

NEW JERSEY CENTER FOR TOURETTE SYNDROME AND ASSOCIATED DISORDERS INC.

MINUTES FOR THE JUNE 18, 2019 BOARD MEETING

LOCATION: Teleconference

TIME: 5:30-6:10pm

IN ATTENDANCE: Faith Rice, Andrew Hendry, Tim Kowalski, Steve Lindenbaum, Santina Reichenbach, Conrad Roncati, and Rebecca Spar

REGRETS: Tim Omaggio and Tim Yingling

AGENDA:

- 1) Approval of the proposed 2019-2020 operating budget
- 2) Set quarterly Board meetings for 2019-2020 fiscal year

1) Proposed 2019-2020 Operating Budget

Santina reviewed the proposed operating budget (Appendix 1) with the Board. Explanations of several line items are detailed in the 2020 Operating Budget Highlights document circulated to the Board (Appendix 2). After review, the Board attendees voted unanimously to pass the budget.

2) Quarterly Board Meetings: The proposed scheduled dates of the Board meetings for 2019-2020 are: 26SEP2019, 10DEC2019, 11MAR2020, 17JUN2020. All meetings will start at 4:00 pm if they are a teleconference or at 5:00 pm or later if they are in person.

Respectfully submitted by Tim Kowalski, Board Secretary

Appendix 1: Proposed 2019-2020 Operating Budget

NJCTS
Approved Operating Budget
July 2019 through June 2020

	<u>July '19 - June '20</u>
Revenue	
Individual Donations	130,000.00
Grants	
Government	800,000.00
Foundation	0.00
Program Income	19,000.00
Other	15,000.00
Fundraising Income	20,000.00
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Total Revenue	\$ 984,000.00
Expense	
Personnel	
Staffing	540,947.00
Benefits - 13%	70,776.00
Subtotal Personnel	611,723.00
Consultants	53,850.00
Genetics Research & TS Practica	75,000.00
Office Supplies	25,000.00
Family Retreat	15,000.00
Leadership Academy	12,000.00
Equipment Purchases	10,600.00
Program Expenses	25,000.00
Travel Rreimbursements	10,000.00
Insurance	2,300.00
Rent	27,277.00
Fundraising	6,500.00
Scholarships	10,000.00
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Total Expense	\$ 884,250.00
Net Profit	<u>\$99,750.00</u>
Increase to Net Assets	(\$99,750.00)
Total	\$0.00

Appendix 2: 2019-2020 Operating Budget Highlights

Revenue:

1. DOH grant is based on \$800,000. This consists of the standard \$400,000 line item in the budget which has been confirmed and another supplemental \$400,000 funding under the maternal, child and chronic health services budget.
2. All other income is based on past performance and projections based on current information.
3. Fundraising income is based on historical amounts generated, as we currently have only one fundraising event which is our virtual walk and will produce an estimated \$20K.

Expenses:

1. Personnel is based on full staff projections. However, the organization currently has one position open which is the medical outreach coordinator as well as the addition of an associate director. The organization has instituted yearly COL increases to be effective each fiscal year. Since last raises given were 3/1/19 and the change in fiscal year end, next raises will not be until 7/1/20.
2. Benefits are projected at 13% of salaries. This includes medical and vision coverage for 4 employees. Currently the organization contributes 60% of the employees medical and vision cost on a monthly basis.
3. Consultants are estimated to be slightly higher than historical due to the addition of a video consulting firm and a branding/public relations firm.
4. TS Practicum has remained at \$25K and Genetics has remained at \$50K.
5. Scholarship program was increased to \$10K.
6. Equipment purchases are relatively high this year as we are using the increased funding to purchase and upgrade our remaining computers as well as update the office. We need to have the carpet replaced, repaint sections of the office, and replace some of the window blinds.
7. Program expenses were increased to account for updating and reprinting NJCTS brochures.
8. All other expenses are based on historical numbers.
9. This leaves an approximately \$99,750K net profit that will be saved for future years to offset any net loss projections, should we not receive our additional funding.