

**NAMI Grand Rapids Area board meeting**  
**Monday, June 8<sup>th</sup>, 2020 – 5:30, Zoom Meeting Minutes**

**Present:** Holly Downing, Lorna Mix, Craig Pierce, Mark Hager, Deb Hogenson, Peggy Marshall, Lynn Cochran, Patti Holycross, Marian Barcus, Judy Benham, and Ann Carlson

**Absent:**

1. Meeting Called to order by Mark Hager @ 5:33 pm
2. Secretary's Report –April 13<sup>th</sup> , 2020 minutes approved pending a few corrections
3. Treasurer's Report – Deb: All money is now held locally in Grand Rapids, MN
  - a. see attached: Motion to approve report: Peggy Marshall 2<sup>nd</sup>: Holly Downing
4. Old Business:
  - a. Budget approval by July 1<sup>st</sup> – Deb: Committee Chairs are needing to get budget int to Deb by the 1<sup>st</sup> week in July. Holy downing is requested \$4000 for the Education committee budget.

Mark pointed out that most budgets are very fluid

- b. Financial P & P draft (attached) – Patty
  - Motion to approve Lorna Mix 2<sup>nd</sup>: Marian Barcus
  - Short discussion; only need to seek board approval on purchase over \$500.
- c. Telehealth grant – Marian gave an update on the grant. From 4/15 – 5/21 there were a total of 158 requests ranging from \$40 - \$250. There is approximately \$12000 remining. Marian will be sending out another email reminder to providers. Also at reminder that only non-profit care coordinator agencies are able to access the funding. There may be a spike in requests now that children have had to return their school iPad. Lorna is going to be doing more research into the FCC Grant.
  - 7 requests from North Homes
  - 6 requests from Northland Counseling Center
- d. Stomp on Stigma virtual 5K – Patty gave an update; CMHS was very please with the turn out for the virtual walk. 195 participants this years and some from out of state and Canada. They are unsure of the amount of donations at this time, but feel it will surpass the prior year. A thank you to CMHS will be sent once the final numbers are in. Lynn updated the board on the digital banner. She is needing to get a high resolution image from CMHS to move forward.

- e. May Mental Health Month: Judy and Marina gave a brief update on the talk show the two of them did on ICTV on 6/2/2020. It can be watched on YouTube: "watch ICTV" discussion on purchasing a copy for the board. A short discussion on a membership with ICTV. It appears there is a \$150 membership for non-profits that might fit NAMI Grand Rapids well. Further information is needed.
- f. GR NAMI email, voice mail activity – Mark gave an update that we have received 2 emails on the family support group. A third email about housing supports in the area, and Judy Benham is following up on it. Short discussion that Paul Bunyan Commination's provides this service to NAMI Grand Rapids for free, and that we should be periodically sending them a thank you.

5. New Business:

a. Committee reports:

i. Education Services – Holly, Lorna: committee has been quiet do to the stay at home orders from the state.

ii. Member Services – Mark, Peggy:  
1. Membership #s: 45- 50 active members

iii. Outreach – Patty, Marian:  
1. see attachment sent on Saturday

- b. Online family support group – Mark gave a brief update. They are continuing to follow NAMI Minnesota guidelines and keeping with the ZOOM Meetings. Attendance varies for every meeting.
- c. Card for Dave & Laurie Marshall (former board members) – Patty is requesting that we send a card on behalf of the NAMI Grand Rapids Board. She had a card that she will send with everyone's name on it. Their son, Aaron Felix, recently passed away and a few days later her mother passes away.
- d. All-affiliate meeting on June 17 – Patty gave an update, on 6/17/2020 from 6:30 – 8pm an all NAMI affiliate meeting will be held via ZOOM. They are wanting to brainstorm ideas on how to continue to move forward while in person meetings cannot happen. Everyone is encourage to try and attend
- e. "Angst" film, ICTV DVD – Patti provided information on the Anxiety "Angst" film that is going to be released. NAMI MN is looking at affiliates to see if they would like to be sponsors. The larger affiliates appear to be sponsors. We may be granted access to view it, we just won't be recognized as a sponsor. We may need to advertise for it.

f. Ideas for moving forward during COVID-19 – All- unknown, hoping information will come out of the all affiliate meeting on 6/17/2020

6. Other Business/Announcements – Open Discussion

- Plans to continue to keep Zoom for a while longer as it provides easy access for meeting during the stay at home and if people are out of the area

7. Board meeting reminder – Mark

- a. Nov. 9<sup>th</sup>, 2020
- b. Feb. 8<sup>th</sup>, 2021
- c. April 12, 2021
- d. June 14<sup>th</sup>, 2021

8. Meeting Adjourned

## NAMI-MN Grand Rapid Area

as of 6/8/20

	Fiscal Year Budget	7/1/2019 thru 9/30/2019	10/1/2019 thru 12/31/2019	1/1/2020 thru 3/31/2020	4/1/2020 thru 6/30/2020	Fiscal Year Actual
<b>GENERAL FUND</b>						
BEGINNING BALANCE - NAMI Acct.	\$5,139.64	\$6,808.05	\$5,048.95	\$9,114.15	\$9,241.15	
BEGINNING BALANCE - AFFINITY				\$8,429.87	\$1,189.24	
<b>INCOME</b>						
Member Dues	\$529.00	\$124.00	\$20.00	\$55.00		\$199.00
NAMI Walk	\$3,402.50		\$4,066.00			\$4,066.00
Donations, benefits	\$4,453.80	\$600.00	\$11,267.64	\$220.00	\$500.00	\$12,587.64
Workshop fees						\$0.00
Grants						\$0.00
Interest Income			\$0.97	\$0.69	\$0.42	\$2.08
Reserve (affiliate cash)	\$0.00					\$0.00
<b>TOTAL</b>	<b>\$8,385.30</b>	<b>\$724.00</b>	<b>\$15,354.61</b>	<b>\$275.69</b>	<b>\$500.42</b>	<b>\$16,854.72</b>
<b>EXPENSES</b>						
Insurance	\$125.00					\$0.00
Open Door memberships	\$45.00					\$0.00
Web site expenses	\$100.00			\$79.00		\$79.00
Speaker costs	\$5,000.00		\$300.00	\$7,000.00		\$7,300.00
Rent	\$0.00	\$50.00				\$50.00
Supplies/Instructional materials	\$350.00		\$300.61		\$134.02	\$434.63
Printing/copying	\$1,500.00	\$1,237.50	\$37.50	\$198.48		\$1,473.48
Postage	\$250.00	\$74.00	\$55.00	\$64.00		\$193.00
Refreshments	\$500.00	\$27.95	\$566.77	\$79.17		\$673.89
Advertising	\$800.00	\$414.12				\$414.12
Holiday Gift Drive	\$600.00		\$226.43	\$40.67	\$389.12	\$656.22
Financial Compilation (NAMI MN Auditor)	\$100.00					\$0.00
Miscellaneous	\$2,500.00	\$679.83	\$1,351.92		\$1,500.00	\$3,531.75
<b>TOTAL</b>	<b>\$11,870.00</b>	<b>\$2,483.40</b>	<b>\$2,838.23</b>	<b>\$7,461.32</b>	<b>\$2,023.14</b>	<b>\$14,806.09</b>
<b>ENDING FUND BALANCE</b>	<b>\$1,654.94</b>	<b>\$5,048.65</b>	<b>\$17,565.33</b>	<b>\$10,358.39</b>	<b>\$8,907.67</b>	

### Mental Health Education Fund

	2018-2019 Fiscal Year	7/1/2019 thru 9/30/2019	10/1/2019 thru 12/31/2019	1/1/2020 thru 3/31/2020	4/1/2020 thru 6/30/2020
<b>BEGINNING BALANCE</b>	5229.37		<b>\$5,183.84</b>		
Additions/Contributions			\$2.27		
Transfers Out			\$1,021.54	(Corey Medina)	
<b>ENDING BALANCE</b>	5206.51		<b>\$4,164.57</b>		

**Outreach Committee Report  
June 8, 2020 board meeting**

Committee members: Marian Barcus, Patty Holycross, Ann Saxhaug, Craig Pierce, Linda Bonney, Ron Storlie, Deb Hogenson, Judy Benham, Katie Marshall, Lynn Cochran

1. For **May Mental Health month**, we had an online mental health fair “Staying Mentally Well in Times Like These” with four different weekly topics and web resources:
  - a. Week 1 – Checking Your Mental Wellness
  - b. Week 2 – Stress and Boredom
  - c. Week 3 – Anxiety and Depression
  - d. Week 4 – Parenting ChallengesAdvertised this with weekly emails, public service announcements, Facebook posts and web site updates. We put the 31-day May Mental Health Month challenge in the Herald-Review and Marian wrote a letter to the editor at the beginning of the month. Marian and Judy did an interview on ICTV about coping strategies and connecting to services.
2. Community education workshop for employers (“**Hiring and Retaining Employees with Mental Illness**”) has been rescheduled for Thursday, Oct. 15. The national community education conference we were asked to do a session for in Duluth October 28-30, 2020 has also been cancelled for this year.
3. **Planning for fall Chamber of Commerce presentation** on employing people with disabilities – partnering with MDI and others.
4. Committee meetings will continue via ZOOM.

Marian Barcus and Patty Holycross, co-chairs

## **Financial Procedures**

~~NAMI Minnesota is the fiscal agent for NAMI Grand Rapids Area. Each month, the Treasurer sends copies of all bills to our fiscal agent for payment and also sends a listing plus receipts for any credit card purchases. In turn NAMI Minnesota sends a monthly financial statement to NAMI Grand Rapids Area President and Treasurer. The NAMI Grand Rapids President and Treasurer each have a credit card issued by NAMI Minnesota for smaller expenditures. The usual limit is \$500/month per card; however, it can be increased by approval from NAMI Minnesota. Because we are a tax exempt organization in Minnesota, we do not pay state sales tax for purchases; vendors should be reminded of this.~~

As of 2020, NAMI Grand Rapids Area acts as its own fiscal agent. The affiliate has an account at Affinity Plus Federal Credit Union in Grand Rapids, MN. Two board members, one being the Treasurer and one a board member with a personal account at Affinity, are signers on the account. The Treasurer maintains the NAMI Grand Rapids Area checkbook and both individuals hold debit cards for the account.

All disbursements must be documented with itemized receipts. Vendors should be notified that we are tax exempt organization in Minnesota and exempt from state sales tax for purchases.

Disbursements greater than \$500 must be approved by the Board.

Board members requesting an expense reimbursement must complete a "Check Request and Payment Approval form" (Appendix C) and submit the form along with an invoice/receipt or other documentation to either the President or Vice-President for approval. Once signed by the President or Vice-President, the Form and documentation is forwarded to the Treasurer for payment.

The Treasurer provides a financial statement at each board meeting and tracks receipts/expenses quarterly for the affiliate. This also includes a listing of receipts, expenses and balance in the Mental Health Education Fund at the Grand Rapids Area Community Foundation (GRACF). If NAMI Grand Rapids determines that funds will be used from the Mental Health Education Fund for special mental health events, the Treasurer will send bills to the Community Foundation. GRACF requires two signatures or email authorizations from NAMI Grand Rapids officers.

The Treasurer, with assistance from the President and committee chairs, develops an annual affiliate budget for the coming fiscal year. This is approved by the board prior to July 1 of each year and is a guideline for anticipated income and expenses.

NAMI Grand Rapids currently has gross annual revenue of less than \$50,000 and must have a Financial Compilation completed by a qualified professional (auditor, accountant) every three years. The NAMI Minnesota auditor will complete this for the affiliate. In addition, the treasurer must file a 990N Electronic Notice (e-postcard) annually. This is required since our affiliate has annual assets of less than \$50,000. Form 990-N is due every year by the 15th day of the 5th month after the close of our tax year (June 30). So, it must be filed by Nov. 15.

## **Grants**

NAMI Grand Rapids is now tax exempt under the IRS 501(c) (3) code and can seek grant funding for special projects.

## **Insurance**

NAMI Grand Rapids pays an annual fee in order to be covered under NAMI Minnesota for Site Liability and Directors & Officers Insurance. If we are using a facility or venue that requires proof of insurance, we can request a *Certificate of Liability* from the NAMI Minnesota office.

## **Memberships**

Annual membership dues are submitted to NAMI Minnesota or NAMI national either by check or online. NAMI Grand Rapids pays the open door membership for each individual with a mental illness who submits a membership application to us. The affiliate receives a portion of each individual, household or open door membership according to the National dues structure.

## **Officer Job Responsibilities**

President:

- Prepare agenda and preside at all member and board meetings
- Serve as spokesperson for the organization
- Appoint all committee chairs with exception of Nominating Committee
- Assist Nominating Committee in recruiting new board members
- Serve as ex-officio member of all committees
- Prepare annual budget with assistance of Treasurer

Vice President:

- Understand the duties of the President and perform these duties in President's absence
- Review Board Policies and Procedures annually and suggest any needed changes
- Carry out any special projects as assigned by the President

Secretary:

- Keep accurate records of board actions, including taking of board minutes
- Review board minutes at board meetings
- Report on membership at board meetings
- Send out correspondence, i.e. thank you notes, reminders, letters
- Forward affiliate documents to NAMI Minnesota for electronic storage at end of each fiscal year

Treasurer:

- Serve as financial officer of the organization and manage the board's financial responsibilities
- Assist the President in preparing the annual budget and present it to the board
- Prepare quarterly and end-of-year financial reports for the board
- Be responsible for securing the NAMI Minnesota auditor to complete a financial compilation of the affiliate every three years and summarize findings to the board
- File 990-N e-postcard with IRS by Nov. 15 each year
- Pay affiliate bills after receiving signed "Check Request and Payment Approval Form"

Past-President:

- Serve as an ex-officio member of the board
- See that each board member completes a "conflict of interest" form annually

X. Appendix C: Check Request and Payment Approval Form

NAMI Grand Rapids Area  
Check Request and Payment Approval Form

Request Date: \_\_\_\_\_

Requester Name: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

PAY TO THE ORDER OF: \_\_\_\_\_

Address: \_\_\_\_\_

Amount of Check: \_\_\_\_\_

Purpose of Check:

Approved By: \_\_\_\_\_

President/Vice-President

Date Received by

Treasurer: \_\_\_\_\_

Treasurer's Initials: \_\_\_\_\_

**INVOICE / RECEIPT / OR OTHER DOCUMENTATION MUST BE ATTACHED  
TO THIS REQUEST**