

WMHCA Board Meeting
Notes April 8, 2022
9:00-11:00
Notes taken by: Jenny White

MEETING INFORMATION

Objective: Monthly Board Meeting
Date: 4-8-22
Location: Online
Zoom Meeting Link: <https://us02web.zoom.us/j/89437156382>
Time: 9 am - 11 am
Meeting Type: Monthly Board Meeting
Called By: Susan K. Leveridge
Facilitator: Susan K. Leveridge
Secretary: Jenny White for Gay Niven

Attendance:

Board Members in Attendance:

Susan Leveridge
Marianne
Dominique
Karen King
Jenny White
Ellen
Mitch
Tim (arrived late due to class)
Robyn

General Members in Attendance:

Pam
Jonobie

Meeting started with introduction of guests from general membership.

1. Approval of [March Minutes](#)
2. Treasurer's Report – Emily Hughes

March:
Income: \$16,201
Expenses: \$13,849
Profit: \$2,351

Net Income for Fiscal Year 2021-2022: \$13,408.45

3. Membership Information – Sara Oppler (2nd number is last months)
Associate 132/131
Clinical 685/675

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Regular 38/36
Retired 10/10
Student 196/194

Total 1061/1046

Moved to Accept Consent Items:

Second to accept consent items:

Discussion: none

Approved: (8 approved, 0 denied, 0 abstention)

Susan presented request for approval of increase in salary for lobbyist Sara Stewart to \$36,000/year.

Motion to Approve: Marianne-made motion to approve \$36,000 increase to budget pending approval of the finance committee

Motion Seconded: Mitch

Discussion: Karen asked how this increase aligned with the industry standard.

Shannon stated that it is closer to the industry standard than her current rate and was still lower than average.

Board Vote: **Approved:** (8 approved, 0 denied, 0 abstention)

1. Executive Committee update: Susan Leveridge

- Presentation of contract for Executive Director position (to replace the current Education Director position) and noted changes to her contract including start date, overtime, and length of contract. Copy of contract was provided to the board members via a link in the agenda.
- Request to increase budget for Executive Director position to \$55,000. This increase would provide for some overtime at an hourly fee of \$100/hour with a limit of 40 hours/month without approval of the President and Treasurer.

Motion to Approve: Marianne-made motion to approve rate increase to \$55,000 annually pending approval of the finance committee.

Motion Seconded: Mitch

Discussion: None

Board Vote: **Approved:** (8 approved, 0 denied, 0 abstention)

- Executive Committee discussed Jenny's Proposal to change the frequency of Board and Committee Meetings. A Workgroup has been developed with Gay, Susan and [REDACTED]

Presented Dr Dominique Avery as Chair of Legislative Committee

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2. Finance Committee update: Shannon Thompson for Emily Hughes

Budget timeline: The finance committee reached out to all the committees and asked for financial needs to be addressed in the budget. The budget presented today is a draft. The finance committee will hold an "office hour" for anyone interested in asking questions and discussing the budget further. Afterward, a final budget will be created and presented for vote in May.

- Timeline: Office Hours prior to next meeting, finance committee will meet one more time and budget will be brought to the board for approval at annual meeting is May 13, 2022.
- Announced that the finance committee will hold an office hour for anyone interested in asking questions before the May 13th meeting. The time and date of that office hour will be sent to all board members via e-mail prior to the scheduled time.
- Provided a draft of proposed budget for 2022-23.

Discussion:

- Ethics Consults increased-more members=more consults. We are in regular communication with Eric regarding time and cost. If he notices a trend in consults he provides a statement on that topic that we send out to members
- Executive committee, education, legislation and membership are all working with Eric to identify ways to get information out to members effectively to attempt to proactively provide guidance to members on hot topics
- Discussion about the deficit. Concern was expressed about the deficit between income and expected expenses. Susan shared that the budget loss is less than it has been historically and that we have actually been ending the year in the positive the last few years. The finance committee also intentionally estimates the income very conservatively.

3. Education and Training Committee – Ellen

[Action Plan](#) and [Minutes](#)

- Susan-Scholarship was previously under membership but education committee did the bulk of administration so the line item was moved under the education committee in the budget proposal.
- Currently finalizing the Suicide training update and getting ready to get state approval
- Upcoming training to be offered in 2022-23 -supervision training.
- We have been getting requests from members to provide trainings and expect to be adding to the trainings offered this year.
- Ethics-Eric will be doing quarterly Ethics trainings.

4. [Membership Committee](#): Mitch Teufel

A) Action plan and Minutes

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- Susan-Katie has stepped down and the board has sent her a card & gift certificate to thank her for her time. Board members were encouraged to reach out and offer her encouragement individually as well.
- Susan introduced Mitch as the committee chair and encouraged the board to read his bio on the website.
- Mitch-committed to focusing on identifying and providing current content and ensuring that what we do offer to the members is top notch as primary outreach.
- Notes are posted in Membership Committee folder for board members to review
- Mitch stated that the Membership Committee would like to propose offering up to 6 CEUs of WMHCA ethics training for those serving on the board during their 2 year cycle.

➤ **Motion to Approve:** Motion was made that the Board approve 3 CEU's per year or up to 6 CEU's per 2 year cycle as a board member of WMHCA Ethics training

Motion Seconded: Motion was seconded

Discussion:

Question: What is the cost to the board? Response from Membership committee: this was discussed in the meeting and confirmed with Education Director that this could be offered at no cost to the organization.

Question: What about Active members (those who are not on the board but volunteer frequently)? Answer: Good thing to consider, Membership committee will address at next meeting.

Question: What about Graduate Board Members who do not need CEUs? Answer: Membership committee will discuss at next meeting.

Board Vote: **Approved:** (9 approved, 0 denied, 0 abstention)

Action Item: Mitch will write policy and provide it to the Executive committee.

B) Nominations Committee-Jenny

- Jenny provided up date on timeline of Nominations committee and the names of nominees for open board positions, President-elect and Treasurer. See link above for complete list.

C) Needs Assessment – Jenny

- Last blast of assessment was sent out this week and closes today.
- So far we have 175 Responses

Discussion: Marianne asked if response locations were being tracked. Dominique stated that there is a way to track that information in the app used to create the assessment, but was not a question asked in the assessment.

5 Minute Bio-break

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5) Legislative Committee: Dominique

- This is a collaborative team prioritizing:
 - Portability compact
 - Staying informed with goal of being pro-active as opposed to reactive

Lobbyist Report: Sarah S

- No current needs from board right now, but there is still work being done behind the scenes.
 - Fundraising events

6. Strategic Plan-Gay, Mitch, Marianne, Tim

- Identifying a road map so we know the direction the organization is heading. Road map includes the primary focus of the organization is to be:
 - 1) Premier Knowledge Kiosk
 - 2) Premier Influencer
 - 3) Create a self-sustaining organization

Next steps: To identify what the how of the objectives above.

7. DEI initiative-Susan, Dominique

- Remains on the agenda currently waiting on Needs assessment results

8. AMHCA Conference

Conference Dates June 21-24 Those planning to attend: Executive Committee and Jenny, and Debiruth

Meeting Closed at 11:00