

**Westport Volunteer Emergency Medical Service  
Board of Directors' Meeting  
March 5th, 2019**

**Meeting Call to Order:**

Yves called the Board of Directors meeting to order at 19:04 hours.

***Attendance:***

Yves Cantin, Martin Iselin, Larry Kleinman, Nancy Surace, Jaime Bairakataris, Mike Burns, Brian Crane, Erin Finch, Andrea Harman, Jake Healy, and Sandi MacPherson.

*Guests:* Mark Blake and Steven Bayliss

***Approval of Minutes:***

Mike moved to approve the minutes of the February meeting, seconded by Andrea.

All in favor – unanimous.

~Question for the Committee~

A question came up regarding the minutes. Should the minutes be posted before they are approved by the board or not? Normally, after board approval, they will be posted on the website and then posted on the board downstairs.

It was agreed that the minutes would not be posted until they are adopted by the board.

**Committee Reports**

***Treasurer's Report:***

Larry reported, in general, our income is above budget. Fundraiser and donations for February are above our annual budget. Yearly budget for fundraising is \$90,000 and we are above at \$92,000 and same thing with donations. The annual budget for donations were \$25,000 and we are at \$38,000. Of the \$92,000, we have taken in 15% in credit cards. In general, we have \$2,500 in fundraising and expect to get another \$7,000 in March – the second letter went out in February and there are a bunch of envelopes sitting in the box to be entered. Good news is both the fundraiser and other donations are significantly ahead of budget. Total income which is our revenue we have taken in about \$230,000 and our budget was \$185,000 so we are about \$47,000 ahead of budget. Expenses are for the most part are what we thought. Capital expense number is way over budget – we spent \$35,000

for the year. Again, \$30,000 of that is the Lifepak which was not budgeted but is accounted for later on. During the month of February, we had about \$3,900 to \$4,000 in unbudgeted capital expenses – one was for the key pad change and also the JoGo bags which we are using for active shooter training. The rest of the expenses are pretty much in line of what was expected. We came under budget by \$2,000 for the annual party and we had budgeted for \$7,000. Training numbers – the in-house EMT class was \$6,000 which was over budget because we had more students. Of the \$32,499, about \$8,000 of that were expenses from the last fiscal class which we paid it in July / August for the spring of 2018. We only spent \$24,000 on this fall class the income is \$13,000 on this EMT class. The rest of the expenses are on budget. Through the end of February, our surplus is \$166,000. We expected it to be \$28,000, however, we are \$138,000 ahead of budget. Our projected cash flow for the end of February is \$160,000. The monies are in Bank of America and have not been moved to Wells Fargo yet.

***Finance Committee:***

Andrea reported there is nothing new to report.

Yves mentioned that a meeting took place about a month and a half ago. There was some straightening out to do with Wells Fargo. There was an error in moving some of the funds we had requested and we also needed to set up two new accounts. The main goal to move some of the money we have in savings at Bank of America that earns nothing at the moment to a 2.4% earning rate at Wells Fargo in a money market type account. Finally, all the paperwork is in place and all the accounts are set up. Between now and the next meeting, the money will be moved into that account to start earning interest. Wells Fargo incorrectly allocated our money into the wrong account but it has since been corrected.

***Fundraiser:***

Yves reported that \$92,900 is a good number - last year at this date we were at \$81,000. We picked up some income from last year. There is always a timing issue on how quickly the donations get processed and deposited. It was reported from Larry that the donations are getting processed faster this year by Carol. About \$2,000 to \$3,000 has not been processed yet and there are some envelopes sitting in the box that need to be inputted. This time next month, the processing will be 98% wrapped up so we will have a good sense of what happened for the year. There were 818 donations made during this campaign that were received – we did not have this data available to us last year. 818 is a good number.

***Member Relations:***

Nancy reported Marc is not here tonight but stated there was an orientation last month and there are about 10 to 11 new members to be voted in but they have to be put in the system first.

Also, working with Alex to get new products for “You Make A Difference Program.”

Mark Blake stated there will be another orientation in April. He received three new applications.

***Training:***

Seventeen EMT's passed their exams and are doing their ride time now and then they will have to take the state test. Rick started a Saturday intern training sessions. The next refresher will be at the end of this summer.

***CPR:***

Jay reported so far 41 classes with 375 students thus far this calendar year both for CPR and first aid. He is processing people to become instructors so that is progressing as well.

***Website:***

Jaime reported emails were put into the actual "contact us" on the website. It appears that the spam folders are working. The contact us section is working - the training email has not been opened by Rick. There are 12 inquiries in the training email box regarding the EMT class that have not been opened yet. However, there is an issue that the emails that are received, the sender cannot simply hit the "replied to" button an email address needs to be typed in the sender line. This is something that needs to be corrected.

Mike is going to send members an email with a password to be able to access the member side of the website. There are pictures and documents on the member side of the website.

Yves to email Nate to get the final bill and have one more meeting.

***Social Media:***

Nothing new at this time.

***Vehicles/Ambulances:***

Yves bought a new extension cord for the fly car because the other one was ripped. The casing for the mirror was broken off.

***Scholarship:***

Soon we will be receiving Aurdley Scholarship's and the committee needs one person from the board of directors' to join the committee. It entails meeting three to four times at the most and makes a decision on the scholarship applications. Jay is on the committee, someone from the general membership is on the committee, someone from the youth core membership and a board member. The committee turns in a recommendation

to the board to award scholarships and the board can modify that recommendation but typically they are approved. Sandi is interested.

***State/Southwest Council:***

Jay missed the last meeting of the Advisory Board. The SW volunteer committee was hosted here and attended by a few cores Grandby, Old Lyme, Naugatuck and Washington. Everyone seems to be having the same issue in recruiting new volunteers and retaining them.

***Public Relations:***

We have few special events coming up such as the Wakeman Farms and the Maker Fair. Also, the EMT class is coming and should be marketed. The 40<sup>th</sup> anniversary still needs a chair committee. The committee is putting together a logo, a banner, and some little projects are coming out. The committee still needs volunteers to help. Larry is taking on the logo and badge, Myra has taken on the banner, Jamie to take on a T-shirt. Larry working on interviews/testimonials.

Yves will reach out to the Yoders. Looking for someone to digitize photos. There may be a sponsor who may make a donation. Martin stated there was a ticketed gala held in 2004 at Mitchells which had a small turnout.

***House:***

Martin stated the furniture was funded at the last board meeting. Martin to order new furniture before the next board meeting. A sign will be placed on the refrigerator to inform the membership that it will be cleaned out once a week.

***Old Business:***

Liaison program to bridge the gap between orientation to try to help along the new members. Jaime will email the package to the board.

Martin and Yves walked the facility with Marc. The idea is to buy four beds instead of six and put a partition in the middle of the room to give those who sleep there some privacy.

Yves stated that a motion needed to be made to resolve the old business item regarding the beds.

Mike made a motion that action be taken regarding the beds. Yves stated that the motion with more specifics needed to be made.

Jaime made a motion to get six beds for a maximum of \$4,500, seconded by Erin.

There was a motion to amend Jaime's motion of six beds to four beds. Mike made a motion to amend the original motion of six beds and replace only four of the beds and add a partition, seconded by Larry.

All in favor – unanimous.

Yves put the amended motion to a vote.

All in favor – unanimous. It is adopted.

***New Business:***

Chief Foti shared a new display that was put up in the classroom which is 10' x 8'. It is multifunctional and can travel. It folds and can be put into a box with wheels and can go to trade shows or fairs. It is a nice display. Chief Foti offered to WVEMS to have one put up next to theirs in the classroom.

Martin made a motion to purchase a banner and spend up to \$3,200, seconded by Sandi.

All in favor - unanimous.

***Other New Business:***

We will talk more about the upcoming EMS conference at the April board meeting and how much WVEMS will reimburse its members who want to attend but members must have 100 hours to be reimbursed. Currently, pricing is the standard.

***Adjournment:***

Jaime made a motion to adjourn at 20:48 hours, Larry seconded the motion.