



the harlem family institute

a p s y c h o t h e r a p y t r a i n i n g i n s t i t u t e

2 Riverside Drive, #5D, New York, NY 10023

Annual Report 2012

- Helping Children and Families
- Training Psychoanalysts

The Harlem Family Institute

2012 Year-End Description of Program Accomplishments, including statistics:

Harlem Family Institute's 2012 year was one of continued substantial work on rebuilding, with significant progress being made in the areas of program authorization, Institute governance and employment relationships. These efforts included updating the Institute's foundational documents, especially its state charter and its by-laws.

After much work on the core documents over the previous year with the Institute's pro bono lawyers, the board approved the Institute's new by-laws early in the 2012 and also submitted an application for renewal and revision of the Institute's charter. The latter was approved by the state's Board of Regents in September. In addition the Institute successfully obtained state waivers from the corporate-practice law for all its clinical sites, allowing it to employ licensed professionals, and crafted an employee manual with its pro bono lawyers as well as templates for new instructor and supervisor agreements.

The Institute also produced its first-ever illustrated color annual report and its first glossy brochure for many years. The annual reports were distributed in October 2012, along with an invitation to the annual benefit, to more than 300 individuals. The Institute plans to produce such a report every year to approach potential donors and others who express interest in HFI's services.

The Institute's core administrative group was also immersed in particular aspects of the training program, including reworking the curriculum to meet the standards of the New York State Education Department and the American Board for Accreditation in Psychoanalysis, adding faculty and supervisors as part-time employees, and beginning work on an Institute training manual and catalogue.

The Institute continued to accept only licensed applicants while it awaits licensure-qualifying status from the state, a goal that will enable it to accept unlicensed trainees. The application for this so-called licensure-qualifying status was well under way at the end of 2012, with the aim of submitting it to the state in 2013. The effort involved in completing the state application will be doubly effective as much of the information will then be turned around to complete the Institute's application for national accreditation. The Institute aims to submit this ABAP application within a month to two months after finishing the state LQ application.

The Institute also continued to build its board, electing a new board member: a licensed psychoanalyst who has been involved with HFI for many years as a training supervisor and also has a private practice. The board also approved the addition of the Institute's Clinical and Training Director to the board's executive committee, and held its first board elections under its new by-laws, with all officers elected for a

period of one year. The Institute's new by-laws also introduced staggered three-year terms for trustees.

The Training Committee held its annual late spring meetings with trainees to discuss their individual progress and remaining requirements and to seek their feedback about the program. All training requirements will be spelled out in the catalogue and training manual being created by the Institute's executive director, clinical & training director and program administrator.

In September, the Institute began the new academic year by offering a total of four courses. At the same time, the Institute also began requiring its trainees to pay higher course fees and an additional \$50 per semester registration fee, unless they are on leave of absence. Registration fees help cover administrative functions as well as library fees associated with Institute's new access to the New York Psychoanalytic Society and Institute's Abraham A. Brill Library. The Brill Library describes itself as the world's largest psychoanalytic library, with more than 40,000 books, periodicals, and reprints devoted to psychoanalysis and related fields. This is a perfect resource for HFI trainees. The fee for the Institute's regular 22½-hour courses was raised to \$200 from \$150. Supervision fees and training-analysis fees remain low compared with those of other psychoanalytic-training institutes.

The Institute continued to operate and expand its main clinical-treatment center at Central Park East 1 Elementary School in Spanish Harlem, with candidates assigned new referrals from the school. During the year, four trainees worked with at least 18 children, providing a total of more than 200 hours of service there.

In September 2012 the Board of Regents approved the extension and revisions to the Institute's charter, authorizing HFI to operate clinical-treatment facilities in neighborhoods beyond Harlem and beyond the schools, to offer internships to trainee psychologists and to offer psychological evaluations and related services to children through the city's Department of Education.

The Institute has a number of senior trainees who are close to graduating and meeting State requirements. The Institute continues to attract highly qualified faculty to teach the courses students need to fulfill the 405 hours of coursework that make up nine academic categories required by the State for licensing. In September 2012 the board voted on a new requirement for trainees to complete 450 hours of coursework to be able to graduate the Institute, which brings HFI's education requirements in line with those of ABAP and the National Association for the Advancement of Psychoanalysis, to which the Institute belongs. In addition, client-contact hours were increased to 750 from 300, and supervision hours were increased to 225 from 175. The board also adopted a policy of recommending that all core clinical hours with children be matched by work with parents or primary caregivers outside the 750 core hours in a ratio between 10% and 20% of the total hours on child cases.

In late November the Institute held its annual Holidays musical benefit, with a ticket price of \$100. This was an opportunity to raise funds for the Institute through a relatively low-cost event, while paying tribute to HFI board, administration, faculty, supervisors and volunteers who help the Institute continue to provide free or low-fee therapeutic services to children and families in underserved NYC communities. The fund-raiser included in-kind donations of hors d'oeuvres from Fratelli la Bufala, books, gift certificates and artwork for a live auction, as well as traditional southern Italian spiritual and folk music by Alessandra Belloni. The event raised more than \$12,000 toward the Institute's work with children and families.

Since 1991, Harlem Family has given youngsters and their families a safe space to voice their feelings, to learn to use their strengths to manage the challenges they face each day, and to discover new ways to relate to the world. The Institute, provisionally chartered by the New York State Board of Regents, is preparing to expand its programs to help meet the needs of the underserved across New York and beyond in the hope of establishing itself as a model for other cities and for other communities of psychoanalysts.

As in previous years, the Institute continues to build connections and alliances with other institutes, increase involvement in the communities it serves and the analytic community, and devote more energy toward significant outreach to foundations and individuals to attract funds.

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2012 Summary of Fund-Raising Activities

The Harlem Family Institute's 2012 financial statements show that it received direct public support of \$39,931 and program fees totaling \$9,226. At the end of the year, its net cash totaled just over \$12,000. Though this was less than the \$18,000 reported at the end of 2011, the Institute was fortunate to benefit from a major donation in that earlier year.

The Institute remained focused in 2012 on transformation. It introduced new fee structures and explored new revenue streams with the aim of increasing its operational and fiscal soundness. It also focused on finalizing two major applications that should help increase its revenue - its application for state licensure-qualifying status, which will enable it to increase its number of trainees by being permitted to accept unlicensed applicants, and its application for national accreditation from the American Board for Accreditation in Psychoanalysis.

To further increase revenue from program fees, which declined in 2012 from 2011, the Institute also began preparatory work on building a fee structure into its agreements with schools and community-based organizations to help fund the Institute's work while allowing it to continue to offer its services at no cost or low cost to children and families.

The Institute also invested for the future, continuing to pay one part-time administrator, and adding part-time faculty and supervisors to its payroll, resulting in increased payroll expenses. These higher expenditures were partly offset by a new fee structure, including higher course fees and a new annual registration fee of \$50 per semester. The fee for the Institute's regular 22½ hour courses was raised to \$200 from \$150.

The Institute also began to seriously explore during the year offering psychological evaluations with the aim of increasing the Institute's revenue.

Several foundations also contributed - the Atlantic Philanthropies Director / Employee Designated Gifts Program provided \$2,000 in the name of HFI founding board member Dr. Margaret Morgan Lawrence, and the Dow Jones Foundation provided \$500 for one of its employee's volunteer work with the nonprofit Institute. Current and former board members also contributed substantially, including \$800 in additional scholarship funds.

All board members provide the Institute with financial support, and some also provide substantial in-kind support. Board members are strongly encouraged throughout the year to help support the Institute.

In late November, the Institute held its annual Holidays musical benefit to thank all its helpers and supporters, raising more than \$12,000 toward the Institute's work in underserved communities. It attracted significantly more funding than in previous years, with a higher ticket price of \$100. Donations were solicited through hundreds of individual invitations and through the Institute website, as well as during the event.

Donations for the event included hors d'oeuvres, as well as books, gift certificates and artwork for a live auction. Guests enjoyed Italian food from restaurateur Fratelli la Bufala and musical entertainment from Alessandra Belloni and friends. The Institute's executive director, Michael Connolly, talked to the gathering about the Institute plans and programs and offered the Institute's gratitude. Part-organizer of the event Neanda Salvaterra conducted a hilarious auction that raised hundreds of dollars, and the whole evening generated strong interest from the wider psychoanalytic community and new supporters.

The Institute produced its first illustrated annual report during the year and also its first color brochure for many years. The annual report was distributed to more than 300 people along with invitations to the benefit. The Institute plans to make the reports an annual feature and will distribute them to potential donors and organizations whose interests align with the Institute's training programs and psychotherapeutic services to underserved neighborhoods. The Institute continues to receive donations through its website, which includes a Donate button that accepts payments through PayPal. Donors of \$100 or more continue to receive a colorful Baggu ® tote bag bearing the Institute's logo.

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Donors to the Harlem Family Institute in 2012

Above \$10,000

Anonymous

\$2,000 to \$9,999

The Atlantic Philanthropies Director / Designated Gift Fund in the name of Margaret Morgan Lawrence
M. Clive and Robyn Robinson

\$500 to \$1,999

Alan and Robin Anspaugh
Anonymous
Pamela Armstrong Manchester and Avery Manchester

\$200 to \$499

Dagmar Aalund
Rose M Boyle
John Bussey
Robert Carey
Phyllis Cohen
Tom and Margaret Connolly
Siobhan Joan Dolan
Beth Eastman
Constance Ford
Rosaleen Horn
Tom Kenny
Stacey Leigh
Merle Molofsky
Marianne Mosbach
Kin and Valerie Preston
Angela Rita-Farias
Ann Rose Simon
Sulton Stack, Jr.
Tom Wagner

Up to \$199

Anonymous
Robert Aquino
Clifton Arrington

Dan and Susan Bancroft
William Bennett
Alan Bergson
Suzanne Black
Elizabeth Blackshire
Michele Bogart
Stephanie Capparell
Ken Cardillo
Alexandra Cattaruzza
Alice Cheung
Bette Clark
Richard Connolly
Paula Dante
Beth and Chuck DeCarbo
Margaret de Streeel
Joyce Edwards
Alice Entin
Francine Finkel
Sheldon and Janis T. Firstenberg
Gladys Foxe
Helen Goldberg
Bari Goodman
Dan Heimowitz
Jane Hexham
Eduardo Kaplan
Pilar Jennings
Gabriella Levy
Susan Lillo
Douglas Maxwell
Peter Miller
Rev. Thomas Paul Miller
Ann Morris
Kurt Novak
Joan Ogden
Theodore Parker
Brian Peterson
David Pollens
Krystyna Sanderson
Mark Schoofs
Michal Seligman
Rebecca Shahmoon Shanok
Jane Simon
Paola Sinisgalli
Ellen Sternbach
Simone Sternberg

Robert Walzer
Miner Warner
Marie Weinstein
Ernest Wetzel, Sr.
Judith White
Marion Williams
Grace Wilner

In Kind

Bette Clark
Diana List Cullen
Edward Fancher
Fratelli la Bufala
Allison Cerilli, O'Melveny & Myers
Joan Goldsmith
Morgan Hodgson, Steptoe & Johnson
Obi Ihekweazu, O'Melveny & Myers
Christopher Jenkins
Lee and Prudy Jenkins
Tom Kenny
Ellen Kohn, Steptoe & Johnson
NPAP
Brian Peterson
Neanda Salvaterra
Marcus Samuelson and Red Rooster
David Sausen, Kay Scholer
Marci Settle, Kay Scholer
Sarah Soloveichik, Kay Scholer
Thomas Wagner
Judith White

Our donors are vitally important to us. If anyone who contributed finds him/herself missing from this list, please advise the Institute immediately.

THE HARLEM FAMILY INSTITUTE
 Statements of Financial Position
 December 31, 2012 and 2011

ASSETS

	<u>2012</u>	<u>2011</u>
Cash in bank and on hand	\$ 12,383	\$ 18,096
Grant and contribution receivables	2,300	-
Accounts receivable	1,095	3,000
Prepaid expenses	<u>1,482</u>	<u>450</u>
Total Assets	<u>\$ 17,260</u>	<u>\$ 21,546</u>

LIABILITIES and NET ASSETS

LIABILITIES

Accrued expenses	\$ 4,406	\$ 4,463
Payroll taxes payable	<u>1,423</u>	<u>811</u>
Total Liabilities	<u>5,829</u>	<u>5,274</u>

NET ASSETS

Unrestricted	9,431	15,072
Temporarily restricted	<u>2,000</u>	<u>1,200</u>
Total net assets	<u>11,431</u>	<u>16,272</u>
Total Liabilities and Net Assets	<u>\$ 17,260</u>	<u>\$ 21,546</u>

THE HARLEM FAMILY INSTITUTE
 Statements of Activities
 For the Years Ended December 31, 2012 and 2011

	<u>2012</u>	<u>2011</u>
UNRESTRICTED NET ASSETS		
Grants and contributions	\$ 39,472	\$ 41,919
In-kind contributions	49,180	-
Program fees	-	9,000
Student fees	<u>9,226</u>	<u>5,210</u>
Total unrestricted support	<u>97,878</u>	<u>56,129</u>
 EXPENSES		
Costs of direct benefits to donors	5,000	-
Program Services	51,534	36,372
Supporting Activities		
Management and general	45,266	10,470
Fund-raising	<u>1,719</u>	<u>4,527</u>
Total expenses	<u>103,519</u>	<u>51,369</u>
Increase (decrease) in unrestricted net assets	<u>(5,641)</u>	<u>4,760</u>
 TEMPORARILY RESTRICTED NET ASSETS		
Grants and contributions	<u>800</u>	<u>1,200</u>
Change in net assets	(4,841)	5,960
Net Assets - Beginning of year	<u>16,272</u>	<u>10,312</u>
Net Assets - End of year	<u>\$ 11,431</u>	<u>\$ 16,272</u>