

QUARTERLY BOARD MEETING MINUTES

Date: January 13, 2018

Location: 89 Putnam Park Road, Bethel, CT

- **ATTENDEES:**

Dale Picard, Lu Picard, Bill Morton, Anne Hoenig, Jim Hoenig, Sgt. Major Hector Torres, Raymond Turri, Kathleen Forte, Carrie Picard, Leslie Pihonak

- **WITH APOLOGIES:**

CALL TO ORDER: 12:18 PM (D. PICARD; 2ND BY J. HOENIG)

APPROVAL OF PREVIOUS MINUTES

Unanimous approval of Previous Minutes.

REPORTS

Financial Review

- Financials reviewed:
 - Capital Campaign v. Annual Campaign reviewed
 - 8 new foundations to apply to for both AC and CC
 - USDA application delayed and NW Community bank loan pursued
 - NW Community bank looking for so-signer
 - Resubmitted paperwork for USDA as co-signer
 - Still awaiting response, may possibly pursue alternate financial institution
 - CC fundraising committee developed [B. Hayward / D. Post]
 - Naming opportunities finalized and being dispersed to relevant donors
 - CC progress reviewed
 - Water tanks installed, plumbing in progress, floors in progress, exterior complete
- Balance sheet and YTD financials reviewed:
 - Transition from BoA to NW Community Bank in progress
 - Investments and Endowment reviewed
 - Liability and assets reviewed
 - Grant line reviewed
 - New v. current grantmakers reviewed
 - Professional Services budget line reviewed
 - Duties and responsibilities of Accounting Firm reviewed to ensure efficiency
 - Revised budget reviewed- **Unanimous board approval**
 - \$1.646 million in projected expenses for 2018 [\$500k to CC]

Programs Status Review

- Prison Program update:

- 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

Operations Review

- Revised Handbook reviewed:
 - Punching/Timesheets
 - Work week verbiage
 - CT overtime
 - Holiday pay
 - Vacation time
 - Health insurance benefits [to be sent out to bid annually/bi-annually by R. Turri]
 - Car insurance
 - Weapons policy **[to be added]**
 - Motion to approve with revisions – **unanimous approval**
- Abramowitz bequest reviewed:
 - Stock has increased 13% since receipt [401k account]
 - Account name transferred to ECAD and may need to be transferred back (tbd)

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
	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
	Create more donor call lists	In Progress	Marketing	ASAP
	Review insurance policies	On Going	R. Turri	
	Review funding possibilities w/ PetSafe ownership	In Progress	L. Pihonak	

MOTIONS [ACCEPTED]

Previous minutes accepted
 Budget approval
 Revisions to work week accepted

ADJOURNMENT

MOTION TO END: 4:20PM BY HECTOR TORRES; 2ND BY JIM HOENIG

SECRETARY APPROVAL:

ECAD

Educated Canines Assisting with Disabilities



(Signature & Date)
