

**NAMI Keystone Pennsylvania
Board of Directors Meeting
June 12, 2019
6:04 p.m. - 8:02 p.m.**

PRESENT: Charma D. Dudley, Kathy Testoni, Mim Schwartz, Jack Cahalane, Michelle Hottenstein

On the Phone: Neen Davis, Michelle Gerwick

Not Present: Kim Mathos

STAFF: Christine Michaels, Debbie Ference, Maria Kakay

I. Call to Order and Welcome

Charma D. Dudley, President, called the meeting to order at 6:04 p.m.

II. Approval of Minutes of April 10, 2019, Board Meeting

MOTION: Kathy Testoni made the motion to approve the minutes for the April 10, 2019 Board Meeting; Jack Cahalane seconded; Mim Schwartz abstained; the motion passed.

III. Approval of Minutes of May 19, 2019, Annual Membership Meeting

Discussion: NAMI Keystone PA CEO Christine Michaels led the discussion about the 2019 annual Affiliate Membership Meeting and the 2019 Mental Health and Wellness Conference. Ms. Michaels explained that NKPA needed 16 affiliates to participate, and 20 participated. Presentations on education and advocacy were well-received. The feedback from the annual membership meeting and the conference were positive.

MOTION: Mim Schwartz made the motion to approve the minutes of the May 19, 2019, Annual Membership Meeting; Jack Cahalane seconded; Neen Davis and Kathy Testoni abstained; the motion passed.

IV. Approval of name change from NAMI PA - Delaware County to NAMI Delaware County PA

MOTION: Michelle Gerwick made the motion to approve the name change from NAMI PA - Delaware County to NAMI Delaware County PA; Kathy Testoni seconded; the motion passed.

V. Approval of name change from NAMI PA - Bradford County to NAMI Bradford County PA

MOTION: Michelle Hottenstein made the motion to approve the name change from NAMI PA - Bradford County to NAMI Bradford County PA; Mim Schwartz seconded; motion passed.

VI. Approval to Disband 13 Inactive PA Affiliates

Discussion: COO Debbie Ference explained that currently there are 13 affiliates that are inactive but are listed on the NAMI website. Phone calls were made to each affiliate and usually the number was disconnected and/or answered by a former NAMI member who said they weren't functioning. Many of the affiliates have no members and no website presence but those affiliates who have members will be transferred to the nearest local affiliate. Letters will be sent to those affiliates affected by the change.

MOTION: Neen Davis made the motion to disband the following 13 inactive PA affiliates: NAMI PA Indiana County; Armstrong; Tioga; Potter; Lebanon; Cameron, Elk and McKean; Hanover; Huntingdon/Mifflin/Juniata; Clearfield/Jefferson; Franklin/Fulton; Forest/Warren; Lawrence; and the Minority Families Support Group; Kathy Testoni seconded; the motion passed.

VII. Approval of Financial Statements Ending April 30, 2019

Discussion: Treasurer Michelle Hottenstein reviewed the Balance Sheet and Financial Statements for the period ending April 30, 2019. Ms. Hottenstein highlighted that the total balance in checking and savings was \$853,148. She also noted that NKPA's credit cards will move from Dollar Bank to S&T Bank, which offers cash-back cards. S&T Bank will also hold the accounts of any Model B affiliates. NKPA's checking account will remain with Dollar Bank. Ms. Hottenstein also highlighted that the Total Accounts Receivable stands at \$206,404, total agency revenues are 3% over budget, expenses are 7% under budget, and the agency net income is also over budget.

MOTION: Jack Cahalane made the motion to approve the Financial Statements ending April 30, 2019; Kathy Testoni seconded; the motion passed.

VIII. Approval of the 2019-2020 Budget

Discussion: Treasurer Michelle Hottenstein reviewed the 2019-2020 budget, which includes contracts with Allegheny County, Armstrong and Indiana Counties, OMHSAS, CCBH, as well as non-contract funding. The total funding is estimated at \$1,907,067.

MOTION: Mim Schwartz made the motion to approve the 2019-2020 budget; Jack Cahalane seconded; the motion passed.

IX. Approval of the Enkompas Technology Solutions Contract

Discussion: COO Debbie Ference explained the new technology package that NKPA would like to implement. The existing system is outdated. In addition, repeated issues with the email system prompted NKPA to look for alternatives. Multiple meetings were held with Enkompas Technology Solutions and references were checked. The equipment and software would cost \$28,000 and would move the office into a cloud-based system.

MOTION: Michelle Hottenstein made the motion to approve the Enkompas Technology Solutions Contract; Kathy Testoni seconded; the motion passed.

X. Approval of Year-end Spending

Discussion: COO Debbie Ference reviewed year-end spending, which includes bonuses for staff and office supplies.

MOTION: Mim Schwartz made the motion to approve year-end spending; Jack Cahalane seconded; the motion passed.

XI. Chief Executive Officer's Report

Discussion: CEO Christine Michaels reviewed the Chief Executive Officer's report, including an update on the carve-out. Advocates believe it remains safe because the legislature wants to pass a non-controversial budget.

XII. Staff Reports

COO Debbie Ference reviewed the Administrative Report, highlighting the new Adult Mental Health Advocate, Aleta Barnett. Ms. Ference also reviewed the Education Report and Maria Kakay reviewed the Communications and Marketing report.

XIII. Discussion of the NAMI National Board of Directors Candidates

Discussion: Staff and Board reviewed candidates for the NAMI National Board of Directors. There are five open seats. Of the 12 candidates, the consensus was to recommend Charma D. Dudley, PhD; Shirley Holloway, PhD; Kimmie Jordan; Tracy Plouck; Nadine Lewis; and Jacqueline Martinez. Voting takes place at the NAMI Convention in June.

XIV. Approval to Adjourn

MOTION: Michelle Hottenstein made the motion to adjourn; Kathy Testoni seconded; meeting adjourned at 8:02 p.m.