

## ECAD Board Meeting

<b>Meeting Date:</b>	8/17/2015	<b>Meeting Time:</b>	5:00 pm
<b>Facilitator:</b>	Dale Picard	<b>Meeting Location:</b>	Children's Village; Dobbs Ferry, NY
<b>Minutes taken by:</b>	Leslie Pihonak	<b>Next Meeting Date:</b>	TBD
<b>Meeting Attendees:</b>	Board Members: Hector Torres, Kathy Forte, Anne Hoenig, Jim Hoenig; Other Attendees: Dale Picard, Carrie Picard, Lu Picard, Tammy Moffit (remotely)		
<b>With Apologies:</b>	Geri Corrigan		

Meeting called to order by: Dale at 5:12pm ; seconded by: H. Torres

<b>Discussion:</b>	<ul style="list-style-type: none"> <li>• <b>Review of previous Board Meeting Minutes</b> <ul style="list-style-type: none"> <li>○ Succession Plan guidelines completed for ADI accreditation                             <ul style="list-style-type: none"> <li>▪ <b>Unanimous approval of Succession Plan</b></li> </ul> </li> <li>○ <b>Unanimous approval of previous minutes: motion to accept:</b> D. Picard   2<sup>nd</sup>: H. Torres</li> </ul> </li> <li>• <b>Executive Officer's Report – D. Picard [ presenter ]</b> <ul style="list-style-type: none"> <li>○ <b>990 reviewed:</b> <ul style="list-style-type: none"> <li>▪ <b>Unanimous Approval of 990</b></li> </ul> </li> <li>○ <b>Board Trustees reviewed:</b> <ul style="list-style-type: none"> <li>▪ H. Torres suggested implementing a Board of Trustees to be responsible for internal audit of the Board</li> <li>▪ To be explored further</li> </ul> </li> <li>○ <b>Recent Board Resignations reviewed:</b> <ul style="list-style-type: none"> <li>▪ J. Joseph, K. Batterton, S. Batterton, V. Paisner, A. Forstmann, L. Shantz</li> <li>▪ Tavrow   Lund impact on Board position reviewed</li> <li>▪ Review of direction for sub-committees formed under resigned leadership –to be finalized at a later date</li> </ul> </li> <li>○ <b>Eric McWilliams and Capital Campaign reviewed:</b> <ul style="list-style-type: none"> <li>▪ Website has been launched</li> <li>▪ Ready for S&amp; P 500 direct mailing to launch                             <ul style="list-style-type: none"> <li>• Dale to have hard copy mailed to him via USPS for final approval</li> </ul> </li> <li>▪ Retainer paid –no further financial obligation until \$750k mark is reached</li> <li>▪ <b>Polo cancellation reviewed:</b> <ul style="list-style-type: none"> <li>• Difficulties w/ operational staff @ Greenwich Polo Grounds</li> <li>• Low response rate</li> </ul> </li> </ul> </li> <li>○ Noted that Dale will be attending LEAP Seminar at CFNWCT                             <ul style="list-style-type: none"> <li>▪ Executive Director Coaching</li> <li>▪ Relationship building w/ the foundation</li> </ul> </li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>▪ Board Recruitment</li> <li>▪ Board Governance</li> <li>○ <b>Capacity Building in Torrington reviewed:</b> <ul style="list-style-type: none"> <li>▪ Winsted   Torrington very supportive of building project</li> <li>▪ Two possible building structure: kennels and offices</li> <li>▪ Leech field testing scheduled</li> <li>▪ Excavator survey scheduled</li> <li>▪ Exploration being underwritten personally by Lu and Dale</li> </ul> </li> <li>○ <b>Accreditation reviewed:</b> <ul style="list-style-type: none"> <li>▪ Two Board Members needed for one of the days</li> </ul> </li> <li>● <b>Financial Report – T. Moffit [ presenter ]</b> <ul style="list-style-type: none"> <li>○ <b>Balance Sheet reviewed:</b> <ul style="list-style-type: none"> <li>▪ Reviewed highlighting the main sections</li> <li>▪ Noted \$10k+ in discrepancy in YTD v. Actuals [K.Forte]                             <ul style="list-style-type: none"> <li>• Timing of funds being received in-house</li> <li>• Expectations of deliverables v. actual deliverables</li> </ul> </li> </ul> </li> <li>○ <b>P &amp; L reviewed:</b> <ul style="list-style-type: none"> <li>▪ Reviewed line by line</li> <li>▪ Annual loss of \$269K noted</li> </ul> </li> <li>○ <b>Cost Saving Measures Reviewed:</b> <ul style="list-style-type: none"> <li>▪ \$149k in cash savings implemented by cutting budgets \ salaries \ expenses                             <ul style="list-style-type: none"> <li>• W/C accessible van, Ford Ranger and commercial generator to be sold</li> <li>• % reduction in kennel supplies [kennel cleaners, leashes, bowls, etc] –can be campaigned on social media</li> <li>• Reduction in vet costs [puppy hip x-rays, reduced spay and neuters through a new vet, etc.]</li> </ul> </li> <li>▪ Staff layoffs reviewed:                             <ul style="list-style-type: none"> <li>• Melissa</li> <li>• Brian</li> <li>• Tara w/ severance</li> <li>• Joy (reduced hours)</li> <li>• Tas (reduced hours)</li> <li>• Torrington staff (reduced hours)</li> </ul> </li> <li>▪ Layoff impact to be evaluated in the next month (mid-Sept) w/ Tammy</li> </ul> </li> </ul> </li> </ul>
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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
	Request hard copy invitations for Board Members from McWilliams		C. Picard	ASAP

## Outstanding Actions

Ref	Action Items	Status	Who	Due By
	Evaluation of subcontracting obligations to be added to the Succession Plan	On Hold	ECAD Administration	TBD
	Verify if Board should be soliciting for CC/Polo event GIKs/sponsorships	On Hold	C. Picard	ASAP

**Motion to adjourn by:** K. Forte at 7:15 pm; **seconded by:** H. Torres