

## **Westport Volunteer Emergency Medical Service**

### **Board of Directors Meeting**

**July 1, 2014**

Martin called the board of directors meeting to order at 1904hrs.

Attendance: Brian Crane, Jaime Bairaktaris, Chris Siano, Jay Paretzky, Yves Cantin, Russ Blair, Andrea Harman, Martin Iselin, Kathy Smith, Sandi MacPherson. Guest; Marc Hartog

Secretary's Report: The minutes for the June 4, 2014 Board of Directors meeting were accepted as posted. Motion to accept the minutes was made by Andrea Harman and seconded by Martin Iselin.

Treasurer's Report: Yves circulated copies of the Budget Performance Report used at the General Membership last week for review. He mentioned that the only significant activity since the meeting was the transfer of an additional \$35,000 to the Vehicle Replacement Fund which should leave some funds sufficient to cover last minute fiscal year end bookings. Prior to this transfer, Performance Report net income stood at approximately \$40,000. Yves noted that the Report is only a monitoring tool. It is incomplete in some respects. It does not, for example, include investment funds fees or the transfer from the Audley Fund for scholarship payments.

Yves mentioned that new signature cards have been delivered to the Bank reflecting the new authorized officers. New cards also need to be prepared for Morgan Stanley. Yves and Jay are planning to work together to try to avoid the necessity of hiring a bookkeeper. Several tasks remain as we undertake a new fiscal year: setting up new files, input new budget in QuickBooks, assemble files for audit including meeting minutes, etc.

Committee Reports:

Finance: Investments Recap circulated. No new information.

Training: Guy Skelly made a proposal to teach the EMR/EMT class in September. Mike Salvatore is interested in purchasing a new full body training manikin for \$9,000. The general membership would have to vote as an unbudgeted item. Jay reported that we have taught 213 classes with 1446 students for the July 2013- June 2014.

Website: We need to put WVEMS policies, uniform policy, educational reimbursement policy, membership policy, and Southwest EMS Council policies on the website.

Old Business: Martin announced tee shirts will be given out at the Summer Awards picnic. Russ made a motion to vote the following people into probation membership; Hannah Bukzin, William Curley, Martin Diamond, Trevor Doolittle, Thibaut Fleming, Aliza Gross, Tania Jofe, Rebecca Lee, Latoya McLean, Benjamin Muller, Amanda Nowlin, Rolando Pantoja, Robers Papay, Alexandra Pavain, Sara Preziosi, and Johnathan Walsh. Motion seconded by Jaime. Motion passed unanimously.

New Business: The Summer Award Picnic count at this time is 92 people. There are still people that have not opened the invitation. We need to have a head count for the caterer. A motion was made to spend up to \$5,000 for the caterer for the award picnic. Motion was made by Kathy Smith and seconded by Andrea Harman. The motion passed unanimously.

Yves made a motion to adopt a resolution appointing the firm Capossela & Cohen as auditors, and authorizing the payment of their audit fee in the amount of \$10,000. Andrea Harman seconded the motion. Motion passed unanimously.

The board assignments were selected; Russ will continue to work on the fundraiser and grants, Andrea will continue on the Finance Committee, helping Martin with the Tax reports, and working on parties, Chris will continue with member relations, Brian Crane will also continue with training, Kathy Smith will help with House, Website, and Jaime will work on the Website and social media.

Andrea is working on our Holiday Party to be held the first Thursday in December and has found a place to hold the event, we will need to put down a deposit of \$100 to hold space. Martin will send in the deposit.

A motion to adjourn was made by Jaime and seconded by Martin. The meeting was adjourned at 2026hrs.

Minutes respectfully submitted by,

Sandra MacPherson, Secretary