

## NAMI Texas Board Meeting May 4, 2011

The monthly meeting of the Board of Directors (BOD) of NAMI Texas was held as scheduled via phone conference. President Eric Willard called the meeting to order at 7:06 pm.

### **Attendance:**

**Voting members present:** Basil Casteleyn, Jr, Jane Harmon, Andrea Hazlitt, Paula Hendrix, Marsha Phillips, Joe Powell, Jody Schulz, John Tatum, Eric Willard.

**Voting members absent:** Sharon DeBlanc, Karen Garber, David Gibson

**Non-voting members present:** Maurice Dutton, Patti Haynes, Jeanine Hayes

**Non-voting members absent:** Andy Gibson, Cliff McGlotten, Jackie Shannon.

**Staff present:** Robin Peyson, Kristalle Jaime

**Quorum:** Eric Willard noted that a quorum (7 of the 11 sitting voting Board members) was present.

### **Approval of Agenda for today's meeting:**

Andrea Hazlitt moved to defer consideration of outstanding action items until the June 1 meeting. The motion passed after a second by John Tatum. Basil Casteleyn moved to add the requested four items to New Business: new member for Education Committee, stipend for our consumer representative to NAMI national conference, a brief verbal ED report, and an additional 5 minutes to Andrea Hazlitt's Fundraising presentation. The motion passed after a second by Jane Harmon.

**Conflict of Interest:** Eric Willard asked if anyone had a conflict of interest with any item on the agenda. None were noted.

### **Approval of Minutes**

The motion by Paula Hendrix to approve the minutes of April 16, 2011 as corrected prior to the meeting was seconded by Jody Schulz and passed unanimously.

### **Executive Director's Report – Robin Peyson** (verbal report)

Robin Peyson requested BOD advice regarding two Affiliate situations.

1. NAMI Panhandle is inactive. A satellite may be formed from NAMI Amarillo to help consumers. Andy Gibson talked with head of NAMI Panhandle consumer group and learned that money from a fundraiser was split into 3 CDs (certificates of deposit). Not able to reach former officers to learn name on CDs and name of bank. By law an inactive 501(c)3 must donate unused funds to another 501(c)3.

#### RECOMMENDATIONS / OPINIONS:

- Ask our attorney on retainer for advice.
- Contact NAMI national RE: issues
  - Status – is it active or inactive ? Want to re-activate ?
  - Gather additional facts about name on CDs, bank
  - NAMI National should take responsibility – ask them
  - NAMI Texas not spend money on it
  - Not our business
  - What is legal liability RE: inactive 501(c)3

- Sounds like personal issue. Be assertive not aggressive
  - Depending on name on CDs, there may not be a legal issue. If there is a legal issue, do we alert law enforcement ?
2. NAMI Montgomery County has not responded to communications. NAMI Texas office received a complaint that a request for assistance went unanswered. Question on whether any NAMI Programs are being offered in Montgomery County.

COMMENTS:

- Not chartered so charter cannot be withdrawn. Can talk with them about new chartering process required if they want to be a NAMI Affiliate.
- Send a Stop Letter regarding use of NAMI name which is copyrighted
- Need to do a better job of communicating so our reputation is neither impaired nor misunderstood

Andrea Hazlitt moved the affiliate matters be referred to Affiliates Outreach Committee. After a second by Jody Schulz and a friendly amendment asking for a report at June 1 BOD, the motion passed

**ACTION ITEM:** AOC to report on June 1 their findings on the affiliate issues described in the ED Report.

**Financial Report** - Basil Casteleyn, Jr

1. Balance still dropping steadily
2. Report shows an increase in unrestricted funds
3. Net income of about \$42,000 for first half of FY2011 was reconciled to equity
4. Cash flow is in the red (\$7294)
5. Robin Peyson is doing a good job of monitoring expenses
6. Current format is a good report, useful for budgeting. Policy allows modifying budget on the fly if we see concerns.
7. BOD needs to see Financial Report in advance of BOD meeting to have time to review details. Kristalle Jaime's process (see document posted in Webexone folder for March BOD meeting) shows report going to BOD one week in advance of BOD meeting.

**ACTION ITEM:** Kristalle Jaime to follow her published process and deliver the monthly financial reports to the BOD about a week in advance of the scheduled BOD meeting.

8. If we lost all our grant revenue, we have only two months of reserves to use for operating expenses. Need to raise \$40 million in reserves to meet guidelines for financial health per Basil. Note that Meadows grant ended April 30 and there is now \$3000 less unrestricted income each month.
9. Andrea Hazlitt was appointed to Financial Committee.
10. Marsha Phillips moved to accept the Financial Report. The motion passed after a second by Jody Schulz

**Old Business:** Agenda was modified to defer the review of Action Items to June 1.

**New Business:**

1. Margaret (Maggie) Cronk was approved as new member of the Education Committee on motion from Basil Casteleyn Jr and a second from Andrea Hazlitt.

2. Jeanine Hayes requested financial support to allow her to attend the NAMI national meeting. Basil Casteleyn Jr moved that Robin Peyson ask NAMI national for the money. The motion passed after a second from Marsha Phillips.  
**ACTION ITEM:** Robin Peyson to ask NAMI National for stipend to support Jeanine Hayes' attending the national conference.
3. **Via Hope presentation is posted on Webexone in the folder for this meeting – Robin Peyson**
  - All funds for training consumers for NAMI classes come through ViaHope.
  - Robin's role is to manage the money for ViaHope and talk with staff supervisor Dennis about the ViaHope staff members employed by NAMI.
4. **Fundraising Committee presentation is posted on Webexone in the folder for this meeting – Andrea Hazlitt**
  - Basil Casteleyn Jr moved that the Board approve the FRC goals and direction as presented. The motion passed after second from Jane Harmon.
  - Basil Casteleyn Jr moved the Board approve \$2500 in start-up cost for the FRC online campaigns. The motion passed after a second from Marsha Phillips.
  - FRC recommends moving the long term development effort up in priority.
5. **Review Budget to find possible Savings – Andrea Hazlitt**
  - Recommend we consider cost effective alternatives to current practices (eg unused functionality of e-Tapestry we are paying for, payroll & employee benefits management service).
  - Robin will be constructing a budget in June. Draft will be submitted in July to allow a month in advance before voting in August.  
**ACTION ITEM:** Robin was requested to submit with the FY2012 budget a cover letter in bulleted format summarizing the changes from FY 2011.  
**ACTION ITEM:** BOD members and committee chairs to submit requests for funds in FY2012 budget, for example provision of travel stipend for all Directors.
  - Reminder from Basil Casteleyn Jr: Our financial policy allows BOD to revise budget on the fly if we see concerns.
  - The question was raised: "What is the rate of return on investment of unrestricted funds ?" The question was not answered.  
**ACTION ITEM:** Kristalle to report on the rate of return on investment of unrestricted funds.

The meeting was adjourned at 9:20 pm by unanimous consent.

### **New Action Items from April and May BOD meetings**

416-1 **ACTION ITEM:** After discussion of possible wording, the By-laws and Governance Committee (B&GC) was asked to add a new paragraph to P&P Article 3.1 Business Support Relations concerning NAMI Texas's not accepting money from any source which expects the support of NAMI Texas on specific policy positions.  
[By June BOD Meeting](#)

- 416-2 **ACTION ITEM:** Maurice to ask if BHB want NAMI Texas to sell tickets (eg, via a link on our website connected to theirs)
- 416-3 **ACTION ITEM:** Robin to establish an Affiliates Resource page on namitexas.org and/or refer to NAMI national Profile site online.
- 416-4 **ACTION ITEM:** B&GC to consider adding information on the role of regional directors to P&P by June BOD Meeting.
- 416-5 **ACTION ITEM:** Jackie Shannon to add the new “Guidelines for BOD Approval of Committee Decisions” to P&P by June BOD meeting
- 416-6 **ACTION ITEM:** Add Whistle Blower Policy to the Employee Handbook by June BOD
- 416-7 **ACTION ITEM:** Request that B&GC resubmit 8.3.1 and clarify “development program”
- 416-8 **ACTION ITEM:** Eric Willard to clarify HRC composition and role.
- 504-1 **ACTION ITEM:** AOC to report on June 1 their findings on the affiliate issues described in the ED Report.
- 504-2 **ACTION ITEM:** Kristalle Jaime to follow her published process and deliver the monthly financial reports to the BOD about a week in advance of the scheduled BOD meeting.
- 504-3 **ACTION ITEM:** Robin Peyson to ask NAMI National for stipend to support Jeanine Hayes’ attending the national conference.
- 504-4 **ACTION ITEM** Robin was requested to submit with the FY2012 budget a cover letter in bulleted format summarizing the changes from FY 2011.
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- 504-6 **ACTION ITEM:** Kristalle to report on the rate of return on investment of unrestricted funds.

**The following items remain open from previous BOD meetings:**

- A. Action Item <updated > An IN-KIND gift form needs to be designed and placed in the P&P manual posted on webexone in the P&P Folder (Basil, Jackie, Kristalle) – Basil will revise by June BOD meeting
- B. Action Item <in progress>: P&P which will recommend a policy on distribution and retention of committee continuity information (eg on Webexone, paper copy in NAMI Texas office) by June BOD meeting

- C. Action Item <open> Education, Fundraising, and Affiliates Outreach committees to discuss NAMI Texas' providing training for healthcare providers' professional staff. For example, in-patient and outpatient under Medicaid plus other aspects such as follow-up membership and providing materials for outpatients. Board to decide if it will offer training at no charge or under contract, as some affiliates now do, to schools counselors, juvenile detention, MHMR, etc [Make recommendation in June BOD meeting](#)
- D. Action Item <open> Robin to add an explanation on namitexas.org website regarding committees roles and ask members to contact committee chairs with questions. [By May BOD](#)
- E. Action Item <updated> Executive Committee to review HR Fix and bring a recommendation to Board at the [July BOD meeting](#).

Andrea Hazlitt, Board Secretary

Approved as corrected on June 1, 2011