

Approved

August 18, 2009

NAMI Texas Board Meeting

July 25, 2009

Dallas, Texas

The monthly meeting of the Board of Directors of NAMI Texas was held as scheduled. Patti Haynes opened the meeting at 9:05 a.m.

Attendance:

Directors present: Patti Haynes, Karen Garber, Paula Hendrix, Eric Willard, Sharon DeBlanc, Andrea Hazlitt, David Gibson, John Dornheim

Directors absent (excused): Nancy Speck, Jerry Parker, Basil Casteleyn, Elvia Ruelas, Jane Harmon, Jody Schulz

Ex-officio members present: Andy Gibson

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

Staff present: Robin Peyson, Deborah Rose

Quorum:

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

Patti Haynes welcomed Andy Gibson as our new Consumer Council Representative.

A heartfelt thank you was given to NAMI Collin County and NAMI Dallas for the delicious meal they provided for Board members on Friday night. It was also a great opportunity for Board members to meet members of these two affiliates.

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

Sharon DeBlanc moved to accept the Agenda as amended. Second was made by John Dornheim. 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. Patti noted that she would excuse herself during the closed Executive Session.

Patti Haynes introduced Deborah Rose, our NAMI Texas Signature Programs Director.

Action Item: Approval of Minutes

Eric Willard moved to accept the minutes as corrected. Second was made by Sharon DeBlanc. It was unanimously **Resolved** to approve minutes as corrected.

Executive Director's Report:

Robin Peyson stated that NAMI Texas is moving forward to partner with local affiliates for local grants since with the current economic conditions; foundations are wanting to give locally. She attended the Texas Council on Mental Health and Mental Retardation's Annual Conference in Fort Worth. This was the first time someone from NAMI had been invited. She also met with Texan's Care for Children Executive Director and staff to discuss collaborating on advocacy training. She presented on Visions for Tomorrow at the Texas Parent to Parent Conference. Robin Peyson met with Sherri Gothart Barron about Great Minds Think Alike concerning our continuing agreement. She met with Larry Fricke and other stakeholders to discuss what and how we will be implementing a Certified Peer Specialist certification system in Texas. Robin attended the NAMI National annual Conference in San Francisco and presented a poster session on Great Minds Think alike. While at the conference she also met with Shire Pharmaceuticals which provided an opportunity to share with them information about the NAMI Texas educational programs VFT, VFT Professional In-Service, and Great Minds Think Alike.

Patti Haynes and Robin Peyson met with Cindy Patrick at the Meadows Foundation to discuss our grant activities to date and answer any questions. They are very satisfied with our performance. Robin has submitted a two year grant totaling \$25,000 to the Swett Foundation. She collaborated with the Spring Branch ISD and submitted a grant to the Hogg Foundation for GMTA, VFT and VFT Professional In-Service. The total grant is \$186,822. Of this amount, NAMI Texas would receive \$55,000 to support implementing the educational programs with the school district. The programs include GMTA, VFT, and VFT Professional In-service.

Robin Peyson reviewed her deposition in the law suit that the State of Texas is bringing against Janssen Pharmaceuticals. **Action Item:** John Dornheim moved to entrust Robin with contacting our insurance company to file a claim on legal fees and deposition. Eric Willard seconded. It was unanimously **Resolved** that Robin Peyson would contact the insurance company and file a claim. **Action Item:** Robin will contact NAMI National and Joe Lovelace about this lawsuit and get an opinion of how we stand in this law suit.

Robin completed the 2010 draft budget for presentation and completed the requested report on Visions for Tomorrow expenses and income.

Old Business:

The Board went into closed Executive Session and Patti Haynes recused herself.

The Board meeting was reopened for business. No action was taken during the closed Executive Session. As a result of the discussion in the closed Executive Session, Robin will schedule a conference call after her meeting with the Texas Juvenile Probation Services and will include marketing strategies when VFT Professional In-Service trainers are trained. **Action Item**

Patti Haynes amended the order of agenda since we were running behind. John Dornheim left the meeting to pick up lunch and Basil Casteleyn joined via telephone to maintain the board's quorum.

Action Item: Finances:

Via telephone, Basil Casteleyn reviewed the Treasurer's Report which included: YTD Income Statement, YTD Balance Sheet, YTD Statement of Cash Flow, MTD Income Statement, Liquidity Analysis, YTD Statement of Activities and the Grant Summary Chart. Basil emphasized that our financial picture is continually improving.

For the coming year's budget, Basil Casteleyn suggested collectively correcting the current cash position and making changes to our budget when new grant/s are received to reflect the income and expenses directly connected to the specific grant/s received. **Action Item:** The Finance Committee will consider making changes to the Budget process and will make recommendations at our August meeting.

Robin Peyson noted that we were waiting on \$16,000 in Accounts Receivable that was past due from Mental Health America on the Department of State Health Services grant. **Action Item:** Robin Peyson will check to see if MHA has received the money from DSHS and is just late paying us or if MHA has not received their money from DSHS.

David Gibson moved to accept the Financial Report as given. Karen Garber seconded. It was unanimously **Resolved** to accept the report.

Basil Casteleyn left the meeting at 11:20 a.m. No items requiring a vote were discussed until John Dornheim returned with lunch.

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

During lunch, Robin Peyson announced that a national company is interested in supporting NAMI Texas.

Action Item: Changing the term of the NAMI Texas President

Discussion was held regarding the pros and cons of changing the term of President and term limits. No action was taken on changing the term of the NAMI Texas President. Having the Vice-president deemed the president-elect for succession planning and adding two additional members to the Executive Committee as non-voting Executive members was also discussed.

Action Item: David Gibson made a motion and John Dornheim seconded to amend our Policies and Procedures to reflect that the Vice-president will have the understanding that he/she will serve as President-elect to serve as President at the end of the current President's tenure. Also, two additional members will be added to the Executive Committee with non-voting privileges for continuity leadership development strategy. It was unanimously **Resolved** to amend the Policies and Procedures as stated.

Patti Haynes proposed that \$1,000 be added to next year's budget for the President to make at least two trips a year to Austin to work personally with the Executive Director.

New Business:

Form an ad-hoc committee to look over the board book:

An ad-hoc committee was formed to review, update the board book, and possibly put information on CD or webexone site. Patti Haynes appointed Sharon DeBlanc as committee chair. Other members include Eric Willard and Jane Harmon. **Action Item:** The committee will review and discuss recommendations with Robin Peyson. Final decisions should be completed by August 20.

Form an ad-hoc committee to review the existing strategic plan:

An ad-hoc committee was formed to review the existing strategic plan located in the board book to align it with our annual plan and budget. Patti Haynes appointed Karen Garber as chair.

Other committee members are Andrea Hazlitt, Andy Gibson, and Elvia Ruelas. **Action Item:** The committee will report to the Board at the October Board meeting and make recommendations on the strategic plan for 2009/2010.

Action Item: Employment Retirement Plan:

Patti Haynes proposed that NAMI Texas opt out of matching contributions to our employees' retirement plan through Advantec due to the current economic situation and that this decision be back dated to May 16, 2009. Sharon DeBlanc made a motion to opt out of the company share of the match and it was seconded by John Dornheim. It was unanimously **Resolved** to opt out of contributing to the retirement plan effective May 16, 2009. Plan was signed as voted by Patti Haynes-President, Paula Hendrix-Secretary, and Robin Peyson-Executive Director.

Committee Reports:

Executive Committee:

The Executive Committee met via teleconference on July 02, 2009, to discuss pros and cons of NAMI Texas applying for a Line of Credit. The Executive Committee recommended that NAMI Texas apply for a line of credit. **Action Item:** Sharon DeBlanc made a motion to apply for a line of credit and John Dornheim seconded. It was unanimously **Resolved** that an application for a line of credit would be submitted.

Action Item: Karen Garber made a motion that the Finance Committee develops a policy for accessing the line of credit which will have to be approved by the Board. Andrea Hazlitt seconded. It was unanimously **Resolved** to develop a policy for accessing the line of credit.

Bylaws/Governance Committee:

Report on the log of changes to the Policies and Procedures was submitted by Jackie Shannon for information purpose only. Jackie Shannon also submitted possible changes to the Bylaws of a proposed amendment implementing the NAMI Texas Consumer Council submitted by Andy Gibson.

Conference Planning Committee:

John Dornheim reviewed his submitted report from the Conference Committee. A Silent Auction Chairperson is still needed. Herb Cotner with the Dallas PD will create the 25th anniversary PowerPoint to show at the conference. Award nomination forms for the conference have been mailed. John reviewed grants he had submitted totaling \$44,500. We have a total of \$19,500 in sponsorships to date. Registration fee for the conference is \$115.00 for full conference and \$60 for one day. Tickets for the Gala are not included in the registration fee. Houston Mayor Bill White will be speaking at the 25th anniversary dinner. A formal invitation for Former President George Bush is in the works. Champions from the Texas State Legislature who have been mental health champions will be honored. Any funds raised by Board members for the conference will be matched up to \$25,000 by The Swalm Foundation if received by August 31, 2009.

Affiliate Outreach Committee:

Karen Garber reviewed the draft survey of affiliates designed to identify the affiliates' needs. The committee would like to assign individual board members to contact affiliates within the state network by August 30, clarify the role of Affiliate Outreach Committee with monthly Affiliate

President calls, establish plan for regional conference calls or meetings with affiliates to address specific organizational issues identified through the affiliate survey and identify leadership needs within the affiliate network and provide strategies for marketing and outreach for individual affiliates. Affiliates with low membership as of 4-24-09 and non-functioning affiliates were identified.

The Board discussed having a book of operating procedures for each committee for continuity.

Draft Budget FY 2009-2010

Robin Peyson reviewed the 2009-2010 Draft Budget. Robin used very conservative estimates for expected revenue and reduced expected new grants to \$100,000. Robin two priorities are to find grants to cover operating expenses and grants for education and outreach expenses. The Budget reflects revenues of \$791,324 and expenses of \$695,734. These totals do not reflect the \$100,000 expected in new grants.

Patti Haynes requested that Robin Peyson email the Board a report on our insurance limits of liability. **Action Item**

John Dornheim asked Robin to make a list of her top 10 priorities and their expenses if we should get a large infusion of money. **Action Item**

Patti Haynes requested that a line item in the amount of \$1,000 be added to the budget for the President to meet with Robin Peyson in Austin. **Action Item**

Patti Haynes requested that this Draft Budget be added to webexone. **Action Item** Patti Haynes reemphasized the \$25,000 match for money generated by Board participation was from September 1, 2008 through August 31, 2009. Robin Peyson & Patti Haynes stressed the importance of **all** Board members contributing something.

Robin Peyson announced the \$10,000 Heart and Soul Grant Award Program. Applicants write a 4 to 8 line poem that represents the "heart and soul" of their mission. An ad-hoc committee was formed to choose one of the poems submitted. Committee members are Sharon DeBlanc, John Dornheim, Deborah Rose, and Margaret McKoin. The contest is open to all NAMI Texas affiliates. The deadline to submit to NAMI Texas is August 10. Contest deadline is August 15. **Action Item**

David Gibson made a motion to adjourn the meeting. Andrea Hazlitt seconded. It was unanimously Resolved to adjourn.

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>: Basil Casteleyn will develop a policy on in-kind contributions and gift donations by our **September meeting** – **still pending**

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

Action Item <pending>: 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 Peyson will send a template of annual Campaign letter to **Donna Fisher**. Donna will send template to Board members **upon request**. Patti has the letters and brochures ready to mail. Patti will mail letters by July 28.

Action Item <open>: Robin Peyson will contact insurance company and file claim on legal fees and deposition.

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

Action Item <open>: Robin Peyson will schedule a conference call with the board after her meeting with the Texas Juvenile Probation Services.

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

Action Item <open>: The Finance Committee will consider making changes to the Budget process and will make recommendations at our August meeting.

Action Item <open> Robin Peyson will check to see if MHA has received money and is just late paying us or if MHA has not received their money from DSHS.

Action Item <open>: Jackie Shannon will amend our Policies and Procedures to reflect changes made for succession planning for President and 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.

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.

Action Item <open>: Robin Peyson and Basil Casteleyn will apply for a line of credit for NAMI Texas.

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 insurance limits of liability to the Board.

Action Item <open>: Robin Peyson will make a list of her top 10 priorities and their expenses if NAMI Texas should get a large infusion of money.

Action Item <open>: Robin Peyson will add a line item in the amount of \$1,000 to FY2009/2010 budget for travel expenses for President to meet with the ED in Austin.

Action Item <open>: Robin Peyson will place Draft Budget on webexone.

Action Item <open>: A poem that represents the “heart and soul” of NAMI Texas’ mission will be submitted to the \$10,000 Heart and Soul Grant Award Program by August 15.