

**NAMI Sacramento Board of Directors Meeting  
November 17, 2008**

**Members Present:**

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

**Staff Present:** Sontine Kalba, Executive Director

**Members Absent:** Heidi Sanborn                      Jeanne Templeman

**Guests Present:** None

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 explained that Caroline was en route from out of town and hoped to join the meeting later.

**2. Review & Approval of Minutes:**

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

Pat reviewed the October Action Items list, and board members provided updates on the following items:

- ❖ **Al** questioned whether Caroline would be the more appropriate person to introduce Sontine at the MHSA meeting.  
**Action:** There was general consensus that Caroline should do the introduction.
- ❖ **John** contacted Larry Liseno and he agreed to serve as Treasurer.
- ❖ **Pat:**
  - A. submitted the IOOV grant application.
  - B. is still looking for a better cart solution.
  - C. contacted Jeanne about coordinating the general meetings, and Jeanne had responded that she would consider it.
  - D. hadn't contacted Lynn Cathy yet about board member recruitment.
  - E. found minutes from a previous meeting noting areas of responsibility that the board members who were present had pledged to support, but the areas did not seem to be in sync with the Strategic Plan.  
**Action:** The consensus was that we should discuss this at the December meeting and identify areas of responsibility that correspond with the Strategic Plan.
- ❖ **Linda** found copies of officers' duties in the Bylaws for discussion at the December meeting

- ❖ **Sherrie** provided Belinda with member data to be entered into DonorPerfect.
- ❖ **Sontine**
  - A. followed up with SMUD on the auditorium calendar and we do have it booked for 2009 general meetings.
  - B. followed up with Turning Point on our use of their rooms for meetings, but their largest room may not be adequate for general meetings.  
**Action:** The consensus was that we should keep using the SMUD auditorium for general meetings and continue board meetings at the Power Inn location.

### 3. Treasurer's Report

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

- ❖ Last month we lost \$8,000 in our investments. John wants to look at our mutual funds again. He talked to our advisor and there may be a couple we could change to our advantage.
- ❖ The Finance Committee consists of John and Lloyd, and Jeremy Heron. It would be helpful to have more volunteers on the committee.
- ❖ Naomi mentioned that we had received \$330 so far for the Macy's fundraiser and there may be more funds coming in.
- ❖ John wrote a check for \$5,000 from our money market account for payroll.
- ❖ John received a memo from Prideworks. There was some confusion about their requirements and due date for Dawn's timesheet.  
**Action:** Sontine will take care of this.

### 4. Executive Director's Report

Sontine reported the following:

- ❖ **DonorPerfect:** Belinda and Sontine have been working on getting the DonorPerfect database running, have input membership and donor data for over 1,000 people, and have been working with DonorPerfect tech support. Belinda is working through 190 duplicate records to eliminate duplicates.
- ❖ **Fundraising mailer:** The Board had previously approved expenses for printing and mailing 450 letters. There was discussion about either continuing with that plan or reconsidering and authorizing a larger mailing to include all 1,000 people in our database. There was discussion about the pros and cons of mailing with our bulk mail permit or hand stamping the envelopes, possibly with a nonprofit stamp. Belinda recommended that we go ahead with the mailing for 450 people. Pat asked how soon we would then send the next mailing to the rest of the list. Sontine said that our focus has been on developing the database and that now we need to focus on a strategy. Sontine asked if we wanted to consider widening the group. Pat said that we could consider the first mailing already planned a Phase 1, bring that to closure, and then start planning Phase 2. Belinda suggested directing Phase 1 mailers to distinct groups of people, to include current members, Family-to-Family trainees, donors to NAMI and the Walk for Mental Health within the last 2 years, whatever that number of people might be.  
**Action:** Pat moved and AI seconded that we approve the expenditure for Sontine

and Belinda to cover the groups identified by Belinda for the Phase 1 mailing, whatever the size. The motion passed unanimously.

- ❖ **Sontine has been learning about NAMI Sacramento programs**, has attended Pat and Heidi's police and sheriff's department training sessions, heard Joe and Kathleen speak, met with Joe and observed a Peer-to-Peer class, and is very impressed with how our volunteers are handling these tasks. She is setting up a meeting with Kathleen about In Our Own Voice (IOOV), spoke to Lynn Cathy about Family-to-Family class and will meet with her in early January to attend the first class as an observer. Sontine spoke with Rebecca Hawkins about the new consumer support program Connections. Six people in Sacramento have received training and are excited about starting support groups. The facilitators are volunteers, so there is no cost to us. Pat commented that we need something similar for families, especially since we only have 1 support group now.
- ❖ **Location of meetings:** Sontine reported that Turning Point has a small room we could reserve and use for board meetings, but that it might not be big enough to accommodate guests doing presentations. Caroline has reserved the Power Inn room for board meetings for next year. Sontine said that Turning Point does not have a large enough room for general meetings.  
**Action:** The group consensus was that the Power Inn and SMUD spaces work fine, so we will continue using the current meeting spaces.
- ❖ **Turning Point office space:** AI asked whether the Turning Point location is working out well. Sontine said that Turning Point staff has been very welcoming, and that Dawn has made progress in clearing out the clutter from the office.

John stated that we need to pay rent, but he hasn't received an agreement yet. Per John, John Buck can't find a signed agreement, and Pat said that there was at least a verbal agreement with John Buck that we are to pay rent beginning August 1. John stated that we need a signed agreement in order to make payment.

**Action:** John will contact John Buck about drafting an agreement.

- ❖ **Staff training and workload:** Pat asked how Dawn's computer training went. Sontine reported that Dawn has been doing tasks in Word and has benefitted from the training. Pat stated that Sontine should plan with Dawn when to schedule the next class in Excel or whatever topic they think is appropriate. Dawn is already working with Excel some now. Sontine stated that Dawn has the time and the ability to take on more work, so she is giving her more.  
**Action:** Sontine will assess what the next appropriate training class should be.
- ❖ **Fundraising giveaway item:** Belinda stated that there is a wide range in promotional pen prices and quality. Belinda passed out pen price lists for comparison and Sontine said that \$250 would cover the purchase. Belinda suggested that we have our web address printed on the pens rather than our phone number or address, since that is more likely to change. AI suggested that we buy a medium quality pen.  
**Action:** AI moved and Sherrie seconded that we authorize purchase of the "medium 1" or "medium 2" pens, to be chosen by Sontine and Belinda, up to a maximum of \$250. The motion passed unanimously.

## 5. President's Report

Caroline arrived and reported the following:

- ❖ **MHSA:** Caroline recently reviewed the MHSA WET funding component. The County will create a funding request to go out to bid for creating a training curriculum and a proposal for stipends for employment internships, financial incentives for working in the community mental health system, and high school student outreach. The System Integration Workgroup will put all funding components into one plan.

The process is supposed to educate the public and elicit feedback on how to spend MHSA funds, but Caroline expressed concern that the community voice is being drowned out by County officials used to working within their own system. The County is in charge of how things get on the agenda and how they get framed. A lot of meetings have been skipped. They are meeting every other week, and only once in December, but are continuing to move forward.

Caroline reported that at the last meeting, the Mental Health Court was mentioned, and that funding in danger. They are looking to MHSA funds to continue it, but MHSA funds can't be used for that purpose. More discussion is to come.

Al said that the Board had decided it might be more appropriate for Caroline to introduce Sontine at the MHSA meeting.

**Action:** Caroline will introduce Sontine as our Executive Director at the next MHSA meeting.

Al talked about his experience with MHSA steering committee activities and said that the County sets the agenda, but the outcome is set by consumers. Al described a proposal to involve consumers and family members in employment programs that passed over Leland Tom's, the County Director's, objections.

- ❖ **Sacramento County reorganization:** Caroline stated that Sacramento County is reorganizing. Lynn Frank will no longer be over Mental Health and Ann Edwards Buckley will be new Director of Behavioral Health (including mental health) effective January 1. Leland Tom will be retiring in April. Sherrie asked about cuts and Caroline responded that \$2.3 Million had been taken from mental health the prior week. Caroline said that revenue projections are reported to be grossly optimistic, so there may be more cuts.
- ❖ **Family-to-Family** – Caroline spoke to the current Family-to-Family class about advocacy, and the group was very receptive. It was suggested that Val Lopez would be a good candidate for coordinating Family-to-Family classes.  
**Action:** none noted.
- ❖ **Support group facilitator training** – Caroline completed training, so she can facilitate a group. She spoke with Lynn Cathy and wants to do a support group in Elk Grove with another facilitator, since that is the preference of the model. Caroline said that the Connections consumer support group training was also held on the same weekend, and people came from all over California to attend both sessions.
- ❖ **Speaking about mental illness:** Caroline will be going to Stanislaus to speak about being the child of someone with a mental illness.

## 6. Old/New Business Update

- ❖ **Fundraising Update:**

- A. **Macy's Community Shopping Day:** Belinda stated that the Macy's event was coming up on November 22<sup>nd</sup> and suggested sending out an email encouraging people to use GoodShop to benefit NAMI Sacramento. Linda stated that the GoodShop option is already posted on the web site.  
**Action:** Sherrie will send an email distribution about GoodShop to members.
- B. **NAMI Walk 2010:** Pat said she would like to talk to Belinda and Sontine about NAMI Walk 2010. Our application has to be completed in April.  
**Action:** Pat, Belinda and Sontine will discuss completing the NAMI Walk application.
- C. **United Way:** Belinda said she doesn't know when we will find out what pledges we got from this year's campaign. Sontine stated that United Way does their notifications quarterly and thinks that by late April will get names of donors and the donation amounts. Sontine said that United Way has a quarterly minimum and that funds are not disbursed until the minimum amount is reached.
- D. **Walk for Mental Health:** John stated that no funds have been received from the Walk yet, and that we will probably get our donations in December. It is unknown how much we received.
- ❖ **Strategic planning updates:** Pat stated that we are holding these updates for our December meeting. Pat listed the commitments made by board members from a previous meeting and said that we need to realign them with the Strategic Plan. Al said that we had previously talked about responsibility and accountability among board members. Pat said that since we now have an Executive Director to help run the organization, we should reconsider what the Board needs to do to support the Strategic Plan.
- ❖ **General and board meeting coordination for 2009:** Pat stated that we have a program for January, but nothing scheduled yet for the rest of the year. Caroline reported that NAMI will be beneficiary of Sacramento Police Department bench press competition involving Lieutenant Cara Westin, who spoke at the November meeting.  
**Action:** Caroline will send Linda the dates of general and board meetings for 2009.
- ❖ **December board meeting planning:**  
Pat announced that the informal December meeting would be held at Belinda's house from 6:30 – 8:30. Belinda will send directions prior to the meeting and board members are encouraged to bring appetizers. The agenda will include:

- i. Review of the Strategic Plan and board member assignments — Al volunteered to give a summary. Pat stated that the NAMI Walk has to be listed in the Strategic Plan as one of our programs if we are going to participate, so we will need to revise it or make an amendment.
- ii. Slate of officers and discussion of elections process
- iii. Board recruitment — Al and Pat mentioned recruitment contacts they had made. Linda said that she had compared notes with other nonprofits at a recent United Way event and suggested that we need to devise a strategy to recruit board members with specific skills and assets who can help us. Sontine said that she had worked with a group who had a committee for board development who met monthly to identify people and start making contacts in the community. Caroline suggested that we might be more successful in getting people to volunteer without having to take a role on the Board.

This led to a general discussion about recruitment and public relations. Al questioned what's happening with PR since the meeting that was held at Heidi's house with Melissa Figueroa from KCRA. Linda stated that Heidi had been corresponding with Melissa, who was trying to get approval to do a series on mental illness.

- iv. January agenda — Pat said that on January agenda we should have a midyear update on the budget and Sontine should report on how she thinks her time should be best spent.  
**Action:** Pat or Caroline will add a midyear budget update to the January agenda.

## 7. Upcoming Events

- ❖ Saturday, November 22 – Macy's Community Shopping Day
- ❖ Monday, December 15 – next board meeting

## 8. Public Comment: None

**9. Adjournment:** The meeting adjourned at 8:30 p.m.

The next board meeting will be held on Monday, December 15.



Submitted by Linda Beilharz, Board Secretary