

QUARTERLY BOARD MEETING MINUTES

Date: June 15, 2019

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

▪ ATTENDEES:

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

▪ WITH APOLOGIES:

William Morton

CALL TO ORDER: 12:15 PM [F. Johnson; 2ND BY R. Turri] APPROVAL OF PREVIOUS MINUTES

[Motion to approve: H. Torres; 2nd: R. Turri]

Unanimous approval of Previous Minutes.

REPORTS

Financial Review

- Insurance requirements reviewed:
 - Required new hire procedure implemented:
 - Background check
 - DMV record check
 - Mandated reporting certification – have submitted free online course to insurance company for review
- Capital Campaign reviewed:
 - Phase 2 urgency remains due to:
 - lack of space to expand breeding program
 - inability to quarantine
 - limited canine residency
 - rapid kennel structural decline
 - Septic system design underway and project manager will begin pulling permits soon
 - Temporary CO Ok'd by Mark
- 990 reviewed:
 - Unanimous approval (?)
- Balance Sheet reviewed

Marketing Development Review

- F2F Campaign reviewed:
 - Givebridge contract has been executed
 - Payment schedule clarified and confirmed
- Supporter Survey reviewed:
 - Have received numerous bequest confirmations/leads
 - Contributions from survey substantially offset costs

Operations Review

- Purchase of adjacent lot reviewed
 - Offer rejected
 - In escrow with other buyers
 - If purchase is unsuccessful with current buyers, ECAD purchase may be re-visited at a later time
- Purchase of additional adjacent lot reviewed
 - In negotiations for “first rights” to purchase property upon owner’s relocation 2024-2025
 - Owner to conduct appraisal of property for ECAD
 - Would mitigate problem of having staff/volunteer on campus overnight
 - Volunteer to move into campus housing instead of staff to prevent labor issues

- Could be potential draw for new E.D. upon Dale’s retirement
- Moving forward with discussions and research on property to be presented at a late date

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
	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
	Obtain appraisal for adjacent property to the North	In Progress	L. Picard	
	Board Member commemorative coin development	In Progress	H. Torres	



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

MOTIONS [ACCEPTED]

Previous minutes accepted

990 accepted

ADJOURNMENT

MOTION TO END: 1:05 PM BY R. TURRI; 2ND BY F. JOHNSON

SECRETARY APPROVAL:

(Signature & Date) _____