

CALL TO ORDER

A Board meeting of ECAD was held on **February 18, 2022** at **149 Newfield Road, Torrington, CT**. It was called to order at **2:05 pm** and was presided over by Dale Picard, with Anne Hoenig as secretary.

ATTENDANCE

Voting members

Fred Johnson, William Morton, Kathleen Forte, Anne Hoenig, Jim Hoenig, Hector Torres, Gayle Moraski, Tracy Gardener, Rob Caiaze, Curt Palmer

Guests

Dale Picard, Lu Picard, Carrie Picard, Leslie Pihonak, Ben Borne [Aegis3]

Members not in attendance

APPROVAL OF MINUTES

A motion to approve the minutes of the previous [October 27, 2021] meeting was made by A. Hoenig and seconded by F. Johnson. **Unanimous approval of minutes**

REVIEW OF OLD BUSINESS

- Line item descriptions reviewed
- Lobbyist sourcing closed
- 401k implementation reviewed
- Telecommunications services/equipment contracts reviewed.

NEW BUSINESS

New Board Member welcome and introductions [Tracy Gardener, Rob Caiaze, Curt Palmer]

AEGIS3 PRESENTATION

- Nonprofit sweepstakes fundraising overview
- Compliance liability reviewed
 - Sweepstakes specific compliance liability to be Aegis'
- Startup costs reviewed [none]
- Projections reviewed
- Escrow reviewed
- Case study reviewed
- List choice process reviewed
- Prize winner process reviewed

- organization responsible for \$100 prize/month
- Ventura Associates responsible for grand prizes

OFFICER'S REPORTS

Executive Director's Report

FINANCIAL REVIEW

Budget v. Actuals

A motion to accept the 2021 financials was made by W. Morton and seconded by F. Johnson.

Unanimous acceptance of 2021 Financial statement w/ the following discussion:

- Liabilities line reviewed re: mortgage on Training Center

Capital Campaign Feasibility Study

- First wave of Rate + Review packs went out; interviews scheduled
- Second wave scheduled to go our 3/2-3/3

Executive Performance Appraisals + Organizational Raises/Bonuses

- Board to decided Executive Bonuses and approve total amount for bonuses of other staff

Program Director's Report

PROGRAMS REVIEW

Candidates/Applicants/Waitlist

- 19 Service Dogs placed in 2021; 3 Facility Dogs in 2021; 28 people trained in 2021
- 19 Clients slotted for placements this year over 5 Team Trainings
- 2nd quarter of 2023 for next Team Trainings

Breeding

- ADI Breeding Coalition reviewed
- Upcoming litters reviewed
- Nursery Team reviewed

General Activities

- accreditation received

Development Director's Report

FUNDRAISING REVIEW

Acquisition

- Innovairre Acquisition campaign reviewed
- List purchasing reviewed
- Donor journeys reviewed

General Activities

- Client emergency fund reviewed
- Puppy Naming Auction
- Newsletter
- Office Manager position reviewed

OTHER REPORTS

- N/A

MAIN MOTIONS

- Motion by Anne Hoenig and seconded by Fred Johnson that the previous meeting minutes be accepted. The motion carried with all in favor.
- Motion made by was made by W. Morton and seconded by F. Johnson to accept 2021 financial statements. The motion carried with all in favor.

ANNOUNCEMENTS

- Tuesday, 2/22/22: 10 am meeting re: executive bonuses and compensation

ADJOURNMENT

Motion for meeting to be adjourned made by Bill Morton at 4:42 pm and seconded by Fred Johnson.

OPEN ITEMS

ITEM	ITEM OWNER	OPEN DATE	DUE DATE	CLOSE DATE	COMMENTS
Evaluation of subcontracting obligation to be added to Succession Plan	Executive Team				ON HOLD
Quarterly Budget Review	D. Picard + All Board Members				*ongoing quarterly action item
Send out Nursery Team flyers to Board	C. Picard	2/18/22	3/1/22	3/1/22	
Update Aegis contract with explicit language re: prize responsibilities	Development	2/18/22	3/1/22	2/29/22	
Ask Aegis3 about shared liability for unsuccessful program	L. Pihonak	2/18/22	3/1/22	2/29/22	
Send Ventura Associates information	L. Pihonak	2/18/22	3/1/22	2/29/22	
Send out vote sheet re:Aegis3	C. Picard	2/18/22	3/1/22	2/29/22	
Redistribute remaining Rate + Review subject calls and send out information to Board	Development	2/18/22	2/25/22	3/7/22	
Board Development courses	All Board Members	10/27/21			
Provide Salary/Bonus process documentation for Board Book	TBD	10/27/21		3/18/22	



ITEM	ITEM OWNER	OPEN DATE	DUE DATE	CLOSE DATE	COMMENTS
Salary/Bonus meeting re: Executive Team	F. Johnson	2/18/22	2/22/22	2/22/22	

CLOSED ITEMS

ITEM	ITEM OWNER	OPEN DATE	DUE DATE	CLOSE DATE	COMMENTS
Schedule Board Connect call	D. Picard				
Schedule Strategic Planning + Salary meetings	F. Johnson				
Provide breakouts for lines 83510, 83520 and CC revenue	C. Picard	10/27/21	ASAP		
Provide Contract Services roster	C. Picard	10/27/21	ASAP		
Source Pro Bono lobbyist	W. Morton				Allowing ADI to execute until discernable need arises
Send 2020 Bonus information to Board	L. Pihonak	10/27/21	ASAP		
Send vote sheets to Board	L. Pihonak	10/27/21	ASAP		
Update action item tracker	L. Pihonak	10/27/21		10/28/21	
Follow up on telecommunications/equipment contracts	F. Johnson	10/27/21			
401k administration follow up w/ Insperty	D. Picard	10/27/21			