

## QUARTERLY BOARD MEETING MINUTES

**Date:** March 25, 2017

**Location:** 89 Putnam Park Road, Bethel, CT 06801

### ▪ **ATTENDEES:**

Dale Picard, Lu Picard, Leslie Pihonak, Bill Morton, Anne Hoenig, Jim Hoenig, Sgt. Major Hector Torres

### ▪ **WITH APOLOGIES:**

Kathy Forte (Leave of Absence—proxy given to Bill Morton)

## **CALL TO ORDER : 1:27 PM (JIM HOENIG; 2<sup>ND</sup> BY BILL MORTON)**

## APPROVAL OF PREVIOUS MINUTES

Unanimous approval of Previous Minutes.

## REPORTS

### Financial Review

- YTD P&L reviewed:
  - Budget surplus in 2016 of \$379k (private CC contribution)
  - Deficit nearly reduced
  - YTD projected \$122k revenue | YTD actual \$137k revenue
  - Low March donations reviewed [projected 50% loss for March(tbd)]
  - Matching Mid-Year Appeal arrived in mailboxes 3/12(ish) with \$5k+ in ROI to-date
  - Luis Memorial contributions reviewed:
    - \$49808 in revenue to date
    - Hachette Books contributions reviewed
- Capital Campaign reviewed:
  - \$379k remaining in CC accounts
  - \$245k expended on site prep for CC [site prep complete]
  - Bequest in process to be split between CC and AC and used as matching funds– **Unanimous Board Resolution [Motion made by Hector Torres; 2<sup>nd</sup> by Bill Morton]**
  - USDA guaranteed loan reviewed:
    - Slow process moving forward has to be sent to Washington, DC for final approvals
    - Borghesi acting as General Contractor upon USDA approval – **Unanimous Board Resolution**
      - Bids in progress for subcontractors needed for USDA documentation
    - Sprinkler systems confirmed throughout entire building
    - Purchase of land from Lu and Dale reviewed – **Unanimous Board Resolution**
    - Leasing of land reviewed – **Unanimous Board Resolution**
    - Loan application reviewed – **Unanimous Board Resolution**
  - Grants reviewed:
    - 9 grants in progress; 6 submitted in 2017

### Programs Status Reviewed

- Upcoming Team Training reviewed (All CT placements)

- 
- Lull in placements after this TT
  - 2-3 TT placements in the Fall with Facility Dog placements during the interim
  - Prison Instructor replacement is working out well
  - TT/Graduation to be held at Camp Wah Nee
  - Motzi reviewed and to be placed in upcoming Team Training
- Pace University collaboration reviewed:
    - Contract in affect to provide curricula development for Palliative Care professionals and Therapy/Service Dogs
    - Lu inducted into National Academies of Practice (NAP)
    - Pace | ECAD memorial for Luis April 5, 2017
    - Working with ECAD Marketing for collaborative Press Release
    - Crosslinking in progress
  - Volunteers picking up slack of loss of Lead Instructor reviewed:
    - Vetting dogs
    - Volunteer Handler class increased during the week
    - Volunteers manning Client Care administration
    - 17 Clients in progress fundraising with CC volunteers
  - Press Opportunities reviewed:
    - Iheartradio interview to be aired shortly
    - Fox News w/ Elena and Garrison
    - Collaborative press with Pace University

## Board Activity Reviewed

- Kathy Forte Leave of Absence reviewed:
  - Proxy vote given to Bill Morton
- Donor call lists reviewed:
  - Bill Morton list reviewed:
    - Successfully chatted with multiple donors
    - Donors feedback was positive to Board Member calls
    - To be continued in the future

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

## 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	
	Create more donor call lists	In Progress	Marketing	ASAP

## MOTIONS

Previous minutes accepted  
 Matching funds to be split from bequest  
 Purchase/Lease of land from Picards  
 General Contracting Onboarding  
 USDA Loan Application



---

## ADJOURNMENT

**MOTION TO END: 3:01 PM BY BILL MORTON; 2<sup>ND</sup> BY ANNE HOENIG**

## SECRETARY APPROVAL:

*(Signature & Date)*

---