

Psychoanalytic Center of the Carolinas

Board of Directors

March 6, 2023

Minutes

Present: Harold Kudler (Pres), Burton Hutto (Sec), Vann Pearsall (Executive Director), Chris Erskine, John Riley, Josie Sawyer, Scott Warren, Tricia Wilson

Absent: Dhipthi Brundage

- I. Welcome
- II. Procedural Section
 - a. Minutes: The Feb minutes were approved.
- III. Financial review
 - a. Scott presented his report on fund management.
 - b. The board examined the pre-distributed monthly financial report. Most items are on track with the budget or otherwise easily explained.
 - c. Budget preparation
 - i. Mini-budget worksheets were distributed to all leaders who submit budgets.
 - ii. Vann recommended a review of fees for our scientific programs to bring them in line with the cost per CE/CME at other institutes.
 - iii. Vann and Harold expect a review of staff salaries, benefits and retirement plans.
 - iv. Vann suggested we consider hiring a new part time staff person to manage communication and outreach instead of continuing to contract with G3 for these services.
- IV. Committee reports
 - a. The reports were distributed in advance. (See Appendix 1.)
 - b. There was brief discussion of the ARTF and its development, leadership and plan.
- V. Strategic plan review
 - a. The board reviewed the pre-distributed action plan, noting items that are being actively managed or accomplished. Once again, the board agreed on the great value of our strategic plan to guide our efforts.
- VI. New business
 - a. None brought.
- VII. Executive Director report
 - a. Harold asked Vann and the board to continue the search for a new president since Harold cannot serve further when his term expires. Other leadership positions remain open. Descriptions of positions are being compiled.
 - b. Vann reported the plan to begin staff evaluations soon.

- c. Meetings are planned to discuss our relationships with the Lucy Daniels Center and Peaceful Schools.
- VIII. Next Board meeting will be Monday, April 3, 2023.
- IX. Adjourn

Burton Hutto, Secretary

PCC Committee Reports - March 2023

Anti-Racism Task Force, V. Pearsall

- Discussing the impact of the Holmes Bulletin on the duties of the committee
- Working to finalize the judging logistics for the Holmes Fellowship including selection criteria for the proposals and ideas to recruit judges outside the PCC
- Brainstormed ideas to create an organizational policy and procedure for reporting and reviewing racist actions or other instances of bias, discrimination, or unfair treatment.

Circle of Security Committee, D. Mugno

- The Greensboro COSP training is nearly full (90+ participants). Nine scholarships have been awarded to participants working with young children and their families in NC. Recipients include clinicians from the Foster Family Alliance and the Lucy Daniels Center, as well as mental health school consultants in Buncombe and Haywood counties.
- The committee is looking into the possibility of sponsoring another in-person COSP training in Wilmington, NC in late October.
- The statewide COSP network, Circle Together, will launch its own website by the end of this month with a link to the PCC website, informing more clinicians as well as educators of PCC programs and offerings.

Scientific Programs Committee, K. Schilke

We have had 2 programs so far in 2022-2023:

1. Lynne Layton, PhD – October 8, 2022: 64 in attendance (after rescheduling for Hurricane)
2. Ilana S. Berman, PhD – February 25, 2023: 30 in attendance

Upcoming Programs:

1. Steven Kuchuck, DWS – April 22, 2023
2. Leon Hoffman, MD – June 10, 2023 (LDC/Rosenblitt series)
3. Harold Kudler, MD (tentatively August 12th)
4. Boris Thomas, JD, PhD – September 23th or September 30th at the UNC Chapel Hill Social Work building (Joint program with the AAPCSW)

As of the February 2023 program, our evaluation survey has included a question regarding preference in format for future PCC program offerings. Data is limited to this small group so far, but based on the latest results of 21 respondents (PCC and community members):

- 62% prefer a Zoom/online format
- 0% prefer in-person only

PCC Committee Reports - March 2023

- 38% prefer a hybrid option

The Scientific Program Committee pointed out that results could be skewed since the population of people registered for an online event may be more likely to prefer online formats. They recommend that we survey the larger PCC membership to get a more accurate assessment to use for future planning.

In order to pursue in-person or hybrid events, we will need to figure out venue(s) and technology needs.

TEC Report, D. Brundage

- We have awarded eleven \$5000 supervision grants to our students.
- Psychotherapy Committee completed progressions this past month.
- We will be announcing two psychotherapy track grants in the coming months.
- The Calabria course with Jack Novick will be starting soon with 33 registrants.
- Nancy McWilliams is slated to teach our second Calabria course in the Fall.
- We have launched the Curriculum Update Project. We will send out information regarding the goals and timeline of the CUP group in the coming months.

PCC Committee Reports - March 2023

Financial Reports

Statement of Financial Activity (Report date March 3, 2023)

Revenue:

1. Unrestricted Contributions are still down \$5,000 –
 - a. One outstanding pledge for \$20,000 due (should come in this calendar year, maybe not this fiscal year).
 - b. Figure does not include \$3,000 in-kind gift for rent.
2. Exceeded our budget for Membership Dues by \$900
 - a. Increased by \$2,700 over last year
 - b. Approx. 30 lapsed members to conact
3. Exceeded our budget for Tuition with two classes still open until 3/15
4. Registration and Application Fees are also exceeded the budget
5. Scientific Programs are down, with two more for this fiscal year (April and June)
6. Prior Year Restricted Funds represents the donations from previous years that are being used in this fiscal year. They are shown on the balance sheet

Expenses

1. The Scholarship line will grow as we near the end of courses and more students submit reimbursements.
2. Insurance is not paid until the last quarter, thus the zero expense
3. All expenses are on track to meet or come in below budget except Contract Services, which we have discussed due to extending G3, and bank fees.
4. No unforeseen expenses

Psychoanalytic Center of the Carolinas
Statement of Financial Activity
July 2022 - June 2023

	<u>Jul '22 - Jun 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4010 Contributions Unrestricted	40,863	46,000	(5,137)	89%
4020 Contributions Restricted	74,334	121,955	(47,621)	61%
4200 NonGovt Grants, SchlrsHps	21,933	130,000	(108,067)	17%
5100 Program-related Sales/Fees	90,055	127,705	(37,650)	71%
5210 Membership Dues	21,909	21,000	909	104%
5300 Investment Income	140,859	0	140,859	100%
5400 Management Fees	0	3,400	(3,400)	0%
5500 Prior Yr Restricted Funds	177,390	385,282	(207,892)	46%
Total Income	<u>567,343</u>	<u>835,342</u>	<u>(267,999)</u>	<u>68%</u>
Gross Profit	567,343	835,342	(267,999)	68%
Expense				
7000 SchlrsHps, Grants, Filwshp	85,574	115,890	(30,316)	74%
7100 Pearsall SchlrsHps/Filwshp	54,229	145,000	(90,771)	37%
7200 Payroll Expenses	201,757	311,445	(109,688)	65%
7540 Faculty & Prgm Cmpnsation	22,200	143,400	(121,200)	15%
8110 Office Supplies & Equipmnt	5,767	7,260	(1,493)	79%
8120 Occupancy	8,131	12,002	(3,871)	68%
8300 Travel & Meeting Expense	17,075	37,250	(20,175)	46%
8520 Insurance	0	8,200	(8,200)	0%
8530 Org Dues, Subscriptn, Lics	9,013	12,255	(3,242)	74%
8570 Marketing	4,095	4,940	(845)	83%
8580 Inv, Bank, CC Proc Fees	11,238	10,300	938	109%
8600 Contract Services	62,367	27,400	34,967	228%
Total Expense	<u>481,446</u>	<u>835,342</u>	<u>(353,896)</u>	<u>58%</u>
Net Ordinary Income	85,897	0	85,897	100%
Other Income/Expense				
Other Income				
5600 Designated Fnds Future Use	211,230			
Total Other Income	<u>211,230</u>			
Net Other Income	<u>211,230</u>			
	<u><u>297,127</u></u>	<u><u>0</u></u>	<u><u>297,127</u></u>	<u><u>100%</u></u>

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

July 1, 2022 through March 2, 2023

	Jul 1, '22 - Mar 2, 23	Jul 1, '21 - Mar 2, 22	\$ Change	% Change
Ordinary Income/Expense				
Income				
4010 Contributions Unrestricted	40,863	49,895	(9,032)	(18%)
4020 Contributions Restricted	74,334	203,048	(128,714)	(63%)
4200 NonGovt Grants, Schlrships	21,933	50,000	(28,067)	(56%)
5100 Program-related Sales/Fees	90,055	59,937	30,118	50%
5210 Membership Dues	21,909	19,210	2,699	14%
5300 Investment Income	140,859	4,844	136,015	2,808%
5500 Prior Yr Restricted Funds	177,390	150,000	27,390	18%
Total Income	567,343	536,934	30,409	6%
Gross Profit	567,343	536,934	30,409	6%
Expense				
7000 Schlrshps, Grants, Filwshp	85,574	190,093	(104,519)	(55%)
7100 Pearsall Schlrshps/Filwshp	54,229	45,515	8,714	19%
7200 Payroll Expenses	201,757	126,710	75,047	59%
7540 Faculty & Prgrm Cmpnsation	22,200	20,425	1,775	9%
8110 Office Supplies & Equipmnt	5,767	6,633	(866)	(13%)
8120 Occupancy	8,131	4,461	3,670	82%
8300 Travel & Meeting Expense	17,075	3,049	14,026	460%
8520 Insurance	0	314	(314)	(100%)
8530 Org Dues, Subscriptn, Lics	9,013	9,479	(466)	(5%)
8570 Marketing	4,095	4,244	(149)	(4%)
8580 Inv, Bank, CC Proc Fees	11,238	11,075	163	1%
8600 Contract Services	62,367	20,116	42,251	210%
8700 Other Expenses	0	13,635	(13,635)	(100%)
Total Expense	481,446	455,749	25,697	6%
Net Ordinary Income	85,897	81,185	4,712	6%

Psychoanalytic Center of the Carolinas

Balance Sheet

As of March 2, 2023

Mar 2, 23

ASSETS

Current Assets

Checking/Savings

1010.010 Operating Truist 4016	23,952
1010.200 LOB Rstrctd Svng 5131	343,071
1010.250 LOB Operating Svg 3194	29,770
1020 Payroll Truist 6244	30,049

Total Checking/Savings 426,842

Accounts Receivable

1110 Accounts Receivable	(430)
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Total Accounts Receivable (430)

Other Current Assets

1010.999 Undeposited Funds	6,661
1520 Securian Investments	1,553,982

Total Other Current Assets 1,560,643

Total Current Assets 1,987,055

TOTAL ASSETS 1,987,055

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards

2580 Credit Card Pts - Truist	2,824
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Total Credit Cards 2,824

Other Current Liabilities

7250 Payroll Liabilities	16,917
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Total Other Current Liabilities 16,917

Total Current Liabilities 19,741

Total Liabilities 19,741

Equity

3100 Temp Restr Net Assets	368,947
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3200 Perm Restr Net Assets	205,579
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Unrestricted Net Assets	1,095,662
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Net Income	297,126
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Total Equity 1,967,314

TOTAL LIABILITIES & EQUITY 1,987,055

2023 Strategic Plan Action Plan

2023	Committee	Staff	Goal	Progress
Goal One: Create a more diverse, equitable, and inclusive psychoanalytic community where all people feel welcome and accepted and are invited to actively participate at every level of the organization				
Strategy 1: Commitment to Diversity, Equity, and Inclusion				
Create Diversity, Equity, and Inclusion board-level committee; recruit chair for board of directors	ARTF	Vann	Define committee purpose and responsibilities; secure leadership before June 30	Ongoing conversations with ARTF members to help define the purpose and potential chair and members; assessing Holmes Commission report
Evaluate and survey PCC Community to establish baseline and engage members	DEI	Vann	Develop survey after committee is created	
Identify organizational relationships which will enhance DEI connections with the community (e.g.: education, social services, professional associations).	Outreach/ Communications	Lucy/Vann	Collect directory of organizations and people that can help us reach new, more diverse audiences	Currently assembling list of organizations
Provide frequent and timely communications to all stakeholders regarding the issues, goals, and actions via emails, newsletter, and updates on website.	Communications	Lucy	Include updates on committee work on listserv and in newsletter	Monthly newsletter
Strategy 2: Engaging and Connecting Members				
Utilize Membership Committee to welcome and build relationships among current members	Membership	Vann	Recruit at least 2 new membership committee by June 30th;	Two members joined at first Meet Up; Following up with Lapsed Members
Create or revise position descriptions for all PCC leadership positions; Share with membership and invite nominations to increase diversity to PCC leadership	Nominating/ Executive	Vann	All descriptions updated by 8/31/23	Officers, vacancies, and some TEC completed in 2022; working on ARTF/DEI, Outreach, and training tracks
Create more social opportunities for members to connect outside of courses and programs	Membership	Vann	Schedule Monthly Meet Ups in person; offer option for zoom Meet Ups; evaluate Lunch and Learn format as option	Hosted three in-person gatherings for members; not enough interest in Zoom gatherings

2023 Strategic Plan Action Plan

2023	Committee	Staff	Goal	Progress
Goal Two: Continue to provide high quality Psychoanalytic Training and Education, expanding the curriculum, providing opportunities for faculty development, and addressing barriers to make training more accessible for students				
Strategy 1: Increase Student Support: Addressing barriers of psychoanalytic training and the path to graduation				
Develop PCC student aid plan to identify needs and increase available financial support for students	TEC/Fundraising	Kayla Vann/Lucy	Document internal processes, discuss need, purpose, and potential qualifications; ID donors who might respond	Developing Scholarship Fundraising Campaign Holmes Fellowship to launch 2023; PPT Grants; Scholarship Campaign
Update website with new course catalogue and well-explained graduation requirements	TEC/Communications	Kayla/Lucy	Complete revisions of current student handbook; work with G3 to launch new online catalog by fall term 2023	Initiated conversation with G3
Strategy 2: Strengthen faculty development, recruitment, and retention				
Survey faculty to identify methods for enhancing faculty support and development; Create workshops through the Barkley Faculty Development Series	Faculty Chair	Kayla	Use listserv to ID needs; schedule faculty meeting spring 2023	Chris and TEC working on this
Annual evaluation of pilot compensation program; adjust and renew based on results, feedback, and funding	TEC	Kayla/Lisa	Evaluate 2023-24; pilot ends 2025	
Review and update Faculty Handbook to include new and revised policies	Faculty Chair	Kayla/Vann		
Develop facilitated pathway for advanced students and recent graduates to participate as instructors or co-teachers.	Faculty Chair	Kayla	Letter to advisors, supervisors to promote idea to students and to seek potential recommendations	

2023 Strategic Plan Action Plan

2023	Committee	Staff	Goal	Progress
Strategy 3: Initiate Curriculum Review				
Design review process and timelines Recruit committee	TEC; Ad Hoc cmte	Vann/Kayla	Form Committee; develop format and charge; begin research	Board approved proposal, Chair recruited First meeting held
Strategy 4: Technology Investments				
Improve online course delivery, student user experience, and student record storage by investing in a learning management system or other online training platform	TEC	Kayla/Vann	Launch Sakai Fall 2023	Signed contract with Sakai - Feb 2023 Training Summer Implement for students Fall 2023

Goal Three: Address the challenges of identifying and securing qualified supervised cases required for PCC students engaged in clinical training				
Strategy 1: Evaluate and improve current case referral system				
Confer and meet with students to clarify the issue, the need, and potential solutions	Board/TEC	Vann	Need to schedule a meeting to discuss with students	
Evaluate the current online messaging, referral procedures, tracking, and reporting to identify and remove barriers to engagement	Board/ Communications	Vann/Lucy/ Nancy	Clarify the referral page on the website to better explain the services; add options for those not seeking analysis	
Strategy 2: Explore other methods to identify referrals				
Engage other providers and organizations with potential clients, referral lines and referral networks to expand awareness and promote accessibility (internal and external partnerships)	Board/Outreach	Vann	Develop list of potential groups or orgs that may have potential referrals	

2023 Strategic Plan Action Plan

2023	Committee	Staff	Goal	Progress
Goal Four: Enhance and expand outreach through communications, collaboration, advocacy efforts, and expansion of Circle of Security program				
Strategy 1: Expand Communications, Marketing, and Outreach				
Develop communication plan that includes stories of impact and the benefits of psychoanalysis for society to engage and inspire.	Communications	Lucy/Vann	Review G3 Marketing Survey; evaluate messages for use	Currently evaluating the duties of the communications and outreach committees
Provide frequent and timely communications to all stakeholders via emails, newsletter, and updates on website.	Communications	Lucy/Vann	Continue monthly newsletters and update annual content calendar	Monthly newsletter
Identify potential partners in SC and outside the Triangle that would enable PCC to expand membership, students, and program offerings.	Outreach/ Communications	Vann	Collect directory of organizations and people that can help us reach new, more diverse audiences	Currently evaluating the duties of the communications and outreach committees
Research agencies and organizations with similar missions and explore ways to collaborate and learn from each other.	Outreach	Vann	Reach out to members, committees, Affiliated Organizations to create list	Currently evaluating the duties of the communications and outreach committees
Strategy 2: Support for Circle of Security Parenting				
Strengthen and deepen the level of PCC commitment to Circle of Security, including exploring ways to make it sustainable in the future.	COSP	Deb		Meeting with COS group March 28th for discussion and collaboration

2023 Strategic Plan Action Plan

2023	Committee	Staff	Goal	Progress
Goal Five: Develop a comprehensive annual fundraising plan to meet the needs of the organization, addresses the goals of the strategic plan, and maintains the sustainability of the PCC				
Strategy 1: Achieve annual fundraising goals				
Increase Annual Fund participation to 40% (37% in 21-22)	Fundraising	Lucy/Vann	Create Development plan to cultivate first-time donors and solicit members who are not donors.	Working on the Development Plan
Identify prospective major donors to fund most critical projects and programs in strategic plan	Fundraising	Lucy/Vann	Develop funding opportunities based on the strategic plan	For discussion at March Fundraising Committee
Strategy 2: Identify and create fundraising strategies to fund the reduction of the cost of training for students				
Identify specific donors or organizations to support scholarships, fellowships, and general candidate training and supervision.	TEC/Fundraising	Lucy/Vann	Develop scholarship/fellowship policy and ID donors for solicitation	Developing Plan for Org fundraising
Solicit donations for current Scholarship/Fellowship funds (Raft, Byck, Holmes, Pearsall)	Fundraising	Lucy/Vann	Develop campaign to solicit past scholarship donors; ID new donors	Developing Scholarship Campaign
Strategy 3: Donor Cultivation and Stewardship				
Create individual cultivation and stewardship plans for all major donors based on their giving tendencies and interests	Fundraising	Lucy/Vann	Develop cultivation plan to increase engagement	

Discussions/Planning in progress	
Actions in progress	