	105.00	0.00	0.00	140.00	245.00
667012 - Training Professional Fees	0.00	0.00	0.00	434.10	0.00	2,418.83	0.00	2,852.93
66702 - Administrative Coordinator Prof	0.00	0.00	0.00	18,133.76	0.00	0.00	0.00	18,133.76
66703 - Endorsement Coordinator Profess	0.00	0.00	0.00	18,882.32	0.00	0.00	0.00	18,882.32
68101 - Telecommunications Expense	0.00	0.00	0.00	0.00	0.00	0.00	460.77	460.77
68401 - Board Travel Expense	0.00	0.00	0.00	2,752.34	0.00	0.00	1,566.08	4,318.42
Total Expense	0.00	0.00	50.00	110,528.29	0.00	2,353.83	8,279.43	121,211.55
Net Ordinary Income	563.28	3,510.00	-50.00	16,430.35	4,990.00	4,181.17	-8,264.89	21,359.91
Net Income	563.28	3,510.00	-50.00	16,430.35	4,990.00	4,181.17	-8,264.89	21,359.91

New Mexico Association for Infant Mental Health
Profit & Loss Detail
October 1 - 29, 2014

	Type	Date	Num	Name	Memo	Class	Split	Amount	Balance	
Ordinary Income/Expense										
Income										
0001 - Membership										
	Deposit	10/08/2014		ATS		Membership	Paypal Account	45.00	45.00	
	Deposit	10/09/2014		DR		Membership	Paypal Account	45.00	90.00	
	Deposit	10/09/2014		ML		Membership	Paypal Account	45.00	135.00	
	Deposit	10/10/2014		MD		Membership	Paypal Account	45.00	180.00	
	Deposit	10/13/2014		PM		Membership	Paypal Account	45.00	225.00	
	Deposit	10/13/2014		MR		Membership	Paypal Account	45.00	270.00	
	Deposit	10/13/2014		RW		Membership	Paypal Account	45.00	315.00	
	Deposit	10/14/2014		JV		Membership	Paypal Account	45.00	360.00	
	Deposit	10/22/2014		HN & KB		Membership	001 - NMAIMH	90.00	450.00	
	Deposit	10/22/2014		EB, DM, MM, EC		Membership	001 - NMAIMH	150.00	600.00	
	Deposit	10/22/2014		BD		Membership	001 - NMAIMH	45.00	645.00	
	Deposit	10/23/2014		RM		Membership	Paypal Account	45.00	690.00	
	Total 0001 - Membership								690.00	690.00
0002 - Endorsement Fees										
	Deposit	10/01/2014		GD		Endorsement	001 - NMAIMH	25.00	25.00	
	Deposit	10/06/2014		TB		Endorsement	Paypal Account	25.00	50.00	
	Deposit	10/08/2014		ATS		Endorsement	Paypal Account	50.00	100.00	
	Deposit	10/08/2014		RB		Endorsement	Paypal Account	25.00	125.00	
	Deposit	10/12/2014		JL		Endorsement	Paypal Account	25.00	150.00	
	Deposit	10/14/2014		CA		Endorsement	Paypal Account	15.00	165.00	
	Deposit	10/22/2014		SA		Endorsement	001 - NMAIMH	50.00	215.00	
	Deposit	10/22/2014		BD		Endorsement	001 - NMAIMH	35.00	250.00	
	Deposit	10/22/2014		DM		Endorsement	001 - NMAIMH	30.00	280.00	
	Deposit	10/23/2014		MR		Endorsement	Paypal Account	35.00	315.00	
	Total 0002 - Endorsement Fees								315.00	315.00
0003 - Donations										
	Deposit	10/16/2014		JV		Donations	Paypal Account	55.00	55.00	
	Total 0003 - Donations								55.00	55.00
0005 - Training Fees										
00062 - Storytelling										
	Deposit	10/09/2014		CR		Training	Paypal Account	60.00	60.00	
	Deposit	10/13/2014		RW		Training	Paypal Account	60.00	120.00	
	Deposit	10/15/2014		ATS		Training	Paypal Account	60.00	180.00	
	Deposit	10/23/2014		PS		Training	Paypal Account	60.00	240.00	
	Total 00062 - Storytelling								240.00	240.00
	Total 0005 - Training Fees								240.00	240.00
0007 - Grant Income										
00074 - Region 9 Grant(2014-2015)										
	Deposit	10/28/2014		Sept Svcs		Grants	001 - NMAIMH	7,780.97	7,780.97	
	Total 00074 - Region 9 Grant(2014-2015)								7,780.97	7,780.97
	Total 0007 - Grant Income								7,780.97	7,780.97
	Total Income								9,080.97	9,080.97
	Gross Profit								9,080.97	9,080.97
Expense										
007 - Paypal fees										
	Check	10/06/2014		PayPal	fees		Paypal Account	1.03	1.03	
	Check	10/08/2014		PayPal	fee		Paypal Account	4.09	5.12	
	Check	10/09/2014		PayPal	fee		Paypal Account	5.26	10.38	
	Check	10/10/2014		PayPal	fee		Paypal Account	1.61	11.99	
	Check	10/12/2014		PayPal	fee		Paypal Account	1.03	13.02	
	Check	10/13/2014		PayPal	fee		Paypal Account	6.87	19.89	
	Check	10/14/2014		PayPal	fee		Paypal Account	2.35	22.24	
	Check	10/15/2014		PayPal	fee		Paypal Account	2.04	24.28	
	Check	10/16/2014		PayPal	fee		Paypal Account	1.90	26.18	
	Check	10/23/2014		PayPal	fees		001 - NMAIMH	4.97	31.15	
	Total 007 - Paypal fees								31.15	31.15
60400 - Bank Service Charges										
	Check	10/09/2014		Us Bank	Monthly fee		001 - NMAIMH	3.95	3.95	
	Total 60400 - Bank Service Charges								3.95	3.95
66700 - Professional Fees										
	Check	10/14/2014	1627	VY	Sept Svcs		001 - NMAIMH	750.00	750.00	
	Check	10/14/2014	1628	JR	Sept Svcs		001 - NMAIMH	2,000.00	2,750.00	
	Check	10/27/2014	1631	ECMHC	Svcs for Oct		001 - NMAIMH	234.10	2,984.10	
	Check	10/28/2014	1633	MS	Bookkeeping Oct		001 - NMAIMH	517.50	3,501.60	
	Total 66700 - Professional Fees								3,501.60	3,501.60
66701 - RC Professional Fees										
	Check	10/01/2014	1620	RC JV	RC Services Sept		001 - NMAIMH	270.00	270.00	
	Check	10/01/2014	1621	RC TD	RC Services Sept		001 - NMAIMH	180.00	450.00	
	Check	10/04/2014	1625	RC KB	Sept Services		001 - NMAIMH	180.00	630.00	
	Check	10/04/2014	1626	RC ATS	Sept Services		001 - NMAIMH	618.50	1,248.50	
	Check	10/21/2014	1629	RC JV	Oct Services		001 - NMAIMH	270.00	1,518.50	
	Total 66701 - RC Professional Fees								1,518.50	1,518.50
667011 - Reflective Consultation Coordin										
	Check	10/01/2014	1622	MH	RC Coord Svcs Sept		001 - NMAIMH	105.00	105.00	
	Check	10/01/2014	1623	MH	Reissue check 1612		001 - NMAIMH	140.00	245.00	
	Total 667011 - Reflective Consultation Coordin								245.00	245.00
66702 - Administrative Coordinator Prof										
	Check	10/28/2014	1632	BVH	Professional Services		001 - NMAIMH	1,758.68	1,758.68	
	Total 66702 - Administrative Coordinator Prof								1,758.68	1,758.68
66703 - Endorsement Coordinator Profess										
	Check	10/04/2014	1624	EC PS	September Services		001 - NMAIMH	1,540.00	1,540.00	
	Total 66703 - Endorsement Coordinator Profess								1,540.00	1,540.00
68101 - Telecommunications Expense										
	Check	10/08/2014		Verizon Wireless	Cell		001 - NMAIMH	35.98	35.98	
	Check	10/20/2014		MyFax	October pmnt		001 - NMAIMH	10.00	45.98	
	Total 68101 - Telecommunications Expense								45.98	45.98
	Total Expense								8,644.86	8,644.86
	Net Ordinary Income								436.11	436.11
	Net Income								436.11	436.11

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

Submitted by Wendy Sager-Evanson

There has been no meeting of the membership committee since our last BOD mtg. Committee members: Robin Wells has been taking the lead on website development, and Stephen Stone very busy with Treasurer responsibilities and working with our consultant & book keeper.

Wendy has not heard any feedback from members on the newsletter that was sent out late Sept.

Wendy has attended the last two John Paul Taylor Task force meetings representing NMAIMH, rural communities and health councils. It has been very valuable to meet our colleagues and build relationships.

The task force is winding up work, and putting together final recommendations. Should the Task force continue for another year, a major focus will be on education about Trauma informed care.

It will be important to work with others in the field, as the development of Community Health Workers grows from several directions (DOH & UNM), and to smooth out remaining issues about Endorsement, and reimbursement for services and the perception of NMAIMH. There is increasing collaboration with the UNM Law School, for developing policy and advocacy for children.

NMAIMH Endorsement Committee Report

Submitted by Inez Ingle

At our 10/1/14 meeting the following were present by phone: Jacqui, Angel, Pam and Inez. Debby S and Doreen couldn't be there and Debby M. tried, but there have been problems with the call in number. Pam will follow up with this difficulty and let us all know the correct number to call.

The following items were covered:

- The Board meeting will not be reviewed except for items which affect the Endorsement Committee. Members are encouraged to use the web site to review Board minutes and to read the newsletter which is coming out!
- We reviewed the endorsement fee changes which we had worked on and which have been sent to all Board members to be reviewed at the 10/1/2014 meeting with the request that they be voted on. If passed, the committee (with Angel as Board President) will decide how to best communicate these changes.
- Pam shared information about the proposed training for Endorsement advisors and reviewers. This will have the following steps: 1) completing a confidentiality statement for the Michigan group before using

their training video; 2) scheduling a face-to-face (and/or skype) training for our New Mexico group following the webinar.

- The spring exam has been scheduled for 3/28/14 with the portfolios due 8-9 weeks before that (mid to end of January).

Jacqui took great notes for this meeting. Thank you!

NMAIMH Fund Development Committee Report

Chair - Robin A. Wells

Report Date: 11-5-14

Vicky Youcha and Wendy Sager-Evanson discussed the McCune Foundation Grant proposal to be submitted by Thursday, October 30th. A draft proposal was then sent to be reviewed by Board members. Might I request that the final draft of the proposal be sent again to all Board members for historical filing? No other business has been conducted 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); Pam Segel (Endorsement Coordinator); Angel Toyota-Sharpe (President)

Report Date: 11-3-14

A SKYPE meeting was held with Kerry Carron (new webpage designer), Pam Segel (Endorsement Coordinator), and Robin A. Wells (Chair – Ad Hoc Webpage Committee) on Friday, October 31st from 12:40-1:40 pm. Ms. Carron indicated that she would be developing Usernames and Passwords for the individuals who would be responsible for webpage changes, edits, updates, etc. (Connie Compton, Pam Segel, and Robin A. Wells). The Usernames will be able to remain the same with only Passwords changing as personnel responsible for webpage updates change. When these are made available to the three individuals, they will then be able to have to-be-scheduled group training with Ms. Carron, or individual training sessions. Ms. Carron will also continue to be available for the three individuals after trainings have concluded as the NMAIMH webpage is on Ms. Carron's server.

Ms. Carron indicated that there were some decisions needing to be made regarding the layout of the Webpage. She prefers that the Webpage committee consider options and make the decisions, rather than having numerous input by individual Board members and perhaps delaying the decision-making process. A SKYPE meeting will be scheduled within the next week for these decisions to be made.

A recommendation for the NMAIMH to use "AmazonS3" as the area to save/hold all documents for the webpage is proposed. 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.