

Amended and Approved

October 24, 2009

NAMI Texas Board Meeting

September 29, 2009

Conference call – 7:00 P.M.

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, Jerry Parker, Jody Schulz

Directors absent (excused): Elvia Ruelas

Ex-officio members present: Jackie Shannon, Maurice Dutton, Cliff McGlotten

Ex-officio members absent: Andy Gibson, Donna Fisher (past president)

Staff present: Robin Peyson

Quorum:

Patti Haynes noted that a quorum was present.

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

Eric Willard moved to accept the Agenda as amended. Second was made by Basil Casteleyn, Jr. 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

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

Conference Planning Committee:

John Dornheim updated the Board on the Conference Plans. He emphasized the importance of the Posters on the history of early NAMI Texas affiliates. The size of poster will be corrected to 22" X 28" – standard size. He asked anyone who wanted to personally introduce a speaker to let him know.

Action Item: Finances:

Basil Casteleyn, Jr., reviewed the Treasurer's Report which included the Balance Sheet, Statement of Cash Flows, Income Statement, Statement of Activities, and Quick Liquidity Analysis. Robin Peyson reviewed the grant chart and asked for any questions. She is waiting to hear on a grant submitted to Aetna. She is communicating with Beth Swalm to see what documentation is needed to receive our \$25,000 matching grant. Basil is writing a Budget Policy and a "Line of Credit Policy" and will post drafts on webexone in the October folder. Sharon DeBlanc made a motion to accept the financial report as given. Jerry Parker seconded. It was unanimously **Resolved** to accept the report as given.

Executive Director's Report:

Robin Peyson reviewed concerns expressed by Ed Dickey, President of NAMI San Antonio concerning the NAMI Texas database, eTapestry and the Visions for Tomorrow education program. Their Board of Directors has voted to discontinue using eTapestry and they have developed their own membership system. NAMI San Antonio has also decided to drop the Visions for Tomorrow education program. Ed would like NAMI Texas to consider bringing the National program, NAMI Basics to Texas. Robin is investigating logistics and costs for adding this program.

Due to NAMI National still not being live with their database, Robin and Kelly developed a database for NAMI Texas members through e-Tapestry. E-Tapestry should be ready to go live by the end of September.

Robin reported that our Board of Directors was successful in matching funds for the \$25,000 challenge grant with Swalm.

Old Business:

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: Legal Matters with former employee

Robin Peyson reviewed concerns she had received from several affiliate members regarding issues with a website owned by a former employee. There were concerns that this website and other activities of this former employee were in violation of their contract with NAMI Texas.

Action Item: John Dornheim made a motion to ratify recommendations from the Executive Committee to Robin Peyson concerning this issue. Eric Willard made a second. It was unanimously **Resolved**.

Committee Reports:

Affiliate Outreach Committee:

Karen Garber reviewed the "Affiliate Outreach Contact Guide for Board of Directors" and the "Instruction Guide for Affiliate Presidents Conference Calls" developed by the Affiliate Outreach Committee. The Committee would like the Board to approve these documents as tools to facilitate communication between Regional Directors and their affiliates. **Action Item:** John Dornheim made a motion to ratify these documents for use by Board members as tools when contacting affiliates. These documents will be added to the end of the Policies and Prodedures.

Action Item: Point of Order to lay aside the vote and add 30 minutes for discussion was made by Eric Willard. John Dornheim seconded. It was unanimously **Resolved**.

Point of information: Motion needed on tools submitted by the Affiliate Outreach Committee. Eric Willard seconded with a friendly amendment to change to Regional Board members. It was unanimously **Resolved** to adopt these documents as tools.

Jackie Shannon asked if these documents should be added as an attachment to our Policies and Procedures.

After much discussion, it was agreed to attach these documents to the Operating Policies and Procedures as a suggestion and clear intention so the documents will not be lost. Adding them as a policy will be revisited at a later date.

Silent Auction Committee:

Andrea Hazlitt gave an update on the Silent Auction. Board members are asked to give individually and each affiliate is asked to give an item. Information on all items being donated need to be submitted to the Committee by October 15th. There will be awards and recognition for donors. Patti Haynes clarified that Board Member donations also included asking and receiving donations from other sources. The donation does not have to be additional personal donated money. Cash instead of an item is also accepted.

Bylaws and Governance Committee:

It was noted by Jackie that the wrong Policies and Procedures that were sent to the board and to ignore them. Jackie will resend them. There are still 3 policies that need to developed for the new 990: written procedure for compensation for top management, In-kind gift acceptance form, and form for joint ventures

Action Item: Eric made motion for unanimous approval to extend meeting 15 minutes. It was unanimously approved.

Public Policy Committee:

Jackie Shannon reviewed the submitted Public Policy Report regarding Section 3.1 of the NAMI Texas Board Operating Policies and Procedures Manual in regards to current Health Care Reform. After discussion, it was agreed to amend the statement as discussed and **Action Item:** that Patti Haynes would send it to all affiliate presidents.

Action Item: Eric Willard made motion to extend meeting by 15 minutes to 10:00 pm. It was unanimously **Resolved**.

Announcements:

NAMI Texas Elections – ballots need to mailed by Oct 6 so they will be received by Oct 9.

Need nominations for At-large Board vacancies.

Sign up sheet for information booth will be sent by email from Patti Haynes.

Quilt Raffle – Patti Haynes will send 30 tickets to each board member.

Silent Auction Items – values and descriptions needed by Oct 15.

We were not awarded the \$10,000 Heart and Soul grant.

Per Eric Willard, on Sept 3rd due to outpouring of concerns by NAMI El Paso and MHMR to their Commissioners, they received 1.8 million and the waiting list was eliminated.

Per Jerry Parker, NAMI Wichita Falls is revamping.

Per Karen Garber, NAMI Brazos Valley has a new chapter headed by Jody Schulz.

David Gibson made a motion to adjourn. Jody Schulz 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 <open>: Robin will send a copy of the Advantec employee handbook to the HR Committee by **July 31**. – Still pending -Robin has sent information to Advantec and is now waiting on them.

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

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 until after the Conference

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. – Postponed until after the Conference to be ready for January meeting

Action Item <open> The Finance Committee will develop a policy for accessing the line of credit - Still pending - Basil will have ready by October meeting 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 – has been emailed to Executive Board and will be posted on webexone in October folder

Action Item <open> Audit Committee will finalize contract for new company. - Still pending – opening figures will be sent to new audit company by October 15

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 contact insurance company to check on status of liability policy paying for legal fees on lawsuit involving Janssen.

Action Item <open> Patti Haynes will send the September Public Policy Board Report to the affiliate presidents.