

MEETING MINUTES

DATE: Monday, August 8, 2016

TIME: 2:00 pm

LOCATION: 149 Newfield Road Torrington, CT

- **ECAD, Educated Canines Assisting with Disabilities**
- **Quarterly Board Meeting**
 - 2016 YTD Review
 - CT Campus Update
- **Attendee Names**
 - Dale Picard, Leslie Pihonak, Bill Morton, Anne Hoenig, Jim Hoenig, Sgt. Major Hector Torres
- **With Apologies**

Call to Order : 2:11 pm; Hector Torres 2nd by Jim Hoenig

Approval of Previous Minutes

Unanimous approval of Previous Minutes.

Reports

YTD Profit & Loss Reviewed

- \$100k ahead of projection
- \$50k deficit for the year
- Meeting approx. \$80k monthly requirement
- Noted August as worth month in 2016 for donations

Program Status Reviewed

- Post-CV progress noted
- Project HEAL status post-CV reviewed
 - Veteran issues discussed (free vs. fundraising)

Open House Reviewed

- Offices of Blumenthal, Murphy, Esty and Larson in attendance
- Economic Development / Community Planning involvement
- Federal grant opportunities on behalf of ECAD reviewed
- Letters of Support in progress
- Sufficient news/media coverage

New-hire process Reviewed

- Marketing, Receptionist/Bookkeeper to be hired – interviews being scheduled
- Volunteers to man Client Care

Major donor CC contribution Reviewed

- Currently obtaining competitive bids for general contracting
- Architect v. General Contractor
- Attracted other potential foundation donors

Capital Campaign progress Reviewed

- Prospects within Economic Development Commission

Board Member Activities Reviewed

- Veteran tickets available for performance in Tuxedo, NY (H. Torres)
- Renaissance Fair Fundraiser prospect in progress

Unfinished Business

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
	Quarterly review of budget with Board	Ongoing	E.D. + Board Member	
	Review 'Other Types of Expenses' line with Accounting Services		D. Picard T. Moffit	ASAP
	Staff Contract Services roster		Development	ASAP

Motions

Previous minutes accepted.

New Business

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
	Research, cultivation and execution of state/federal grant funding re: Prison Program	On-Going	L. Pihonak	TBD
	Submit questions/concerns and signatures re: 990/Audit to Dale	In Progress	All Board Members	ASAP
	Reasearch, cultivate, vet, introduce prospective Board Members	In Progress	D. Picard	TBD
	Update business cards	In Progress	Development	TBD
	Update Board Member name (B. Morton) on website, etc.	In Progress	L. Pihonak	ASAP
	Follow up with Economic Development Commission	In Progress	L. Pihonak	

Announcements

Other Business

Adjournment

Motion to end: 2:50pm Anne Hoenig; 2nd by Bill Morton.

SECRETARY APPROVAL:

(Signature & Date)
