

NMAIMH Board of Directors Meeting

Minutes – December 2, 2015

Approved as Written

Date Approved: January 6, 2016

NAME	Present (in person)	Present (phone)	Not Avail- able	NAME	Present (in person)	Present (phone)	Not Avail- able
<i>Directors:</i>							
Anilla Del Fabbro			✓	<i>Members Present:</i>			
Carolyn Newman		✓		Pamela Segel (End. Coord.)	✓		
Courtney Lewis	✓						
Diana Edwards		✓					
Gary Atias		✓					
Inez Ingle	✓						
Jonetta Martinez-Pacias			✓	<i>Guests:</i>			
Joy Browne			✓	Marina Rabinowitz (Admin Director)	✓		
Robin A. Wells		✓		Connie Compton (Admin Asst)	✓		
Ruth Ortiz		✓		Misty Stacy (Bookkeeper)		✓	
Stephen Stone	✓						
Wendy Sager-Evanson			✓				

1. A quorum being present, the meeting was called to order at 1:04pm by Courtney Lewis, Vice President.
2. Introductions were made.
3. Changes to Agenda: There was one addition to the Agenda under New Business: Website Matters
4. The Board reviewed the draft minutes of the November 4, 2015 meeting. There were no changes suggested.

Upon motion duly made (by Inez Ingle), and seconded (by Ruth Ortiz), the minutes of the November 4, 2015 meeting, as written, were APPROVED.

5. Treasurer’s Report:

The Board reviewed the financial reports for September 2015 and October 2015 (which were tabled at the last meeting) as well as the reports for November 2015 (copies of which are included in the Agenda attached hereto and made a part of these minutes). Stephen Stone advised that NMAIMH's financials are in the black and are expected to remain so in 2016. He advised that Marina Rabinowitz and Misty Stacy are working on the Budget for 2016, which will be submitted to the Executive Committee before the end of the year and presented to the Board at the January 2016 meeting. Stephen further advised that, although he will no longer be on the Board in 2016, he remains a NMAIMH Member and will be available to help the new Treasurer. He noted that he gave the Association's credit card to Courtney Lewis. He also noted that Pam Segel will return the computer she has been using.. Lastly, he noted that Joy Browne has the NMAIMH checkbook and will need to return it.

Upon Motion duly made (by Inez Ingle), seconded (by Diana Edwards) and unanimously carried, the Financial Reports for September, October and November 2015 were ACCEPTED.

6. Administrative Director's Report

Marina Rabinowitz reviewed the information contained in the Administrative Director's Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). She asked the Board to email her any questions or concerns and she will address them in an email to the entire Board. She noted that Misty Stacy will be able to take over the reports due to Region IX. She also noted that there are two grant proposals pending and a report is due to Brindle in February. Courtney Lewis thanked Marina for her report and noted that it is a good summary to use in developing an action plan for the future.

7. Old Business:

a. Standing Committees:

i. Executive Committee:

The Executive Committee has not met this month.

ii. Nominating Committee:

The 2016 Election Ballot was sent out on December 1st. Members have until 5pm on December 15th to cast their ballot.

b. Special Committees:

i. Training Committee

Courtney Lewis reviewed the information contained in the Training Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). She outlined her plans for the Board "Look-Back" and Orientation meetings scheduled for January 29-30, 2016. The Board discussed a food budget for the Annual Meeting/Orientation weekend events. It was agreed that Jeri Davenport will provide the catering for the Annual Meeting. Courtney will get a final bid from Jeri and submit it to the Board.

ii. Membership Committee

Wendy Sager-Evanson was not at the meeting; however she submitted a final report as Chair of the Membership Committee (a copy of which is included in the Agenda attached hereto and made a part of these minutes).

iii. Endorsement Committee

Inez Ingle reviewed the information contained in the Endorsement Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). Pam Segal noted that 8 people took the exam in October and passed; thus there are 8 newly

endorsed professionals at Level III. Pam also noted that she is working with Robin Wells to make sure that current information on endorsement is on the website. She advised that there are currently changes to the Policies and Procedures Manual being drafted by the Alliance, as well as ongoing changes to the EASy System. The Board discussed where the emails for Endorsement Coordinator should be directed during the interim between Pam's resignation and a new Endorsement Coordinator coming on board. It was decided that Inez Ingle, Chair of the Endorsement Committee, receive those emails, not only in the interim, but ongoing. It was further decided that the next training for reviewers and advisors will be held after the new Endorsement Coordinator is hired so that he or she can attend. Inez also noted that the Michigan Association will participate in training the new Endorsement Coordinator. Pam Segel reminded the Board that they will need to find a location for the endorsement exam in the spring.

iv. Fund Development Committee

No report. Marina noted that two grant proposals have been submitted. She also noted that a report is coming due in February for one of the grants. Connie Compton will send a list of report dates to Courtney Lewis.

c. Other Old Business:

- i. Endorsement Coordinator Recommendations (Application/Hiring Process): Courtney Lewis submitted a draft of an application/hiring process and asked that the Endorsement Committee members look it over and make any changes they deem fit. A reminder notice will go out to Level 2, 3, & 4 endorsed professionals asking for applications and references by December 15th. The Endorsement Committee will conduct a review of the applications, interview applicants, and recommend a pre-approved applicant to the Board for a vote.
- ii. Consideration of Recommendation by Endorsement Committee to suspend new applications and portfolio reviews until Endorsement Coordinator position is filled. (Tabled at November Meeting): In accordance with the above procedure, the Board determined that if an Endorsement Coordinator is approved in December, applications will continue to be accepted. Otherwise, new applications will be suspended until a new Endorsement Coordinator is hired.
- iii. Report on Alliance Retreat: See attached reports from Inez Ingle and Joy Browne
- iv. 2016 Annual Meeting and Board Orientation: Courtney Lewis presented the following schedule: On Friday, January 29th, all returning and new directors will meet at 8:30 am before the Annual meeting at the United Way. That evening, returning directors will meet at 6pm at her office (Small Steps) to reflect and plan. The Board Orientation meeting will be held at her office on Saturday the 30th, at 9am. Jacqui Van Horn will give an overview of the Association's history. The Board will discuss goals, and the role of Endorsement.

8. New Business:

- b. Commitment Evaluation for 2016: Courtney Lewis advised that after the election, the Board will consist of only 11 Directors, plus there will no longer be an Administrative Coordinator. Accordingly, everyone will need to make a commitment to attend meetings and participate. She also noted that 10% of NMAIMH Members must also be WAIMH members and urged Directors to become WAIMH Members if they are not already.
- c. Request from Robin Younger: Robin was contacted by a woman who is on the NM Breastfeeding Task Force looking for someone who would be available to speak on the subject of early maternal

and infant attachment at their annual meeting in early March. If anyone is interested, please contact Robin at robinyounger@gmail.com.

- d. Website Matters: Connie Compton advised the Board that she received an email from a member who was having trouble finding the link to pay for endorsement renewal on the website. Connie noted that it took her a while to find it as well because it was not on the page that had the information relating to endorsement renewals. Connie had contacted Robin Wells, who in turn, contacted Kerry Carron who maintains our website. Connie and Kerry then communicated with regard implementing changes that could make the website more easily navigable. Kerry suggested her maintenance program of \$120/month for three months that would cover up to 9 hours of support. Stephen Stone mentioned that the Association had contracted with Kerry to supply that support. Robin mentioned that she has been making contributions to NMAIMH to pay for the maintenance contract. Stephen and Robin will follow up with Kerry.
- e. Announcements:
 - i. Carolyn Newman noted that she has been representing NMAIMH on the conference board of NMAEYC. The NMAEYC conference **March 4&5, 2016** is accepting proposals until November 30 (probably proposals will be accepted late). Inez Ingle noted that she has submitted a proposal on Endorsement. Carolyn asked if NMAIMH will want a table at the conference again this year. The Board agreed that they will want a table again. She has also registered NMAIMH for a table for the opening day of the legislature, **January 19**. Courtney Lewis will coordinate with Carolyn on setting up a table
 - ii. Gary Atias advised that The Brindle Foundation approved the Taos Paso a Paso grant to get 14 people up here endorsed including me. He'll gather up the names & contact info this week to get things started. Hopefully, this is also a good omen for our Brindle grant to endorse the NM Grads Program. BTW, the Taos Grads Program was included in the Paso a Paso grant so they are already covered.
 - iii. Courtney Lewis advised that she is currently involved with the Leadership Academy and has commitments from members of that group to support the Board with tasks. Courtney invited them to the Orientation meeting and also invited them to participate on committees.
 - iv. Anilla Del Fabbro has agreed to postpone her resignation from the Board until new officers are elected and new signatories are added to the bank account. She has, however, stepped down as President. Courtney Lewis, Vice President, will serve as Acting President until new officers are elected.

9. The Board confirmed the next meeting will be held on January 6, 2016

10. There being no further business, the meeting adjourned at 2:56pm

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda (REVISED 12/2/2015)

December 2, 2015

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-641-715-3580 Meeting Code: 422680

2. Call to order
3. Introductions
4. Review Agenda – Changes/Additions
5. Review/Accept previous BOD meeting minutes
6. Treasurer’s Report (Review Financial Statements)
7. Administrative Director’s Report
8. Old Business (Please keep committee reports brief and refer to your written reports):
 - a. Standing committee Reports
 - i. Executive Committee
 - ii. Nominating Committee
 - b. Special Committee Reports
 - i. Training Committee
 - ii. Membership Committee
 - iii. Endorsement Committee
 - iv. Fund Development Committee
 - c. Other Old Business:
 - i. Endorsement Coordinator Recommendations
 1. Application
 2. Hiring Process
 - ii. Consideration of Recommendation by Endorsement Committee to suspend new applications and portfolio reviews until Endorsement Coordinator position is filled. (Tabled at November Meeting)
 - iii. Report on Alliance Retreat (see attached reports from Inez Ingle and Joy Browne)
 - iv. 2016 Annual Meeting and Board Orientation
9. New Business:
 - a. Commitment Evaluation for 2016
 - b. Request from Robin Younger regarding Breastfeeding Task Force Annual meeting in early March
 - c. Website Matters
 - d. Announcements:
 - i. Carolyn Newman: I have been representing NMAIMH on the conference board of NMAEYC. The NMAEYC conference **March 4&5, 2016** is now accepting proposals until November 30 (probably proposals will be accepted late). Also, will NMAIMH want a table at the conference again this year? She has also registered NMAIMH for a table for the opening day of the legislature, **January 19**. Do you want a table again this year?
 - ii. Gary Atias: The Brindle Foundation approved the Taos Paso a Paso grant to get 14 people up here endorsed including me. I'll gather up the names & contact info this week to get things started. Hopefully, this is also a good omen for our Brindle grant to endorse the NM Grads Program. BTW, the Taos Grads Program was included in the Paso a Paso grant so they are already covered.
10. Confirm next meeting (January 6, 2016)
11. Adjourn

NMAIMH Treasurer's Report - Financial Statements September, October, November

New Mexico Association for Infant Mental Health Balance Sheet as of September 30, 2015			Sep 30, 15
ASSETS			
Current Assets			
Checking/Savings			
	001 · NMAIMH		38,350.96
	Paypal · Paypal Account		3,248.01
	Total Checking/Savings		41,598.97
	Total Current Assets		41,598.97
	TOTAL ASSETS		41,598.97
LIABILITIES & EQUITY			
Equity			
	30000 · Opening Balance Equity		12,836.10
	32000 · Unrestricted Net Assets		44,079.83
	Net Income		-15,316.96
	Total Equity		41,598.97
	TOTAL LIABILITIES & EQUITY		41,598.97

New Mexico Association for Infant Mental Health Balance Sheet as of October 31, 2015			Oct 31, 15
ASSETS			
Current Assets			
Checking/Savings			
	001 · NMAIMH		38,865.65
	Paypal · Paypal Account		3,708.85
	Total Checking/Savings		42,574.50
	Total Current Assets		42,574.50
	TOTAL ASSETS		42,574.50
LIABILITIES & EQUITY			
Equity			
	30000 · Opening Balance Equity		12,836.10
	32000 · Unrestricted Net Assets		44,079.83
	Net Income		-14,341.43
	Total Equity		42,574.50
	TOTAL LIABILITIES & EQUITY		42,574.50

New Mexico Association for Infant Mental Health Balance Sheet As of December 1, 2015			Dec 1, 15
ASSETS			
Current Assets			
Checking/Savings			
	001 · NMAIMH		34,111.81
	Paypal · Paypal Account		4,121.80
	Total Checking/Savings		38,233.61
	Total Current Assets		38,233.61
	TOTAL ASSETS		38,233.61
LIABILITIES & EQUITY			
Equity			
	32000 · Unrestricted Net Assets		56,911.98
	Net Income		-18,678.37
	Total Equity		38,233.61
	TOTAL LIABILITIES & EQUITY		38,233.61

**New Mexico Association for Infant Mental Health
Profit & Loss
September 2015**

		<u>Sep 15</u>
Ordinary Income/Expense		
Income		
0001 · Membership		105.00
0002 · Endorsement Fees		790.00
0003 · Donations		145.20
0004 · Bank Interest		1.61
0005 · Training Fees		
00063 · Keeping the Baby in Mind		3,800.00
Total 0005 · Training Fees		3,800.00
0007 · Grant Income		
00075 · Region 9 Grant(2015-2016)		5,039.56
0074 · Brindle Grant		1,500.00
Total 0007 · Grant Income		6,539.56
Total Income		<u>11,381.37</u>
Gross Profit		11,381.37
Expense		
007 · Paypal fees		64.16
60000 · Advertising and Promotion		52.09
60400 · Bank Service Charges		3.95
61000 · Business Licenses and Permits		100.00
64300 · Meals and Entertainment		29.92
66700 · Professional Fees		851.50
66701 · RC Professional Fees		570.00
667011 · Reflective Consultation Coordin		140.00
667012 · Training Expenses		1,842.40
66705 · Administrative Director		3,465.00
68101 · Telecommunications Expense		48.14
68400 · Travel Expense		192.00
Total Expense		<u>7,359.16</u>
Net Ordinary Income		<u>4,022.21</u>
Net Income		<u>4,022.21</u>

**New Mexico Association for Infant Mental Health
Profit & Loss
October 2015**

		<u>Oct 15</u>
Ordinary Income/Expense		
Income		
0001 · Membership		950.00
0002 · Endorsement Fees		255.00
0003 · Donations		645.00
0004 · Bank Interest		1.85
0005 · Training Fees		
00063 · Keeping the Baby in Mind		550.00
Total 0005 · Training Fees		550.00
0007 · Grant Income		
00075 · Region 9 Grant(2015-2016)		9,440.46
Total 0007 · Grant Income		9,440.46
Total Income		<u>11,842.31</u>
Gross Profit		11,842.31
Expense		
007 · Paypal fees		13.42
60400 · Bank Service Charges		3.95
66700 · Professional Fees		585.00
66701 · RC Professional Fees		750.00
667011 · Reflective Consultation Coordin		140.00
66702 · Administrative Coordinator Prof		2,866.16
66703 · Endorsement Coordinator Profess		1,820.00
66705 · Administrative Director		3,465.00
68101 · Telecommunications Expense		46.35
68400 · Travel Expense		1,191.16
Total Expense		<u>10,881.04</u>
Net Ordinary Income		<u>961.27</u>
Net Income		<u>961.27</u>

**New Mexico Association for Infant Mental Health
Profit & Loss
November 2015**

		Nov 15
Ordinary Income/Expense		
Income		
	0001 · Membership	1,200.00
	0002 · Endorsement Fees	405.00
	0003 · Donations	6.66
	0004 · Bank Interest	1.60
	Total Income	<u>1,613.26</u>
Gross Profit		1,613.26
Expense		
	007 · Paypal fees	12.05
	60400 · Bank Service Charges	3.95
	64900 · Office Supplies	131.97
	66700 · Professional Fees	795.00
	66701 · RC Professional Fees	550.00
	667011 · Reflective Consultation Coordin	140.00
	66702 · Administrative Coordinator Prof	1,356.52
	66703 · Endorsement Coordinator Profess	1,785.00
	68101 · Telecommunications Expense	46.32
	68400 · Travel Expense	1,133.34
	Total Expense	<u>5,954.15</u>
Net Ordinary Income		-4,340.89
Net Income		<u>-4,340.89</u>

**New Mexico Association for Infant Mental Health
Income and Expenditure Report
as of September 30, 2015**

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE
Region IX FY 2015	\$29,985	\$ -	\$ 40,458.63	\$ (10,473.63)
Region IX FY 2016	\$25,000	\$ 5,039.56	\$ 5,039.56	\$ 19,960.44
Brindle Grant	\$ -	\$ 1,500.00	\$ 1,500.00	\$ (1,500.00)
Membership Dues	\$6,000	\$ 105.00	\$ 3,740.00	\$ 2,260.00
Endorsement Dues	\$5,000	\$ 790.00	\$ 5,235.00	\$ (235.00)
Training Fees	\$6,000	\$ 3,800.00	\$ 5,700.00	\$ 300.00
Donations	\$ -	\$ 145.20	\$ 632.60	\$ (632.60)
Checking-January 1, 2015	\$56,915.00			
	\$128,900.00	\$ 11,379.76	\$ 62,305.79	\$ 9,679.21

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE
Bank and PayPal Fees	\$ 400.00	\$ 68.11	\$ 288.02	\$ 111.98
Insurance	\$ 1,105.00	\$ -	\$ 1,105.00	\$ -
Licensing and Permits	\$ 150.00	\$ 100.00	\$ 135.00	\$ 15.00
Legal and Accounting	\$ 7,500.00	\$ 851.50	\$ 5,688.70	\$ 1,811.30
Telecommunications	\$ 600.00	\$ 48.14	\$ 421.24	\$ 178.76
Board and Travel Expense	\$ 4,500.00	\$ 192.00	\$ 3,572.49	\$ 927.51
Marketing and Advertising	\$ 2,500.00	\$ 52.09	\$ 1,020.22	\$ 1,479.78
Training Expenses	\$ 2,000.00	\$ 1,842.40	\$ 2,070.32	\$ (70.32)
RC Contract Services	\$ 18,720.00	\$ 570.00	\$ 5,845.65	\$ 12,874.35
RC Coordination	\$ 1,680.00	\$ 140.00	\$ 1,260.00	\$ 420.00
Endorsement Coordinator	\$ 23,600.00	\$ -	\$ 16,835.00	\$ 6,765.00
Administrative Contract Service	\$ 19,185.00	\$ -	\$ 10,168.07	\$ 9,016.93
Administrative Director	\$ 40,000.00	\$ 3,465.00	\$ 26,917.50	\$ 13,082.50
Professional Fees-COS	\$ 500.00	\$ -	\$ -	\$ 500.00
Miscellaneous	\$ 500.00	\$ -	\$ 400.00	\$ 100.00
Computer and Internet	\$ 1,500.00	\$ -	\$ 615.00	\$ 885.00
Office Supplies	\$ 500.00	\$ -	\$ 862.45	\$ (362.45)
Meals and Entertainment	\$ 500.00	\$ 29.92	\$ 436.17	\$ 63.83
	\$125,440.00	\$ 7,359.16	\$ 77,640.83	\$ 47,799.17

**New Mexico Association for Infant Mental Health
Income and Expenditure Report
as of October 31, 2015**

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE
Region IX FY 2015	\$29,985	\$ -	\$ 40,458.63	\$ (10,473.63)
Region IX FY 2016	\$25,000	\$ 9,440.46	\$ 14,480.02	\$ 10,519.98
Brindle Grant	\$ -	\$ -	\$ 1,500.00	\$ (1,500.00)
Membership Dues	\$6,000	\$ 950.00	\$ 4,705.00	\$ 1,295.00
Endorsement Dues	\$5,000	\$ 255.00	\$ 5,490.00	\$ (490.00)
Training Fees	\$6,000	\$ 550.00	\$ 6,250.00	\$ (250.00)
Donations	\$ -	\$ 645.00	\$ 1,277.60	\$ (1,277.60)
Checking-January 1, 2015	\$56,915.00			
	\$ 128,900.00	\$ 11,840.46	\$ 74,161.25	\$ (2,176.25)

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE
Bank and PayPal Fees	\$ 400.00	\$ 17.37	\$ 306.13	\$ 93.87
Insurance	\$ 1,105.00	\$ -	\$ 1,105.00	\$ -
Licensing and Permits	\$ 150.00	\$ -	\$ 135.00	\$ 15.00
Legal and Accounting	\$ 7,500.00	\$ 585.00	\$ 6,273.70	\$ 1,226.30
Telecommunications	\$ 600.00	\$ 46.35	\$ 467.59	\$ 132.41
Board and Travel Expense	\$ 4,500.00	\$ 1,191.16	\$ 4,763.65	\$ (263.65)
Marketing and Advertising	\$ 2,500.00	\$ -	\$ 1,020.22	\$ 1,479.78
Training Expenses	\$ 2,000.00	\$ -	\$ 2,070.32	\$ (70.32)
RC Contract Services	\$ 18,720.00	\$ 750.00	\$ 6,595.65	\$ 12,124.35
RC Coordination	\$ 1,680.00	\$ 140.00	\$ 1,400.00	\$ 280.00
Endorsement Coordinator	\$ 23,600.00	\$ 1,820.00	\$ 20,440.00	\$ 3,160.00
Administrative Contract Services	\$ 19,185.00	\$ 2,866.16	\$ 13,034.23	\$ 6,150.77
Administrative Director	\$ 40,000.00	\$ 3,465.00	\$ 30,382.50	\$ 9,617.50
Professional Fees-COS	\$ 500.00	\$ -	\$ -	\$ 500.00
Miscellaneous	\$ 500.00	\$ -	\$ 400.00	\$ 100.00
Computer and Internet	\$ 1,500.00	\$ -	\$ 615.00	\$ 885.00
Office Supplies	\$ 500.00	\$ -	\$ 862.45	\$ (362.45)
Meals and Entertainment	\$ 500.00	\$ -	\$ 436.17	\$ 63.83
	\$ 125,440.00	\$ 10,881.04	\$ 90,307.61	\$ 35,132.39

**New Mexico Association for Infant Mental Health
Income & Expenditure Report
as of December 1, 2015**

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE
Region IX FY 2015	\$29,985	\$ -	\$ 40,458.63	\$ (10,473.63)
Region IX FY 2016	\$25,000	\$ -	\$ 14,480.02	\$ 10,519.98
Brindle Grant	\$ -	\$ -	\$ 1,500.00	\$ (1,500.00)
Membership	\$6,000	\$ 1,200.00	\$ 5,870.00	\$ 130.00
Endorsement	\$5,000	\$ 405.00	\$ 5,930.00	\$ (930.00)
Training Fees	\$6,000	\$ -	\$ 6,250.00	\$ (250.00)
Donations	\$ -	\$ 6.66	\$ 1,284.26	\$ (1,284.26)
Checking-January 1	\$56,915.00			
	\$ 128,900.00	\$ 1,611.66	\$ 75,772.91	\$ (3,787.91)

ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE
Bank and PayPal Fees	\$ 400.00	\$ 16.00	\$ 318.18	\$ 81.82
Insurance	\$ 1,105.00	\$ -	\$ 1,105.00	\$ -
Licensing and Permits	\$ 150.00	\$ -	\$ 135.00	\$ 15.00
Legal and Accounting	\$ 7,500.00	\$ 795.00	\$ 7,068.70	\$ 431.30
Telecommunications	\$ 600.00	\$ 46.32	\$ 513.91	\$ 86.09
Board and Travel Expenses	\$ 4,500.00	\$ 1,133.34	\$ 5,896.99	\$ (1,396.99)
Marketing and Advertising	\$ 2,500.00	\$ -	\$ 1,020.22	\$ 1,479.78
Training Expenses	\$ 2,000.00	\$ -	\$ 2,070.32	\$ (70.32)
RC Contract Services	\$ 18,720.00	\$ 550.00	\$ 7,145.65	\$ 11,574.35
RC Coordination	\$ 1,680.00	\$ 140.00	\$ 1,540.00	\$ 140.00
Endorsement Coordination	\$ 23,600.00	\$ 1,785.00	\$ 20,440.00	\$ 3,160.00
Administrative Coordination	\$ 19,185.00	\$ 1,356.52	\$ 14,390.75	\$ 4,794.25
Administrative Director	\$ 40,000.00	\$ -	\$ 30,382.50	\$ 9,617.50
Professional Fees-Other	\$ 500.00	\$ -	\$ -	\$ 500.00
Miscellaneous	\$ 500.00	\$ -	\$ 400.00	\$ 100.00
Computer and Internet	\$ 1,500.00	\$ -	\$ 615.00	\$ 885.00
Office Supplies	\$ 500.00	\$ 131.97	\$ 994.42	\$ (494.42)
Meals and Entertainment	\$ 500.00	\$ -	\$ 436.17	\$ 63.83
	\$ 125,440.00	\$ 5,954.15	\$ 94,472.81	\$ 30,967.19

Administrative Director's Report

Submitted by Marina Arbetman Rabinowitz:

This year, I have had the opportunity to become informed about IMH, IMH in the State, and the position that NMAIMH has played in the past and the possibilities for the future. I have met with many organizations and with many stakeholders from the public and private sector. I have been given advice from them and I have bounced ideas about the future. This is a list – in no way comprehensive- of what I see as the most relevant strengths, weaknesses, opportunities and challenges (SWOTs). The SWOT is always a good kick start for developing an action plan

Strengths

- There is a general agreement among NM stakeholders about the need for some kind of IMH Endorsement statewide
- Some Board members are highly regarded as professionals in the IMH community
- NMAIMH is an objective voice among stakeholders
- Access to a nationally recognized trademark from Michigan, also adopted by almost half of the States in USA

Weaknesses

- NMAIMH has a reputation statewide of not having delivered in the past few years and of not having been “at the table”.
- NMAIMH does not have the internal capacity to deliver on what is stated on grants awarded.
- NMAIMH’s board is uninformed on the requirements from AIMH-MI.
- There is not a unified voice on the Board and this results in delays, misunderstandings and difficulties to move forward.
- Belonging to the group is more important than fulfilling the goals of the Association, including fiduciary responsibility
- NMAIMH does not have a cadre of volunteers - not even among the board
- Operational efficiency is diminished by lack of communication, transparency and misallocated responsibilities
- Outdated and difficult to navigate website
- Board meetings function as committee/task force discussions. Less board meeting and more committee/task force work would expedite the decision making process at board meetings
- NMAIMH has had several strategic and tactical plans in writing in the past but the jump to action is spotty at best.
- Unwillingness to focus on trends, and evidence based results

Opportunities

- There is a large untapped potential market but the information about NMAIMH is not out in the community. The AD with the EC or a Board member (teams) need to make presentations often and throughout the state, at a rate of 4 a month for 6 months and then 2 a month.
- The State of NM has resources from government and private sources to fund individuals and organizations that want their staff to be endorsed, but the flow of state money will taper down in the next two years
- There is also a large untapped market for membership but the potential members have to feel that it is in their interest to belong.
- NMAIMH can become a “player” again if it stays in the public eye and continues attending as many meetings as possible and interacting with stakeholders to build trust and find common projects

- In the last few years many IMH has become part of many private and government institutions, therefore the possibility of collaboration has increased
- EC position is open, hiring an energetic EC that can pair up with different board members for different activities to be often out in the community

Threats

- NMAIMH does not have the internal capacity to deliver and self-sustain with Endorsement.
- Staff and board work in silos
- NMAIMH does not have the flexibility to adapt to the cultural and historical profile of the State as well as investing and responding to the needs of NM
- The Endorsement process seems to be cumbersome, intimidating and capricious. A systemic overhaul of the process could be easily implemented
- The Board would benefit from more teamwork (e.g. Taskforces), trust and keeping in mind the goals of NMAIMH. Non Profit organizations are always at risk of not overlapping personal and institutional goals, paralyzing the organization
- Organizations and Institutions that work around the issue of IMH have sprouted and flourished in NM in the past 8 years, creating competition for the resources and activities to offer (e.g. training)

NMAIMH Executive Committee Report

No Report at this time

NMAIMH Nominating Committee Report

The Ballot for the 2016 Board Election was sent to Members on December 1st. Members have until December 15th to cast their votes. The Board voted by email on November 30th to add Brian Reeves to the Ballot.

NMAIMH Training Committee Report

Submitted by Courtney Lewis:

We have not meet for the Month of November but have coordinated the following:

The speaker for the annual meeting will be Jeanne Du Rivage, an OT out of Santa Fe, who will speak to working with the traumatized 0-3 population's sensory processing and somatic memory.

We have to vote on spending 300\$ for catering for Friday morning board meeting with new directors (breakfast nosh) , lunch on Friday for all annual meeting attendees, board "look back on 2015" on Friday evening (wine and sweets) and meeting on Saturday orientation (breakfast nosh and lunch).

As soon as Jeanne gets me her bio an announcement will go out. We have reserved the United Way room for the Friday board meeting and annual meeting. The Friday evening "look back" and orientation will take place at Small Steps Child Counseling, 707 Broadway Blvd., Suite 103, Albuquerque, NM 87102.

Diana is ordering all plaques to be made for outgoing board members and contractors.

Courtney will be compiling the agenda for the meetings and Jacqui Van Horn will be presenting on NMAIMH board history and educating us in the process of endorsement at the orientation.

NMAIMH Membership Committee Report

Submitted by Wendy Sager-Evanson:

A newsletter was produced and sent out before the training in Sept. A few board members sent feedback-that's all, so, essentially do not know where the NMAIMH membership is at as far as participation in the organization. From the annual meetings, we see dedicated people in the field, and certainly see progress in IMH in service-providing, awareness and potential policy making (especially regarding trauma informed care and reflective supervision. Organizationally, do not have a sense of a membership "energy".

My term on the board is up in Dec. and I will not be seeking re-election. As far as "membership committee," I really don't know what to suggest. The greatest achievement has been the introduction of agency category; it has aligned with funding and service-providing so well and raised our revenue and connections. We must thank Mary Lou Mendhenhall for this.

Personally, I had hoped for a greater sense of community in membership, and still hope that the organization can provide this or some hub of communication for the many communities actively working in the best interests of infants and families and the lay and professional people involved in positive change from day to day economics, lifestyle and care-giving to treatment.

I have learned a lot working on this board, and it has been a "home" to link to for inspiration and development. We are really making progress in my local community, our center has opened and I want to especially thank Pamela Segel for stepping up to support IMH and community development on the ground. And hope you will come back!

I will not be able to attend the December meeting; I will be away at the zero-three conference. A great opportunity provided by Brindle Foundation.

I see a big gap in somatic practices as part of the IMH "world"-- it is surprising to me given the kinesthetic nature of babies and relationship. I will be focusing on this aspect of IMH - prenatally & 0-5, along with music & play

I look forward to seeing everyone again, and keeping in touch.

NMAIMH Endorsement Committee Report

Submitted by Inez Ingle:

The Endorsement Committee met on 11/11/15 to continue the discussion on options following Pam Segel's resignation as Endorsement Coordinator effective on 12/18/15. We discussed the options of an endorsement coordinator from another state (Mary Warren from Arizona may be interested) as well as an instate person, possibly a Level 2 since four had shown some interest in the position. Each option has some drawbacks with an out-of-state person necessitating an assistant from instate (and clarification needed about job duties); a Level 2 cannot organize and proctor the exams, so another person would be needed to do that. After much discussion, the committee recommends that an instate person is preferable; the out-of-state responsibilities need to be clarified; regardless, we need a clear job description and recruitment process. Inez will follow up with the interested in state parties.

The committee continues to recommend that the advisor/reviewers continue to advise only their present advisees and that applications and portfolio reviews be placed on hold until an Endorsement Coordinator is fully installed. For new Endorsement Coordinators, staff from Michigan is available to help with the training.

Inez emailed all four interested parties requesting phone contact if still interested. Two responded, one not interested and the other very interested. Inez will get back to this person after the Board makes its recommendation and shares an application process.

Submitted by Pam Segel:

New Applications	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Level 1			1		3		1	2*	4		
Level 2		4	4				3	1*			
Level 3	1			1	2	2		3**		1	
Level 4							1				

*No payment submitted

**Applicant applying at incorrect Level.

Newly Endorsed (corrected 12/22)	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov
Level 1			1			1					
Level 2				2		1		2			
Level 3				4							8
Level 4											

NMAIMH Fund Development Committee Report

No Report at this time

OLD BUSINESS

Report on Alliance/League Retreat

Submitted by Inez Ingle

On 11/9/15 Inez and Courtney joined the afternoon Endorsement Meeting to catch up on information related to the endorsement process we share with Michigan (and 20 other states!). The most important information shared (but not yet finalized) was: 1) a webinar to review the EASy process is being worked on and 2) an updated 'Endorsement Policy Manual' will be ready soon for distribution. We also learned about their 'wish list' for some changes to EASy.

Both evenings were spent in renewing/making new relationships with festive dinners – on Sunday at the retreat center and on Monday at Mary Warren's home.

Reflection/reflective capacity are always important issues addressed at these retreats. On Sunday evening (after our festive dinner) we were led by Shelley Mayse in a creative activity in groups of 2 or 3 making creations and...using (stimulating) our right brain intuitions. Shelly does some kind of activity like this each year to help us explore/experience the part of reflective practice that is more intuitive and less academic.

On Monday were really focused on reflective practice watching two of our colleagues in a reflective supervision session...in real time. What stood out for me observing this was how very important the concept of ‘use of self ‘is and how powerful a strategy it can be. The session was followed by a discussion of what the participants felt/observed and then what the rest of us felt and observed. That afternoon we reviewed, again, the “Reflective Interaction Observation Scale” being developed at the University of Minnesota Center for Early Education and Development (CEED). Following this presentation, which has been part of the retreat for several years, several other ways of looking at reflective supervision were presented.

On the last day, several presentations were made from a more political perspective – how, in several different states, members of IMH associations were influencing the political structures of their states in order to address the needs of babies and their families. The importance of relationship and reflection are the driving force in this area. The day ended with closing remarks from Debbie Weatherston.

The focus of these retreats is aimed at the essential components of Infant Mental Health – relationship and reflective practice as the supportive underpinnings for endorsement (the EASy process).

***Report on Alliance Partners Planning Board Meeting at the Annual Alliance Retreat Nov 8-10, 2015
Submitted by Joy Browne***

The following additional documents were submitted to the Board:

- The 2015 Alliance Activity Summary
- The Alliance/League of States Challenges and Barriers 2015

Also see:

- The “Infant Mental Health Workforce: Key to Promoting the Healthy Social and Emotional Development of Children” published by the Child Health and Development Institute of Connecticut - which can be found at: www.chdi.org

The Alliance Partners Planning Board meeting met from 10 am to 2 pm at the Franciscan Renewal Center. Representatives from all Partners were in attendance either physically or on the telephone. I will forward minutes from the meeting when they are available, but the main topics discussed were

- Introduction of the new coordinator exclusively for the Alliance work: Faith Eidson.
- Finances
- By-laws which are not available at this time—still with the lawyers
- Proposed “partners” from outside the Alliance (e.g. Zero to Three, Universities, etc.). No decision was made.
- Tag line is “Supporting Relationships birth through five”
- Discussion of Alliance logo. None of the proposed logos was accepted.
- Meeting dates for 2016
- Stakeholders’ priorities were discussed at length. They included
 - Expansion of Endorsement criteria to the 3-5 year age range for those working with that population. Task force will be assigned to work on this expansion. It is important to note that the Competencies are appropriate 0-5, but the Endorsement is not yet expanded to include 3-5 years.
 - Quality assurance for endorsed individuals including many aspects of the endorsement (i.e. advisors, exam proctors, new exam questions, etc.). It is important to note that MI-AIMH still holds the rights to the competencies and endorsement but the Alliance will be assuring quality.

- Workforce impact research
- A Reflective Supervision Institute tentatively to be held in August of 2016.

Other key components of the retreat were intertwined in the Alliance work and will be reported on by Courtney and Inez. They include more on reflective supervision, the RIOS research and policy development.