

Board of Directors' Meeting Minutes

NAMI Whatcom

December 10, 2020

Virtual (Zoom)

Approved by Motion 2021-01-14.1a

Present

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

Staff: Kim Sauter (Executive Director), Amy Armstrong

Volunteers: None.

Guests: None.

Called to Order by Rosemary 12:06pm.

Executive Director's Report

Submitted in writing, see attached.

Consent Agenda: Motion 2020-12-10.1 Accept the consent agenda as presented.

Moved by Brian, Gracie. Passed by unanimous consent.

- **Motion 2020-12-10.1a** Accept Treasurer's Report as presented.
- **Motion 2020-12-10.1b** Accept Executive Director's Report as presented.

"Parking Lot/Tabled Items in Minutes

It was suggested that, henceforth, minutes include a new section of topics which were deemed needed to be addressed at a future date. During discussion, the idea of some items may be parked/taled indefinitely and others have a targeted time to address in the future. The consensus was positive.

Motion 2020-12-10.2 Add a "Parking Lot"/Tabled Items section to minutes. **Moved Tom, seconded Brian. Passed unanimously.**

Previous Minutes

Additional changes were discussed for the November minutes but not in detail but to include amendments sent to the Board by Brian.

Motion 2020-12-10.3 Approve Board Meeting Minutes of 2020-11-12 with amendments submitted by Brian implemented. **Moved Tom, seconded Rosemary. Passed unanimously.**

IT Committee/Workgroup, Internet Presence

See attached written report.

Bylaws Subcommittee

Tom was asked on progress. Tom reported that all was according to written report sent just prior to meeting. Tom reported the Subcommittee is still on track for submission and possible adoption in early 2021.

See attached for written report.

Fundraising

Giving Tuesday raised ~\$580.

Obituary for young man last week mentioning “in lieu of flowers, please donate to NAMI Whatcom...”

Public Policy

Brian reported on NAMI Washington presenting to the Washington Legislature. He also reported that ongoing meetings of various organizations and groups on this topic. Brian communicated with Katherine Seibel on “behavioral framework”, an aspirational document for Washington for intervention, prevention and treatment.

Law Enforcement

Bellingham Police Department (BPD) has one more behavioral health officer and a councilor budgeted for next year. BPD Chief resigned, Interim Chief Flo Simon is retiring so a new chief will be expected 2021. Brian reported Whatcom Sheriff's Office has restored funding back to two behavioral deputies.

Annual Meetings

Kim shared proposed agenda. Brian asked for a volunteer appreciation agenda item and received a positive consensus. Kim and Rosemary stated the meeting will start Thursday January 21, 2021 at 7pm.

Rosemary asked if an annual report or “state of the organization” should be included. The consensus was in the affirmative for a brief of such, some year in review statements and a budget for 2021 with very basic detail.

Action Items: Rosemary & Kim to finalize and present draft of Annual General Membership Meeting and present at the January regular Board Meeting.

Bylaws Subcommittee to review Board individual terms and recommend any adjustments based on the revising terms per the amended Bylaws.

Kim to provide 2021 budget, well in advance of the January regular Board Meeting for Rosemary to present at that meeting.

New Board Meeting Format Tested Today

Generally positive consensus.

Committees

Discussed standing and ad hoc committees including, Advocacy, Outreach, Public Policy and Volunteer Appreciation.

Other Topics/Open Floor

Russ noted PSAs on the Cascade Radio Group. Kim added the PSAs are funded by a grant.

Rosemary noted \$10K/month moved from checking to savings to take advantage of the higher interest rate. Rosemary is still working toward a year of Operating Reserves in savings.

Motion 2020-12-10.4 Kim, Rosemary and Deana's efforts greatly increasing our grant program. **Moved Tom, seconded Brian. Passed unanimously.**

Next meeting January 14, 2021, then the **Annual Board Meeting, January, 21 @ Immediately following the Annual General Membership Meeting (@ 7pm), at/via Zoom.**

Adjourned 1:22pm

Action Items (outstanding from previous meetings)

- Kim to poll Board members for fundraising networking leads.
- Tom to change registration on new laptop to reflect ownership change.
- Completion of Bylaws amendments:
 - Subcommittee to supply Board to have final “reading” Board Meeting early in 2021;
 - Board to place on agenda and present at a special General Membership Meeting in early 2021.
- 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.
- Board members providing regular, preferably monthly financial contributions. – Ongoing.
- Kim to work with 501 Commons to polish grant writing process and output. – Ongoing.

Action Items (from this meeting)

- Bylaws Subcommittee to review Board individual terms and recommend any adjustments based on the revising terms per the amended Bylaws.
- Kim to provide 2021 budget, well in advance of the January regular Board Meeting for Rosemary to present at that meeting.
- Bylaws, Policies & Procedures Subcommittee – Discuss and recommend “Policy” for standing and ad hoc committees such as Advocacy, Outreach, Public Policy, Volunteer Appreciation and others.
- Secretary to send “Thank You” messages (and distribute hardcopies) to Kim, Rosemary and Deana of the Motion of appreciation regarding the expansion of the grant program during 2020. (Motion 2020-12-10.4).

Parked/Tabled Items

- Brian to keep Board up to date on activities of Public Policies Committee particularly on the “Behavioral Framework” document.
- Under Policies (Subcommittee) review and determine “Standing” and “Ad hoc” committees as Policies and NOT as part of the Bylaws (which does not currently specify).
- At Annual Board Meeting after Officers Election, formally note the appointed officers such as X Liaisons so that Board and other members may know to whom to refer when needed.
- Annual Review of compensation for staff by the Board.
- Meeting and present at the same meeting.

Supporting/Relating Documents

- NAMI Board Minutes 2020-12-10 - Executive Director's Report 2020-12-02.pdf
- NAMI Board Minutes 2020-12-10 - Treasurer's Report 2020-12.pdf
- NAMI Board Minutes 2020-12-10 - IT Committee-Workgroup Report 2020-12-10.pdf
- NAMI Board Minutes 2020-12-10 - Bylaws Policies and Procedures Report 2020-12-10.pdf

Respectfully submitted

Thomas R. Scott, Secretary