

QUARTERLY BOARD MEETING MINUTES

Date: April 17, 2020

Location: Webex Virtual Board Meeting

▪ **ATTENDEES:**

Dale Picard, Carrie Picard, Frederick Johnson, Leslie Pihonak, Gayle Moraski, William Morton, Kathy Forte, Hector Torres, Anne Hoenig, Jim Hoenig

▪ **WITH APOLOGIES:**

CALL TO ORDER: 12:59 PM [H. Torres; 2ND BY A. Hoenig]

APPROVAL OF PREVIOUS MINUTES

[Motion to approve: W. Morton; 2nd: K. Forte]

Unanimous approval of Previous Minutes.

REPORTS

Financial Review

- EOY to-date reviewed:
 - F2F and Capital Campaign expense line reviewed
- Budget v. Actual reviewed:
 - On target for expenses
 - Income deficit due to F2F costs and contract services
 - F2F ended in March due to corona
 - Legal fees re: permitting for CC
- Furlough reviewed:
 - March 31/April 7
 - Furloughed employees receiving unemployment benefits
 - Restructuring being considered before re-opening the campus
 - Payroll Protection Program reviewed:
 - Applied prior to furlough and reapplied after furlough was complete with existing staff—waiting for federal approval
- Audit reviewed:
 - Process is wrapping up—less inquiries coming in
- Capital Campaign reviewed:
 - Salary/wages reviewed [E.D.]
 - Contract services reviewed [architect, engineer, attorney]
 - Pursuing legal action against town for site plan rejection [phase 2] which had previously been approved—more expenses to be associated with the process (\$40k estimate) when courts are re-opened
 - Outstanding pledges being followed up on to offset expenses

Development Review

- COVID Crisis Campaign reviewed:
 - Press Ads
 - Paws and Breathe webinars
 - Direct Mail campaigns (monthly, emergency)

[1]

- Increased donor care/love
- Comms plan being reevaluated and adjusted weekly as things change and develop—DM houses rumored to be shutting down or limiting production in the future
- F2F acquisition reviewed:
 - In depth retention analysis to come after March numbers are closed out
 - COVID ended campaign two weeks early but was in progress of being wrapped up for analysis of retention and viability
- Grants reviewed:
 - Laura J. Niles {pending}
 - Annenberg {second award of two-year grant}
 - Perdue {in progress}
 - NW CT Community Foundation Rapid Response {in progress}
 - Draper {postponed}
 - Newman's Own {in progress by L. Stutz}

Programs Review

- Majority of SDiTs are in foster homes
- Campus quarantine reviewed:
 - Only employees allowed on campus
 - No contact pick-up/drop off with volunteers
 - Dogs being returned in waves to provide sufficient time and resources to sanitize them and their quarters
- Lu has seven SDiTs on campus to be finished for upcoming TT (tbd)
- Public training taking place in empty PT office owned by volunteer C. Sires
- Dogs receive canine COVID vaccinations as ECAD standard

Board Development review

- Moceanic Board development workshop reviewed:
 - Formation of committees
 - Board building
 - Board responsibilities
 - To be scheduled

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
	Follow up for 2020 matching campaign		Development	2020
	Board Member commemorative coin development	In Progress	H. Torres	
	Follow up on R. Turri kennel pledge		B. Hayward	
	Send out link to Moceanic Board material/trainings	In Progress	C. Picard	
	Schedule Moceanic Board workshop	In Progress	D. Picard	TBD
	Send Hector generator specs	In Progress	L.Pihonak	ASAP



COMPLETED BUSINESS

Completed Actions				
Ref	Action Items	Status	Who	Due By
	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
	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: 2:07 PM BY G. Moraski; 2ND BY H. Torres

SECRETARY APPROVAL:

(Signature&Date) _____