

Amended and Approved

July 25, 2009

NAMI Texas Board Meeting

June 16, 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, John Dornheim, Basil Casteleyn, Eric Willard, Elvia Ruelas, Sharon DeBlanc, Jane Harmon, Jody Schulz, and Andrea Hazlitt

Directors absent (excused): David Gibson, Nancy Speck, and Jerry Parker

Ex-officio members present: Jackie Shannon, Maurice Dutton

Ex-officio members absent: Ashley Montondon, Cliff McGlotten, Donna Fisher (past president)

Staff present: Robin Peyson

Quorum:

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

Patti Haynes introduced new Board member, Andrea Hazlitt

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

Karen Garber 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 Basil Casteleyn. It was unanimously **Resolved** to approve minutes as submitted.

Executive Director's Report:

Robin Peyson reviewed her Executive Director's Report which had been previously submitted for review. Topics mentioned were Affiliate Outreach and the monthly Affiliate President's Conference call, our 25th Anniversary Conference, and E-Tapestry in reference to the NAMI National system becoming live. She also reviewed the education programs offered during the summer months. Robin commended Jackie Shannon for her great job of tracking legislation of

interest to NAMI and keeping Board members and affiliates updated. She then discussed ongoing renegotiations with the Department of State Health Services for 2010. A highlight of her report was the announcement that Beth Swalm of the Swalm Foundation offered to match all NAMI Texas Board donations made this fiscal year up to \$25,000.00 (as of August 31, 2009). Robin also noted that we were receiving more donations at a faster rate than last year on our Annual Campaign. She is currently working on a grant from the Hogg Foundation to support children's mental health in Harris County and a grant from the Kronkosky Foundation. The position for Consumer/Family Network Coordinator has been reposted. This position will be funded 100% through the DSHS grant.

Action Item: Finances:

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, FY2008 Audit, and the FY2008 Audit Letter.

John Dornheim moved to accept the Financial Report as given. Jane Harmon seconded. It was unanimously **Resolved** to accept the report.

Elvia Ruelas moved to accept the Audit Report. John Dornheim seconded. It was unanimously **Resolved** to accept the Audit.

Old Business:

Action Item: Jackie Shannon presented a written draft of "Guidelines for Business Support Relationships" for the NAMI Texas Board of Directors Operating Policies and Procedures. The guidelines are based on a similar policy by NAMI National. After discussion, Eric Willard moved to approve the draft as submitted. Sharon DeBlanc seconded. It was unanimously **Resolved** to approve the draft.

Action Item: Jackie Shannon presented a revised draft of the NAMI Texas Election FAQ Sheet correcting the voting procedure for families. Only the person designated as the voting member upon membership enrollment is eligible to vote. Only one vote is allowed per family. Eric Willard motioned to approve the draft as corrected and John Dornheim seconded. It was unanimously **Resolved** to approve the corrected FAQ sheet.

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: Discussion was held on changing the term of the NAMI Texas President from 1 year to 2 years. This discussion will be revisited at our July meeting.

Action Item: Discussion was held on how to include representatives of struggling affiliates on the Board and on the contribution responsibility of Board members. These items will be discussed at our July meeting.

Action Item: Election of voter designee for NAMI National Conference in San Francisco, CA. Sharon DeBlanc nominated Patti Haynes as the voter designee for NAMI Texas for the State Caucus at the NAMI National Convention in San Francisco, CA. Karen Garber seconded. It was unanimously **Resolved** to nominate Patti Haynes.

Committee Reports:

Executive Committee:

The Executive Committee met via teleconference on June 03, 2009, for informational purposes only.

Conference Planning Committee:

John Dornheim submitted a list of conference topics and speakers. Three Grants have been submitted for additional funding for the conference. Registration will be \$115.00. Committee is working on speakers for the gala.

Announcements:

Our July meeting will be in Dallas on July 25. Contact Sharon DeBlanc or John Dornheim.

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.

Action Item <open>: Robin Peyson will email affiliates and recommend that they check their current 501C (3) status. Robin Peyson will put link on our website for them to check – **Still pending – April has completed her report and Robin Peyson will send to Affiliate Outreach Chair, Karen Garber, by week of June 26.**

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 July meeting – **still pending**

Action Item <open>: Robin Peyson will submit report on Visions for Tomorrow at our July meeting as to why we have not made money as promised – **still pending**

Action Item <open>: Robin will send a copy of the Advantec employee handbook to the HR Committee the week of June 25, 2009 – **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 Peyson will send a template of annual Campaign letter to **Donna Fisher**. Donna will send template to Board members **upon request**. **Patti has the letter and will send to all Board members who submitted names for them to add a personal note to the letter before mailing.**

Action Item <open>: Robin Peyson will send Board book to Andrea Hazlitt and Jody Schulz – **Still pending-Robin will ask Kelly to find volunteer to send books.**

Action Item <open>: The term of NAMI Texas President will be discussed at the July meeting.

Action Item <open>: The contribution responsibility of Board members and how to include representatives of struggling affiliates on the Board will be discussed at the July meeting.