

QUARTERLY BOARD MEETING MINUTES

Date: November 2, 2017

Location: 149 Newfield Road, Torrington, CT

▪ **ATTENDEES:**

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

▪ **WITH APOLOGIES:**

Kathy Forte (Leave of Absence)

CALL TO ORDER : 2:48 PM (JIM HOENIG; 2ND BY BILL MORTON)

APPROVAL OF PREVIOUS MINUTES

Unanimous approval of Previous Minutes.

REPORTS

Financial Review

- Capital Campaign reviewed:
 - USDA
 - Wanted projected re-submitted for public bids which would've eliminated the service already contracted for the project
 - USDA application delayed and NW Community bank loan pursued
 - NW Community bank looking for so-signer
 - Resubmitted paperwork for USDA as co-signer
 - Hoping for Nov. 10th response from bank
 - 7% v. 4% interest rate
 - If approval does not come, project will halt while additional funds are cultivated
 - CC fundraising committee being developed [B. Hayward / D. Post]
 - Naming opportunities reviewed and to be launched in early 2018
 - 95% of exterior building done [50% of project completed]
 - \$1.75 million spent on building to date; only \$550k needed from bank instead of original \$750k
 - 2018 budget projections and YTD financial sent over to NWCB for review
- 2018 Budget and YTD financials reviewed:
 - \$1.428 million [actual] YTD v. \$1.1 million [projected]
 - \$1.857 million projected to end of year
 - Grant line actuals are double projections
 - No significant corporate sponsors for CC to-date
 - Targeted mailing to corporations being developed for after Jan. 1, 2018
 - \$152k in pledges for 2018
 - \$1.646 million in projected expenses for 2018 [\$500k to CC]
 - \$1.868 million budget [CC + AC] for 2018
 - 2017 bonuses – **Unanimous board approval**

Programs Status Reviewed

- Prison Program update:

[1]

- Will be transitioning over the next 6 - 8 months to a possible close
 - CO issues
 - Repeated lockdowns
 - Schedule changes
- Strategy needs to be developed for dogs housed there
 - Cultivating foster home commitments for a year
 - Developing plan for foster families to come for weekend training during year-long commitment
- Future of program is undecided
- Local organization collaborations reviewed:
 - NWCC Vet Program to provide free spay, neuter and vaccination services
 - Bureau of Rehab contract for job training
 - One employee for 2017
 - Looking to expand relationship in 2018
- Transit purchase reviewed:
 - Smaller size allows for non-CDL drivers
 - Bus still in use for now due to size constraints of new vehicle
- Certification of owner-trained dogs reviewed:
 - ECAD developing program for owner-trained certifications
 - Would be a set fee for evaluation
 - Cc would be kept of file for follow-up care
 - Tested by ECAD standards
 - No emotional support animals accepted

Org Activity Reviewed

- UBS account reviewed:
 - UBS stocks liquidated to continue Capital project to continue
 - Purchase of land from the Picards halted due to USDA delays and constraints
 - Board permission needed to do final liquidation and close account - **Unanimous board approval of liquidation and closing of account**
- Abramowitz bequest reviewed:
 - Stock has increased 13% since receipt [401k account]
 - Account name transferred to ECAD and may need to be transferred back (tbd)
- R. Southworth's debt reviewed:
 - 6 months of medical insurance
 - Board approval needed for forgiveness of debt – **Unanimous approval of debt forgiveness**

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

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
	Research, 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
	Create more donor call lists	In Progress	Marketing	ASAP

MOTIONS [ACCEPTED]

Previous minutes accepted
Liquidation of UBS account
Debt forgiveness
Bonuses

ADJOURNMENT

MOTION TO END: 4:20PM BY BILL MORTON; 2ND BY JIM HOENIG

SECRETARY APPROVAL:

(Signature & Date)
