

QUARTERLY BOARD MEETING MINUTES

Date: April 7, 2018

Location: 149 Newfield Road, Torrington, CT

▪ **ATTENDEES:**

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

▪ **WITH APOLOGIES:**

Kathleen Forte

CALL TO ORDER : 1:00 PM [D. PICARD; 2ND BY R. TURRI]

APPROVAL OF PREVIOUS MINUTES

Unanimous approval of Previous Minutes.

REPORTS

Tour of new facility under construction

Financial Review

- Financials reviewed:
 - Capital Campaign v. Annual Campaign reviewed
 - foundations reviewed to apply to for both AC and CC
 - USDA no longer involved in construction loan
 - NW Community bank approved construction loan of \$600k
 - No cosigner needed
 - Interest payments only until construction is completed then will be converted to a mortgage if needed
 - CC fundraising committee underway
 - Naming opportunities finalized and dispersed
 - CC progress reviewed
 - Inspections underway, sheet rock almost completed
 - Private open house tentatively scheduled for late June
 - Lu and Dale only drawing interest payments on \$150k loan [5 years for repayment]
 - Neighbors have settled down now that construction is underway
 - Construction insurances to be reviewed
- Balance sheet and YTD financials reviewed:
 - Transition from BoA to NW Community Bank almost complete
 - Investments and Endowment reviewed
 - Liability and assets reviewed
 - Grant line reviewed
 - New v. current grantmakers reviewed
 - \$600k of grants in progress
 - \$150k + of grants in the pipeline
 - Jordan's furniture foundation research [L. Pihonak]
 - Salary line reviewed
 - Increase due to increase in staff [B. Hayward, BRS employees]
 - Deficit showing because BRS reimbursement does not always come in the same month payroll

is dispersed

Programs Status Review

- Prison Program update
 - Program to continue and expands
 - Lu to administer intensive 3-day trainings once every quarter if needed
 - On site trainer to attend sessions as well to receive refresher training and support
 - 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
 - Hoping to increase number of dogs being educated in the facility to 14 over time to work with youthful residents as well
- Local organization collaborations reviewed:
 - NWCC Vet Program to provide free spay, neuter and vaccination services
 - Bureau of Rehab contract for job training
- 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
 - Erica and Linda became first certified Assistance Dog Trainers in the state

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]** -inprogress
- Abramowitz bequest reviewed:
 - Stock has increased 13% since receipt [401k account]
 - Account name transferred to ECAD and may need to be transferred back (tbd)
 - \$25k in stock added to account by donor to sponsor education of a puppy
 - Additional \$25k to come in 2019 by same donor to sponsor the client the puppy will be placed with

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	
	Research Jordan's Furniture charitable giving program	In Progress	L. Pihonak	

MOTIONS [ACCEPTED]

Previous minutes accepted

ADJOURNMENT

MOTION TO END: 3:20PM BY H. TORRES; 2ND BY R. TURRI

ECAD

Educated Canines Assisting with Disabilities



SECRETARY APPROVAL:

(Signature & Date)
