

# Board of Directors' Meeting Minutes

## NAMI Whatcom

November 12, 2020

Virtual (Zoom)

Approved per Motion 2020-12-10.3

### Present

**Board:** Rosemary Webb (President), Brian Estes (VP), Bruce Smith (Treasurer), Tom Scott (Secretary), Gracie Lamb.

**Absent:** Russ Sapienza (ex officio).

**Staff:** Kim Sauter (Executive Director), Amy Armstrong

**Volunteers:** Laurie Maxwell, Deana Ottum

**Guests:** None.

**Called to Order** by Rosemary 12:04pm.

### Volunteers

Laurie presented her experiences as a volunteer for an with NAMI Whatcom and NAMI Washington as a peer, a group leader/facilitator and educator. She noted how being a volunteer has added positively to her quality of life. She then took questions from the Board.

### Executive Director's Report

New grant applications in progress. PSAs being aired on Cascade Radio Group. Whatcom County Cares Act grant in progress working with Deana. That grant is will reimburse the PSA costs of \$6,000. Received a grant for LEO outreach (\$7500+\$2500 affiliate match). BIPOC/LGBTQ+ grant was written for a youth program finished Friday, submitted Monday. Met 3 hours over 5 meetings with consultant regarding operations funding, letters of intent, et cetara. A number of other successful grant applications were noted as well.

Brian asked Kim to elaborate regarding meeting with Jan. Kim recently met with Jan for about half an hour regarding additional grant opportunities to be found from database available to Jan. Worked an continuing to work on letter of intent.

**Consent Agenda: Motion 2020-11-12.1** To accept the consent agenda as presented.

Moved by Brian, Gracie and **Passed by unanimous consent.**

- **Motion 2020-11-12.1a** Approve Board Meeting Minutes of 2020-09-10
- **Motion 2020-11-12.1b** Accept Treasurer's Report as presented.

### Treasurer

Bruce noted how revenue was down (inferred due to operational changes due to CoViD such as with Stigma Stomp). Rosemary noted, compared to 2019, we are currently at 79% of income and 69% of expenses. However, donations are at 50%.

### Bylaws

Tom reported general progress and that it is an ongoing process.

### IT Committee Progress

Deana reported that we are waiting on credentials to update the provider directory. It requires a hack which is under progress. She and Cooper with some help from Chris Sweeney.

## Annual Meetings

Looking to schedule the Annual General Membership Meeting, Thursday January 21, 2021 at 7pm.

## Nominating Committee

Rosemary brought up empaneling the ad hoc Nominating Committee. Consensus was that the committee would be empaneled later in 2021 and to delay this topic for review in February or March with regard to supportive Board training an criterion, recruitment et cetera.

## Fundraising

Rosemary asked us to think about e-mail/mail to membership and other stakeholders. Brian spoke to and asked regarding e-mail and related list management for outreach. We currently communicate with 700-800 addressees. Gracie spoke to the issues of outreach to the membership and asked to defer some of these activities to later given the level of rather intense activity currently. Brian mentioned Giving Day. **Action Item:** Brian will put together a letter for a coordinated/consolidated outreach for Giving Day.

## Outreach Committee

Kim reported on general activities of the committee. Brian reported on LEO outreach, in particular with regarding the 2 Mental Health Deputies. He noted Deana providing input at a recent public meeting. He discussed crises response programs. He discussed outreach tactics for outreach to the City.

## December Volunteer Appreciation Event

Rosemary brought this up. Kim concurred this is an annual activity. There are currently 15 peer volunteers. Some may not wish anything from NAMI Whatcom. Amy has received 2 responses regarding coupons. Brian brought up having volunteer recognition virtually. **Action Item:** A card will go out to ALL volunteers. Amy suggested that at our next noon Board meeting that the first half hour should be volunteer appreciation.

**Next meeting December, 10 @ Noon, at/via Zoom.**

## Adjourned 1:43pm

## Action Items (outstanding from previous meetings)

- Kim to poll Board members for fundraising networking leads.
- Board members providing regular, preferably monthly financial contributions. – Ongoing.
- The consensus of the Board was to allow the **IT Committee** with consent from **Kim** to make changes discussed and recommended regarding domain name and hosting costs.
- Kim to work with 501 Commons to polish grant writing process and output. – Ongoing.
- Tom to change registration on new laptop to reflect ownership change.
- Tom to hasten the process for the Directory transfer and migration to the new hosting company.
- Completion of Bylaws amendments:
  - Bylaws Subcommittee to provide Board with Bylaws Draft in advance of November 12 Board Meeting;
  - Board to Review-in-Detail at November 12 Board Meeting (much of agenda to be reserved for that);
  - Board to have final “reading” and passage at December 10 Board Meeting;
  - Board to place on agenda and present at Annual General Membership Meeting in January.
- Recover documentation of existing Boards term expiration dates for use with Bylaws amendments and discussion regarding next elections.
- Kim & Rosemary: Publish the Annual Report on NAMIWhatcom.org in the Board section.
- Brian leading Facebook Video project with assistance from Amy and others. – Ongoing.

### **Action Items (from this meeting)**

- Brian will put together a letter for a coordinated/consolidated outreach for Giving Day.
- Amy will work to support a card will go out to ALL volunteers.
- A December 10 Board meeting is shifted to noon. The first half hour is will be expressly for Volunteer Appreciation replacing the in-person annual Volunteer Appreciation Meeting. Volunteers will be invited to attend. Call to Order for Board Business to follow at 12:30.

### **Respectfully submitted**

Thomas R. Scott, Secretary