

ECAD Board Meeting

Meeting Date:	6/17/2015	Meeting Time:	5:32pm
Facilitator:	Dale Picard	Meeting Location:	Long Ride Tavern Stamford, CT
Minutes taken by:	Leslie Pihonak	Next Meeting Date:	TBD
Meeting Attendees:	Board Members: Vera Paisner, Kevin Batterton, Susan Batterton, Hector Torres, Leslie Shantz, Geri Corrigan; Other Attendees: Dale Picard, Carrie Picard, Lu Picard		
Absent:	Anne Hoenig, James Hoenig, Allison Forstmann, Kathy Forte; Jeff Joseph (Chair)		

Discussion:	<p>Meeting called to order by: Dale at 5:35pm ; seconded by: K. Batterton</p> <ul style="list-style-type: none"> • Review of previous Board Meeting Minutes <ul style="list-style-type: none"> ○ Amendments: add S. Batterton and G. Corrigan to Fundraising Committee; add board approved pay increases ○ Add detail to future meeting minutes ○ Unanimous approval w/ amendments: motion to accept: D. Picard 2nd: H. Torres • Executive Officer's Report – D. Picard [presenter] <ul style="list-style-type: none"> ○ Sustainability Plan reviewed: <ul style="list-style-type: none"> ▪ ADI-mandated Board-approved Succession plan outline in-progress ▪ Emergency Leadership Team to be created ▪ Sample Succession Plan reviewed ▪ Clause for evaluation of subcontracting obligations to be added to Succession Plan ▪ Breach of Contract clause to be explored in relation to Succession Plan ○ Blue Buffalo opportunity reviewed: <ul style="list-style-type: none"> ▪ No contact from Jackie, Blue rep, since last Board Meeting ▪ No forward movement with proposed partnership ▪ No longer pursuing commitment from BB unless re-approached with solid plan from BB reps • Financial Report – K. Batterton [presenter] <ul style="list-style-type: none"> ○ Audited Financials reviewed: <ul style="list-style-type: none"> ▪ Outsourced accounting producing favorable results ▪ Changes in audit areas reviewed- <ul style="list-style-type: none"> • Familial relationships within the organization
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- Added investment spending policies
- Added Board contributions area
- Updated antiquated organizational policies
- Auditor's Letter (summary) to the Board reviewed-
 - To be signed by Jeff, Kathy, Dale
- **Motion to accept audit:** K. Batterton | **2nd:** S. Batterton;
unanimous approval of audited report
- ***P & L reviewed:***
 - Slightly behind schedule **noted:** Jan, Feb, March are slowest nonprofit donation months
 - 2014 P&L comparison reviewed
 - Some # discrepancies/alignment noted
 - % variance requested from Tammy (accounting consultant) – [K. Batterton]
 - Grant line is new to budget format – adjusted due to the way foundations disburse awarded monies and weak response timelines
 - Grant trending new to 2014-15
 - Budget by month new to 2015
 - By year 3, accuracy should be improved
 - Deferred revenue and Team Training line items reviewed
 - To be phased out in the future
 - Deferred revenue policy is affecting current budget lines
 - ECADemy budget reviewed
 - Balanced against budgeted
 - 6-month school contracts due to DOE fiscal year
 - DHBT Gala reviewed
 - \$98k gross revenue is below projection
 - Honoree selection and expectations to be explored in the future
 - Salary & Wages line reviewed
 - New hires on boarded as hourly instead of salary employees
 - Contracted Services line reviewed
 - Consultant lump payment upon termination of contract for services rendered
 - Polo expenses reviewed
 - No longer applicable—commuted to CC event under management of McWilliams Collective
 - Line item to be adjusted in future distribution to the Board
- ***Board Responsibility document reviewed***
- **Marketing Report – C. Picard [presenter]**
- ***Capital Campaign reviewed:***
 - McWilliams Collective tasked with completing the Polo Luncheon to benefit CC
 - A. Forstmann identified as lead for McWilliams CC website project
 - S&P 500 direct mailing delayed until CC website revisions have been completed
- ***Quarterly Marketing Update reviewed:***
 - Mobile fundraising exploration and execution in progress
 - Emporium producing favorable results—20th Anniversary shirts

	<p>doing well as limited edition item</p> <ul style="list-style-type: none"> ▪ Direct Marketing on track—additional 3rd party mailing in progress ▪ 25% (3/12) proposed grants awarded ▪ 33% (4/12) proposed grants awaiting results ▪ \$125K in grant monies awarded in 2015 ▪ Newsletters on track; #3 of 4 quarterly installments tracking for Q3 <ul style="list-style-type: none"> • Programming Report – L. Picard [presenter] <ul style="list-style-type: none"> ○ Bosch placement reviewed: <ul style="list-style-type: none"> ▪ 2nd ECAD Courthouse Dog (Rosie’s grandson) ▪ Sherry executed successful Facility Team Training for DA’s Office staff in Poughkeepsie ▪ Favorable progress being made w/ Bosch in the Dutchess County DA’s office <ul style="list-style-type: none"> • In the first week of placement Bosch did amazing comforting traumatized child victims at a Dutchess County Sheriff’s Office ▪ New employment well underway ○ July Train-the-Trainer reviewed: <ul style="list-style-type: none"> ▪ One spot left for male client—all others accounted for (full session) ▪ Possible Train-the-Trainer applicants for 2016 session in the hopper ▪ One applicant paid and cancelled; donated funds to ECAD in lieu of attending training session ○ Summer Camp reviewed: <ul style="list-style-type: none"> ▪ 60 registrants accounted for ▪ Torrington staff making final preparations for campers to arrive ▪ Farm animals returned to campus June 2 ▪ Increased early registration from 2014 ▪ Consistent returning campers and increased new campers
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New Actions				
Ref	Action Items	Status	Who	Due By
	Assemble Emergency Leadership Team for Succession Plan		Executive Committee	TBD – Next Board Meeting
	Procure % Variance for K. Batterton		C. Picard	ASAP
	Evaluation of subcontracting obligations to be added to the Succession Plan		ECAD Administration	TBD
	Request hard copy invitations for Board Members from McWilliams		C. Picard	ASAP
	Verify if Board should be soliciting for CC/Polo event GIKs/sponsorships		C. Picard	ASAP

Outstanding Actions				
Ref	Action Items	Status	Who	Due By

ECAD

Educated Canines Assisting with Disabilities



Meeting Adjourned: 7:15pm by S. Batterton; 2nd by H. Torres

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