



**Board of Directors 2016  
Meeting Minutes**

<b>Subject</b>	<b>Board of Directors Meeting</b>	<b>Date</b>	March 22, 2016
<b>Facilitator</b>	Sue Petkovsek, secretary	<b>Time</b>	6:00 – 8:00 PM
<b>Location</b>	United Way Building, Madison, WI	<b>Scribe</b>	Sue Petkovsek
<b>Attendees</b>	Donna Ulteig, Sue Petkovsek, Dave Bolles, Ron Diamond, Kristen Esbensen, Matt Heldman, and John Vander Meer		
	Excused Absence: Brenda Nelson, Corinda Rainy-Moore, Brett Wilfrid, and Jenna Suleski Unexcused Absence:		

## Key Points Discussed

No.	Topic	Highlights
1.	Call to order	Sue called the meeting to order at 6:07 p.m.
2.	Approval of agenda	Donna requested that cognitive enhancement therapy be added to the agenda. Motion to approve the agenda with the addition was made by John, second by Matt, and unanimously accepted.
3.	Minutes	We discussed the paid administrative leave letter section. It was noted that David Friedman, our attorney in this matter, reviewed the minutes. A motion to approve minutes as presented was made by Dave, seconded by John, and unanimously accepted.
4.	Appointment to the board and election of officers	<p>Motion was made by Matt, seconded by Dave, to re-appoint Donna Ulteig to the board of directors. The motion carried unanimously. Donna's appointment must be confirmed by the general membership at the 2017 annual meeting.</p> <p>A motion was made by Kristen, seconded by John, to elect Brett as president. Motion passed unanimously.</p> <p>A motion was made by Dave, seconded by Matt, to elect Brenda as vice president. The motion passed unanimously.</p> <p>A motion was made by John, seconded by Dave to elect Sue as secretary. Motion passed unanimously.</p> <p>A motion was made by Matt, seconded by Kristen to elect Dave as treasurer. Motion passed unanimously.</p> <p>It was noted that board members must be re-elected by general membership when starting a second three-year term.</p>
5.	Reports – monthly	<p><b>Executive Director</b> – Lindsay highlighted her report. Monthly budget versus actual reporting can be misleading due to the timing of income and expenses. Going forward, it will be reported on a quarterly basis.</p> <p>The annual banquet net income is expected to be about \$7000, \$1200 more than budgeted for February. Lindsay noted that personal asks to buy tickets for the banquet work best and requested that board members join her in that effort next year. Angie is searching for a speaker for the 2017 banquet.</p>

		<p>The Parkin family has donated over \$11,000 to NAMI Dane County in memory of their son, Zack, who died by suicide last month. The money is restricted to youth initiatives.</p> <p><b>President</b> – In addition to reviewing her report, Donna distributed materials on Cognitive Enhancement Therapy (CET) for informational purposes.</p> <p><b>Treasurer</b> – Dave reiterated that the monthly budget versus actual comparison is out-of-kilter for February due to expenses expected in February and paid in March.</p> <p><b>Advocacy</b> – The committee plans a mental health court forum that will be held on April 7, 6:00 – 7:30 PM at the United Way building. We discussed the need to review the distribution list for the advocacy committee notes and decided not to edit it at this time. The advocacy committee will forward meeting notes to Lindsay for her review and approval prior to future distribution. All attendees at these meetings must sign an attendance log.</p> <p><b>Nominating</b> – We discussed two potential board member nominees. The board has a strong preference for diversifying the board and for filling desired skill sets, such as fundraising. Committee members will contact nominees and send them board member applications. Sue will send electronic applications to members on this committee. Kristen and Donna joined this committee and Ron is the chair.</p> <p><b>Fundraising</b> – No meeting.</p> <p><b>Education</b> – Lindsay briefly review the report.</p> <p><b>Ad-Hoc</b> – Matt presented a brief summary of a meeting with the committee and the program coordinator on March 1<sup>st</sup>. The purpose was to present the statement of understanding and list of expectations to the program coordinator and ask her to sign it. The program coordinator returned to work the next day.</p> <p>A discussion followed on the need for an appeal process for employees. It will be included in a revised employee handbook that is currently out for legal review.</p>
6.	Approve roles and responsibilities forms/committee report template	We briefly discussed these documents, but deferred taking action on them until the March board meeting.

7a.	Strategic planning – Final SWOT analysis	A motion to move this item to the March board meeting agenda was made by John, seconded by Ron, and passed unanimously.
7b.	Strategic planning – writing SMART goals	A motion to move this item to the March board meeting agenda was made by John, seconded by Ron, and passed unanimously.
8.	Old Business	None
9.	New Business	None
14.	Adjournment	A motion to adjourn was made by John, seconded by Ron, and unanimously passed at 8:05 PM.
15.	Next meeting	April 26, 2016