

**NAMI Keystone Pennsylvania
Board of Directors Meeting
Saturday, September 8, 2018
9:09 a.m. - 10:42 a.m.**

PRESENT: Charma D. Dudley, Michelle Hottenstein, Kim Mathos, Jack Cahalane

On the Phone: Neen Davis

STAFF: Christine Michaels, Debbie Ference, Maria Kakay

I. Call to Order and Welcome

Charma D. Dudley, Board President, called the meeting to order at 9:09 a.m.

II. Approval of Minutes for June 16, 2018 Board Meeting

MOTION: Michelle Hottenstein made the motion to approve the minutes for the June 16, 2018, board meeting; Kim Mathos seconded; Charma D. Dudley abstained; motion passed.

III. Approval of Year-End Financial Statements of June 30, 2018.

Discussion: Treasurer Michelle Hottenstein led discussion on the financial statements of June 30, 2018. She reviewed the total amount in checking and savings and the total in accounts receivable. She also reviewed the profit and loss statement. Both revenue and expenses were under budget. The result is \$18,537.00 in net income. During the motions process, COO Debbie Ference explained the difficult transition following the retirement of longtime accountant Susan Rabenold. At this time, Jill Waugh has been hired on a contracted, part-time basis.

MOTION: Jack Cahalane made the motion to approve the Year-End June 30, 2018 Financial Statements; Kim Mathos seconded; motion passed.

IV. Approval of Revised FY 2018-2019 Budget

Discussion: Michelle Hottenstein reviewed the revised FY 2018-2019 Budget. COO Debbie Ference noted that the revision reflected an increase in the Armstrong / Indiana County contract of \$15,000 from FY 2018. That increased the total revenue and expenses for the budget.

MOTION: Jack Cahalane made the motion to approve the Revised FY 2018-2019 Budget; Kim Mathos seconded; motion passed.

V. Approval of Financial Statements for the Period Ending July 31, 2018

Discussion: Michelle Hottenstein reviewed the financial statements for the period ending July 31, 2018, highlighting the increase in total checking / savings from June and noting that the majority of the accounts receivable have been collected.

MOTION: Kim Mathos made the motion to approve the financial statements for the period ending July 31, 2018. Jack Cahalane seconded; motion passed.

VI. No discussion was held, nor was a motion made to approve the geographic expansion of NAMI York County PA to include Adams County because the affiliate had previously indicated they are not ready to move forward.

VII. Approval of Affiliate name change of NAMI Montgomery County PA

Discussion: CEO Christine Michaels explained that because NAMI PA no longer exists, all of the affiliates with “NAMI PA” in their names need to change their name as part of NAMI National’s re-affiliation process. NAMI Keystone PA’s leadership emailed all affiliates regarding the process. Ms. Michaels estimates that the process is about one-third complete. NAMI Keystone PA has been able to determine that there are 31 active affiliates at this time. That number is subject to change throughout the re-affiliation process.

MOTION: Michelle Hottenstein made a motion to approve the name change of NAMI Montgomery County PA; Neen Davis seconded; motion passed

VIII. Approval of Affiliate name change of NAMI Dauphin County PA

MOTION: Jack Cahalane made the motion to approve the name change of NAMI Dauphin County PA; Kim Mathos seconded; motion passed.

IX. Approval of Affiliate name change of NAMI Main Line PA

MOTION: Michelle Hottenstein made the motion to approve the name change of NAMI Main Line PA; Kim Mathos seconded; motion passed.

X. Approval of NAMI Adams-York Counties PA

*Did not take a vote because the affiliate had indicated they were not yet ready to move forward.

XI. Discussion on First Episode Psychosis in PA

Discussion: CEO Christine Michaels outlined the FEP campaign that is underway with consultants from Denny Civic Solutions, which has included bi-weekly emails to state legislators and candidates, a letter to Gov. Wolf, and coalition building. Ms. Michaels plans to update the board about the progress in every quarterly board meeting.

XII. Chief Executive Officer’s Report

Discussion: CEO Christine Michaels explained the goal of CEOs Against Stigma campaign, which is to connect with CEOs and to educate them about mental health in the workplace and encourage them to sign a pledge to make mental health a priority in their company. A grant was submitted to the Staunton Farm Foundation for a 3-year project. A site visit was held on July 18, 2018. A decision will be made in the fall of 2018.

XIII. 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 upcoming events including the Gala, and asking Board members for any assistance in helping to solicit sponsors.

XIV. Approval to Adjourn

MOTION: Michelle Hottenstein made a motion to adjourn; Kim Mathos seconded; meeting adjourned at 10:42 a.m.