

NMAIMH Board of Directors Meeting

Minutes – March 2, 2016

Approved as Written 4/6/2016

NAME	Present (in person)	Present (phone)	Not Available	NAME	Present (in person)	Present (phone)	Not Available
Directors:							
Brian Reeves	✓			Members Present:			
Carolyn Newman		✓		Katrina Diaz-Castillo Endorsement Coor	✓		
Courtney Lewis	✓			Joy Browne	✓		
Diana Edwards		✓		Gloria Radoslovich (CDD)	✓		
Gary Atias		✓					
Inez Ingle	✓						
Jonetta Martinez-Pacias		✓		Guests:			
Liz Martinez	✓			Connie Compton (Admin Asst)	✓		
Robin A. Wells		✓		Misty Stacy (Bookkeeper)		✓	
Rose Cavalcante		✓					
Ruth Ortiz		✓					

1. A quorum being present, the meeting was called to order at 1:05 pm by Courtney Lewis, President.
2. Introductions were made.
3. There was one change to the Agenda. Item #9, change next meeting date from March 2, 2016 to April 6, 2016.
4. The Board reviewed the draft minutes of the February 3, 2016 meeting. There were no changes suggested.

Upon motion duly made (by Liz Martinez), seconded (by Inez Ingle), and unanimously carried, the minutes of the February 3, 2016 meeting, as written, were APPROVED.

5. Treasurer’s Report:

Misty Stacy, Bookkeeper, reviewed the financial statements for February with the Board (copies of which are included in the Agenda attached hereto and made a part of these minutes).

Upon motion duly made (by Robin Wells), seconded (by Diana Edwards), and unanimously carried, the Financial Statements for February 2016 were ACCEPTED.

Brian Reeves, Treasurer, offered suggested changes to the 2016 Budget. Discussion ensued.

Upon motion duly made (by Inez Ingle), seconded (by Robin Wells), and unanimously carried, the following changes to the 2016 Budget: add \$300 to Miscellaneous; add \$800 to office supplies; and add a line item entitled Reserve Fund, were APPROVED

6. Report on Alliance for the Advancement of Infant Mental Health

Joy Browne thanked the Board for voting in favor of the By-Laws for the Alliance (an email vote of the NMAIMH Board was conducted Feb 15-17). She noted that the next order of business will be to appoint a nominating committee for Board positions. The Alliance Board will consist of representatives from the Founding Partners, which includes NMAIMH. Half of the Board will serve a one-year term and half will serve a two-year term at first. Joy also noted that there are currently 23 members of the Alliance, of which 7 are Founding Members. There will be two classes of shareholders – Class A will consist of Organizations that provide Endorsement and will have voting rights. Class B will consist of affiliated organizations and will not have voting rights. Joy also noted that there will be no member dues for belonging to the Alliance. She suggested that the Board visit the website which is linked through the MI-AIMH website.

7. Old Business:

a. Standing Committees:

i. Executive Committee:

Courtney Lewis reviewed the information contained in the Executive Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). Courtney also noted that she and Brian Reeves will be meeting with Kim Straus from the Brindle Association later this week.

ii. Nominating Committee:

Carolyn Newman reviewed the information contained in the Nominating Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). She noted that she has not yet heard back from the applicant mentioned in her report. The Board discussed the feasibility of adding new directors during the year. It was noted that, unless the Board is near or below the minimum requirement for directors, it is better for applicants to be included in the ballot and elected at the end of the year so that they have the benefit of attending the Orientation meeting in January. Accordingly, it was agreed that it would be best for the Nominating Committee to begin active recruitment in the summer months in order to submit the slate of nominees for Board approval in November, and inclusion on the Ballot in December.

b. Special Committees:

i. Training Committee

Liz Martinez 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 noted that the Committee would like to offer 4 trainings throughout the year. One training was held in January on the date of the Annual meeting. The Committee is interested in offering regional trainings at no charge, working collaboratively with the Endorsement Committee, as well as one “for profit” training during the year.

Membership Committee

Gary Atias reviewed the information contained in the Membership Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). The Board discussed suggested steps to implement the Committee’s recommendations. The Fund Development Committee will also consider measures to raise seed money at its next meeting.

- ii. 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). Courtney asked Inez to work with the Committee in devising questions for Advisors to ask Advisees for the purpose of evaluating and improving the endorsement process.
- iii. Fund Development Committee
Brian Reeves reviewed the information contained in the Fund Development Committee Report (a copy of which is included in the Agenda attached hereto and made a part of these minutes). He noted that a copy of the NMAIMH 2015 Annual Report was sent to Brindle to satisfy the year-end report due in February.
- iv. Website Committee
No Report at this time.

8. Other Old Business:

- i. Committee Meeting Schedule –Committee Chairs was asked to update information on meeting schedules and committee members.

9. New Business:

- a. Delegation of Meetings: Robin Wells has put together a list of other organization’s committee meetings that NMAIMH Board members should attend. Courtney asked that each director review the list and choose at least one organization and attend the committee meetings. Robin also asked the directors to add any other organizations they believe should be on the list.
- b. Contract Detail Manager: Courtney Lewis advised that this item would be addressed by the Executive Committee at its next meeting.
- c. Endorsement Coordinator-need for more training from Michigan: Katrina Diaz-Castillo advised that she has another meeting set up next week with Nicole from Michigan and will know at that point if she will require further training.
- d. Two new Reflective Consultants in Las Cruces: Courtney Lewis asked the Board to consider the applications of two Endorsed individuals who wish to contract with NMAIMH under the Region IX grant to provide reflective consultation in Las Cruces. Both individuals already have active R/C groups going. The Board will review the applications and an email vote will be taken later in the week.
- e. New Reflective Consultation Group in Alamogordo: Courtney Lewis advised the Board that Angel Toyota-Sharpe will be starting an R/C group in Alamogordo. Angel is already under contract with NMAIMH to provide reflective consultation.
- f. PowerPoint edit for promotion: TABLED
- g. Announcements: Carolyn Newman reminded the Board that the NMAYEC conference is this week. Robin Wells volunteered to work with Carolyn at the NMAIMH Table and distribute brochures and information.

10. The Board confirmed the next regularly scheduled meeting will be held on April 6, 2016

11. There being no further business, the meeting adjourned at 3:06 pm.

Respectfully submitted by Connie Compton, Administrative Assistant

Board of Directors Meeting Agenda

March 2, 2016

1:00 – 3:00 pm

630 Manzano St. NE, Albuquerque, NM 87110

Conference Call Number: 1-641-715-3580

Meeting Code: 422680

1. Call to order
2. Introductions
3. Review Agenda – Changes/Additions
4. Review/Accept previous BOD & Annual Meeting minutes
5. Treasurer’s Report
 - Discussion of Proposed alterations to the Annual Budget
 - Discussion of Board Member per diem rates
 - Discussion of need for Verizon cell phone
6. Report on Alliance for the Advancement of Infant Mental Health
7. Old Business (Please keep committee reports brief and refer to your written reports):
 - a. Standing committee Reports
 - i. Executive Committee
 - Brindle Grant Discussion/Brindle Grant Payment Procedures
 - ii. Nominating Committee
 - b. Special Committee Reports
 - i. Training Committee
 - Divide NM into 4 Regions
 - Training for 2nd Quarter of year?
 - ii. Membership Committee
 - iii. Endorsement Committee
 - Advisor Questions for Advisees
 - iv. Fund Development Committee
 - v. Website Committee
 - c. Other Old Business:
 - i. Committee Meeting Schedules: Partial Schedule attached - confirm and/or update information
8. New Business:
 - a. Delegation of Meetings
 - b. Contract Detail Manager
 - c. Endorsement Coordinator – Extra training by MIAIMH needed?
 - d. Two new Reflective Consultants in Las Cruces
 - e. New Reflective Consultation Group Alamogordo
 - f. PowerPoint edit for promotion?
 - g. Announcements
9. Confirm next meeting (April 6, 2016)
10. Adjourn

NMAIMH Treasurer's Report

Former Board member signers on the US Bank checking account were removed and the following members were added: Courtney Lewis (President-retained), Brian Reeves (Treasurer-new), Liz Martinez (Assistant Treasurer-new) and Jonetta Martinez-Pacias (Secretary-new). A new debit card was obtained and will be retained by the Treasurer for Association purchases. The Treasurer and Bookkeeper met to begin outlining and coordinating financial duties and to recommend a few clarifications and alterations to the annual budget.

Submitted by Brian Reeves, Treasurer

FINANCIAL STATEMENTS FOR FEBRUARY 2016:

New Mexico Association for Infant Mental Health BALANCE SHEET As of February 26, 2016		New Mexico Association for Infant Mental Health PROFIT & LOSS February 1 - 26, 2016	
		Feb 1 - 26, 16	
ASSETS		Ordinary Income/Expense	
Current Assets		Income	
Checking/Savings			
001 · NMAIMH			
002 · Restricted		0001 · Membership	750.00
003 · Unrestricted		0002 · Endorsement Fees	270.00
	5,000.00	0003 · Donations	25.20
	25,826.28	0004 · Amazon Smile Foundation	6.17
	Total 001 · NMAIMH	Total Income	1,051.37
	004 · Paypal	Gross Profit	1,051.37
	1,924.96	Expense	
	Total Checking/Savings	5000 · Bank Service Charges	3.95
	32,751.24	5001 · Paypal fees	20.17
	Total Current Assets	5004 · Professional Fees	688.00
	32,751.24	5005 · Telecommunications Expense	36.56
TOTAL ASSETS	32,751.24	5006 · Travel Expense	996.38
LIABILITIES & EQUITY		5008 · Training Expenses	200.00
Equity		5009 · Reflective Consultation	300.00
32000 · Unrestricted Net Assets		5011 · Endorsement Coordinator Profess	2,745.00
44,300.69		5014 · Miscellaneous	150.06
Net Income		5016 · Computer and Internet Expenses	495.00
-11,549.45		5017 · Office Supplies	531.71
Total Equity		5018 · Meals and Entertainment	100.00
32,751.24		5021 · Administrative Coordinator Prof	1,356.52
TOTAL LIABILITIES & EQUITY	32,751.24	Total Expense	7,623.35
		Net Ordinary Income	-6,571.98
		Net Income	-6,571.98

**New Mexico Association for Infant Mental Health
INCOME AND EXPENDITURE REPORT
as of February 26, 2016**

INCOME	APPROVED BUDGET	CURRENT MONTH	YEAR TO DATE	VARIANCE
Region IX FY 2015-2016	\$40,242	\$ -	\$ -	\$ 40,241.67
Region IX FY 2016-2017	\$25,000	\$ -	\$ -	\$ 25,000.00
Brindle Grant	\$ -	\$ -	\$ -	\$ -
Membership	\$6,000	\$ 750.00	\$ 1,335.00	\$ 4,665.00
Endorsement	\$6,000	\$ 270.00	\$ 960.00	\$ 5,040.00
Training Fees	\$6,000	\$ -	\$ -	\$ 6,000.00
Amazon Smile	\$0	\$ 6.17	\$ 6.17	\$ (6.17)
Donations	\$ -	\$ 25.20	\$ 80.20	\$ (80.20)
Checking-January 1, 2016	\$44,304.64	0.00	0.00	44,304.64
	\$ 127,546.31	\$ 1,051.37	\$ 2,381.37	\$ 125,164.94
ACCOUNT DESCRIPTION	APPROVED BUDGET	CURRENT BILLING	EXPENDED YTD	BUDGET BALANCE
Bank and PayPal Fees	\$ 350.00	\$ 24.12	\$ 33.97	\$ 316.03
Insurance	\$ 1,105.00	\$ -	\$ -	\$ 1,105.00
Licensing and Permits	\$ 135.00	\$ -	\$ -	\$ 135.00
Legal and Accounting	\$ 7,500.00	\$ 688.00	\$ 1,760.06	\$ 5,739.94
Telecommunications	\$ 600.00	\$ 36.56	\$ 82.99	\$ 517.01
Board and Travel Expense	\$ 3,525.00	\$ 996.38	\$ 996.38	\$ 2,528.62
Marketing and Advertising	\$ 300.00	\$ -	\$ -	\$ 300.00
Training Expenses	\$ 2,000.00	\$ 200.00	\$ 200.00	\$ 1,800.00
RC Contract Services	\$ 18,720.00	\$ 300.00	\$ 1,125.00	\$ 17,595.00
RC Coordination	\$ 840.00	\$ -	\$ 280.00	\$ 560.00
Endorsement Coordinator	\$ 46,800.00	\$ 2,745.00	\$ 4,285.00	\$ 42,515.00
Endorsement Advisor	\$ 500.00	\$ -	\$ -	\$ 500.00
Administrative Director	\$ -	\$ -	\$ 693.00	\$ (693.00)
Miscellaneous	\$ 100.00	\$ 150.06	\$ 176.06	\$ (76.06)
Computer and Internet	\$ 1,500.00	\$ 495.00	\$ 990.00	\$ 510.00
Office Supplies	\$ 1,225.00	\$ 531.71	\$ 531.71	\$ 693.29
Meals and Entertainment	\$ 500.00	\$ 100.00	\$ 100.00	\$ 400.00
Administrative Contract Services	\$ 16,770.00	\$ 1,356.52	\$ 2,678.52	\$ 14,091.48
Alliance Costs	\$ 2,250.00	\$ -	\$ -	\$ 2,250.00
Exam Manager	\$ 1,800.00	\$ -	\$ -	\$ 1,800.00
	\$ 106,520.00	\$ 7,623.35	\$ 13,932.69	\$ 92,587.31

NMAIMH Report on Alliance for the Advancement of Infant Mental Health

No Report at this time

NMAIMH Executive Committee Report

On Wednesday, Feb 24th, Courtney Lewis requested that the board vote on contracting with Mary Hokom as our Endorsement Exam Coordinator, as was recommended by the Endorsement Committee. The motion was made by Inez Ingle and seconded by Robin Wells. The board voted unanimously for Mary Hokom to be contracted as our EEC. Courtney sent Mary the EEC contract on Thursday Feb 25th.

The Executive committee met on Feb 26. We reviewed the following contracts: The FY 15/16 SOW managed by Region 9; Endorsement Coordinator contract; the EEC contract; and the proposed FY17/18 SOW contract with CYFD. Liz Martinez proposed that we have one contract manager to oversee the details of each contract. The Executive Committee also discussed the training committee's focus on trainings.

Submitted by Courtney Lewis, Treasurer

NMAIMH Nominating Committee Report

The Nominating Committee met briefly and discussed the current vacancies on the board. We will be forwarding a nomination for Dr. Emily Williams who is a professor of special education, currently doing a post-doctorate program with New Mexico State University focused on "early development and the identification of autism." Her knowledge and skills should be a welcomed asset to the board.

Submitted by Carolyn Newman, Chair

NMAIMH Training Committee Report

The Training Committee met on February 22, 2016 at 9am

Members Present: Liz Martin (Chair), Robin A. Wells

Members Absent: Diana Edwards

1. Brief history of the training committee – Discussion of what has been known the last three years; Original history unknown by committee members
2. Review of NMAIMH Membership 2016 List:
 - Membership Prevalence by Location:

Location	# of NMAIMH Members
Albuquerque	49
Silver City	36
Las Cruces	28
Espanola	24
Santa Fe	12
Texas	1
18 additional locations throughout the state with the number of members ranging from 1-4 per location.	25
Total Number of NMAIMH Members 2016	175

- IMH Endorsement of Members:

IMH Endorsement Level	# of NMAIMH Members Endorsed per level
Level 1	10
Level 2	9
Level 3	28
Level 4	12
Total Number of NMAIMH Members who have IMH Endorsement	60

3. Discuss how we can interface as a team and get work done in between meetings –Tabled until March 21, 2016 meeting (9-10 am)
4. Set 2016 goals and objectives for the committee –
 - **Goal 1:** NMAIMH Training Committee will ensure that 4 trainings are offered throughout the state in 2016.
 - **Objective 1:** Training Committee will seek clarity from NMAIMH Board about the focus of planned trainings (such as: generate revenue for NMAIMH, for public awareness, build a network of IMH providers, community outreach, professional development within the IMH competencies, create a common agenda for IMH, etc.)
 - **Objective 2:** Training Committee will propose map of NM Regions for Board to consider for approval
 - **Objective 3:** To ensure that at least one member of the Training Committee will be present at each NMAIMH training in 2016
 - **Objective 4:** To publish and market the schedule of 2016 NMAIMH Trainings
 - **Goal 2:** NMAIMH Training Committee will develop a framework of which trainings will be offered by the NMAIMH in 2016.
 - **Objective 1:** to work collaboratively with the Endorsement Committee to identify gaps or untapped professional development in IMH competencies.
 - **Objective 2:** to work collaboratively with the Endorsement Committee to identify the IMH Endorsement Level focus for 2016
 - **Objective 3:** to reference existing curriculum in the process of developing a training framework, such as the GRADS curriculum and the NM Infant Mental Health Certificate
 - **Objective 4:** to clarify relationship and linkage between NMAIMH trainings and other IMH trainings that are offered so to avoid duplication and competition
5. Decide on 3 possible NM regional maps to propose to the NMAIMH Tabled until March 21, 2016 meeting (9-10 am)
6. Discuss questions and recommendations for the Board, such as do we charge participants to attend training?
 - Shall we charge participants to attend NMAIMH trainings?
 - Shall we plan for training efforts to be concentrated (and offer the same training at each location to create a common agenda) or to have variety (and individualize the training based on the region)?
 - Recommendations: Request for the Endorsement Committee to identify: 1) gaps or untapped professional opportunities within IMH competencies, based on recent portfolio reviews; and 2) IMH endorsement level to focus on in 2016.
7. Set a standing meeting schedule and frequency – Tentative schedule set through June, 2016. Dates of upcoming meetings are
 - Monday, March 21st – Conference Call at 9:00-10:00 am
 - Monday, April 25th – Conference Call at 9:00-10:00 am

Monday, May 23rd – Conference Call at 9:00-10:00 am
Monday, June 27th – Conference Call at 9:00-11:00 am

Submitted by Liz Martinez, Chair

NMAIMH Membership Committee Report

The Membership Committee now consists of Board Members Gary Atias (Chair), Jonetta Martinez-Pacias, Ruth Ortiz and NMAIMH member Jessica Ventura-Ewing. We have yet to find a common time for phone conferences so we have been conducting business through e-mails. We hope to have a phone conference sometime in March.

We agreed to work on the following items during the next six months:

- 1) NMAIMH quarterly Newsletter. Our preference is to mail out paper copies instead of e-mails if we can afford it. We hope NMAIMH does create districts eventually so “District-Reports” can be a prominent feature. The Newsletter also might contain State & National relevant news, future trainings, recognition of people recently endorsed, and perhaps a message from the President. Please let me know if others come up with additional ideas.
- 2) An official NMAIMH Membership Card to be sent out each year to renewing members. This would have basic info, the year membership started, expiration date, and any endorsement.
- 3) An official NMAIMH Membership Certificate suitable for framing. This and the membership card would be mailed out together every year or when a new person joins.

We understand nothing was budgeted for these endeavors but perhaps we can use some of the Brindle money or do some fundraising.

Respectfully submitted by Gary Atias

NMAIMH Endorsement Committee Report

The Endorsement Committee met as scheduled on 2/17/16 with all participants present (including our new EC, Katrina) with the exception of Angel. We are meeting monthly through March to support the EC in her new Job. In March, we will decide on what is the best schedule for this committee. At this meeting we covered the following issues:

- Reviewed the job of Reflective Consultation coordination which will be taken over from Mary Hokum by Katrina. The committee questions whether there needs to be a clarification concerning the definition of ‘in the endorsement process’ so that those receiving RC supported by CYFD are in fact on track in the endorsement process. Katrina will be following up with both Mary and Courtney.
- Website correction/additions – Jacqui graciously has committed to do edits currently needed and Inez and Katrina will follow up with Michigan concerning changes and the implementation of ‘new rules’ getting back to the Committee with decisions which may need committee or Board consideration. Jacqui will then work with Robin Wells to make changes on the website. In addition Katrina and Jacqui will work on a way to make the Resource Directory more easily kept updated.
- The Committee reviewed information on the applicant for the Endorsement Exam Coordinator position (Mary Hokum) and Inez will recommend to Courtney that we are in strong support of Mary and that the Board should offer her the position.
- Finally, we discussed the interest of two endorsed NMAIMH members who are interested in becoming members of this committee. Inez will follow up in hopes that they might be available for our March meeting!

- Due to time constraints, Pam will be updating us on the “Training-of-Trainers” (for exam reviewers) training happening during the summer in Michigan.

Submitted by Inez Ingle, Chair

NMAIMH Fund Development Committee Report

The FD Committee met and set monthly meetings to occur on the first Friday of each month. During the February meeting the Committee developed the Annual Report for Brindle Foundation. This report was submitted to Brindle.

Submitted by Brian Reeves, Chair

NMAIMH Website Committee Report

No Report at this time
