

## QUARTERLY BOARD MEETING MINUTES

**Date:** February 9, 2019

**Location:** 149 Newfield Road Torrington, CT 06790 [Canine Education & Wellness Center]

### ▪ **ATTENDEES:**

Dale Picard, Lu Picard, Carrie Picard, Frederick Johnson, Raymond Turri, Leslie Pihonak, William Morton [via phone], Kathy Forte [via phone], Hector Torres [via phone]

### ▪ **WITH APOLOGIES:**

Anne Hoenig, Jim Hoenig

**CALL TO ORDER: 12:22 PM [R. TURRI; 2<sup>ND</sup> BY K. FORTE]**

## APPROVAL OF PREVIOUS MINUTES

[Motion to approve: R. Turri; 2<sup>nd</sup>: F. Johnson]

**Unanimous approval of Previous Minutes.**

## REPORTS

### Financial Review

- Insurance policies reviewed:
  - New insurance procured.
  - Requiring amended new hire procedure:
    - Background check
    - DMV record check
    - Mandated reporting certification – have submitted free online course to insurance company for review
- Capital Campaign reviewed:
  - To be converted to a 29-year loan in March
  - Phase 2 urgency due to:
    - lack of space to expand breeding program
    - inability to quarantine
    - limited canine residency
    - rapid kennel structural decline
  - Blueprints to be developed over next several months [R. Turri to reach out to Mike re: blueprint status]
  - D. Picard to revisit City Hall in the fall to obtain CO due to:
    - inability to maintain contact with Wetlands Inspector as the position has been vacated
    - multiple attempts made to rectify infractions
  - Complaint to be filed w/ state re: wetlands inspector
- Bequest reviewed:
  - Received in- house [\$302k]
- 2018 Budget v. Actuals reviewed
  - \$488k surplus at the end of the year
- 2019 Proposed budget reviewed
  - Marketing line item reviewed:
    - +1 quarterly newsletter
    - +1 direct mailing
    - Gala event deferred to 2020
  - Central Support Departments reviewed:
    - All administrative processes and expenses that support programs
  - Motion to accept 2019 projection: [proposed: R.Turri; seconded: F. Johnson] **unanimous approval of 2019 projection**

## Operations Review

- Gala development reviewed:
  - Deferred until 2020 with R. Turri as Chair
    - Torrington or Harwinton Country Club
  - Formal event held in favor of more informal Open House in 2019
    - Looking to increase volunteers and community involvement
- Dogs reviewed
  - 3 Team Training + 1 Successor Dog Training scheduled for 2019
  - 9-10 projected to be placed in 2019
  - Bryce and Maya are no longer being bred
  - 15 dogs projected to be placed in 2020
- New Business reviewed
  - Looking to purchase property next door to be remodeled for Campus Manager
    - Needs:
      - Septic system
      - Interior repairs
    - Bank is asking \$64,900
    - Would remove blight from the community
    - Current residence would become whelping/breeding area and storage
    - Possibility of merging properties together reviewed
    - Motion to negotiate w/ bank for bank-owned property located @ 151 Newfield Road up to \$45k [proposed: R. Turri; seconded: H. Torres] **unanimous approval of motion**
  - June Board Meeting reviewed:
    - Board Member roles and responsibilities
    - Board Fundraising

## 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
	<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
	Collect local bids for cleaning services	In Progress	R. Turri	ASAP
	Invite Michael Bowe to next Board Meeting	In Progress	R. Turri	ASAP
	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
	Send budget concerns adjustments to Dale	In Progress	Board	ASAP
	Follow up on blueprint development	In Progress	R. Turri	ASAP

## COMPLETED 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	ASAP
	Review funding possibilities w/ PetSafe ownership	In Progress	L. Pihonak	ASAP
	Research Jordan's Furniture charitable giving program	In Progress	L. Pihonak	ASAP
	Follow up with Draper request	In Progress	L. Pihonak	ASAP

## MOTIONS [ACCEPTED]

Previous minutes accepted

2019 Projections accepted

Offer on 151 Newfield Road Torrington, CT 06790 accepted

## ADJOURNMENT

**MOTION TO END: 1:05 PM BY R. TURRI; 2<sup>ND</sup> BY K. FORTE**

## SECRETARY APPROVAL:

(Signature & Date) \_\_\_\_\_