



**Board Members:**

*Kacey Peterson, President*

*Don Gilbert, Past President; R&D Chair*

*Courtney Ackerson, Treasurer*

*Kenya Rocha, Secretary*

Adrienne LaToure, Membership and Community Outreach Chair

Kyla Loucks, Marketing Chair

Christy Johnston, Conference Committee Chair

Kenneth Cameron, Public Policy Chair

Lisa Schneider, Public Policy Co-Chair

Lauren Kern, Student Representative

Corinne Harvey, Student Representative

Jason Stark, Website Coordinator

Anthony Ferguson, Member-At-Large

**Iowa Mental Health Counselor's Associations  
Quarterly Board Meeting  
Saturday, March 3, 2018 / 9 AM – 12 PM  
West Des Moines Public Library**

**Agenda**

**9:00 Call To Order 10:25 – Kacey**

**Attendance:** Adrienne LaToure, Kacey Peterson, Don Gilbert, Courtney Ackerson Kyla Loucks , Lisa Schneider, Lauren Kern, Corinne Harvey, Jason Stark

Gladwell Kamaru (guest) Drake Student

**Absent:** Christy Johnston, Kenneth Cameron, Anthony Ferguson.

**President:**

IMHCA Foundation Report and Action Highlights

IMHCA Executive Committee Meeting Report Highlights

**Consent Agenda:**

Secretary's Minutes for 01/06/2018 Meeting

Treasurer's Monthly Report 1/6/18

IMHCA Foundation Report and Action Highlights 3/3/18

IMHCA Executive Committee Meeting Report 3/3/18 from 2/10/18

**VOTE:** Jason motioned to accept all agenda items; Dree seconded. Unanimous vote.

Motion carried.

**9:45 Old Business**

- Committee Makeup and Job Descriptions - TABLED
- Conflict of Interest and Code of Conduct – Last of signatures TODAY; Report conflicts – discussion from the executive committee meeting
  - Bring up to the board in the **next meeting** if there are any conflicts of interest and this will be voted on next meeting - TABLED
  - New conflicts can be brought to the attention of the board and it will be voted on in board meetings. They will be signed by the executive committee
- Development of Annual Report for Conference- TABLED Come out in Fall – scheduled in October. July to July report. This could be compiled with the annual summer meeting in July and then sent out to board for approval in September and then published or printed or posted in October. Kyla will remind us. Make sure that it is shared online. Long-term goal of sending out the highlights in future years if there is finances.
- Organizational Chart – Need before Conference – Kasey will report this in the report at the conference during the board meeting.



# Iowa Mental Health Counselors Association

- LMFT Alliances/Professional Expertise Council – TABLED
- Post office box – Courtney will look into this. Main post office on 2<sup>nd</sup> Ave. in DSM. Change with the state and the IRS. Long-term goal of having this information changed on all printed and online materials as well. Courtney will report back with P.O. Box information.

| Action Items:  | Person responsible: | Follow-up or due date: |
|--|---------------------|------------------------|
| Submit conflicts of interest   | All board members   | Next meeting           |
| Annual officer report  | All officers        | Due to Kyla by 7/7/18  |
| Annual report published  | Kyla Loucks         | October, 2018          |
| Review and ensure all board paperwork is completed; send email for any missing paperwork | Kasey Peterson      |                        |
| Set up a post office box   | Courtney Ackerson   | 4/1/18                 |

## 10:30 New Business

- I. Committee Reports (meeting minutes needed when held):
  - a. Executive Committee: *Kacey Peterson*
    - i. Organizational Chart before conference – Kacey will summarize new organization in her report for the next board meeting
    - ii. Branding: Approval to move forward with John Sayles – TABLED
    - iii. Strategic Planning Meeting – committee meeting will be held after the conference – Courtney, Kyla, Kacey, Dree all volunteered to be on the committee. Anyone interested can email Kacey and be included. Meeting date: April.
    - iv. Any committee interest – EMAIL KACEY – will send email to the board

| Action Items:   | Person responsible:   | Follow-up or due date: |
|---|---|------------------------|
| Send email announcing meeting date to the board and ask for interest in participation of the committee. | Kacey Peterson  | 3/18/18                |
| Strategic planning  | Strategic Planning committee: Kyla, Courtney, Dree, and Kacey | 5/1/18                 |

- b. Finance Committee Report: *Courtney Ackerson*
  - i. Need to vote on applicant for accounting - \$20/hour, quarterly evaluation - TABLED
  - ii. Will have quick books online
  - iii. Need for actual committee volunteers (finance) or is Treasurer automatically in this role – TABLED
  - iv. Budget for next FY - TABLED
  - v. Need a financial policy in future

| Action Items:           | Person responsible: | Follow-up or due date: |
|-------------------------|---------------------|------------------------|
| Get QuickBooks          | Courtney Ackerson   | 5/31/18                |
| Set budget for FY 18-19 | Courtney Ackerson   | 7/7/18                 |

- c. Fundraising and Resource Development: *Don Gilbert*
  - i. Need to identify alternative funding streams as we separate from the Foundation’s Mission –
    1. Bowling event - November? Or mid to late January? Avoid the Big Brothers/Big Sisters main fundraising event. Theirs is set for March 1, 2018
    2. Cheers for charity idea – breweries and wine that are local and items get donated for tastings. Have a CAP on tickets
    3. Mental health warrior – indoor warrior or IMHCA Olympics. TGR is the one downtown. There is one being built in Urbandale. Kid friendly event.
  - ii. The use of branded material



- iii. Need a fundraising committee – Courtney, Lauren, Anthony, Don Ramona, Corinne volunteered. Anthony’s position as member at large was assigned this committee. Don will email the committee to organize. Don is the chair of the committee

| Action Items:                        | Person responsible: | Follow-up or due date: |
|--------------------------------------|---------------------|------------------------|
| Send email to organize the committee | Don Gilbert         | 5/3/18                 |

- d. Kenya and Don – Supervision Course – Had one committee meeting
  - i. Supervision Certification program idea includes two separate levels to getting a certificate. One level for training supervisors and then another level to be the trainer for supervision training courses. The list of approved supervisors and train the trainer people will be supplied on the IMHCA website for those who needed supervision or training. Also, the list would go to the board of behavioral science: Supervisors & supervisors of supervisors.
  - ii. DISCUSSION:
    1. Discussion of the improvement of the quality of supervision
    2. Conflict of interest was discussed that may come up at a later date of Kenya and Don being the providers of the training and a way to make money. This conflict will be brought if it becomes an issue.
    3. Long-term – need to open the program online (live) for rural areas – Feedback from multiple members on the board that this would be needed in the future for areas with limited access. Also
    4. Question about theoretical approaches to supervision – make sure to be inclusive
    5. Do we need a call for programs to develop the supervision program that will be used to train supervisors? Bids? Decided yes.
  - iii. LMHC’s interested could get approval from NBCC to be a supervisor as an alternative to the supervision training for IMHCA.
  - iv. VOTE: Courtney moves to approve of the supervision certification program development: Kyla seconded, but additional discussion was needed. It was decided that Kenya and Don will design an outline of what IMHCA is looking for in this program and then will send a call for bids to meet these qualifications when ready. Setting up for an RFP. Create Certification process. Unanimously voted in favor – Don abstained from vote. Motion carried.

| Action Items:                       | Person responsible: | Follow-up or due date: |
|-------------------------------------|---------------------|------------------------|
| Create RFP for supervision training | Don and Kenya       | Not decided            |

- e. Government: *Kenneth Cameron and Lisa Schneider*
  - i. Upcoming Events – DAY ON THE HILL 3/6/18 (Monday)
  - ii. Legislative Updates and Bills of Interest shared and discussed - Handout. Our position on the various bills was not matching the recent update from Emily. Needs to be followed up.
  - iii. Advocacy toolkit – Lauren has updates to do and then it will get sent out and posted on the website. She was given kudos for this.
  - iv. From Lauren: student from St. Ambrose – needs feedback on bill for a course regarding teachers getting suicide prevention training. We are not registered on the website and Emily’s update included registered neutral. Some discussion of the pros and cons of the bill and the various versions of the bill. Kenneth can respond to this email. Lisa will check the status on the bill before responding or emailing Emily.
  - v. We have not been getting updates. Used to get them weekly and now not getting them regularly. This will be followed up with.
  - vi. IMHCA lobbyist for next year - TABLED

| Action Items:               | Person responsible: | Follow-up or due date: |
|-----------------------------|---------------------|------------------------|
| Update the advocacy toolkit | Lauren Kern         | 3/5/18                 |
| Pick up IMHCA banner        | Lauren Kern         | 3/5/18                 |



|  |                |          |
|--|----------------|----------|
| Contact Emily for clarification on updates and stance on bills | Lisa Schneider | n/a      |
| Return student email   | Kennith/Lauren | Soon-ish |

f. Membership and Community Outreach: *Dree LaToure*

i. Nominations:

1. Open seats – communication plan for conference and prior – Dree will update the document that has open positions. These will be emailed to Jason. Need to attach resume to this either online or in an email to Dree at Member@gmail.com
2. Forms or recruitment letters?
3. Awards
  - a. Mental Health Champion Award
  - b. Mental Health Volunteer Service Award
  - c. Board member scholarship – any past service recognized as well (added)
  - d. Scholarships - Application needed, \$2000 given out email to Membership@gmail.com

| Action Items:   | Person responsible:                           | Follow-up or due date: |
|---|---|------------------------|
| Find a way to attach resume to nomination form for Board Position   | Dree and Jason                                | 4/1/18                 |
| Update open positions online  | Jason Stark                                   | 4/1/18                 |
| Forms for award and scholarship nominations for the annual conference – Send to Dree and the conference committee for approval. | Courtney Ackerson                             | 3/5/18                 |
| Post award and scholarship applications.  | Christy, Jason (website), and Kyla (facebook) | ????                   |

g. Networking and Communications Chair: *Kyla Loucks*

- i. Student newsletters; Celebrate the newsletter creation – template created by students. This will be used in the upcoming weeks- updated by Kyla needed
- ii. Update to membership highlighting successes – post on FB
- iii. CE event – Day on the hill pre-event (next year) where students and IMHCA members can learn advocacy skills and feel prepared for the day on the hill or other advocacy activities
- iv. Calendar will be posted to the website and will be a google doc to edit. ALL BOARD MEMBERS and COMMITTEES need to add dates for Networking, email blast, and events
- v. Kyla’s position will be open in July. Recruitment – maybe Ramona.

| Action Items:   | Person responsible: | Follow-up or due date: |
|---|---------------------|------------------------|
| Text Ramona to see if interested in the networking and communications chair.  | Corinne Harvey      | Immediately            |
| Update the newsletter with dates  | Kyla Loucks         | 3/31/18                |
| Post the newsletter   | Jason//Kyla         | 4/1/18                 |
| Post google calendar to share   | Kyla                | 3/31/18                |
| Update the google calendar that Kyla will post with any dates that Kyla or Jason may need: facebook posts, email blasts, and events | ALL BOARD MEMBERS   | 4/30/18                |

h. Conference Committee: *Christy Johnston*

- i. Absent, no report filed
- ii. Courtney filled in – 42 registrations in by mail and online. Three registrations are pending payment. There has been difficulty with members completing the payment fully on PayPal and they have been billed.
- iii. We have vendors and sponsorships in - \$2,625 deposited at this time



iv. Meetings monthly and have the next meeting scheduled for March 19, 2018 at 5:30 pm

| Action Items: | Person responsible: | Follow-up or due date: |
|---------------|---------------------|------------------------|
| NONE          |                     |                        |

- i. Student Representatives: *Lauren Kern and Corrine Harvey*
  - i. Update on Drake
  - ii. Other news Mission of DMHCA read and feedback given.
  - iii. Bylaws – send to Drake students to mimic the bylaws for their student organization. They need to be in line with ours. They will note any issues they see in review

| Action Items:   | Person responsible: | Follow-up or due date: |
|---|---------------------|------------------------|
| Email Kacey with highlighted portions of the bylaws that need to be changed or edited to reflect current practices or changes while reviewing for the DMHCA | Lauren Kern         | n/a                    |

j. Member At-Large: *Anthony Ferguson* - Absent, No report

| Action Items: | Person responsible: | Follow-up or due date: |
|---------------|---------------------|------------------------|
| NONE          |                     |                        |

- k. Website: *Jason Stark*
  - i. Nominations needed to be updated to start gathering nominations from for all the upcoming opening offices. Jason will adjust this.
  - ii. Imhca.net emails not working

| Action Items:   | Person responsible: | Follow-up or due date:                      |
|---|---------------------|---|
| Create open positions on the nomination form for Present-elect, treasurer, and Networking | Jason               | ASAP so we can advertise the open positions |

- II. Review of upcoming meeting dates and locations:
  - a. May 3, 2018 at the Holiday Inn Airport at 12:00 pm over lunch at the annual conference
  - b. July 7, 2018 TBD
  - c. September 8, 2018
  - d. November 3, 2018

**11:50**      **Closing Remarks/Other**

**12:00**      **Adjournment:** Motion to adjourn by Lisa; seconded by Lauren. Meeting adjourned at 12:21 pm.

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## **IMHCA Executive Committee Report**

**Kacey Peterson, MS, LMHC**  
**IMHCA Board President**

### **Administrative/Governance:**

- o Conflict of Interest Forms and Code of Conduct – Get remaining signatures and attach conflict forms where conflicts exist
- o Finalize Committees and need to pass around sign-up sheets (check website to see what is covered for committees)
- o Need to Identify empty seats and terms, discuss Board recruitment strategies for June
- o Strategic Planning Session (Committee run???)

### **Financial**

- o Approved use of QB online – will implement after the conference
- o New checks and Balances beginning 04/01 (will need to review and update financial policy in accordance with changes) if approved by BOD
  - On the first (or around the first) of every month, President will log into bank account and ensure that nothing seems to be setting off red flags. Will verify that all checks are accounted for (no missing check #s etc., no unusual charges, etc.).
  - Will send an email to Treasurer with the bank balances as verification that the check has been completed. Will Cc the Secretary on this so that the email can be added to the Finance Files.
- o Approved the hiring of an independent accountant to reconcile the bank/QB accounts (need to determine monthly, bi-monthly, or quarterly) through QB. Need approval by the BOD of the applicant's resume and fees.
- o Discussed Budgetary needs and development of next FY budget

### **Resource and Development/Marketing/Fund Development**

- o John Sayles (Branding and Marketing Needs)
  - **IMHCA/Foundation Logo: \$1250** --- New logo and some help with branding, mission building, etc. Will see him Monday and discuss what can be done to get both Foundation and IMHCA logos for same price (maybe split the cost between the Foundation and IMHCA, or pay with out of Foundation and see if cost for IMHCA can be donated.
  - **Annual Report, Mailers, etc.**
  - **Unveil new logo at conference**
- o Need to balance activities for funding with Foundation activities. Hope to see increase in membership with enhanced exposure through foundation, but no guarantees. Need to think of another means to diversify funding!
- o Will supervision courses run through IMHCA or the Foundation? Who will oversee if not IMHCA?

### **Events (Reminders for Board attendance)**

- o Day on the Hill (Public Policy Committee Update) – Monday, March 5th
- o Annual Conference
- o AMHCA Annual Conference and Leadership – Voted on plan for FL – will report to Board and open for discussion; Decision has already been made.
- o Strategic Planning Session

### **Community Outreach/Partnerships/Alliances**

- o How do we communicate/present at the conference what feedback was taken and acted on from last year