

NJCTS Board Meeting
October 2, 2014
Asurion Office, Bridgewater, NJ

Attendees

Faith Rice – Executive Director
Tim Omaggio – Board President
Tim Kowalski
Andrew Hendry
Rebecca Spar – by phone
Conrad Roncati – by phone
Paul Romano – Treasurer

Absent

Marc Brummer

Jamie Levitt – has resigned from the NJCTS Board. The Board thanks Jamie for his years of service to NJCTS. Jamie has offered to provide assistance in the future if requested.

Santina Reichenbach – Financial Director

1. **Board Member Introductions** – Andrew Hendry was introduced to the full Board and in turn Board members introduced themselves and briefly described their tenure and service to NJCTS and their original motivation to become involved with the Organization.
2. **Board Portal** – Faith briefed the Board on the establishment of a tool for Board Members, the Board Portal.
It will initially include:
 - Board Meeting Calendar
 - Board Meeting Agenda
 - Board Minutes
 - By Laws
 - Mission and Vision
 - Documents
3. **NJCTS By Laws** - Faith noted the NJCTS By Laws need to be revised and updated. Faith asked Board Members to review and we will then plan a process for revision.
We will need a volunteer to lead a small committee to revise the By Laws.
4. **New Board Members** – Faith and Tim asked the Board to consider candidates for the Board. We currently have six Board members plus Faith as the Executive Director. Another Board member may step down in the near future, so we need to add at least two more people to the Board in the coming months.
5. **Graphic Design** – Faith noted the need for additional Graphic Design support for NJCTS. Tim and Faith will discuss requirements and then Tim will look into possible pro bono options. Other Board members should contact Tim if they know of any resources.
6. **Medical Advisory Board** – Faith asked the Board to consider the re-establishment, reinvigoration of a Medical Advisory Board. Again, we'll need a volunteer to lead this effort. Faith noted that work has been done previously and this could be a starting point, working with Dr. Tischfield and others.

7. **Financial Review** – Paul Romano led a Financial Review. He noted that Santina had helped prepare for the review and would normally co lead, but Santina was ill at the time of the meeting. Board members were provided with a Profit/Loss Narrative; a year over year Profit/Loss Statement; and a summary of Financial Position. These documents should be consulted for details. Andrew requested an historical record of Profit and Loss performance. Paul will ask Santina to provide.
- Faith spoke about the need to fill several staff vacancies in **Communications, Youth Outreach and Educational Outreach.**
 - **Medical Benefits** – will be established for Staff Members. Santina is leading the research effort to identify an affordable plan. Andrew and Paul both offered advice based on their experience with their companies.
8. **Fundraising** – Faith led a discussion about fundraising that has occurred or is underway.
- The State of NJ provided an additional \$250,000 this year in a grant to NJCTS. Great work by Faith to secure this funding and thanks to Andrew for his support. Faith and Andrew will work together to avoid any delays in payments from the State.
 - The Mendham Walk is Saturday November 15th. Plans are well underway and we are currently ahead of last year's pace. Board Members are encouraged to attend and participate in fundraising.
Tim secured a Corporate Sponsorship from Asurion and Rebecca is looking into the possibility of a sponsorship from Cole Shotz. Conrad will see about Contractor and Supplier support of the event.
 - The next Princeton Walk is scheduled for 3/19/14. Tim Kowalski and family are once again leading this fundraising event.
 - A South Jersey Walk is tentatively scheduled for Sept. 2015.
 - Each Walk will benefit important programs and services from NJCTS; North/Mendham – Educational Outreach; Central – Youth Development; South – Family Support.
 - “Jeans Day” – fundraising at school. Family driven support.
9. **South Jersey Outreach** – is needed to expand our presence in this part of the State.
10. **Hackensack Grand Rounds** – will be scheduled.
11. **Tim Howard/NJCTS Leadership Academy** – Faith had provided updates and a summary about our successful pilot of the Tim Howard/NJCTS Leadership Academy. She once again emphasized how amazing and successful the weekend was. Video will soon be available from the weekend. The Leadership Academy will next be held in August of 2015 at Rutgers University.
12. **June Gala** – we are planning an important fundraising and recognition event for June of 2015. It is expected that Tim Howard, U.S. National Team and Everton goaltender.
13. **Federal Legislation** – efforts continue.
14. **GSAAP** – 40th Anniversary Gala is scheduled for November 1st. NJCTS will sponsor a table. Board and Staff Members are invited to attend. The Board approved our sponsorship.
15. **1st Annual Mental Health Symposium** – at Rutgers University will be November 20th.

The meeting adjourned at 7:30 PM. Our next meeting will be scheduled for early December. It was noted we will hold a Conference Call of the Board, if needed as well.

Tim Omaggio
NJCTS Board President

From: Faith Rice
To: <roncati@architectura.tv>; Tim Kowalski; Spar, Rebecca; <mbums24@aol.com>; Andrew Hendry; Timothy Omaggio; <paul_romano@glg.net>; Santina Reichenbach
Cc: Kelley Teabo; Faith Rice
Subject: Agenda and Financials for 10 2 14 board meeting
Date: Monday, September 29, 2014 11:00:43 PM
Attachments: NJCTS Operating Budget FYE 2-15 & 2-15 YTD Comparison.xlsx
Profit & Loss Narrative 9-14.docx, Financial Position 9-25-14.doc

Please review the attached in advance of this week's board meeting:
Operating Budget
Financial Position
P&L Narrative

Sign on to board portal – what would you like to see added?
Link: <http://njcts.org/wordpress/board-member-Portal/>
Password: njctsboard

NJCTS Board Meeting Agenda 6:00 pm – 7:30 pm October 2 2014
Introductions
Board Portal
Finance
Fundraising
South Jersey Outreach
Tim Howard NJCTS Leadership Academy
Federal legislation
TSA newly introduced Center of Excellence Program
Upcoming events:
GSAPP Gala Nov 1 Rutgers, NJ Walks for TS at Mendham Nov 15, First Annual
Childhood Mental Health Symposium Nov 20
Conduct two more board meetings before year end

NJCTS
Profit & Loss
 March 2013 through February 2014

OPERATING BUDGET

	Proposed	Actual YTD	Projected
	Mar '14 - Feb '15	Mar '14 - Sept. '15	Mar '14 - Feb '15
Revenue			
Individual Donations	44,844.00	7,684.00	35,000.00
Grants			
• Government	566,666.00	221,848.00	566,666.00
• Foundation	5,000.00	0.00	2,500.00
Earned Income	7,500.00	9,445.00	10,000.00
Other	2,000.00	1,342.00	2,500.00
Fundraising Income	55,000.00	41,609.00	70,000.00
Total Revenue	681,010.00	281,928.00	686,666.00
Expense			
Personnel			
• Staffing	380,100.00	165,580.00	345,000.00
• Benefits - 10%	38,010.00	16,514.00	49,500.00
Subtotal Personnel	418,110.00	182,094.00	394,500.00
Consultants	45,000.00	28,855.00	75,000.00
Genetics Research & TS Practica	75,000.00	51,007.00	75,000.00
Office Supplies	15,000.00	6,136.00	9,996.00
Family Retreats	22,700.00	22,849.00	22,849.00
Leadership Academy	49,200.00	6,451.00	35,655.00
Equipment Purchases	500.00	1,032.00	4,500.00
Program Expenses	13,000.00	10,318.00	16,000.00
Travel Reimbursements	6,000.00	3,836.00	7,500.00
Insurance	1,500.00	763.00	1,500.00
Rent	25,000.00	14,862.00	2,500.00
Fundraising	10,000.00	3,369.00	5,000.00
Total Expense	681,010.00	331,572.00	650,000.00
Net Income	0.00	(49,644.00)	36,666.00

PROFIT/LOSS NARRATIVE

Total income for the first 6 months was \$281,928. This is approximately \$18,000 higher compared to the same time period last year, primarily due to the inaugural and success of Princeton Walk.

Total expenses were \$331,572 which is approximately \$13,000 lower than the same period last year. This is due to lower salaries as a result of several position vacancies.

Therefore, we are currently operating at a \$50,000 net loss for the first half of the year compared to an \$82,307 net loss for the same time period last year. However, with the addition of the supplemental funding from the state in the amount of \$250,000, it is projected that we will operate at a net profit of approximately \$40,000 or more.

NJCTS

TO: PAUL ROMANO
FROM: SANTINA J. REICHENBACH
SUBJECT: FINANCIAL POSITION
DATE: 9/25/14

A. NJCTS Bank Accounts – Cash Balance of \$1,001,611 with Wells Fargo and Fulton Bank.

B. NJCTS Restricted Accounts – \$152,717

1. Research - \$53,735
2. Camp Bernie - \$1,659 Brad Cohen grants
3. Appel Farms - \$5,759 remaining from Pepsico grant
4. Leadership Academy- \$22,875 from Pepsico grant
5. Scholarship Fund - \$18,392
6. In-Service - \$44,219
7. Educator of the year - \$1,078
8. PCME - \$5,000 from Arnold Gold Foundation grant

C. NJCTS Marketable Securities - \$74,185 as of 7/31/14 held at Vanguard

Total: \$848,894 of unrestricted funds.

Currently we have \$511,650 in two reserve accounts (approx 9 ½ months of expenses) split between two banks – Wells Fargo and Fulton Bank.