

**Approved**

**September 29, 2009**

NAMI Texas Board Meeting

August 18, 2009

Conference call

The monthly meeting of the Board of Directors of NAMI Texas was held as scheduled. Patti Haynes opened the meeting at 7:03 p.m.

**Attendance:**

**Directors present:** Patti Haynes, Karen Garber, Paula Hendrix, Eric Willard, Sharon DeBlanc, Andrea Hazlitt, David Gibson, John Dornheim, Basil Casteleyn, Jr., Jane Harmon, Elvia Ruelas, Jerry Parker, Jody Schulz

**Directors absent (excused):** Nancy Speck

**Ex-officio members present:** Andy Gibson, Jackie Shannon

**Ex-officio members absent:** Cliff McGlotten, Donna Fisher (past president), Maurice Dutton

**Staff present:** Robin Peyson

**Quorum:**

Patti Haynes noted that a quorum was present and the meeting was opened for business.

**Action Item: Approval of Agenda for today's meeting:**

Elvia Ruelas moved to accept the Agenda as amended. Second was made by Sharon DeBlanc. It was unanimously **Resolved** to approve the agenda as amended.

Patti Haynes asked if anyone had a conflict of interest with any item on the agenda. None were noted.

**Action Item: Approval of Minutes**

Eric Willard moved to accept the minutes as submitted. Second was made by Andrea Hazlitt. It was unanimously **Resolved** to approve minutes as corrected.

**Executive Director's Report:**

Robin Peyson encouraged anyone with questions or suggestions regarding her report to give her a call. She then reviewed her submitted report. Robin had contacted Katrina Gay with NAMI National for guidance and suggestions regarding an incident that had occurred in San Antonio regarding post partum depression. Eric Willard stated that the illness should be corrected from post partum depression to post partum psychosis.

**Action Item:** After a discussion with Karen Garber regarding a different incident, Robin suggested Patti Haynes send our written policy on endorsing any products to all NAMI Texas

affiliate presidents. All affiliates will be encouraged to read the policy before presentations by guest speakers who might endorse a particular medication or product.

Robin is still working with Texan's Care. She reported that she had met with Vonzo Tolbert with the Texas Juvenile Probation Department. He suggested that she meet with Dee Wilson for possible collaboration. She had also met with Dr. David Lakey of DSHS and Rick Ybarra from the Hogg Foundation to discuss preparing for the changing demographics in Texas.

Robin reviewed education trainings that had occurred. She then reviewed updates on proposals and grants. She continues to work on adding sponsors for the annual conference.

Robin discussed her decision not to renew the contract for Deborah Rose, Director of NAMI Texas Education Programs. This position was combined with Lisa Moore's position as Director of NAMI National Education Programs and is now fully funded under the DSHS grant.

The first Steering Committee for Via Hope met yesterday and went very well.

**Action Item:** Dates, times, conference program topics and the current newsletter will be posted on the NAMI Texas website.

**Action Item: Finances:**

Basil Casteleyn, Jr., reported that he had been working with Robin and Kristalle to continue modifying the financial statements into a more concise form. He then reviewed the Treasurer's Report which included the Balance Sheet, Income Statement, Statement of Cash Flows, Statement of Activities, and Quick Liquidity Analysis. Basil reviewed the Audit company selection and process. **Action Item:** After discussion, Andrea Hazlitt moved to give authority to the Audit Committee to finalize the contract after further discussion between all committee members. Basil Casteleyn, Jr., seconded. It was unanimously **Resolved** to authorize the Audit Committee to finalize the Audit contract FY2010.

Basil recommended that the monthly meeting for the Board of Directors be changed to the last week of each month for more accurate financial statements. Patti Haynes will add this to New Business.

Sharon DeBlance made a motion to accept the financial report as given. John Dornheim seconded. It was unanimously **Resolved** to accept the report as given.

**Old Business:**

**2009-2010 Budget:**

Robin Peyson reviewed the Draft Budget FY 2010. Money for the NAMI Texas Board President to travel to Austin, travel money for the Executive Director to visit affiliates, and money for webexone has been added per discussion at the July board meeting. Discussion was held on the effectiveness of E-tapestry software. This issue will be revisited in December. Karen Garber moved to accept the Draft Budget as proposed. Second was made by Basil Casteleyn, Jr. It was unanimously **Resolved** to accept the draft.

**In-Kind Gift Policy:**

**Action Item:** Eric Willard made a motion to accept the new In-Kind Gift Policy as submitted by Basil Casteleyn, Jr., with the following amendments: the new policy will supersede any current policies that will conflict with this gift policy, the Inc., will be deleted from NAMI Texas, and the

policy will be added as 16.3.7 in the manual. Elvia Ruelas made a second. It was unanimously **Resolved** to accept the In-Kind Policy as amended.

**Action Item:** Patti Haynes reviewed all open items. A review of all open items is listed at the end of the minutes.

### **New Business:**

#### **Action Item: Approval of Committee Appointments:**

Sharon DeBlanc made a motion to approve the following committee appointments by President, Patti Hayes. Second was made by Eric Willard. It was unanimously **Resolved** to approve the appointments.

**Consumer Networking Committee:** Camara Watson, Niki Prysock, Linda Smith, Alice Clark, Jessie Zavala, Nancy Weaver, Amy Prause

**Education Committee:** Dorothy Horne, Judy Gillentine, Deborah Rose

**Conference Planning Committee:** Margaret Mckoin

Patti Haynes appointed Board members Jane Harmon to the Election Committee and Andrea Hazlitt to the Fund Raising Committee.

#### **Action Item: Change date of September Board Meeting:**

John Dornheim made a motion to change the September Board meeting to the last Tuesday in September. Second was made by Eric Willard. It was unanimously **Resolved** to change the date.

Sharon DeBlanc made a motion to move all future Board meetings to the last Tuesday of the month. Eric Willard made a second. After discussion, this motion was tabled until the October Board meeting.

### **Committee Reports:**

Patti Haynes asked for questions on submitted Committee Reports. None were noted.

#### **Conference Planning Committee:**

John Dornheim gave an update on conference plans. He will make a site visit on Friday. Committee is still looking for a Master of Ceremonies. Items are needed for the Silent Auction so that we will have a good variety. Each Board member is asked to furnish an item for the Silent Auction. Affiliates will be asked to donate a basket. John stressed that we need to try to have as many consumers as possible at the conference. Margaret Mckoin is doing the decorations for the Gala. **Action Item:** Information for gala tickets will be posted on the website and "gala dinner not included with registration" will be added to registration form. Consumers can apply for stipends of \$115.00 to cover registration. They will also receive lunch and two breakfasts. Rooms will be \$130 per night. **Action Item:** John will email picture of rooms to Board members.

### **Announcements:**

MIAW – Mental Illness Awareness Week is the first week of October

NAMI Texas Elections

Silent Auction

Quilt Raffle

On a call for the orders of the day, the meeting having exceeded the agenda's adjournment time by over forty-five minutes, the meeting adjourned.

**Open Action Item Review: the following items have not been closed:**

Action Item <tabled> Discussion for an Advisory Development Committee will be discussed at a future date, to be announced. (Development Director and Robin Peyson)

Action Item <ongoing>: Bylaws/Governance Committee – Process ongoing (Jackie is keeping a list of what needs to be on this year's ballot. She wants to keep this open)

Action Item <open>: Robin will send a copy of the Advantec employee handbook to the HR Committee by July 31. – Still pending

Action Item <open>: Robin Peyson and Patti Haynes will draft recommendations for affiliates to meet new IRS requirements. – Still pending – waiting for completion of NAMI Texas policies for 990.

Action Item <open> Robin will contact NAMI National and Joe Lovelace about this lawsuit and get an opinion of how we stand in law suit. – Still pending

Action Item <ongoing> Robin Peyson will include marketing strategies with when VFT Professional In-Service trainers are trained.

Action Item <open> The Finance Committee will consider making the Budget process flexible as compared to fixed and will make recommendations at our August meeting. – Still pending – Basil will develop a policy and present and present to the Executive Committee.

Action Item <open> The ad-hoc committee to review, update, and possibly put Board book information on CD or webexone will meet with Robin Peyson and final decisions should be completed by August 20. – Still pending

Action Item <open> The ad-hoc committee for strategic planning will report to the Board at the October Board meeting and make recommendations on the strategic plan FY 2009/2010. – Still pending

Action Item <open> The Finance Committee will develop a policy for accessing the line of credit which will have to be approved by the Board.

Action Item <open> Robin Peyson will email our limits of liability to the Board. – Still pending – will email tomorrow – August 19

Action Item <open> Patti Haynes will email NAMI Texas' policy on endorsing any medication or products to the Affiliate Presidents.

Action Item <open> Audit Committee will finalize contract for new company.

Action Item <open> Board will revisit discussion of effectiveness of E-Tapestry in December.

Action Item <open> Board will discuss changing all future Board meetings after September to the last week of the month at the October meeting.

Action Item <open> - Robin will be sure information for conference workshops and times will be posted to the NAMI Texas website. The statement “gala dinner is not included in the registration fee” will also be added.

Action Item <open> - John will email picture of rooms at hotel to Board members.