

Corrected and Approved
NAMI Texas Board Meeting
October 23, 2011

The monthly meeting of the Board of Directors (BOD) of NAMI Texas was held in Austin, TX as scheduled. President Eric Willard called the meeting to order at 9 am.

Attendance:

Voting members present: Sharon DeBlanc Basil Casteleyn, Jr, Karen Garber, David Gibson, Jane Harmon, Andrea Hazlitt, Paula Hendrix, Marsha Phillips, Jody Schulz, John Tatum, and Eric Willard.

Voting members absent: Joe Powell (due to illness)

Non-voting members present: Maurice Dutton, Jeanine Hayes, Patti Haynes, Amber Dorsett, and Jackie Shannon.

Non-voting members absent: Cliff McGlotten.

Staff present: Robin Peyson, Aeren Martinez, Kathleen Burnside, and Stacy Hollingsworth.

New BOD Members inducted or appointed during the meeting: Ed Dickey, Melinda Martin, and Amanda Smith.

Visitors: Alice Brink, Andy Gibson, Rose McCorkle, Veronica Moreno, Greg Shannon, and Harold Stout.

Quorum: Eric Willard noted that a quorum was present.

Welcome and Introduction of visitors and new Board members:

Retiring Board members Karen Garber and Marsha Phillips were thanked for their service.

We welcomed the new Board members Ed Dickey, Melinda Martin, Jody Schulz, and Jane Harmon elected by NAMI Texas members in the October 2011 annual meeting.

The following ex-officio members were appointed by unanimous consent after a motion by Andrea Hazlitt and second by Sharon DeBlanc:

Patti Haynes, past president

Maurice Dutton, TCOOMMI representative

Cliff McGlotten, VA representative

Jackie Shannon, parliamentarian

A discussion of prospects for filling the vacancies in region 2, 9 and one at-large position (1 year term) resulted in a motion by Sharon DeBlanc to appoint Amanda Smith to fill the Region 9 Director position as an at-large director. The motion carried after a second by Maurice Dutton.

ACTION ITEM: Nominations Committee to process the anticipated nominations of candidates from Ft Worth and San Antonio.

Approval of Agenda for today's meeting:

Basil Casteleyn, Jr moved to approve the agenda as modified. The motion passed after a second by Jody Schulz.

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:

Action item # 5 from July 23 was corrected to read “Sharon DeBlanc and the Public Policy Committee will monitor the process of the Mental Health Code revision, giving input and suggestions aligned with other advocacy groups.”

The motion by Jane Harmon to approve the minutes of September 14, 2011 as amended was seconded by Paula Hendrix and passed unanimously.

Nomination and Election of Officers:

On behalf of the Nominating Committee, Sharon DeBlanc presented the following slate of nominees:

President – Eric Willard

Vice-president – Andrea Hazlitt

Treasurer – Basil Casteleyn, Jr

Secretary – Melinda Martin

At-large member of the Executive Committee – David Gibson

At-large member of the Executive Committee – Ed Dickey

David Gibson nominated Eric Willard for president. John Tatum seconded. There were no further nominations from the floor. Eric Willard was elected.

Basil Casteleyn, Jr. nominated Andrea Hazlitt for vice president. Jody Schulz seconded. There were no further nominations from the floor. Andrea Hazlitt was elected.

Sharon DeBlanc nominated Basil Casteleyn, Jr for treasurer. Andrea Hazlitt seconded. There were no further nominations from the floor. Basil Casteleyn, Jr was elected.

Sharon DeBlanc nominated Melinda Martin for Secretary. David Gibson seconded. There were no further nominations from the floor. Melinda Martin was elected.

Sharon DeBlanc nominated David Gibson for at-large member of the Executive Committee. John Tatum seconded. There were no further nominations from the floor. David Gibson was elected.

Maurice Dutton nominated Ed Dickey for at-large member of the Executive Committee. Basil Casteleyn, Jr seconded. There were no further nominations from the floor. Ed Dickey was elected.

Executive Director Report – Robin Peyson

A report was posted on Webexone. In addition to re-capping highlights from her written report, Robin distributed packets of NAMI Texas stationary and requested BOD members to use it to thank affiliates for sharing revenues from NAMI Walks and to sponsors and donors for whom Robin will provide addresses.

ACTION ITEM: New Board members were requested to schedule time with Kristalle Jaime for Webexone access and training. Please read the Policies and Procedures, by-laws and past meeting minutes.

Financial Report – Basil Casteleyn, Jr

A report was posted on Webexone. In addition, Basil proposed

1. Replacing Quickbooks with Peachtree software which would make easier the period to period reporting and improve reporting consistency month to month. Concern expressed regarding interface of Peachtree to e-Tapestry like Quickbooks.

ACTION ITEM: Finance or Executive Committee to evaluate Peachtree vs Quickbooks.

ACTION ITEM: Executive Committee to initiate succession planning for Financial Manager position.

2. Increasing unrestricted funds to reduce the risk of overdependence on funding by grants. Basil will continue to report months of operational cash flow available other than funds from grants. Basil mentioned success of another non-profit using email campaigns to raise \$386,000 and increase the number of donors from 180 to 29,600.

3. Financial reports (Balance Sheet, Profit & Loss) reveal trend in loss. Cash flow for August 2011 was negative \$754. Budget report shows projected income vs actual income to have a shortfall of \$379,000. This may partially be a reporting artifact in that Hogg (Via Hope) grant income is not recognized until it is spent and \$232,283 was not spent in FY2011.

ACTION ITEM: Executive Committee to adjust budget per existing policy. Basil Casteleyn, Jr to redesign the way we look at the budget. For example, when we see a deficit, we need to adjust spending or increase revenue.

4. Another issue is the legal stipulations in grants: must meet deliverables according to agreed timeline. Ed communicates with funding source when timelines change. Board must avoid micromanagement of grant deliverables and not get involved. Robin manages revenues to get the most for the money. For example Robin adjusted spending in FY 2011 to \$360,869 less than budgeted.

5. Board fundraising revenue is under \$11,000; net under budget for FY2011 was \$16,195

6. We have unrestricted funds available to pay 40 days of operating expenses. TANO informed us that most 501(c)3 have 60 days.

7. In November NAMI Texas will distribute 80% of CHC money to affiliates.

Sharon DeBlanc moved that the Treasurer's Financial Report be accepted. The motion passed after second by Jane Harmon.

Old Business:

The review of open Action Items was deferred to the end of the meeting.

New Business – Committee Reports: (***) designates that written reports from these committees are posted on Webexone in the 111023 folder)

*** **Regional Director's Reports** – Posted for Regions 3, 7, and 8. There were no questions.

*** **Executive Committee** – See written reports of Executive and Human Resources committees regarding the benefits policy decisions delegated by BOD to Ex Com in the September BOD meeting and communicated to Robin Peyson on September 21 for implementation. There were no questions.

Affiliate Outreach Committee – Patti Haynes is willing to serve as chair.

ACTION ITEM: Patti Haynes will call the remaining affiliate presidents to get their input for the AOC survey.

Audit/Finance Committee – Basil Casteleyn, Jr. is willing to continue as chair. Suggested members include Andrea Hazlitt, Ed Dickey, and Amanda Smith.

Bylaws & Governance Committee – Jackie Shannon is willing to continue as chair.

ACTION ITEM: Within 30 days, the NAMI Texas office will send a copy of the by-laws and approved changes to affiliate presidents. The updated by-laws will also be posted on Webexone and namitexas.org.

Conference Planning Committee – Seeking new leadership. Financials will be reported in Dec 7 BOD meeting. There were about 200 people in attendance. More networking opportunities needed; affiliate leadership reception did not work. Next CPC meeting will be a debriefing session.

*** **Consumer Council** – Rose is willing to continue as chair. Looking for additional members from affiliates. CC was active in conference planning and events.

Co-occurring Disorders Committee (ad hoc) – no report due to illness of chair.

*** **Education Committee** – Paula Hendrix is willing to continue as chair. Partnerships presentation at the conference was well received. Ed. Com. reviewed two versions of Mental Health 101 (MH 101) and is considering offering student books for “Great Minds Think Alike” for sale on Amazon.

*** **Fundraising Committee** – Andrea Hazlitt announced it is time for new leadership.

- Basil Casteleyn, Jr volunteered to serve as chair. Suggested members include Andrea Hazlitt, Jody Schulz, and Amanda Smith.
- Development Director Aeren Martinez reported earnings of \$813 from the two “Saving Minds, Saving Lives” photo slideshow email appeals. Although about 300 of the new email addressees who opened the first email did not opt out of mail from NAMI Texas, we are not getting the desired positive response from the purchased address list. Aeren is working with the address provider to refine the target audience.
- Andrea Hazlitt reported revenues of \$3360 from Silent Auction, \$1365 from sales of promotional materials, and \$50 from Consumer Art sales at the conference.

*** **Human Resources Committee** – from the written report ...

- Following a discussion clarifying policy (BOD role) vs daily operations (ED role), the committee confirmed by unanimous consent that the following policy decisions are to be established by the BOD: budget guidelines, employee benefits, salary ranges for job positions plus guidance (limits) on cost of living and/or merit increases.
- As the direct supervisor of the Executive Director, the BOD sets the ED’s relative priorities based on the Strategic Plan and mission of NAMI Texas, works with the ED in developing annual goals, reviews the ED’s job performance, and determines the ED salary annually.
- The ED implements the priorities and policies set by the BOD in the daily operation of NAMI Texas business. The ED determines how the work is to be done within the policies and guidelines set by the BOD; for example, office work processes. The ED works with her direct reports to set annual goals, reviews job performances, and determines salaries.

RECOMMENDATION to BOD: We recommend that the BOD amend the current FY2012 budget to increase the Advantec line item under Payroll from \$0 to about \$4000 to allow the ED time to complete her investigation of options.

Maurice Dutton moved to accept the recommendation of the HRC and to rescind the directive to terminate the Advantec contract on Nov 1. The motion passed.

Membership Committee – Jody Schulz is willing to continue as chair.

- Suggested Andrea Hazlitt as new member. The missing dues issue has been resolved. Will work on getting an accurate membership list from NAMI national, whose new system is to be operational in February 2012.
- Per policy, we will also verify that all affiliate presidents, teachers / class presenters /trainers, and mentors are current NAMI members.

ACTION ITEM: Membership to evaluate and compare new NAMI national membership tracking system vs NAMI Texas existing e-Tapestry based system.

*** **Public Policy Committee** – Sharon DeBlanc is willing to continue as chair.

- Suggested members include Jackie Shannon, Maurice Dutton, Eric Willard (ex officio), Sheri Cusamano, and Kathy Weaver.
- Several nominations were received from affiliates for the subcommittee that will examine how the PPC receives input from the affiliates in developing the NAMI Texas public policy platform.
- Issues recently addressed in collaboration with other organizations include a successful effort to stop HHS's proposed limiting of Medicaid prescriptions for adults to three per month for persons in Medicaid Managed Care, a letter to DSHS urging stringent oversight and consumer/family input into any future privatization of a State Hospital, and draft legislation to clarify Assisted Outpatient treatment (AOT) forwarded to Dr. Susan Stone for the task force that is rewriting the mental health code to use in their work.

Nominations & Elections Committee –

ACTION ITEM: Patti Haynes to send out list of committee with descriptions for use in soliciting new members, including non-BOD members.

By unanimous consent, the BOD extended the meeting to 12:10 pm

New Agenda Item: Maurice Dutton described a proposal regarding revenue sharing of the proceeds from a bequest to NAMI Texas with NAMI Waco.

Sharon DeBlanc moved that NAMI Texas give 25% of the proceeds from the bequest to NAMI Waco per the request of the executor of the decedent. The motion passed following a second by Basil Casteleyn, Jr.

New Business - Other:

Proposed Board meetings, December 2011 to December 2012

- Following discussion about reserving rooms at Ft Davis right away and travel options, Basil Casteleyn, Jr moved that the BOD meeting in April 2012 be held at Ft Davis. The motion passed following a second by Sharon DeBlanc.

- Basil Casteleyn, Jr offered to host the BOD meeting in San Antonio in January 2012.
ACTION ITEM: Andrea Hazlitt to provide information about our meeting in Galveston beach house(s) in July 2012.

Maurice Dutton moved we approve the BOD meeting schedule listed below. The motion passed following a second by David Gibson.

December 7, 2011
 January 14-15, 2012 San Antonio (a two day meeting)
 February 8, 2012
 March 7, 2012
 April 14, 2012 Ft Davis (a one day meeting)
 May 9, 2012
 June 6, 2012
 July 20, 2012 Galveston ? (a one day meeting)
 August 15, 2012
 September 12, 2012
 October 3, 2012 (If needed)
 November 1, 2012 Austin (follows the conference)
 December 5, 2012

Appointment of 2012 Committee Chairs and Vice-chairs – The motions regarding committee nominations summarized in the table below all passed during extensions of the meeting to 12:25 pm approved by unanimous consent.

Committee	Chair	Vice-chair	Members	Moved by	Seconded by
Affiliate Outreach	Patti Haynes			Sharon DeBlanc	Maurice Dutton
Audit/Finance	Basil Casteleyn, Jr		Andrea Hazlitt, Amanda Smith	David Gibson	Maurice Dutton
By-laws & Governance	Jackie Shannon	Sharon DeBlanc		Maurice Dutton	Sharon DeBlanc
Conference Planning	tbd	tbd	tbd		
Education	Paula Hendrix			David Gibson	Jody Schulz
Fundraising	Basil Casteleyn, Jr		Jody Schulz, Andrea Hazlitt, Amanda Smith		

Human Resources	tbd				
Membership	Jody Schulz		Andrea Hazlitt	Maurice Dutton	David Gibson
Public Policy	Sharon DeBlanc	Maurice Dutton			
Nominations & Elections	David Gibson		Eric Willard	Sharon DeBlanc	Maurice Dutton

Appointment of Committee on Standards of Excellence - deferred

Old Business – Review Open Action Items

Action Items 907-1 through 907-6, 817-3, and 723-20 were completed prior to this BOD meeting. A motion by Patti Haynes to defer the Review of Action Items passed after a second by Amanda Smith.

Motion to adjourn by Jody Schulz and second by David Gibson was passed.

New Action Items from October BOD meeting

The following action items were suggested during the meeting but not all were agreed.

1023 - 1 ***Nominations Committee*** to process the anticipated nominations of candidates from Ft Worth and San Antonio.

1023 - 2 ***New Board members*** were requested to schedule time with Kristalle Jaime for Webexone access and training. Please read the Policies and Procedures, by-laws and past meeting minutes.

1023 - 3 ***Finance or Executive Committee*** to evaluate Peachtree vs Quickbooks.

1023 - 4 ***Executive Committee*** to initiate succession planning for Financial Manager position.

1023 - 5 ***Executive Committee*** to adjust budget per existing policy. Basil Casteleyn, Jr to redesign the way we look at the budget. For example, when we see a deficit, we need to adjust spending or increase revenue.

1023 – 6 ***Patti Haynes*** will call the remaining affiliate presidents to get their input for the AOC survey.

1023 – 7 Within 30 days, the **NAMI Texas office (Kelly Jeschke)** will send a copy of the by-laws and approved changes to affiliate presidents. The updated by-laws will also be posted on Webexone and namitexas.org.

1023 – 8 **Membership** to evaluate and compare new NAMI national membership tracking system vs NAMI Texas existing e-Tapestry based system.

1023 – 9 **Patti Haynes** to send out list of committees with descriptions for use in soliciting new members, including non-BOD members.

1023 – 10 **Andrea Hazlitt** to provide information about our meeting in Galveston beach house(s) in July 2012.

Open Action Items from Previous Meetings

817-1 **Robin Peyson** to make the NAMI Texas Yahoo group sign-up location on namitexas.org more visible by Oct 23, 2011

817-4 By Oct 23 **Robin Peyson** to work with attorney to recover the \$5000 from Phil Cates

817-5 By Oct 23 **Robin Peyson** to request an itemized invoice or other accounting of attorney's hours

817-7 By Oct 23 **Robin Peyson** to determine if accounting best practice requires separating the timesheet maintenance and payroll roles in NAMI office (ie, if we need different individuals to perform each role)

817-8 By Oct 23 **Kristalle Jaime** to use QuickBooks capability to create payroll and tax & insurance premium checks

817-9 By Oct 23 **Robin Peyson** to consider reducing payroll frequency from bimonthly to monthly as needed to reduce staff workload

817-10 **Andrea Hazlitt** to work with Robin Peyson or her designee on a healthcare plan within the guidelines to be set by BOD after recommendations from Finance Committee / Executive Committees

723-2 **Patti Haynes** sent the survey form to Regional Directors to forward to affiliates in their regions who have not responded. Request response by August 15. Patti will follow up with a report on Oct 23.

723-4 By Oct 23 **Joe Powell and Robin Peyson** are to talk about the possibility of collaboration to include Recovery partnership with schools.

723-5 **PPC (Sharon DeBlanc)** will monitor the process of the Mental Health Code revision, giving input and suggestions aligned with other advocacy groups.

723-12 **IRC (Joe Powell)** to review the NAMI Texas Strategic Plan and suggest how we might incorporate integration of mental health and substance abuse.

723-14 By Oct 23 **FRC (Andrea Hazlitt)** to determine when to start offering planned giving options such as annuity gift, charitable donation in will, etc.

723-15 **Robin Peyson** to send a certified letter to NAMI Amarillo by Oct 23.

723-16 By Oct 23 **NAMI Texas office (Kelly Jeschke)** to contact members with more than one person per address to learn if one mailing per address would be sufficient (January 2011 NAMI Texas list had 147 member records with duplicate addresses and 14 duplicates with variations on same name)

723-17 By Oct 23 **David Gibson, Robin Peyson, and Kelly Jeschke** will add a policy to namitexas.org to limit yahoo groups to NAMI Texas members. They will also remove from the yahoo lists names of people who are not NAMI Texas members.

723-18 By Oct 23 **Robin Peyson** to ask NAMI national about NAMI Texas's asking participants or their sponsoring affiliates for donations to cover the cost of printed materials.

723-19 **Education Committee (Paula Hendrix)** to survey Dallas and Houston affiliates to learn how they are using contracts to deliver classes.

601-2 **All BOD members** to give input to Paula Hendrix regarding customization opportunities for presentation to select audiences such as attorneys, healthcare providers, and other professionals with specific interests or needs **by January 2012**.

E. **Executive Committee** to review HR Fix and bring a recommendation to Board at the **January 2012 BOD meeting**.

Andrea Hazlitt, 2011 Board Secretary

Corrected and approved in the BOD meeting on December 7, 2011