



NMADCP Board Meeting  
Thursday, May 12, 2011  
12 noon to 1:30 pm  
via phone conference

### Meeting Minutes

**Attending:** Eva Sanchez, Donita Sena, Sylvia Serna, Ginger Sloan, Daniel Blackwood, Carlos Gonzales, Anna Lujan, Peter Bochert, Angela Peinado, and Carmen Rodriguez

**Absent:** Judge Jaramillo, Karen McCutcheon, Gerald Baca (x5)

Peter Bochert indicated that he had been called by Judge Jaramillo earlier and she would be unable to attend today's meeting due to a jury trial. She provided information that Peter would report out at the appropriate part of the agenda. When enough board members had called in for a quorum, Peter offered to start the meeting since the vice president had not yet called in. The meeting began at 12:07.

#### Review of 4/18/11 Meeting Minutes:

Peter asks if anyone has any changes to the minutes from the last meeting. There being none, Donita Sena moved and Ginger Sloan seconded approval of the minutes. The motion passed unanimously

#### Treasurer's Report:

Ginger reported that as of the last statement the association's balance was \$7,943.86. Neither Carmen Rodriguez or Ginger knew of any outstanding expenses. Angela Peinado clarified that the bank account does not yet include registration fees that have been submitted. Carmen estimates we've received between \$1200 - \$1500 in fees, and that if everyone pays who has registered we will collect \$6000.

#### Training Update and Review:

Registrant update – Carmen reported that there are 45 registrants for Las Cruces with one pending, leaving four seats available there. We have 80 registrants and a waiting list in Albuquerque. There have been a few dropouts already, and Carmen thanked Metro and Evolution Group for giving up some additional slots as that has allowed us to move more people

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from the waiting list into the classrooms. There are still eleven people on the Albuquerque waiting list.

Daniel indicated that Evolution Group is happy to donate the fees they'd already paid for the withdrawn registrants to NMADCP or let NMADCP use them for scholarships. Peter asked the board if we shouldn't just give Evolution Group back their fees since they've already been generous enough in giving up the slots, but Daniel requested NMADCP accept the donation. The board again thanked him for his generosity.

Carmen asked about a person from a treatment center who had paid their registration fee but then withdrew. The board discussed whether to return the money or say no refunds. Donita stated we should say no refunds and Anna Lujan agreed. Angela pointed out that there was no language on registration form about returns. Eva agreed with Donita. Daniel moved that we not return funds, but handle any requests for refunds on a case by case basis. Anna seconded the motion. The motion passed unanimously. Carmen will keep the board informed of any refund requests.

Working Agenda review--Angela walked the board through the various tasks and information identified on the working agenda. **Agenda:** Carl Dawson needs to fly out earlier than expected, so he and Daniel will switch presentation order, with Daniel presenting last on the agenda. Brief discussion of introductions of speakers and determined that did not need to introduce Carl (and Doug Marlowe) at beginning of second presentation as he'd have been introduced once already. **Food:** Peter indicated he had looked at snacks and drinks at Costco and could put together three breaks, with water and various prepackaged snack items (such as breakfast bars, trail mix, fruit snacks, and the like) sufficient for both locations for about \$278. The board felt this would work, and Peter will buy the items from Costco. Peter will bring the snacks to Santa Fe for Donita to pickup prior to her drive down to Las Cruces. There were also discussions of providing coffee and ice, but the general advice was not to bother. Sylvia Serna volunteered to put together a list or map of restaurant nearby to the Albuquerque campus. **Vendors:** Peter indicated that Judge Jaramillo had told him that 14 or so letters had been sent to vendors, but there hadn't been any replies as yet. The board decided to act as though no vendors would be sponsoring, and if any did indicate an interest, we would add a flyer to the program packet containing the vendor's information. **CEU form:** The board discussed the sample CEU certificate provided by Daniel. It was determined to make the NMADCP logo more of a background image, or to move it to the top of the document so as not to obscure the text in the middle of the certificate. Since the board is collaborating with the AOC, NDCI, and NMSU on the training, the decision was reached to add Judge Jaramillo's and Artie Pepin's signatures to the certificate, along with the logos for NDCI and NMSU. Carmen will pull all that together and get it to Daniel by Wednesday (Thursday at the latest). Carmen will also send final registration sheets to Daniel at that time. She will include which room number each Albq. Registrant has been assigned to, and Evolution

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Group will create separate sign-in sheets for the two rooms. Carmen will include whether registrant indicated they wanted CEU's on the form as well. Also determined that attendees would receive an instruction sheet in their packet that directs them to complete online Survey Monkey evaluation in order to receive certification, at which time it will be emailed to them. Survey will include a box where they indicate what type of certification they are requesting. (*Did we decide whether there would be two different types of certificates, one just for completion and one for CEU's??*). **Speaker gifts:** The board determined to provide a bottle of Sadie's Salsa to each speaker. Daniel will pick those up. **Packets:** The AOC will put the attendee packets together. Peter will pickup the supplies purchased by Judge Jaramillo and bring them to Santa Fe for AOC to put together. They will be ready for Donita to pick up along with snacks for her drive down to Las Cruces.

#### Miscellaneous Business:

Donita indicated that she may have to ask for room reimbursement for her trip to Las Cruces after all. The board discussed whether to pay for hers and Eva's meals. Sylvia moved and Ginger seconded a motion that the board pay for their meals, as they are already going to cover their lodging and travel. The motion passed unanimously.

#### Set Next Meeting:

The board decided it did not need to meet again prior to the training. It set its next meeting date as follows:

Monday, June 20, 12 noon – 1:30 pm, via phone conference

The meeting adjourned at 1:25pm.

#### **To Do's:**

- 1. Peter will purchase snacks and drinks at Costco and bring to Santa Fe.**
- 2. Peter will pickup supplies (folders, labels, etc.) purchased by Judge Jaramillo from Metro and bring those to Santa Fe. He will coordinate supply pick up through Sylvia Serna.**
- 3. Carmen will indicate room assignments for Albuquerque registrants on registration sheet, and will indicate whether registrant has requested CEU's. She will send those to Daniel by Wednesday, May 18.**
- 4. Carmen will gather Judge Jaramillo's and Artie's signatures, along with NDCI and NMSU logos, for CEU certificate and send those to Daniel by Wednesday, May 18 (Thursday at the latest).**

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- 5. Daniel will send the sign-in sheets (separate ones for the two rooms in Albq. and one for Las Cruces) to AOC by May 20.**
- 6. Daniel will get 5 bottles of Sadie's Salsa as gifts for our speakers.**
- 7. Sylvia will pull together a list, and maybe a map, of restaurants near the Albq. training site.**

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