NAMI NYS Board Meeting Minutes - Approved 3 Mar 2020
Friday, December 5, 2019
Location: NAMI Office, Albany NY

NAMI New York State, Inc. (NAMI-NYS) provides advocacy, education, support and public awareness so that all individuals and families affected by mental illness can build better lives.

Present:

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<tr>
<th>Name</th>
<th>Status</th>
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<tbody>
<tr>
<td>Ann Canastra</td>
<td>X</td>
<td>MaryJo Muscolino</td>
<td>X</td>
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<tr>
<td>Ariel Coffman</td>
<td>X</td>
<td>Pooja Mehta</td>
<td>X</td>
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<td>Maggie Bristol</td>
<td>Excused</td>
<td>Lynda Regan</td>
<td>X</td>
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<td>Lucille Ettere</td>
<td>X</td>
<td>Rina Riba</td>
<td>Excused</td>
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<td>Sue Gagne</td>
<td>X</td>
<td>Ellen Ritz</td>
<td>X</td>
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<td>Marty Gromulat</td>
<td>X</td>
<td>Dhanu Sannesy</td>
<td>X</td>
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<td>Ceceile Green</td>
<td>X</td>
<td>Evelyne</td>
<td>Tropper</td>
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<td>Rob Laitman</td>
<td>X</td>
<td>Judy Watt</td>
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Other:
Wendy Burch, Executive Director
Frank Marchesini, Financial Advisor Edward Jones

Called to Order by Ariel at 2:40pm.

Motion to accept the agenda by Mary Jo. Seconded by Lynda. Approved.

Treasurer’s Report:
Investment Update of Edward Jones accounts given by Frank Marchesini. Handouts were provided. Reviewed the two accounts that the organization has. One is the Operational/investment account that started back in the spring of 2015 and has a current balance is $447,686.11. The other account is the endowment that started later in 2015 current balance is $1,098,777.45. This is more of a conservative approach and will continue to grow over time.

Motion to approve the resignation of Colleen Johnson by Mary Jo. Seconded by Lynda. Approved. Voted for: 10, Abstain: Ceceile.

Motion to approve the minutes from September 13th and 14th by Lynda. Seconded by Judy. Approved. Voted for: 11

Motion to approve the minutes from Oct 10th, 2019 by Evelyne. Seconded by Mary Jo. Approved. Voted for: 11

Motion to accept the executive committee call meeting minutes from October 1st by Lynda. Seconded by Ceceile. Approved. Voted for: 11

Motion to approve the minutes from October 24th & 27th, 2019 by Ceceile. Approved. Voted for: 11

Motion to approve the Executive Committee meeting minutes from November 5th, 2019 by Lynda. Seconded: Evelyne. Approved. Voted for: 11

Motion to approve the conference call minutes from November 18th, 2019 by Ceceile. Seconded by Evelyne Approved. Voted for: 11
Motion to go into executive session by Ariel at 3:23. Seconded by Ceceile. Approved. Voted for: 11

Return from executive session at: 3:45

Rob and Dhanu joined the meeting via phone at 5pm.

Executive Director/Staff Reports

Cassandra Farrugia: New Communications Specialist, Cassandra Farrugia, was introduced to the board. Cassandra is working on social media, e-newsletter, ribbon campaign and NAMI-NYS on Campus. Cassandra is interested in outreach and specifically interested in the multi-cultural and Veterans Affairs Committee. She is also working on connecting with local affiliates to make sure their activities are promoted in the e-newsletter.

Matt Shapiro: Matt reviewed the action agenda for the year:
- Advance Suicide Prevention by Passing Nicole’s’ Law
- Support Community Services, Caregivers and Mental Health Workforce
- Access to Appropriate Services and Medication
- Mental Health Housing With Wraparound Support Services
- Improve the Criminal Justice-Mental Health Interface
  - HALT-Mental Health Focused Advocacy Day, Tues Feb. 11th in Albany
- Expand Joseph P. Dwyer Veteran’s Mental Health Program

*Tuesday, March 3 is our Legislative Days
  - Very challenging year-$6 million budget deficit this year.
  - Exploring ways to have more effective advocacy day. ie. instead of giving people box lunches could purchase vouchers for the food court for participants.
  - HCBS partnerships as a possibility for NAMI?
  - Connect with the Bring it Home Campaign – where can we support-what are they working on?
  - Working on making resources & services more known to families.

Motion to approve the 2020 Action agenda by Evelyne. Seconded by Judy. Approved. Voted for: 13

Affiliate Development Report. Tammie provided a written report. Tammie reported that memberships have been steadily decreasing. Those concerns can be referred to Rina.


NAMI Montgomery/Fulton County’s funds are currently frozen. Wendy will keep the board updated.

Tina’s Report:
Need In Our Own Voice trainers. Currently have only two train-the-trainers. Marty & Kristina Mossgraber will be trained.
Discussion of Homefront. There is not a demand for Homefront – this needs to be promoted more. NAMI NYS has trainers to provide this train the trainers.

The new family to family course (8 week course)–there have been pilots happening now. All family to family teachers will be re-certified in January. There is a 45 minute webinar for this. All teachers will be contacted and a code will be given for a new manual. They expect to have a roll out in February. A grant was secured for that. More information will be coming out on this.

May 15, 2019 - Off the Mask. Would like the Board members to serve as a support to the models. “Model ambassador” idea. If your affiliate is not working with the sharing agreement–you are encouraged to reach out and ask for the support. Looking for silent auction items and/or financial support. Asking each model to raise $2500. Raised over $80,000 for the 2019 event.


Wendy Provided Written Report.
Discussion of the building issues. Looking at other possible space. The lease is through 2021. Possibility of the neighbors in the building may be interested in the space–so lease may be able to be let go.
PayPal-unable to participate in Giving Tuesday due to an issue. Venmo was suggested–Wendy will follow up on that.
Looking at partnering with the Council on Problem Gambling–partnering with them in March.

Committee Chair Assignments
Ariel discussed the variety of committees and the importance of committee leadership and collaboration. The committees need to meet and have documented minutes. Suggest to meet every three months at least to meet the committee goals. Wendy is a part of every committee—and can help to mitigate any barriers that come up. If there is an issue that the committee cannot solve—Ariel asked that Wendy and the committee chair bring that to the executive committee to discuss.
Committees are to put forth the strategic goals of the organization. The committee lead is not to make decisions on their own.
Ariel makes recommendations for committee chairs, if there are any issues regarding this, bring the concerns to the board so that matters can be brought to resolution.
Committee Chairs:
- Executive Committee was voted on at the last meeting. Due to Colleen’s resignation there is an opening on the executive committee as the peer position. Ariel will meet with Pooja and discuss this.
- Finance Committee: Lynda (Treasurer).
- Nomination and Election-Ann/Mary Jo co-chairs-Rina, Dhanu and Evelyne are on the committee. Voted on at the last meeting.

Recommendations for Committee Chairs:
• **Motion** to confirm Ellen as the Chair of the ByLaws and Policies and Procedures Committee by Ceceile. Seconded by Marty. **Approved.** Voted for: 13

• **Motion** to confirm MaryJo as the chair of Personnel Committee by Sue. Seconded by Ceceile. **Approved.** Voted for: 13

• **Motion** to confirm Maggie as the chair of Veterans Affairs Committee by MaryJo. Seconded by Judy. **Approved.** Voted for: 13

• **Motion** to confirm Judy as the chair of Health and Wellness Committee by Lynda. Seconded by Evelyne. **Approved.** Voted for: 13

Pooja joined at 5:55pm
Ann left the call

• **Motion** to confirm Evelyne as the chair of Reintegration Committee (Transitioned from Assisted Employment Committee) by Judy. Seconded by Ceceile. **Approved.** Voted for: 14

• **Motion** to confirm Sue as the chair of Strategic Planning by MaryJo. Seconded by Dhanu. **Approved.** Voted for: 14

• **Motion** to confirm Rina as the chair of Membership and Outreach by Ceceile. Seconded by Lynda. **Approved.** Voted for: 14

• **Motion** to confirm Lynda as the chair of Education Conference Committee by Ceceile. Seconded by MaryJo. **Approved.** Voted for: 14

• **Motion** to confirm Mary Jo as the chair of HCBS Committee by Lynda. Seconded by Sue. **Approved.** Voted for: 14

• **Motion** to confirm Ariel as the chair of Government Affairs Committee by Judy. Seconded by Lynda. **Approved.** Voted for: 7 Voted against: 1 Abstain: Ceceile, Marty, Evelyne, Lucille.

• **Motion** to confirm Rob the chair of Research Committee by MaryJo. Seconded by Ceceile. **Approved.** Voted for: 14

• **Motion** to confirm Ann the chair of Development by MaryJo. Seconded by Judy. **Approved.** Voted for: 14

• **Motion** to confirm Judy as the chair of Suicide Prevention Committee by Lynda. Seconded by Ceceile. **Approved.** Voted for: 14

• **Motion** to confirm Ellen the chair of Programs Committee by Ceceile. Seconded by Evelyne. **Approved.** Voted for: 14

• **Motion** to confirm Ceceile the chair of Multicultural Committee by Evelyne. Seconded by Marty. **Approved.** Voted for: 14

• **Motion** to confirm Jayette as the co-chair of Criminal Justice Committee by Ellen. Seconded by Evelyne. **Approved.** Voted for: 14
• **Motion** to confirm Marty the co-chair of the *Criminal Justice Committee* by Ellen. Seconded by Evelyne. **Approved.** Voted for: 14

• **Motion** to create the Youth Advisory Committee by Ellen. Seconded by Dhanu. **Approved.** Voted for: 14

• **Motion** to confirm Pooja as the chair of *Youth Advisory Committee* by Ellen. Seconded by Lynda. **Approved.**

• **Motion** to confirm Ann as the chair of the *Audit Committee* by Ellen. Seconded by Judy. **Approved.** Voted for: 14

Dinner break at 5:50pm to 6:30pm

On call: Pooja, Ellen, Lucille, Dhanu

Rob came in person to the meeting.

**NAMI Convention** will be held in Atlanta on July 15th-19th at the Atlanta Marriott Marquis.

Discussion - Wendy explained the conference works. PerDiem – un-receipted. Wendy asked who would be attending. Can get the early bird special.

Discussion of board members making their own reservations for travel-pay in advance and turn in the receipt after as a possibility. If you want the office to make your reservations – please let the office know. Wendy will send out an email with all the details.

The office will do the conference registration and the hotel rooms. Board members will share a room unless they want individual rooms then they will pay half the room cost-let Wendy know who you would like to room with.

In the budget there are dollars for staff to attend the conference: Wendy, Matthew, Tina, Christine and Tammie.

**Motion** by Cecile to cover the costs for the following staff members to attend the conference. Ellen Second. **Approved.** Voted for: 14

**Board Training 2020**

Discussion of possible trainers for general board training. NYCON is recommended.

The next two scheduled board meetings are time limited. Sept would be the next opportunity.

ProBono is offering another board training on Jan 14th or January 16th in White Plains. Wendy will send out the information to the board. St. John Fisher may offer some sort of training on the West end of the state-Mary Jo will follow up on this.

**Other Committee Reports**

Discussion of Christmas bonuses for six staff. They will be paid through gift cards. Wendy will ensure that employees will sign for each card.

**Motion** by Lynda to purchase a $500 gift card for each employee – (6 total). Seconded by Ellen. **Approved.** Voted for: 14
Queensbridge project- interested in bringing NAMI programming into the Queensbridge complex. Needs assessment will be done to find out what would be impactful. Looking at opportunities to fund a position to help implement. Could be a program committee project. Ellen will work on this and be sensitive to the Queens Nassau/Metro relationship.

Criminal Justice Report submitted by Jayette. Board would like to explore Bail Reform, Treatment Courts, etc. Expand the focus of the committee. “What to do when my loved one gets arrested” booklet will be updated. Christine is working on this. Rina is involved in a Mental Health Justice Program with the Independent Living Center in her area. It was also suggested to look at the Stepping Up Initiative.

Ariel reminded everyone to make sure your committees meet and when they do, take good notes & use the reporting committee template.

Multicultural Committee- Caucus-Ceceile will send over to Wendy next week.

Presidents Report
Ariel attended a NAMI National Call. Discussion of the 988 number for National Suicide Prevention Line. Next step-going to senate commerce committee. A new Diversity and Inclusion director is in place. Average age nationwide of a NAMI member is 55-65 Caucasian. Looking to diversify the member base. Bedlam documentary is coming out in April. Ken Rosenberg is the author-can read the book now.

In regards to communication-make sure Wendy is aware/cc her in to all emails to staff. Ariel reminded board members to not be in contact with staff members about any board member issues/matters. Be mindful of the position you put a staff member or the board in. The board has worked hard to build up the organization and would like it to continue to head in the right direction and move forward.

Discussion of the clarity of roles – Executive Director and Board members. Board members are supports of the Executive Director. Stay focused-stay in the lane as board members. This emphasizes the importance of board training.

Motion to adjourn by Ellen. Seconded by Judy. Approved.

Respectfully Submitted,

Sue Gagne
Secretary