

**NAMI Sacramento Board of Directors Meeting
January 26, 2009**

Members Present:

Belinda Beckett	Linda Beilharz	John Gilbert
Al Lipson	Larry Liseno	Pat Pavone
Sherrie Sala-Moore		

Staff Present:

Sontine Kalba, Executive Director
Dawn Correia, Office Assistant

Members Absent:

Heidi Sanborn

Guests Present:

Douglas Hanson Lloyd Hanson

Call to Order: The meeting was called to order at 6:33 p.m. by Vice President Pat Pavone in Caroline Caton's absence.

1. Welcome & Introductions:

Pat welcomed our guests, and Board members introduced themselves to past NAMI Board member Lloyd Hanson and his son Douglas. Lloyd said that NAMI had been a lifesaver for his family and that Douglas would like to give back to the community in return. Pat suggested options for service on County Mental Health or MHSA family and consumer advocate committees.

2. Review & Approval of Minutes:

Minutes from the November board meeting had been distributed to Board members for review prior to the meeting and were approved as written.

Pat reviewed the November Action Items list, and Board members provided updates on the following items:

❖ **Pat:**

- **Cart solution:** We already had a suitcase in the office that seems to work better than the old cart.
- **Recruitment:** Pat said that we will have a board member attend a session of every Family to Family class to recruit potential members and Board members. She also asked Val Lopez if he would be interested in coming back on Board.

❖ **John:**

- John determined that an agreement for our office space at Turning Point has not been done and that we need to draft one for John Buck's signature.
Action: none noted.

❖ **Sontine & Belinda:**

- Promotional pens: Decided to hold off on pen purchase for now, since the United Way fundraising season has closed.

❖ **Sontine & Pat:**

- NAMI Walk application: Pat discussed pros and cons of a spring vs. fall Walk date and the need to recruit volunteers to organize it. The application is due in April and will require a financial investment.
- ❖ **Caroline:**
- Caroline's new support group in South Sacramento will be starting February 24~~21~~ 25, to be continued on the last Wednesday of each month. She has secured a location at Kaiser South on Bruceville Road.

3. Election of Officers for 2009

Pat proposed a slate of officers. Sherri moved, John seconded, and the board voted unanimously to approve the following officers:

President	Pat Pavone
Co-Vice Presidents	Caroline Caton and Belinda Beckett
Treasurer	Larry Liseno
Secretary	Linda Beilharz

Action: Outgoing Treasurer John Gilbert said that new officers Pat Pavone and Larry Liseno and Executive Director Sontine Kalba should meet at NAMI Sacramento's bank to sign signature cards for our checking account. The meeting was set for 10:00 a.m. Thursday (1/29).

4. President's Report

- ❖ **Address:** Sontine said that the old P.O. box in Fair Oaks is being closed.
Action: There was consensus that the official address for correspondence and the web site should be the Viking Drive office address.
- ❖ **Presentations:** Pat made two presentations in last month, including one with Kathleen Derby and Joe Teixeira at the Transition Age Youth conference at Sacramento State. She reported that a lot of good questions came from educators and practitioners. At a Parent Information Exchange sponsored by a local school district, people were asking about support for children under 10 with mental illness, and Pat observed that all of our programs are directed to adults. Pat explained to our guests the purpose of NAMI's In Our Own Voice, Peer to Peer, and Family to Family programs.
- ❖ **Training:** Pat came across free training on preparing grant proposals and suggested that Sontine look into attending.
Action: Sontine will look into attending free grant proposal training.
- ❖ **Budget cuts:**
- Caroline reported that she had attended meetings on County midyear budget cuts. They asked attendees for the top three services that they did not want cut and which they would give up first for adults and children's programs. Caroline observed that the decision making process revolved around this input and that cuts will be effective soon. The County Board of Supervisors will be meeting on February 10 to vote on reductions. Caroline encouraged everyone to follow what is happening with budget cuts.

- Al reported that the county is proposing gutting basic mental health services for board and care homes, affecting the most seriously ill people. Services like seeing that clients get to doctor appointments will most likely be cut. These reductions affect people who are too ill to advocate for themselves and voice their needs at the public meetings, so they are not represented in the decision making process. There was discussion about the probability of Prop 63 funds being used to replace basic mental health services, which is not permitted according to the requirements of Prop 63, which states that it cannot be used to supplant existing programs. Concerns were voiced that there is risk of that language being changed legislatively in light of the current financial situation. **Action:** The consensus was that we need to write letters protesting the gutting of basic mental health services.
- Pat said that our County support advocates Marilyn Hillerman and Dave Schroeder are good resources for information on the status of the cuts. Caroline commented on the new Department of Behavioral Health and new Director of Mental Health that will be in place as of March 1.
- Linda suggested using a free online tool, the Petition Site, to generate letters to the Board of Supervisors or legislators.

5. Treasurer's Report

The Treasurer's spreadsheets had been distributed to Board members for review prior to the meeting. John and Larry reported the following:

❖ Status of accounts:

- Income accounts are not doing as well as we had hoped, and the budget has been revised to provide cash for operations.
- Investment income is much lower than anticipated due to the economy.

❖ Budget:

- **Goals:** Fundraising income is significantly lower than anticipated. There was discussion about how the goals were arrived at. Pat commented on the impact of the Walk for Mental Health's poor results, and there was discussion about the general lack of participation among sponsors and mental health agencies for the Walk this year.
- **Staff expense:** Pat asked whether there might be an advantage to employing our staff rather than paying Pride and CSL to administer our payroll. John responded that we had investigated this option in the past and it was less expensive to go through a contract agency.

- **Newsletter:** John stated that our newsletter printing is less expensive than in the past with the new printer. Belinda questioned whether we need a newsletter every month and several positive comments were made about the value of the newsletter. Belinda said that preparing the newsletter was very time consuming and that going to a bimonthly newsletter would free up her time to devote to fundraising.
Action: The consensus was that we should continue sending monthly newsletters. Belinda asked for article suggestions for our volunteer journalist, Ed Fishbein.
- **Deficit:** Our accountant revised the budget and projects a deficit of \$57,348 this year.
- **NAMI Walk:**
 - **Expense:** Questions were posted about expenses for the planned NAMI Walk. Pat reported that it could cost up to \$20,000 to follow the NAMI National walk project plan and fulfill their requirements, but that we may be able to come up with some cost-cutting measures. Belinda stated that Eli Lilly gives grants for NAMI Walks.
 - **Workload:** Pat is considered moving the walk up to October of this year since our financial situation is urgent. However, that would require a very accelerated schedule and she needs a lot of help to run this fundraiser. Pat feels that she can't realistically be President of the organization and run the Walk, a full time job, at the same time. She had also promised the Walk for Mental Health Board that we wouldn't complete with them for donations in October.

6. Executive Director's Report

Sontine handed out a summary of her accomplishments, current tasks, and summary of how her time is being spent, and recommendations. She commented that since starting with NAMI, outreach, program management and administration has absorbed her time, leaving only 10% available for fundraising.

- ❖ **DonorPerfect:** The membership/donation online system is functioning and over 1,000 names have been entered by Sontine and Belinda in the DonorPerfect database.
- ❖ **Fundraising:** Belinda passed out a list of fundraising for the Board's review, and there was discussion on the following topics:
 - **Fundraising Board:** Belinda stated that fundraising should be the responsibility of all Board members as a primary commitment to help sustain our organization, and that Board members should participate in all fundraising efforts. Al commented that if we focus on fundraising, that takes time away from work on our primary mission.

- **Publicizing online credit card giving:** Larry stated that we need to be able to describe to donors how the process works.
Action: Belinda will send Larry a copy of the DonorPerfect application form.
 - **United Way:** Belinda received a call from United Way prior to the meeting stating that a new application is due February 6th. She was unaware that a second application would be required for this year, and the timeframe is very short since she did not receive prior notice.
 - **Speaker's Bureau:** Sontine stated that the Speaker's Bureau provides the names of community groups who would like to have us speak about NAMI and who might donate after learning about us.
 - **Yard sale:** Belinda suggested that if we all participate in a yard sale, we might be able to bring in \$1,000-\$2,000. Belinda volunteered her yard and Sontine said she could look into use of the vacant lot next to her home.
 - **NAMI Walk**
Action: Pat will write the resolution for a NAMI Walk. Belinda moved and Al seconded motion to do our NAMI Walk in Spring 2010.
- ❖ **Cost cutting:** Sontine said she is working on cost-cutting ideas, and proposed cutting her hours to save money.
Action: Sontine will send ideas to Board Members.
- ❖ **Sontine's Recommendations:**
- **Board recruitment:** Sontine said that we urgently need more Board members. Pat stated that we need more people who can help do fundraising. At the February General Meeting, our topic is the State of the Organization. Pat is donating door prizes and we will be giving away books and videos from our Library to entice people to attend. Pat noted that at the last meeting, a show of hands indicated that most of the people attending were not members. There was discussion about the lost opportunity of an anonymously attended meeting and the need to record names.
Action: Caroline will make voluntary sign-in sheet to pass around through the audience at the next General Meeting. Sontine asked Board members to think about what fundraising projects they are willing to work on.
 - **Time for fundraising:** Sontine stated that if she is to be effective in her role, she needs to focus on fundraising more than 10% of the time.
- ❖ **Grant writing:** Sontine stated that NAMI Sonoma had received a grant from Sonoma county for \$300,000 to manage certain mental health activities for the County. She will pursue any grant opportunities that look promising, but noted that two items that funders look at are whether we have a strong board and our financial picture, so these issues may prevent us from getting grants.
Action: Sontine will speak to NAMI Sonoma to find out how they were able to

accomplish getting their grant.

7. Old/New Business Update

- ❖ **Fundraising Update:** covered under Executive Director's Report above.
- ❖ **Strategic planning assignments:** Pat had distributed updates on the Strategic Plan noting some assignments prior to the meeting.
- ❖ **Stipends:** Pat spoke to Kathleen Derby about the possibility of reducing In Our Own Voice speaker stipends. Kathleen receives a coordinator stipend and has not been collecting her speaking stipends when she speaks. She agreed to waive her coordinator stipend, but Pat and Sontine insisted that she accept the speaking stipends. Pat stated that NAMI National requires a minimum speaker's stipend of \$30, which seemed too drastic a cut from the current \$50 amount, and proposed reducing it from \$50 to \$40. **Action:** Caroline moved, Sherrie seconded, and it the Board voted unanimously 1) to accept Kathleen's proposal to waive her coordinator stipend until the financial outlook is better, and 2) to reduce the speaker stipend to \$40.
- ❖ **Membership fees:** Belinda commented that most other NAMI affiliates have a higher rate for family memberships than we do. John stated that the rates had never been increased since he had been on the Board. The consensus was that the family membership rate could be increased. **Action:** Pat will present the idea of raising the family membership rate at the next General Meeting.
- ❖ **General meetings for 2009:** Pat stated that we have speakers lined up for meetings through April, but nothing after that.

8. Upcoming Events

- ❖ Monday, February 9 – next General Meeting
- ❖ Monday, February 23 – next Board Meeting

9. Public Comment: None

10. Adjournment: The meeting adjourned at 8:39 p.m.



Submitted by Linda Beilharz, Board Secretary