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:

- **Review of previous Board Meeting Minutes**
  - 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]**
  - Sustainability Plan reviewed:
    - 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:
    - 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]**
  - Audited Financials reviewed:
    - Outsourced accounting producing favorable results
    - Changes in audit areas reviewed–
      - Familial relationships within the organization
- 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
doing well as limited edition item

- 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

- Programming Report – L. Picard [presenter]
  - Bosch placement reviewed:
    - 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
      - 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:
    - 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:
    - 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

New Actions

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<td>Ref</td>
<td>Action Items</td>
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<tr>
<td>Assemble Emergency Leadership Team for Succession Plan</td>
<td>Executive Committee</td>
<td>TBD – Next Board Meeting</td>
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<td>Procure % Variance for K. Batterton</td>
<td>C. Picard</td>
<td>ASAP</td>
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<td>Evaluation of subcontracting obligations to be added to the Succession Plan</td>
<td>ECAD Administration</td>
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<td>Request hard copy invitations for Board Members from McWilliams</td>
<td>C. Picard</td>
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<td>Verify if Board should be soliciting for CC/Polo event GLKs/sponsorships</td>
<td>C. Picard</td>
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Outstanding Actions

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