



Tarrant County

NAMI TC Board of Directors – Meeting January 07, 2016

ATTENDANCE: The meeting was called to order at 6:00 p.m. at the MHA office in the Alfred Saenz Conference Room.

Present: Ed Guthrie, Christopher Janvier, Jennifer Nunley, Scott Collins, Donna Correa, Brandon Alexander, Kim Zueck, Tammy Baxter, Vivian Siao, Elle Valderas, Ruth Collins, Rachel Lubke

Absent: Walter Taylor

Quorum: Met

Staff: Sue Adams, Julia Webb

Guests: Eric Vanderwerken

WELCOME: Ed Guthrie welcomed the board.

MINUTES: December 2015 minutes were distributed at the meeting. It was noted that Kim's last name is to be corrected from "Zuech" to "Zueck" A motion was made by Elle Valderas to accept the minutes. A second was made by Donna Correa. The minutes were approved 10-0-0.

TREASURER'S REPORT: Brandon Alexander presented the December 2015 and 2015 End of Year Report to the board. A discussion was held regarding the December checking and savings account. Ed Guthrie mentioned that the board should consider moving cash out of the checking account and into an interest bearing account.

Documents from the Wells Fargo Advisors documents were to be forwarded to the board members by Brandon Alexander. Board members were invited to a meeting to be held with Andy – our Wells Fargo account.

Brandon presented NAMI-TC's actual expenditures versus the budget. Overages were in the areas of Administration, Education, Payroll, Sponsorships and the Walk. Administrative overages were caused by exclusion of phone bills, reimbursements for purchases and laptop purchases. The Education overages were caused by underestimating the costs of books and stipends. Payroll overages were due to raises and Christmas bonuses. Sponsorships were not included in the original budget plan. The Walk overage was due to additional costs for the kickoff meeting, salary expenditures, excluded phone costs, reassignment of Walk fee from Fees & Dues, and an outstanding amount owed from the 2014 Walk. Underages were in Advocacy/Legislative due to 2015 not being a legislative year and the reassignment of the Walk fee to the Walk budget.

The board will work on producing an accurate budget at the retreat. Kim Zueck requested information on how 2015's number compared with 2014's number. The board was informed due to the frequent change in treasurers that year, accurate numbers are unavailable at this time.

The final budget was submitted for email vote to board members on February 5. The budget was passed with 9 yes votes. After approval, Elle Valderas presented an additional \$400 for Advocacy Networking for representatives to attend Tarrant County MHMR Visions Dinner and Tarrant Council on Drug and Alcohol Abuse Luncheon. The additional item was passed with 8 yes votes.

OLD ITEMS:

New Location: Elle Valderas contacted HopeWorks, but couldn't arrange a meeting due to the holidays. She requested a volunteer to do the visit with her. Jennifer Nunley stated that Cynthia Soresh recommended a church on Hulen and Camp Bowie. Jennifer Nunley will check with them. During a discussion of the members needing rides or to use the bus, Jennifer stated that 14-15 people need public transportation, and some members will not come as they do not want to ask for rides each month. Elle suggested keeping the general meeting at University Christian Church, but having additional meetings throughout the month as was discussed last month.

Brochure printing: NAMI-TC is out of brochures. The cost to do a small printing about \$600 for 1000 brochures. The new location remains the outstanding item to put on the new brochure. Elle Valderas recommended designing the location portion of the brochure so that a sticker may be applied if the general meeting is moved. Mention was made of using national's brochures; however, they were ruled out as very expensive and they do not list our meetings and support groups. Discussion centered around printing the brochure as the previous batch were, or changing to a heavier paper using a better printer method. Jennifer proposed 1,000 brochures would be needed for current use. Rachel Lubke recommended perforation of the rip-off portion of the brochure. Ed Guthrie recommended going forward with the printing as the odds of finding a new meeting place is slim. The current quote is \$662 for 1,000 brochures on 100 weight paper. Julia Webb will work with Rachel to ensure the correct version of the brochure is sent to the printer. Rachel made a motion that up to \$2,000 be spent printing brochures by March. Kim Zueck seconded. Motion passed 10-0-0.

Registration table – Elle Valderas will be at the registration table in January.

Julia Webb would like to approach the Chamber of Commerce about having a ribbon cutting in May for Mental Health Month. NAMI-TC would provide light refreshments. Ed Guthrie gave consent to ask the Chamber to get on their calendar.

NEW ITEMS:

Ed Guthrie presented two goals for the board for 2016: 1. Increase membership, 2. Come to a decision regarding moving the general meeting or remaining at the current location.

Kim Zueck mentioned that NAMI-TC does not come up on web searches very often. She recommended that we check our metadata to ensure our website is searchable. Rachel mentioned that the web page needs to be re-designed/updated.

Rachel Lubke passed out proofs of business cards to all board members. Each member was asked to review and correct the information. They were also to indicate if they would use business cards, or if they would rather not have them. The cards will be obtained through Vista Print at a cost of \$10 per person.

Board Vice President: Ed Guthrie stated that the board, in actuality, would select the new vice president. The selection of a vice president will be decided at the board retreat. Elle Valderas, Jennifer Nunley, Rachel Lubke, and Scott Collins were nominated as candidates for vice president. Tammy Baxter requested that the candidates provide biographical information. Candidates agreed to put together biographies for the retreat.

In a closed session, revisions to Julia Webb's contract were discussed. Currently, Julia's contract runs May through December, but Julia works year-round to prepare submissions for potential sponsors. Ed Guthrie proposed changing her contract to year-round and adjusting Julia's compensation accordingly. Ed presented comparisons of national numbers as well as numbers from other

Texas affiliates regarding compensation of Walk Managers and corresponding fund raising numbers. Additional duties such as preparing grant applications would be added as Julia has indicated interest in performing this activity.

Ed Guthrie and Brandon Alexander discuss a salary of \$16,000 salary, 1% of every dollar up to \$100,000 and 2% of every dollar over \$100,000 cumulative. Julia felt the compensation package was fair. Discussion ensued by the board regarding the activities of Julia and the compensation package. Scott Collins made a motion to offer Julia a year-round contract (January to December) with the compensation as presented by Ed. Chris Janvier seconded. The motion passed 10-0-0.

Sue Adams needs someone with IT experience in the office. She can no longer access the internet. Also, the webpage calendar function doesn't work. Sue will speak with Richard Correa to see if he can resolve the situation.

Kim Zueck requested the feasibility of adding upcoming legislation with links to the statute, etc on the NAMI-TC website. Elle Valderas stated NAMI-TC does not have much web experience and time frames are generally short between the time NAMI-TC is aware of the issue and the committee meeting or vote. The lobbyist for NAMI-Texas is working on something similar for the NAMI-TX website.

MONTHLY MEETING Feb 18th: Brian Maynard
PROGRAM TOPICS: Mar 17th: Mary Seale – Medication Compliance
Apr 21st: Tarrant County Commissioner Roy Brooks

BOARD
COMMITTEES: Newsletter: Rachel Lubke would like biographies from the new board members to include in the next few newsletters. Ed Guthrie will provide a "Letter from the President" for February. Chris Janvier will prepare a biography for March.

Technology: The office printer needs to be replaced. Rachel Lubke has been reviewing several models and determined that an ink jet would be better suited for NAMI-TC's needs. She is reviewing the cost of inks. She requested the board approve an amount for a printer and she will keep the costs within that amount. Chris Janvier made a motion to approve an expenditure of up to \$500 for the printer. Elle Valderas seconded the motion. Motion passed 10-0-0.

Benevolence: No new requests.

Membership: No report.

Hospitality: A new chair is needed for this committee. Responsibilities involve the potluck, Thanksgiving and Christmas dinner. The chair brings the serviceware, helps setup and helps clean up. As no volunteer was forthcoming, discussion centered around possible rotating schedule for board members, and changing to pizza, etc rather than a potluck. It was decided to rotate the responsibility. A signup sheet would be prepared by Jennifer Nunley and circulated at the retreat for volunteers.

NAMIWALK
MANAGER: The final accounting numbers were sent via email to all board members. The 2015 Walk reached 73% of the goal and yielded a \$39,189 profit.

The sponsor packets are ready to be printed. Julia Webb recommended Mary Louise Garcia (Tarrant County Clerk) as the Honorary Chair for the 2016 NAMIWalk. Pam Smith of Sigma Gamma Rho is partnering with NAMI_TC for 2016. Julia is working with Pam Smith to elevate the sorority to national sponsors.

Alkermes, will be donating \$5,000 to our 2016 Walk as we submitted our

paperwork on time.

New hashtags for NAMI were presented and are to be used for any social media marketing. There is a webinar on January 14, 11am-1pm, titled Social Media and your Walk.

NAMI-TC is listed on the Mayor's Compassion Week webpage as part of Fort Worth Mayor's new initiative. Board members are invited to attend a meeting on January 19 – Compassion, Community & Creativity.

In a separate discussion, Rachel Lubke stated that this is the first year that no Walk chair has been provided to Julia Webb. Julia has a couple people in mind for the position. Rachel questioned if Julia could approach the individuals and offer the position, or would the board be required to approve the choice. It was determined that board approval was not required.

EDUCATION: Family-to-Family is being scheduled to start February 17 or 24 in Grapevine at the Grapevine Presbyterian Church. The actual start date is in flux.

Jennifer Nunley read an email received from a Peer-to-Peer stating how the class affected her life in a positive manner.

The matter of training additional facilitators will be discussed at the board retreat.

**ADVOCACY/
LEGISLATIVE
REPORT:** Elle Valderas presented information on the Stepping Up Initiative from NAMI. Elle Valderas will need to form an *ad hoc* committee to recruit county leaders to participate and complete the application by the middle of January. NAMI national provides the funding for airfare, hotel, etc. Kim Zueck and Julia Webb volunteered for the committee. Jennifer Nunley volunteered to make phone calls to set up appointments.

MEMBERSHIP: No update

OPPORTUNITIES: None provided

TABLED ITEMS: Doctor letter

ADJOURNMENT: Meeting was adjourned at 8:00 pm. Next regular meeting is on March 3, 2016.

Respectively submitted,

Ruth Collins, Secretary