



NAMI Sacramento

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Sacramento's Voice on Mental Illness

An Affiliate of the National Alliance on Mental Illness

**NAMI Sacramento Board of Directors' Meeting
June Amended Minutes
June 16, 2008
(As corrected and approved on 8/18/08)**

Members Present:

Heidi Sanborn	Al Lipson	Sherrie Sala-Moore
Caroline Prod	John Gilbert	Lloyd Lagerstrom
Belinda Beckett	Linda Beilharz	Jeanne Templeman

Members Absent:

Pat Pavone

Guests Present:

Naomi Gilbert, NAMI Sacramento CPA
Marilyn Hillerman, Mental Health Association Adult Family Advocate

Old Business

- ❖ Minutes: April minutes moved for approval by Loyd and seconded by John. May minutes moved for approval by Al and seconded by Lloyd. The June minutes were not approved by Heidi Sanborn and were requested to be amended for review/approval at the August 18, 2008 meeting.
- ❖ Strategic Planning: Per Al, agreement was achieved at the last meeting to go forward to move toward with an appointment of an executive assistant in accordance with the strategic plan. Heidi heard from John Buck at Turning Point who indicates he can provide low cost space, we would need our own phone line, and we would have use of copier. Computer use remains unknown along with internet use. The exact office is unknown, but the probable location would be the Viking office at Highway 50 and Bradshaw. The benefits of the affiliation in terms of mutual mission/goals of public service is an obvious plus. Also, per Al, Crestwood provides office space for Contra Costa NAMI free of charge. Further information is pending from Al who indicates further process for decision making is needed. The Non Profit Center will be opening a "Non-Profit Park" that Heidi has placed us on the list for. Heidi recommended get proposed MOU's in writing and create a subcommittee consisting of Heidi, Al and John to determine the best location and access for consumers. Motion made by Linda to have a subcommittee to analyze foregoing and make recommendations and bring back to the Board; motion seconded by Caroline and unanimously by all.
- ❖ Executive Assistant: Reversal of decision to stay hiring: Heidi moved to re-initiate hiring process including screening. Seconded by Belinda. Unanimously approved.

- ❖ Need for Individual Board Members to Assume Oversight for Program Members: Al raised questions what are the areas that would be appropriate for Board member assignment allocation. The following areas were identified and assigned: Support groups, funding (e.g. WET program and stipends), consumer programs (P2P, IOOV), Family to Family, Outreach Activities as differentiated from public relations--, advocacy, and administration & finance (including fundraising) and membership.
 - John: Finance & Adm
 - Heidi & Linda: Public Relations
 - Belinda: Fundraising
 - Joe Texiera: Consumer Programs
 - Al & Jeanne: Advocacy
 - Pat: Outreach
 - Caroline: General Meetings
- ❖ Action items related to Strategic Plan: Joe Texiera is interested in joining the Board as long as he would be able to continue running P2P. Kathleen Derby may be contacted to also be involved and run IOOV. Norm Probanz is not currently able to make a commitment to the Board, but suggested that Lynn Cathy's assistant, Pamela, may be able to help with F2F. Lynn Cathy is working on getting a F2F instructors' list to Caroline.
- ❖ Work on General Meetings: Venue and Content. The immediate past meeting had good attendance
- ❖ Public Relations: Meet with Nonprofit Resource Center
- ❖ Treasurer's Report:
 - Naomi Gilbert, our CPA, attended the June meeting to discuss the budget and changes to the accounting reports and projected a slight positive for the upcoming year. We didn't spend money for advertising and outreach expense for \$7500. We didn't have the EA projected in this budget either. The other big factor for coming out with a deficit, is we are recording all of our unrealized equity gains. Next year in the budget, Naomi added 20% based on strategic plan's projections added 20%. No grant income is considered for this budget year coming. Additional fundraising for \$20,000 is allocated to the EA's job to pay for her/himself. Expense assumptions include payment for two to four P2P classes, 24 IOOV presentations, receptionist through Pride Industries, pending EA, accountant fee working five hours/mo, supplies and expenses for classes, brochures for all programs with a large expenditure at the beginning of the year. The brochures will be prepared with a P.O. Box address anticipating a change of address. \$4500 in advertising expenses was brought over from last year's expenses. Another misc. line item to move the office included \$4000. Finally, other expenses were simply actual and carry-over expenses from last year's budget resulting in a net decrease of \$27,000. Caroline moved that we adopt the budget as presented, including the change in accounting treatment (see narrative addendum); motion seconded by Heidi. Motion unanimously approved.
 - John presented financial statements for May. Edward Jones CD accounts increased \$488. \$1,868 was spent on items including insurance. Per John, one mistake was made with an overdraw on the account which was quickly remediated without overdraw charges. Income was a little low from May, but we did have some new memberships.

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New Business

- ❖ Walk for Mental Health: Linda and Belinda have taken over Pat's oversight. They are facing problems already. The window of time for the walk in October for planning is only four months away. One issue is lack of recognition/need for liability insurance. Discussion ensued about exiting NAMI Sacramento's participation in the Walk for Mental Health coalition. Belinda articulated that direct mailing & fundraising requests could be a better use of fundraising talents. The Board voted to support Linda and Belinda's decision to reduce NAMI's commitment to the Walk for Mental Health and to focus our efforts on direct fundraising. Included in this decision was the agreement to buy out the Donor Perfect software contract between Donor Perfect and Walk for Mental Health if they agreed. A motion was made by Al and seconded by Lloyd. The motion was unanimously approved with a request to e-mail the revised copy of the minutes.
- ❖ Public Comment: There was no public comment.
- ❖ Adjournment: The meeting was adjourned at 8:50 p.m.
- ❖ Next Meeting: The next board meeting will be held on Monday, July 21, 2008.

Submitted by Jeanne Templeman, Board Secretary