

**Westport Volunteer Emergency Medical Service  
Board of Director's Meeting  
December 3, 2013**

The meeting was called to order at 1903 hrs by Martin Iselin, President.

Attendance: Russ Blair, Andrea Harman, Kathy Smith, Mary-Jane Cross, Erin Finch, Yves Cantin, Martin Iselin, Chris Siano, Brian Crane, Sandi MacPherson. Guest: Marc Hartog

The minutes for the November 5, 2013 board of director's meeting were accepted as posted. Motion to accept the minutes were made by Yves Cantin and seconded by Erin Finch.

Treasurer's Report: Yves presented the Budget Performance Report which was updated since the last General Membership Meeting. Fiscal year-to-date ordinary expenses are \$84,450.97 and ordinary income is \$96,767.52.

Committee Reports:

Finance Report: Yves circulated the investments recap report which hasn't been updated since the last General Membership Meeting. The November statement hasn't been received yet from Morgan Stanley. Yves mentioned that instructions have been given to move \$75,000 from cash into the new investment portfolio within the next two weeks.

Fundraiser: Russ stated that the checks are coming in slowly. Donations as of the board meeting are \$12,445, but there are more check that have not been opened.

House: Martin and Marc will look into improving the milk supply in a more efficient way.

Training: Brian reported the EMT refresher will start on December 20<sup>th</sup> and will end in February. The in-service for December will be on the nineteenth and will be a MCI table top drill by Stamford EMS. January in-service will be on OSHA.

By-Laws: Martin and Mary-Jane are getting together to work on up dating the Policy and Procedures.

New Business: Yves opened up a discussion regarding the Audit Report and Management letter received from Capossela and Cohen and distributed to the board members. Various items were discussed including some options available for next year. Kathy Smith will research what other organizations are doing for audits and basis of accounting.

Martin brought up the proposed open house holiday party in December. After a discussion it was felt that we should move the holiday party to January or February 2014.

Mike Salvatore would like to put out a year end newsletter. He would like anyone wishing to contribute to please have the information by December 10.

A motion to adjourn was made by Russ Blair and seconded by Kathy Smith. The meeting was adjourned at 2004 hrs.

Minutes respectfully submitted by,  
Sandi MacPherson, Secretary