

NJ CENTER FOR TOURETTE SYNDROME AND ASSOCIATED DISORDERS
MINUTES FOR THE JUNE 9, 2021 BOARD MEETING

LOCATION: Teleconference

TIME: 4:00 pm to 4:57 pm

ATTENDEES: Andrew Hendry, Tim Yingling, Santina Reichenbach, Tim Kowalski, Tim Omaggio, Steve Lindenbaum, Pat Phillips

ABSENT: Rebecca Spar, Conrad Roncati

AGENDA

1. Board Minutes Approval
2. YTD Financials & Cash Position
3. Proposed New Operating Budget
4. Board Terms and Elections
5. Organization Update from Pat Phillips

1) Approval of 10MAR2021 Board Meeting Minutes

The minutes of the 10MAR2021 Board meeting were unanimously approved.

2) YTD Financials and Cash Position

Santina reviewed the financial and cash position (see appended Financial Statement Summary). The full DOH grant amount of \$800,000 was given for 9 months instead of the standard 12 months. The May grant advance of \$88,888 has not yet been received. The PPP loan forgiveness application was approved and the full amount of \$122,325 was forgiven. Spending is in line with last year albeit personnel expenses are trending lower due to 2 open positions despite slightly higher expenses for benefits. The budget did not include DOH funding last year given the uncertainty with the pandemic, however, certain expenses were accounted for in the DOH budget including \$175K subgrants to Rutgers, \$20K for a family retreat weekend (which will be spent on public awareness and outreach since the retreat is virtual this year), and \$12K for IT upgrades such as server and laptop purchases. The Organization currently has \$1,782,085 in cash, \$279,935 of which is in restricted accounts.

The staff is having difficulty hiring, likely due to the current salary structure and a very competitive labor environment. Pat will work with a subgroup to review salaries of current employees and the open positions to ensure we get closer to market comparables to retain and attract talent.

The Financial report was unanimously approved

3) Proposed New Operating Budget

Total revenue is projected to be \$976,500. Personnel expenses include the 2 vacant positions and additional dental insurance.

The 2021-2022 operating budget was unanimously approved, with the understanding that changes may be required as a result of the evaluation of staff compensation .

4) Board Terms and Elections

Board terms will be reviewed by Pat and Andrew, and they will propose remaining Board terms for each member. This proposed slate will be emailed to the Board for a vote prior to the next Board meeting.

Tim Omaggio introduced the idea of bringing Paul Romano back onto the Board, with the idea that he could eventually assume the Treasurer position. The consensus is that Paul be added to the slate that will be circulated for a vote prior to the next meeting.

5) Organizational Update from Pat Phillips

- 12JUN Camp Fantastic will be happening this weekend.
- The Organization is looking at a new camp location for mid-JUN 2022; the most favored option at this time is Black Rock Retreat Center in Quarryville PA.
- NJ Walks for TS ends on 15JUN; ~\$20K has been raised.
- The 2021 Cutting Edge Topics in Tourette Syndrome conference held on 10APR honored Faith Rice and her contributions to Tourette advocacy and research.
- Pat spoke with several members of the Rutgers staff (Graham Hartke, Lori Rockmore, Gary Heiman) as well as Dr. Miller from NYU to gain a greater understanding of how a potential partnership for the administration of comprehensive Tourette resources may work. As part of this process, Pat will assemble a document for Rebecca to review that will detail our expectations for collaboration with NYU. Pat and Tim O. met with Dr. Gallagher at NYU Langone to discuss the collaboration to ensure there is co-branding and that NJCTS maintains a strong presence within this partnership. Pat will schedule a meeting in June to speak with the other faculty at NYU Langone working with Dr. Gallagher.
- Our partnership with Rutgers GSAPP is still strong. The Clinical Director, Graham Hartke, will be stepping down at the end of June. Pat is speaking with Kelly Moore, Director of Psychological Services to ensure we're involved in selection of a new Clinical Director.
- Pat met with Amanda Talty, President and CEO of TAA. Joe Grappone will be stepping down as the NJ TAA Chapter head and will be replaced by Sarah Hamilton. The TAA is looking to expand into NJ, and we will need to ensure that we expand our presence as well. Additionally, the TAA is interested in expanding programs in select regions of the US. Amanda expressed an interest in working with the NJCTS on adult focused events/support and Pat will explore this with her.
- The Organization has established new mission and vision statements and will develop 5 long term strategic priorities based on these statements.
- The planning for a fall 2021 fundraiser has been postponed to fall 2022.

The meeting adjourned at 4:57 pm

Respectfully submitted by Tim Kowalski, Secretary of the Board of Directors.

Financial Statements Report

	Budget	Actual YTD	Actual YTD
	7/1/20 to 6/30/21	7/1/20 to 5/31/21	7/1/19 to 5/31/20
Revenue	\$109,500	\$969,290	\$913,001
Expenses	\$774,34	\$786,230	\$790,193
Decrease to Net Assets	\$665,234	\$183,060	\$122,808

Revenue:

1. PPP loan forgiveness application was submitted and approved. Full loan amount of \$122,325 was fully forgiven.
2. Full grant amount of \$800,000 was given for 9 months instead of standard 12 months. May grant advance of \$88,888 has not yet been received.
3. Other grants include Columbia Bank of \$2,500 for Youth Development, Investors Bank of \$2,000 for Scholarships, and First Energy of \$7,500 for Education Outreach.

Expenses:

1. Personnel expenses are trending lower as we have two positions open that we are actively seeking to fill. Reevaluation of the entire salary structure needs to happen.
2. Benefits are slightly higher from the previous year as we currently have 4 employees enrolled in our medical plan instead of 3 and we added dental benefits in May.
3. Leadership Academy expenses are significantly lower than historical due to COVID and having it remote.
4. Although the organizational budget does not include certain expenses as this budget was approved without the DOH funding, some of these expenditures were accounted for in the DOH budget. These included \$175K subgrants to Rutgers, \$20K for a family retreat weekend, and \$12K for IT upgrades such as server and laptop purchases. Since family retreat weekend is virtual this year, the remaining family retreat funds will be spent on public awareness and outreach.