

**NAMI Sacramento Board of Directors Meeting
October 27, 2008**

Members Present:

Belinda Beckett	John Gilbert	Pat Pavone
Linda Beilharz	Lloyd Lagerstrom	Sherrie Sala-Moore
	Al Lipson	

Staff Present:

Sontine Kalba, Executive Director

Members Absent:

Caroline Prod	Heidi Sanborn	Jeanne Templeman
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Guests Present:

and E. J. Hullana, Eric Tarver, Jason M, Joy Kelley, Nikki, Deborah Weidever, Lindzi Metzger, Glenn Smith and Vernon Frayna from Dreamcatchers Empowerment Network in Napa, California.

Call to Order: The meeting was called to order at 6:48 p.m. by Vice President Pat Pavone.

1. Welcome & Introductions:

Pat explained that Caroline was unable to attend the meeting. Al reported that Caroline had wanted to express her support for Dreamcatchers Empowerment Network on today's agenda.

Pat introduced our new Executive Director, Sontine Kalba, to the board members she had not yet met. Sontine talked briefly about her first few weeks with NAMI Sacramento and Pat expressed the Board's excitement about having her join us.

2. Review & Approval of Minutes:

Minutes from the August and September board meetings had been distributed to Board members for review prior to the meeting. The August minutes were reviewed and approved as amended, and the September minutes were approved as submitted. Minutes from the closed August Executive Session were distributed in hard copy and approved as written.

Action: Pat instructed Linda to post the open meeting minutes on the web site and to save a signed original of all board meeting minutes to be retained in the NAMI Sacramento office.

3. President's Report

Since Caroline was unable to attend the meeting, this item was postponed until the next meeting.

4. Treasurer's Report

The Treasurer's spreadsheets had been distributed to Board members for review prior to the meeting.

❖ Investments

John reported that our mutual fund accounts lost \$2,750 this month and have lost \$3,207 this fiscal year to date. John had spoken to our financial advisor and was considering cashing in the real estate fund that isn't doing well. We will keep it for now but watch it closely. We may have to dip into our Edward Jones money market account to pay employees. It currently has a balance of \$5,930. When we approved the budget, we knew this would be a possibility, and we may need to realign the budget.

5. Old/New Business Update**❖ Presentation by Dreamcatchers Empowerment Network**

Al had distributed Dreamcatchers' proposal on August 28th. Al introduced E. J. Hullana, Administrator of the [Dreamcatchers Empowerment Network](#), who has been working with the MHSA Task Force on employment opportunities for people with mental illness. Dreamcatchers is a 501(c)(3) nonprofit providing over 100 people rehabilitation services through work at ECO Thrift Stores in Vallejo. Their goal is to expand through 5 counties and generate thrift store collections and supportive employment.

E. J. presented a video about their organization and stated that people with mental illness don't have the same rehabilitative employment opportunities as people with other types of illnesses, who are typically offered education and support while learning to do a job. The agencies involved with employment for people with disabilities operate in a manner that assures they will get reimbursed. In order to succeed at getting employment for people with mental illness, we need to be aware of how they operate. He explained that the goals of the Department of Rehabilitation are to place, train, and retain disabled employees, and that there are no actual rehabilitation services provided.

Eric Tarver, who has been employed through Dreamcatchers, spoke about how that organization has helped him succeed. Joy Kelley stated that Dreamcatchers' service had not been available for her, and that although she succeeded in getting a job, it was difficult without any support.

E. J. stated that Dreamcatchers' objective is to build collection points using a model similar to the Salvation Army in 5 counties. They are in the development phase and with NAMI Sacramento's support, they hope to get MHSA funding. Two thrift stores are planned in Sacramento as well as an eBay business.

Al and Pat questioned specifically what we can do to help. E. J. requested NAMI's help in marketing Dreamcatchers' services to our members. Pat stated that we could do that through our web site and in our newsletter. Dreamcatchers would give NAMI Sacramento 10% back on the profits made.

Action taken: Al invited E. J. to let the Board know if he has any other specific ideas for how NAMI Sacramento can help Dreamcatchers, and Pat thanked E. J. for the presentation. Pat commented that while we support Dreamcatchers, we need to take care to express support for

other local employment services that we value, like Crossroads.

❖ **Change to Job Title for Executive Assistant**

Pat stated that it had come to her attention that Sontine's duties are virtually the same as the duties advertised for Executive Director positions with other nonprofits, and suggested that Executive Director might be a better title than Executive Assistant.

Action: There was general consensus that Executive Director is an appropriate title for Sontine's position.

❖ **IOOV Grants**

Board members had received the application prior to the meeting. Pat stated that Kathleen Derby had done a good job completing a grant application for two IOOV grants: one for \$1,440 and one for \$2,880.

Action: Al moved and John seconded to approve submission of the IOOV grant, and the motion passed unanimously.

❖ **Fundraising Update**

• **Direct Mail Campaign**

Belinda shared a list of donors who have given to the Walk for Mental Health and asked board members to identify any they recognized as NAMI donors so they can be added to our DonorPerfect database. Belinda and Sontine are working on a direct mail appeal to 350-400 people already supporting NAMI Sacramento through donations, memberships, or the Walk for Mental Health. Sontine is drafting the letter. Prior to the meeting, Belinda had asked Sherrie for a list of members to add to the database. There was discussion about how frequently it would be acceptable to do these mailings.

Belinda stated that if we are planning to do them once or twice a year. She distributed copies of the printing quotes for the mailing and Sontine estimated that we would need \$510 - \$550 to buy postage, stationery, mailing envelopes, smaller remit envelopes, and thank you notes. Sontine estimated that the potential revenue might be \$1,000 - \$2,500.

Action: Pat moved and Linda seconded that we authorize the expenditure of funds for paper, printing and postage to do the mailing, and the motion passed unanimously. Sherrie will provide Belinda a list of members.

• **Goodshop.com**

Belinda described the shopping options with goodshop.com that benefit NAMI Sacramento with almost no effort on our part and encouraged people to try this option.

• **Macy's Community Shopping Day**

Belinda reported that we had sold 37 tickets and that it appears that there may not be enough profit in this fundraiser to offset the time required for us to meet Macy's requirements and administer the ticket sales, but we are still hopeful that we will sell all of our tickets.

• **United Way Speaking Engagement October 30th**

Belinda reported that she has asked for opportunities to speak at United Way events, and that she had arranged an opportunity for Sontine and Joe Texeira to speak at an event on October 30th.

❖ **Web site**

• **DonorPerfect**

Linda reported that the new membership form through DonorPerfect is almost completed. Belinda is working with DonorPerfect to prepare the database behind the form and Linda is working with them on the form style and behavior.

• **Web Site Hosting Change**

Linda reported that the namisacramento.org domain name registration change and the hosting plan change are now completed and consolidated in a single account. The hosting plan is under John's name. Prior to the meeting, Linda had sent the Executive Committee information for how to access the account at GoDaddy or access 24x7 phone technical support for the web site or email issues.

• **Web Site Simplification**

Linda reported that the web site has been expanded beyond a volume that she can maintain. She expressed concerned that when she is no longer available to maintain the web site, if no other volunteer steps up, the current site would be too expensive to hire someone to maintain. She is working to simplify the web site by removing information that is best obtained elsewhere, leaving only links to those sources on topics like diagnosis. Pat commented that the web site doesn't need to be a comprehensive reference on all topics and that the Calendar had been out of date. Linda commented that it had been removed; in the future, events will be posted under What's New on the home page and removed when the event is over, because we don't have the resources to effectively maintain a complete events calendar as it existed last year.

❖ **Strategic Planning Updates**

Al stated that we should be reporting at each meeting what we have done as board members to support the Strategic Plan over the past month. Since there was no record at hand of what objective each member had chosen, the topic was tabled until the next meeting.

Action: Pat and Linda will find the list of Strategic Plan commitments already made and bring them to the December meeting.

❖ **State Fund Refund Status**

John reported that he had received the State Fund refund check for approximately \$174.

❖ **Outreach Promotional Items**

• **Giveaways for United Way**

Pat stated that we discussed purchasing pens to give away as a reminder about NAMI Sacramento at a previous meeting, but no action had been taken.

Action: Sontine, Belinda and Pat will put together a proposal for a giveaway item for the next meeting. Anyone with information on a specific product should send it to Sontine.

- **Brochures**

Pat stated that it is impractical for us to be driving around town delivering brochures, and that she and Sontine are planning to mail brochures once a month instead. Sontine will start calling agencies to find out who is responsible for their outreach activities to make a personal contact at each agency. Al said that we should be doing something to introduce Sontine as our representative to the community.

Action: Al will introduce Sontine at the next MHSA meeting.

- **Presentation Cart**

Pat reported that the cart is much too heavy for volunteers to safely manage. We need at least one, and possible multiple kits so that we don't have a coordination problem sharing a single cart.

Action: Pat will look for a better cart solution to propose at the next meeting.

- ❖ **General Meeting Coordination**

Pat reported that despite our repeatedly asking for a volunteer to coordinate general meetings, no one had come forward. We had previously discussed this, but no action was taken and we aren't sure whether the SMUD room has been retained for 2009. Al volunteered to contribute ideas for speakers, but he can't coordinate. It was noted that this job requires someone with some knowledge about mental illness and contacts in the community. Pat observed that Jeanne has good contacts in the community and would be an excellent person to coordinate speakers for the general meetings. Pat stated that in November we have the Sacramento Police Dept. speaking about how many 5150 calls they get, tips for families, things that are helpful to tell the dispatcher, etc. In January we will be showing the film Out of the Shadow.

Action: Pat will contact Jeanne to see if she is interested in serving as General Meeting Coordinator. Sontine will follow up on whether we have the SMUD auditorium retained for 2009 on the 2nd Monday of each month. (See Board Officer Election below.)

- ❖ **Board Meeting Schedule 2009**

Pat asked whether board members preferred to continue holding board meetings on the 3rd Monday of each month, and no objections were expressed. Meeting room options at Turning Point were discussed, and Sontine reported that they have conference rooms that might work well for board meetings and general meetings. Pat reported that general meetings can attract between 30-70 people, with a max of about 100.

Action: Sontine will find out the capacity of the meeting rooms available to us at Turning Point and assess whether we can hold board meetings and/or general meetings there.

- ❖ **Board Officer Election**

Linda stated that she would like for the Board to plan our process for election of officers. Linda recalled that at the last election, the slate was announced without discussion and board members were asked to vote yes or no. Pat stated that there are so few people available to serve

that we have not had the luxury of selecting officers but have accepted whoever was willing to volunteer. The group surmised about who might be available to serve for the coming year and the discussion veered off to the topic of board member recruitment. John stated that he would like to be replaced as Treasurer. Caroline had intended to visit the current Family-to-Family class to recruit members, but it's unknown whether she was able to do it.

Action: Al will go to the current Family-to-Family class to make a pitch for NAMI. Pat will contact Lynn Cathy about recruitment opportunities. John will contact Larry Liseno, who might be willing to serve as Treasurer. Pat and Linda will find the description of officers' duties in the Bylaws and bring them to the next meeting.

❖ **December Board Meeting**

Pat stated that she feels that although we don't normally meet in December, we need a December meeting to discuss board recruitment, the Board election process, and the status of the Strategic Plan. The consensus was that we need a December meeting. The members tentatively agreed on meeting on December 15th at either Pat or Belinda's house. Details will be worked out at the November meeting.

❖ **Staff Communication**

Sontine reported that Dawn is receiving cc's of emails on various topics from board members and that it is unclear whether she is expected to respond or whether they are for information only. Sontine requested that we begin sending those cc's instead to her at sontine@namisacramento.org, and that if we need a response from Dawn, we will email her directly at dawn@namisacramento.org. Sontine suggested that we reserve office@namisacramento.org for public or outside inquiries.

6. Upcoming Events

- ❖ Thursday, October 30 – Sontine and Joe speaking at United Way event
- ❖ Monday, November 10 – next general meeting
- ❖ Monday, November 17 – next board meeting
- ❖ Saturday, November 22 – Macy's Community Shopping Day

7. Public Comment: None

8. Adjournment: The meeting adjourned at 8:42 p.m. .

The next board meeting will be held on Monday, November 17.



Submitted by Linda Beilharz, Board Secretary