

**NAMI Keystone Pennsylvania  
Board of Directors Meeting  
December 11, 2019  
6:15 p.m. - 7:40 p.m.**

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

**On the Phone:** Cherie Brummans, Neen Davis

**Not Present:** Kim Mathos, Michelle Gerwick

**STAFF:** Christine Michaels, Debbie Ference

**GUESTS:** Betsy Krisher, Spencer McGrath

**I. Call to Order and Welcome**

Charma D. Dudley, President, called the meeting to order at 6:15 p.m.

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

Spencer McGrath from Maher Duessel presented the 2018-2019 Audit findings. He reviewed the Communication to those Charged with Governance with the Board. The Financial Reports for NAMI and Allegheny County were read and discussed. The only change to the accounting standards was net asset name changes: The terms, Non-Restricted, Temporary and Permanent Restrictions have been replaced by, “Without Donor Restrictions” and “With Donor Restrictions”. Spencer also reviewed the Form 990 and the BCO-10 document. The change in net assets has increased for the second straight year.

**MOTION:** Michelle Hottenstein made the motion to approve the Draft Financial Statements, Form 990 and the BCO10. Kathy Testoni seconded and the motion passed unanimously.

**III. Approval of Minutes of September 11, 2019 Board Meeting**

**MOTION:** Cherie Brummans made the motion to approve the minutes for the September 11, 2019 Board meeting. Kathy Testoni seconded, Neen Davis abstained and the motion passed.

**IV. Approval of Financial Statements Ending October 31, 2019**

Michelle Hottenstein reviewed the balance sheet highlighting that NAMI Keystone PA has assets totaling \$1,058,013. The Notes to Financial Statements showed \$272,159 in Accounts Receivable. All money has been received. Net agency income at the end of October was (\$24,481).

**MOTION:** Mim Schwartz made the motion to approve the Financial Statements ending October 31, 2019; Kathy Testoni seconded; the motion passed unanimously.

**V. Approval to offer Satellite Walks**

Chris Michaels presented a new NAMI National Walks program where the state NAMI has an opportunity to work in partnership with affiliates to create new Walk sites across the state. This program uses NAMI Keystone's Walk License for affiliates to plan their own walk with a negotiated revenue share of gross receipts going to the state. This would be a good way for the state and affiliate to raise money, since the OMHSAS contract has been cut the past two years. All monetary transactions are handled by NAMI Keystone.

According to the Satellite contract, NAMI Keystone PA would be responsible for assisting with Walk coordination, paying the transaction fees on funds raised online, and a 10% NAMI license fee. These costs would be deducted from Keystone's revenue share. NAMI suggests a 60-40 split but this is negotiated between the state and the affiliate. The result is that the affiliate can host a NAMI branded Walk and receive all the benefits of a classic WALK but with a revenue share with the state. The affiliate can use the NAMIWalks website for their donations, receive training and support from National to use the NAMI Walks model, and all the NAMIWalks tools and branded materials. After much discussion, a vote was taken.

**MOTION:** Kathy Testoni made the motion to approve NAMI Keystone to host 2 satellite walks for the 2020 year. Additional requests from affiliates would need to be approved by the Board. Jack Cahalane seconded. Neen Davis opposed. The motion passed.

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

Chris Michaels offered to answer any questions about her report. She noted that Pennsylvania has decided not to draw down short-term federal dollars available to disburse funding to the Certified Community Behavioral Health Clinics(CCBHC) in PA. The CCBHC's were directed to ramp down programming and instead focus on core services. Pittsburgh Mercy has been affected the most.

**VII. Staff Reports**

Debbie Ference offered to answer any questions about the Administrative, Education and, in the absence of Maria Kakay, the Communications and Marketing Report. Chris Michaels referred the Board to the included Advocacy report.

**VII. Approval to Adjourn**

**MOTION:** Michelle Hottenstein made the motion to adjourn, Kathy Testoni seconded; The motion passed unanimously at 7:40 pm.