

Psychoanalytic Center of the Carolinas

Board of Directors

August 7, 2023

Minutes

Present: Harold Kudler (Pres), Burton Hutto (Sec), Vann Pearsall (Executive Director), Dhipthi Brundage, Chris Erskine, Tricia Wilson

Absent: John Riley, Josie Sawyer, Scott Warren

- I. Welcome
- II. Procedural Section
 - a. Minutes: The June minutes were approved.
- III. Old business
 - a. Proposed bylaw revisions were discussed in the second of at least two required discussions before any proposed changes can be brought to the wider PCC membership for a vote. The boards plans to review the proposed revisions at least one more time.
 - b. The nominating committee is working with a short of candidates for openings on the board.
- IV. Committee reports
 - a. The reports were distributed in advance. (See Appendix 1.) Harold reported that the fund raising committee has secured the first \$101,000 of dontations to open a new campaign to raise \$1,000,000.
 - b. The predistributed monthly budget report and funds management report were acknowledged.
- V. New business
 - a. Harold reported on his attendance of an IPA meeting of center presidents. Topics common to most centers currently include succession of leaders and debate about virtual work in training analyses and supervision.
- VI. Executive Director report
 - a. Vann reported a team of involved members and administrators is reviewing the referral service.
 - b. There have been numerous applicants for the new position of marketing and communications manager. Vann is working to select the best few for interviews.
 - c. There is a Scientific program this Saturday.
 - d. Hybrid zoom options for classes are being explored.
 - e. Progress on the upgrading of the website continues.
- VII. Next Board meeting will be determined since we will not meet on Labor Day.
- VIII. Adjourn

Burton Hutto, Secretary

Appendix 1

Committee Reports

ARTF, V Pearsall

- Next meeting August 19th
- Three members attended the AAPCSW town hall on the Holmes Report. ARTF will discuss potentially holding similar event for PCC members.

Circle of Security Committee, D. Mugno

- This month we plan to ramp up marketing for the Cary COSP training Oct. 23-26.
 - Details will also be on the PCC website when the website material transfer is complete.
 - The committee will offer some scholarships to PCC members for this training in addition to the 2 PCC volunteers typically recruited to attend for \$150 each. Neil Boris MD, will be the presenter.
- The committee is adding a total of \$7500 in expenses to its 2023-24 budget for contracted services, including tech support, mileage, and conference fees.
- The North Carolina Partnership for Children (NCPC) has added Circle of Security Parenting to its catalog of offerings for this fiscal year and will be adding Circle of Security Classroom (COSC) for the 2024-25 fiscal year after several recent and very successful meetings with the NCPC staff. This agreement should have a significant impact on funding for both COSP and COSC throughout the state. As partnerships across the state opt to implement COSP and COSC in their respective counties, NCPC will cover the cost.

Communications/Website, V Pearsall

- The content has been transferred to the new platform. Working out a few kinks on the back end such as the look and formatting of the member's section
- Database is almost populated; once this happens we will send out a notice to members with new password links and instructions on editing the profile.
 - Searches are more robust; more information for potential clients
 - Member Directory is searchable and clean
 - More resources on the Resource tab
 - Next step will be to populate the calendar, fine tune some data, and get our events up and running.

Fundraising Committee, H Kudler

- The Fundraising Committee has framed a \$1 million Campaign to Support PCC Scholarships. A donor prospect list has been developed and vetted with calls to proceed through the summer.
- Annual Fund preparations are on track to launch this fall. Our goal is to raise \$45,000 by December 31st. Funds will ensure that the PCC maintains its general operations within a balanced budget.
- Fundraising Committee Members are engaged in active discussion with three potential major donors and will continue to provide updates.

Scientific Programs, V Pearsall

- Greg Connuck has accepted the Chair position for Scientific Programs
- First in-person Scientific Program on August 12th at LDC
- Programs secured for September, October, and January
- The committee has several asks outstanding for the spring

TEC Report, D Brundage

- We have a faculty meeting planned for 9/9/23 at the Lucy Daniels Center. Meeting will be led by Chris Erskine.
- The faculty meeting will be followed by the annual TEC faculty/student picnic. Families are welcome.
- The 2023-24 Pearsall fellows have started their program. Orientation was held on 7/29/23.
- We have two Calabria lectures scheduled to start in the Fall.
- We have two Barkley faculty workshops being planned.
- Our revamped course, Fundamentals (formerly Basics), is set to start this fall. Kris Evans has done a fantastic job of making the course align with contemporary theory and practice.

- The CUP team is conducting 1:1 meetings and researching curriculum update processes at other institutions.
- We are working on possible collaborations with COSP.
- Our next meeting will be 8/24/23

Finance Report, L Long

Excluding the investment income numbers, the PCC performed very close to having a revenue neutral budget.

As we continue to refine our budgeting, the numbers that appear slightly off will be more accurate. For example, when creating the 22-23 budget, we included expected Restricted Fund donations, regardless of whether we were planning to *use* those funds during the year. We decided subsequently to no longer budget for those expected donations if we weren't planning to use them. This explains why the Dorothy Holmes Fellowship, Faculty Dev. Series and Visiting Lecturer Series actuals aren't as budgeted.

- Pearsall 1 & 2 revenues were both written off.
 - Pearsall 3 - we've used about 84K of the 100K. This line reflects 55K because part of the revenues went into the tuition and registration income lines.
 - COSP - as mentioned in June, over budgeted. However, not a concern since these income lines cover all expenses related to COSP.
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- Prior Year's Restricted Funds:
 - Steve Scott funds - used 250K of 314K budgeted.
 - Pearsall & TEC - expenses covered by existing funds.

Expenses:

Contract Services over budget: Extended contract with G3.

Psychoanalytic Center of the Carolinas
Statement of Financial Activity

July 2022 - June 2023

	<u>FY2023</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 Contributions Unrestricted	46,322	46,000	322	101%
4020 Contributions Restricted	93,334	121,955	(28,621)	77%
4200 NonGovt Grants, Schlrs hips	55,643	130,000	(74,357)	43%
5100 Program-related Sales/Fees	129,386	127,705	1,681	101%
5210 Membership Dues	27,815	21,000	6,815	132%
5300 Investment Income	188,206	0	188,206	100%
5400 Management Fees	0	3,400	(3,400)	0%
5500 Prior Yr Designated Funds	360,703	385,282	(24,579)	94%
Total Income	<u>901,409</u>	<u>835,342</u>	<u>66,067</u>	<u>108%</u>
Gross Profit	901,409	835,342	66,067	108%
Expense				
7000 Schlrs hips, Grants, Flwshp	199,669	260,890	(61,221)	77%
7200 Payroll Expenses	293,361	311,445	(18,084)	94%
7540 Faculty & Prgrm Cmpnsation	89,166	143,400	(54,234)	62%
8110 Office Supplies & Equipmnt	7,794	7,260	534	107%
8120 Occupancy	9,325	12,002	(2,677)	78%
8300 Travel & Meeting Expense	27,329	37,250	(9,921)	73%
8520 Insurance	7,252	8,200	(948)	88%
8530 Org Dues, Subscriptn, Lics	11,220	12,255	(1,035)	92%
8570 Marketing	4,623	4,940	(317)	94%
8580 Inv, Bank, CC Proc Fees	14,427	10,300	4,127	140%
8600 Contract Services	66,547	27,400	39,147	243%
Total Expense	<u>730,713</u>	<u>835,342</u>	<u>(104,629)</u>	<u>87%</u>
Net Ordinary Income	170,696	0	170,696	100%

Psychoanalytic Center of the Carolinas
Stmnt Fin Activity-Prev Year Comparison
July 2022 through June 2023

	<u>FY2023</u>	<u>FY2022</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4010 Contributions Unrestricted	46,322	54,857	(8,535)	(16%)
4020 Contributions Restricted	93,334	203,048	(109,714)	(54%)
4200 NonGovt Grants, Schlrships	55,643	50,000	5,643	11%
5100 Program-related Sales/Fees	129,386	70,015	59,371	85%
5210 Membership Dues	27,815	23,060	4,755	21%
5300 Investment Income	188,206	(180,823)	369,029	204%
5500 Prior Yr Designated Funds	360,703	0	360,703	100%
Total Income	<u>901,409</u>	<u>220,157</u>	<u>681,252</u>	<u>309%</u>
Gross Profit	901,409	220,157	681,252	309%
Expense				
7000 Schlrshps, Grants, Flwshp	199,669	243,692	(44,023)	(18%)
7200 Payroll Expenses	293,361	190,967	102,394	54%
7540 Faculty & Prgrm Cmpnsation	89,166	38,675	50,491	131%
8110 Office Supplies & Equipmnt	7,794	8,652	(858)	(10%)
8120 Occupancy	9,325	8,542	783	9%
8300 Travel & Meeting Expense	27,329	8,549	18,780	220%
8520 Insurance	7,252	7,407	(155)	(2%)
8530 Org Dues, Subscriptn, Lics	11,220	13,616	(2,396)	(18%)
8570 Marketing	4,623	4,697	(74)	(2%)
8580 Inv, Bank, CC Proc Fees	14,427	14,808	(381)	(3%)
8600 Contract Services	66,547	48,786	17,761	36%
8700 Other Expenses	0	13,550	(13,550)	(100%)
Total Expense	<u>730,713</u>	<u>601,941</u>	<u>128,772</u>	<u>21%</u>
Net Ordinary Income	170,696	(381,784)	552,480	145%

Psychoanalytic Center of the Carolinas
Statement of Financial Activity

July 2023 - June 2024

	<u>Jul '23 - Jun 24</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 Contributions Unrestricted	870	48,000	(47,130)	2%
4020 Contributions Restricted	0	217,061	(217,061)	0%
5100 Program-related Sales/Fees	19,215	101,918	(82,703)	19%
5210 Membership Dues	100	26,000	(25,900)	0%
5500 Prior Yr Designated Funds	0	467,831	(467,831)	0%
Total Income	<u>20,185</u>	<u>860,810</u>	<u>(840,625)</u>	<u>2%</u>
Gross Profit	20,185	860,810	(840,625)	2%
Expense				
7000 Schlrshps, Grants, Flwshp	130,673	200,500	(69,827)	65%
7200 Payroll Expenses	22,384	370,180	(347,796)	6%
7540 Faculty & Prgrm Cmpnsation	11,000	179,550	(168,550)	6%
8110 Office Supplies & Equipmnt	296	7,540	(7,244)	4%
8120 Occupancy	287	13,680	(13,393)	2%
8300 Travel & Meeting Expense	493	29,750	(29,257)	2%
8520 Insurance	0	8,700	(8,700)	0%
8530 Org Dues, Subscriptn, Lics	0	13,450	(13,450)	0%
8570 Marketing	52	4,940	(4,888)	1%
8580 Inv, Bank, CC Proc Fees	709	10,300	(9,591)	7%
8600 Contract Services	6,648	22,220	(15,572)	30%
8700 Other Expenses	995	0	995	100%
Total Expense	<u>173,537</u>	<u>860,810</u>	<u>(687,273)</u>	<u>20%</u>
Net Ordinary Income	<u>(153,352)</u>	<u>0</u>	<u>(153,352)</u>	<u>100%</u>
	<u>(153,352)</u>	<u>0</u>	<u>(153,352)</u>	<u>100%</u>

Psychoanalytic Center of the Carolinas
Stmnt Fin Activity-Prev Year Comparison

July 2023

	<u>Jul 23</u>	<u>Jul 22</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
4010 Contributions Unrestricted	870	(400)	1,270	318%
5100 Program-related Sales/Fees	19,215	6,628	12,587	190%
5210 Membership Dues	100	400	(300)	(75%)
5300 Investment Income	0	104,972	(104,972)	(100%)
5500 Prior Yr Designated Funds	0	4,400	(4,400)	(100%)
Total Income	<u>20,185</u>	<u>116,000</u>	<u>(95,815)</u>	<u>(83%)</u>
Gross Profit	20,185	116,000	(95,815)	(83%)
Expense				
7000 Schlrshps, Grants, Fllwshp	130,673	15,720	114,953	731%
7200 Payroll Expenses	22,384	27,629	(5,245)	(19%)
7540 Faculty & Prgrm Cmpnsatic	11,000	6,170	4,830	78%
8110 Office Supplies & Equipmnt	296	162	134	83%
8120 Occupancy	287	260	27	10%
8300 Travel & Meeting Expense	493	1,678	(1,185)	(71%)
8570 Marketing	52	45	7	16%
8580 Inv, Bank, CC Proc Fees	709	3,029	(2,320)	(77%)
8600 Contract Services	6,648	3,500	3,148	90%
8700 Other Expenses	995	0	995	100%
Total Expense	<u>173,537</u>	<u>58,193</u>	<u>115,344</u>	<u>198%</u>
Net Ordinary Income	<u>(153,352)</u>	<u>57,807</u>	<u>(211,159)</u>	<u>(365%)</u>
Other Income/Expense				

Psychoanalytic Center of the Carolinas
Balance Sheet
As of July 31, 2023

	<u>Jul 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
1010.010 Operating Truist 4016	50,294
1010.015 Checking Truist 2089	100,000
1010.200 LOB Rstrctd Svng 5131	187,890
1010.250 LOB Operating Svg 3194	4,448
1020 Payroll Truist 6244	<u>33,212</u>
Total Checking/Savings	375,844
Accounts Receivable	
1110 Accounts Receivable	<u>(245)</u>
Total Accounts Receivable	(245)
Other Current Assets	
1010.999 Undeposited Funds	3,914
1520 Securian Investments	1,158,293
1521 Securian Endowment	<u>184,901</u>
Total Other Current Assets	<u>1,347,108</u>
Total Current Assets	<u>1,722,707</u>
TOTAL ASSETS	<u><u>1,722,707</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2580 Credit Card Pts - Truist	<u>(553)</u>
Total Credit Cards	(553)
Other Current Liabilities	
7250 Payroll Liabilities	<u>11,891</u>
Total Other Current Liabilities	<u>11,891</u>
Total Current Liabilities	<u>11,338</u>
Total Liabilities	11,338
Equity	
3100 Temp Restr Net Assets	268,947
3200 Perm Restr Net Assets	205,579
Unrestricted Net Assets	1,390,195
Net Income	<u>(153,352)</u>
Total Equity	<u>1,711,369</u>
TOTAL LIABILITIES & EQUITY	<u><u>1,722,707</u></u>

PCC Fund Management Statement- July, 2023

Virginia Asset Management

Current balance:	\$1,419,517
July Change:	\$36,225
YTD Capital Appreciation:	\$150,812
YTD Return:	10.76%

Comparisons

S&P YTD Return	17.72%
Nasdaq YTD Report	32.9%
Fidelity Zero Large Cap Index	18.36%

Live Oak Bank

Operating Savings	\$4,554
Restricted Savings	\$190,156
Interest Rate	4%

Notes:

- **Meeting with Bill Bays on 7/7/23**
 - **Bill will prepare a VAM statement each month for us, with more detailed performance comparisons. These will be included with my monthly update for those that might want more detail**
 - **Bill remains confident that we will likely be heading toward a “soft landing” or a very minimal recession and is bullish on market performance for the remainder of 2023.**
 - **He is continuing to work with balancing the portfolio to accommodate our distributions through 2023. He believes he will be able to significantly minimize, if not prevent, any losses.**
 - **Lisa Long will review our needed distributions after the approval of the budget and meet with Bill to coordinate.**
 - **Bill is planning to gradually move more into short term treasuries which are currently paying well, in order to offset our distributions.**

Bylaw Amendment Recommendations from the Executive Committee:

The Executive Committee met on July 12th to discuss a series of proposed amendments to the bylaws. These are the recommendations from that meeting. As a reminder, any proposed changes must be discussed twice by the board before being presented to the members for consideration. Our hope is to host a special meeting in January to vote on these amendments and the vacancies of President and President Elect.

ARTICLE I – OFFICES – **Recommend as stated**

1. Section 2. *Update language*
 - a. Remove “Foundation” and replace with “PCC”

ARTICLE III – MEMBERS -

1. Section 2 -*update language* **Tabled**
 - a. Third sentence, remove “Professional” so ethical standards abide to all members.
 - b. **ApsA is currently reviewing its code of ethics. As written, it focuses solely on psychoanalysts with no mention of other members. If we want all our members to subscribe to a code of ethics that addresses respect and confidentiality, we should wait until ApsA has revised their code to address this change.**
2. Section 3C – *update language* **Recommend as stated**
 - a. Remove “Clinical” as that category does not exist
3. Section 3D – *update language* **Recommend as stated**
 - a. Include “electronic polling system” as a means of voting to account for virtual meetings
4. Section 4B , 4D – *Update language* **Recommend as stated**
 - a. Remove Plus Membership levels (Professional and Community)
 - i. Those are designations for PEP Web subscriptions and not official member categories as approved by the board
 - ii. They are a back-office requirement, but not necessary to have them in bylaws or publicly advertised

5. Section 4C – **Recommend as stated**

- a. “Community Members may serve as Board members and officers, with the exception of President or President Elect”
- b. **The Committee recommends opening these offices to Professional members (non-matriculated students) and to Community members with the understanding that they would vacate the office when/if they choose to matriculate.**

ARTICLE IV - BOARD OF DIRECTORS

1. Section 1 – *Update language* **Recommend as stated**

- a. Add ED as ex-officio:
 - i. “The Executive Director shall be a member ex-officio of the board and all committees but shall have no vote except in case of a tie.”

2. Section 2 - ***Recommendation: Terms for officers***

- a. Article V Section 2 states “With the exception of the President Elect and Past President who will serve one (1) year terms, the officers shall serve for two (2) year terms. The officers shall serve for two (2) year terms”
 - i. **Increase term limits to two years for President Elect and Past President to match other offices, with a maximum of two (2) two- year terms.**
- b. ***Update Language: define board term of office*** **Recommend as stated**
 - i. Update second sentence to define board terms:
 - 1. “The term of office for members of the Board of Directors shall be two fiscal years (Jul 1 -June 30), with a maximum continuous service on the Board of three consecutive terms.

3. Section 5 – *Update language:* **Recommend as stated**

- a. Include Executive Director in Orientation process

4. Section 7: **Recommend as stated**

- b. Clarify term of board members elected to fill vacancies mid-year allowing them to serve the remainder of the year and, upon election by the membership, be eligible for the full-term limit set in the bylaws (three two-year terms).
 - i. **“Any Board member so appointed shall serve until properly elected at the next annual meeting of the members and would thereafter be eligible to serve three additional two-year terms.”**

ARTICLE V – OFFICERS

1. Section 1: ***Qualifications for President, Past President, and President Elect***

- a. “The President, Past President, and President Elect must be Professional Members who have graduated from a psychoanalytic psychotherapy certificate program approved by the Training and Education Committee or have equivalent training, or from a psychoanalytic training program approved by APsA or IPA to be nominated or elected for each of these offices.”
- b. **The Committee recommends opening these offices to any Professional member who is not a matriculated student and to Community members with the understanding that they would vacate the office when/if they choose to matriculate.**

2. Section 2: Term of Office

- a. ***Discussion - Recommend as stated***
 - i. Recommend removing the one-year term limits on Past President and President Elect
 - ii. Recommend removing the language that alternates Past President and President Elect so they can serve simultaneously
- b. ***Discussion Recommended with adjustment***
 - i. ARTICLE IV; Section 2 states “All members of the Board shall hold office until their successors shall have been elected and qualified.”

1. Recommendation: Add one additional year to terms (optional)
 - a. The officers may choose to serve a third year with board approval and proper election at the Meeting of Members.
 - b. Update language Recommend as stated
 - i. Correct reference to Article that addresses vacancies to V(3) (C)
2. Section 3D: Update language to reflect staff involvement in financial procedures?
3. Section 3E: Update language Recommend as stated
 - a. Replace “administrator” with “Executive Director” in last sentence

ARTICLE VI – COMMITTEES

1. Section 1A – Update language Recommend as stated
 - a. Include Executive Director as in personnel Section 1D –
2. Section 1D – Update language
3. Recommendation: TEC Nominating Committee
 - a. Allow PCC Board Nominating Committee to administer elections for TEC according to process in bylaws
 - b. No change in procedure for the TEC
 - c. Update language : Replace subcommittee with committee;
 - i. The TEC officers will be nominated by a committee consisting of the current TEC Director, current Associate Director, and the current Directors of the two certificate programs. ~~This~~ The nominating ~~sub~~committee will select a slate of officers from names put forward by the certificate programs... The faculty of the TEC will vote for all officers from names put forward by the nominating ~~sub~~committee”