

**NAMI Keystone Pennsylvania  
Board of Directors Meeting  
Saturday, November 10, 2018  
9:05 a.m. - 11:07 a.m.**

**PRESENT:** Kathy Testoni, Michelle Hottenstein, Mim Schwartz, Jack Cahalane, Kim Mathos

**On the Phone:** Michelle Gerwick, Neen Davis

**Not Present:** Charma. D. Dudley

**Guests:** Spencer McGrath and Betsy Krisher from Maher Duessel Certified Public Accountants

**STAFF:** Christine Michaels, Debbie Ference, Maria Kakay

**I. Call to Order and Welcome**

Kathy Testoni, Board Vice President, called the meeting to order at 9:05 a.m.

**II. Presentation of the Draft Audit by Maher Duessel**

Betsy Krisher and Spencer McGrath from Maher Duessel Certified Public Accountants reviewed the Financial Statements for years ending June 30, 2017 and 2018, Form 990, and BCO-10 Statement.

Mr. McGrath indicated that the Contract Financial Statements provided a snapshot of the financial condition that was consistent with the prior year, stating that NAMI Keystone PA has more assets than liability. He also indicated that there were no findings of noncompliance

While reviewing the 990 Tax Form, Ms. Krisher stated that NAMI Keystone PA did not add any new programs in 2017 and did not cease to provide any programs. In her summary, she said there were no red flags to the IRS or to any users of the 990.

**III. Approval of Financial Statements, Form 990 and BCO-10 for Years Ending June 30, 2017 and 2018**

**MOTION:** Jack Cahalane made the motion to approve the Financial Statements, Form 990 and BCO-10 for Years Ending June 30, 2017 and 2018; Kim Mathos seconded; the motion passed.

**IV. Approval of September 8, 2018 Meeting Minutes with a Correction from \$18,000 in net income to \$29,549 in net income.**

**MOTION:** Michelle Hottenstein made the motion to approve the minutes of the September 8, 2018 Board Meeting with a correction from \$18,000 in net income to \$29,549 in net income; Kim Mathos seconded; Mim Schwartz abstained; motion passed.

**V. Approval of Financial Statements for period ending September 30, 2018**

Discussion: Treasurer Michelle Hottenstein reviewed the Financial Statements for the period ending September 30, 2018 highlighting that the total in checking and savings was \$655,105 and the total accounts receivable was \$132,472.

**MOTION:** Mim Schwartz made the motion to approve the Financial Statements for the period ending September 30, 2018; Jack Cahalane seconded; the motion passed.

**VI. Approval of Affiliate name change of NAMI PA – York County to NAMI York-Adams Counties PA**

Discussion: CEO Christine Michaels explained that the affiliates are going through the process of changing their names. In addition to the name change for York County, they are also adding Adams County. The new combined name has a hyphen to read NAMI York-Adams Counties PA.

**MOTION:** Michelle Hottenstein made the motion to approve the name change of NAMI PA York County to NAMI York-Adams Counties PA; Jack Cahalane seconded; motion passed.

**VII. Approval of Affiliate name change of NAMI PA Bucks County to NAMI Bucks County PA**

Discussion: CEO Christine Michaels explained that NAMI PA Bucks County is also going through the name change process and needs the approval to become NAMI Bucks County PA.

**MOTION:** Neen Davis made the motion to approve the name change of NAMI PA Bucks County to NAMI Bucks County PA; Kim Mathos seconded; motion passed.

**VIII. Approval of Board Handbook**

Discussion: CEO Christine Michaels explained that the Board Handbook that was sent electronically to all board members did not contain any new information that Board members hadn't seen previously, but a formal approval was needed.

**MOTION:** Michelle Gerwick made the motion to approve the Board Handbook; Michelle Hottenstein seconded; Neen Davis abstained; motion passed.

**IX. Approval of the dissolution of NAMI Southwestern PA**

Discussion: CEO Christine Michaels explained that during NAMI Keystone PA's chartering process, NAMI National informed them that NAMI Southwestern PA would need to be dissolved. National indicated that state organizations can't accept memberships as an affiliate. People who join affiliates in Pennsylvania are automatically members of NAMI Keystone PA and NAMI National.

**MOTION:** Kathy Testoni made the motion to approve the dissolution of NAMI Southwestern PA; Jack Cahalane seconded; motion passed.

**X. Approval to proceed to establish a fiscal sponsorship with Listen, Lucy.**

Discussion: CEO Christine Michaels explained how the organization has been working on developing a fiscal sponsorship with Jordan Corcoran, who is an author and creator of Listen Lucy, which is an online website where people can express their experiences with mental illness. Listen, Lucy would use NAMI Keystone PA's tax ID number to fundraise and NAMI Keystone PA would be viewed as a fiscal sponsor.

**MOTION:** Jack Cahalane made the motion to approve to proceed to establish a fiscal sponsorship with Listen, Lucy; Michelle Hottenstein seconded; motion passed.

**XI. Chief Executive Officer's Report**

Discussion: CEO Christine Michaels reviewed NAMI Keystone Pennsylvania's new partnership with the National Institute of Mental Health. NAMI Keystone PA was chosen as the NIMH Outreach Partner in Pennsylvania, which makes the organization a statewide resource for science-based information about mental illness.

**XII. Staff Report**

Discussion: COO Debbie Ference reviewed the Administrative Report and the Education Report. Director of Communications and Marketing Maria Kakay reviewed the Communications and Marketing report highlighting that the main upcoming event is the Green Light Gala taking place on Dec. 6.

**XIII. Approval to Adjourn**

**MOTION:** Kim Mathos made the motion to adjourn; Jack Cahalane seconded; meeting adjourned at 11:07 a.m.