

Board of Directors Meeting

Date: Wednesday, July 10, 2013

Time: 7:00 p.m.

Location: Room A132, Lone Star Community Center

Type: Regular Meeting

Notice Provided in Advance: Yes

Quorum: Satisfied (minimum of six required)

Present: David Briggs, President
Juan Garcia, Treasurer
Tammy Burgess, Secretary
Kevin Ackerman
Robert Brown
Larry Hardin
William Hensley
Mary Rodriguez

Excused: Susan Bryant, Vice-President

Absent: Sandra Davis
Joe Smith

Guests: Amy Chen, Lone Star Mental Health Coalition
Chelsey Gibbons, OnePact
Anish Patel, NAMI Lone Star Volunteer

Call to Order: 7:05 p.m. by Briggs.

Welcome:

- Board members and guests briefly introduced themselves
- Guests were invited to stay for the entirety of the meeting; however, out of respect for their time, the first agenda item pertained to their visit.

Collaboration Opportunity:

- Several mental health-related organizations in the Lone Star community are hoping to collaborate on an event focusing on outreach to underserved populations within our region.
- Discussion ensued regarding logistics
- Organizations involved would include NAMI Lone Star, the Lone Star Mental Health Coalition, OnePact, and Hope for Tomorrow.
- Target date for the event would be May 2014.
- Each of the collaborating organizations would be expected to contribute at least \$500, 2 event planning volunteers for 10 months, and 15 one-time event day volunteers. Other requests could be made of each organization at a future date, though there would not be an absolute requirement if we couldn't deliver on the request.
- The event collaboration contract was reviewed and discussed. Questions were addressed.

Motion by Ackerman: Move to approve NAMI Lone Star's involvement with this collaboration event.

✓ Seconded and passed without dissent.

☞ Action Item: By July 24th, 2013, our Board of Directors will select 2 volunteers to represent NAMI Lone Star in event planning efforts.

Review of Previous Board Minutes:

Motion by Rodriguez: Move to approve the previous meeting's minutes.

✓ Minutes from the June 12, 2013 Board of Directors meeting were amended and approved.

Membership & Communications Committee Report:

- Membership increased by 8% last quarter. We currently have 81 members.
- Burgess & Brown attended the NAMI Membership 360 training last month. They believe our data can be fully integrated into the new system by the end of August.
- The membership application form is in the process of being updated to meet Standards of Excellence requirements.
- Discussion took place about the possibility of saving money by offering a digital version of our newsletter to members. The advantages of this would be saving money typically spent during the printing and mailing process, as well as eliminating the need for assembly time; the disadvantages of this would mean having to work with two separate approaches (digital and print-based versions) for those members who decide to opt out of the digital issues.

Motion by Hensley: Move to test a pilot version of this possibility with a small sampling of our membership.

✓ Seconded and passed without dissent.

☞ Action Item: Brown will create a digital version of the next newsletter issue. Burgess will arrange for a small pilot within our membership.

Program & Event Committee Report:

- The current Family-to-Family class is in its 6th week. Our presenters noted an increase in participation this time.
- There are several upcoming trainings for NAMI Connection leaders. At present, there is one NAMI Lone Star consumer interested in this program. Discussion took place about the timing of sending volunteers for training. If we send the single volunteer now, we could possibly get the program launched more quickly; however, we will ultimately both need and want more leaders to help run the group. It would likely be more cost effective and easier logistically if we wait until we have more interested volunteers before sending them to the training.

Motion by Briggs: Move to send our interested volunteer to the upcoming NAMI Connection training.

✗ Vote did not pass ultimately, though several Board members voted in favor of the motion.

☞ Action Item: The Committee will recruit additional NAMI Connection leaders and find out about future training dates & locations.

Finance & Development Committee Report:

- The Committee is exploring the possibility of switching to Blackbaud's Raiser's Edge Fundraising Software for development efforts. They will compile a report of their assessment of the program for presentation at next month's meeting.
- The next quarterly financial report will be ready to be shared next month.
- Three possible contract grant writers were considered. Ultimately, NAMI Lone Star will select one to work with in order to submit stronger applications for organization funding.

Motion by Burgess: Move to take a vote regarding our official grant writer selection.

❖ Ackerman abstained from voting due to identified conflict of interest

✓ Motion was seconded and the Board voted to select Megan Haynes as our new contracted grant writer.

☞ Action Item: Garcia will let the grant writers know about our decision and begin working with Megan Haynes.

[Garcia excused himself from the meeting to attend to family matters.]

New Business:

- With the NAMI Profile Center coming online soon, we will need to review our progress thus far in terms of document preparations. We will also need someone to become well-versed in the technology that is entailed. Rodriguez volunteered.

☞ Action Item: Rodriguez will read the manual and watch the instructional video online, then contact the SOE Affiliate Outreach Coordinator at NAMI Texas if she has any additional questions.

Announcements:

- The next regular Board of Directors meeting will be held on Wednesday, August 14, 2013.

Adjournment:

With no further business to discuss, the meeting was adjourned at 9:20 p.m.

Minutes submitted by:
Tammy Burgess

Adopted by the Board during the meeting on:

8/14/13

President's Signature:

David Briggs

SAMPLE