

QUARTERLY BOARD MEETING MINUTES

Date: February 18, 2021

Location: Webex Virtual Board Meeting

▪ **ATTENDEES:**

Dale Picard, Carrie Picard, Frederick Johnson, Gayle Moraski, William Morton, Kathy Forte, Leslie Pihonak

▪ **WITH APOLOGIES:**

Hector Torres, Anne Hoenig, Jim Hoenig

CALL TO ORDER: 1:03 PM [G. Moraski; 2ND BY W. Morton]

APPROVAL OF PREVIOUS MINUTES

[Motion to approve: G. Moraski; 2ND: W.Morton]

Unanimous approval of Previous Minutes.

REPORTS

Financial Review

- EOY Financials reviewed:
 - Increase of approx. \$20k in YEA
 - Waiting on January #'s
- Client fundraising reviewed:
 - Significant drop during Covid
 - New position created in for dedicated Client Fundraising Coach (L. Howard)
- Investment account reviewed
 - Sale of stock approved contingent upon permitting to begin Phase 2 construction [if needed]
 - Carrie to send out vote sheet w/contingencies
- PPP reviewed:
 - Application in review for \$124k
- Capital Campaign reviewed:
 - Driveway modifications reviewed
 - Continuity of pursuing legal action against town for site plan rejection and special permitting process
 - Neighbor concerns reviewed
 - Application for variance in progress

Development Review

- Acquisition Strategy reviewed:
 - Digital two-step reviewed:
 - Web lead + phone in place of F2F strategy
 - Call center onboarding in progress
 - Increased 2021DM donor communications
 - Performance Appraisal process review in progress with Insperity to integrate SMART goals and KPIs
- Five Year Business Plan draft reviewed
 - Board to meet separately to discuss:
 - Strategic Plan
 - Executive salaries

- Board Development

Programs Review

- Upcoming Team Training reviewed
- Dogs/Clients lined up for 2021 placement [16-18]

Board Development review

- Board Member Elections reviewed:
 - Additional members needed in order to form sub-committees and oversight to improve governance
 - Board responsibilities/growth
 - Board processed to be reviewed and updated by current Board

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
	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
	Approach pro bono lobbyist	In Progress	D. Picard R. Turri	
	Follow-up w/ Lu re: HH emergency protocol	In Progress	R. Turri	ASAP
	New marketing job description and sourcing/recruiting	In Progress	R. Turri C. Picard	ASAP
	Board Member commemorative coin development	In Progress	H. Torres	
	Follow up on R. Turri kennel pledge		B. Hayward	
	Schedule Board Member Connect call		D. Picard	TBD
	Schedule Strategic Planning, Salary and Board Development meetings	In Progress	F. Johnson	ASAP
	Send vote sheet for contingent sale of stock		C. Picard	ASAP

COMPLETED BUSINESS

Completed Actions				
Ref	Action Items	Status	Who	Due By
	Review insurance policies	On-Going	R. Turri	ASAP
	Send out link to Moceanic Board material/trainings	In-Progress	C. Picard	
	Schedule Moceanic Board workshop	In-Progress	D. Picard	TBD
	Research Jordan's Furniture charitable giving program	In-Progress	L. Pihonak	ASAP
	Follow up with Draper request	In-Progress	L. Pihonak	ASAP
	Collect local bids for cleaning services	In-Progress	R. Turri	ASAP
	Send budget concerns adjustments to Dale	In-Progress	Board	ASAP

MOTIONS [ACCEPTED]

Previous minutes accepted

ADJOURNMENT

MOTION TO END: 1:51 PM BY G. Moraski; 2ND BY F. Johnson

SECRETARY APPROVAL:

(Signature&Date) _____