

meeting minutes

Quarterly Board Meeting		
	5:12pm	Long Ridge Tavern, Stamford, CT
Meeting called by	Jeff Joseph	
Type of meeting	Board	
Facilitator	Jeff Joseph	
Note taker	Leslie Pihonak	
Timekeeper	Jeff Joseph	
Attendees	Jeff Joseph, Anne Hoenig, Leslie Shantz, Kathy Forte, Hector Torres, Kevin Batterton, Susan Batterton, Allison Forstmann, Vera Paisner, Dale Picard, David Post, Carrie Picard, Tara Riordan	
Organization Overview		
Reporting:	Dale Picard	
Discussion	2014 Operating Statements reviewed – audit to be completed by mid-March	
	Mc Williams Capital Campaign reviewed – end of March re-launch	
	Blue Buffalo reviewed	
Conclusions		
Action Items	Person Responsible	Deadline
Marketing Overview		
Reporting:	Carrie Picard	
Discussion	2014 Goals v. Results reviewed	
	2015 Plan reviewed <ul style="list-style-type: none"> • McWilliams Collective • Awareness/Community Outreach 	
	2015 Goals and Activities (Gantt plan) reviewed <ul style="list-style-type: none"> • Direct Mailing • Third-party Direct Mailing 	

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Pay- it-Forward Program reviewed re: Veterans		
Emporium/Amazon Wishlist reviewed.		
DHBT/Polo/20 th Anniversary reviewed: <ul style="list-style-type: none"> • Communications preference survey needed • Honorees(DHBT) announced • E-vites preferred? 		
Conclusions		
Action Items		
	Person Responsible	Deadline
Send third-party mailing contact to Hector	Carrie Picard	ASAP
Forward Click & Pledge link to Board Members	Carrie Picard	ASAP
Connect w/ Geri re: Polo/Saks honoree	Carrie Picard	
Invitation preference survey to the Board	Carrie Picard	ASAP
Financial Overview		
Reporting:	Tara Riordan	
Short and Long forms reviewed.		
Audit progress reviewed: <ul style="list-style-type: none"> • To be completed by mid-March 		
Financial firm goals and progress reviewed.		
Conclusions		
	Formation of Audit/Finance/Comp. Committee will include Tara by request.	
Committee Planning/Elections		
Reporting:	Jeff Joseph	
Discussion	Audit/Finance/Compensation Committee reviewed: <ul style="list-style-type: none"> • Kevin (Chair), Jeff, Kathy – nom. by H.Torres 2nd by L. Shantz • Unanimous Approval Fundraising/Marketing Committee reviewed: <ul style="list-style-type: none"> • Allison (Chair), Leslie, Vera, Susan, Geri(?) – nom. by A. Hoenig 2nd by L. Shantz • Unanimous Approval (upon acceptance by Geri) Executive Committee reviewed: <ul style="list-style-type: none"> • Jeff (Chair), Allison, Kevin, Anne – nom. by K. Forte 2nd by L. Shantz • Unanimous Approval Board Chair reviewed: <ul style="list-style-type: none"> • Jeff Joseph – Chair by Unanimous Approval 	

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	Treasurer reviewed: <ul style="list-style-type: none"> • Kathy Forte – Treasurer by Unanimous Approval Secretary reviewed: <ul style="list-style-type: none"> • Anne Hoenig – Secretary by Unanimous Approval 	
Independent Board social gathering reviewed.		
Conclusions		
Action Items	Person Responsible	Deadline
Organize independent Board social gathering	Jeff Joseph	
Meeting called to end by	Kathy Forte; Allison Forstmann 2 nd	
Type of meeting	Board	
Facilitator	Jeff Joseph	
Note taker	Leslie Pihonak	
Timekeeper	Jeff Joseph	
		7:24 pm
Quarterly Board Meeting		