

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

Meeting Call to Order:

Andrea called the Board of Directors' meeting to order at 19:09 hours.

Attendance:

Andrea Harman, Larry Kleinman, Nancy Surace, Mike Burns, Brian Crane, Martin Iselin, Steve Bayliss, Myra Goldberg, Jaime Bairakataris, Ashley Ramirez and Sandi MacPherson.

Guests: Marc Hartog, Yves Cantin and Jay Paretzky

Approval of Minutes:

Sandi made a motion to adopt the minutes of the October Board meeting, seconded by Mike.

All in favor – unanimous with one abstention by Larry.

Committee Reports

Treasurer's Report:

Larry reported net ordinary income for July through October was about \$21,869; we are \$36,000 ahead of budget. There are a lot of timing issues. A bunch of revenue expenses should have happened that have not for a variety of reasons. A lot of the budget numbers are off by a lot. We are about \$46,000 ahead of budget. The first timing issue under patient contributions, is \$0, we never have zero for patient contributions, there was a delay in depositing \$7,000 which was deposited but is not reflected currently and will show up in December's statement. Other donations are way better than expected with \$36,000, including a \$20,000 from the Young Women's League and a \$10,000 donation from an anonymous donor in October. For the EMT class, we budgeted \$25,000 and took in \$990, checks were recently deposited. It looks like we are \$24,000 under budget but the \$25,000 will show up in December's statement. Going down to expenses, it looks like we are \$9,000 ahead of budget for radios, we thought we would be getting the radios which we budgeted for in October. We received a bill but no radios. Marc reported that it turns out the radios should have been delivered here but were actually sent to FD because they are going to program the radios. FD is hoping to do the programming on Friday.

Fundraiser, again we budgeted \$11,000 that is because we received a bill for \$5,600 and that should have come out. For the in-house EMT we budgeted \$19,000, there were some issues ordering books we did not get the bill for it yet and the instructor has not billed us yet. There is a whole bunch of stuff we have not received bills for and revenue that was not received. So instead of being \$36,000 ahead of budget in total, we are \$46,000 a head of budget.

Finance Committee:

Myra reported there was a meeting with Tom. \$60,000 for a reserve for vehicles and other expenses will be moved from checking to the money market account. \$50,000 into the vehicle reserve and \$10,000 into the equipment reserve. Also, investments will be transferred from a managed mutual fund to an index fund. Balances – investments are \$764,148, vehicles is \$171,759 and equipment is \$31,868.

Fundraiser:

Yves reported we are doing alright with the fundraiser. The initial mailer went out a week late. We processed 75 donations so far of which 35 were made online. Larry reported \$9,000 was deposited November 1st or 2nd and there are a bunch of envelopes in the mailbox totaling about \$13,000 with \$4,000 online. Yves stated we are pretty much in line with the budgeted number for the month. Carol Dixon will be coming in every week to process donations. Steve is going to start working on an email to be sent through Constant Contact. There are about 350 email addresses. A holiday post card will be mailed during the week of December 2nd. Then another mailer will be sent out early February and that will be the end of the fundraiser. There is nothing new in the process other than the emails in Constant Contact and some redesigning of the inserts in the envelope. Andrea asked when the emails will go out? Steve is preparing a draft to have to Andrea in the next couple of days. It is a template and these are people who donated in the past and it states "thank you for your generosity, reminder we are a volunteer organization" something along those lines.

Steve reported "Giving Tuesday" is coming up on December 3rd. It is a large online donation campaign where a lot of nonprofits solicit extensively. Steve said he and Jaime will meet to discuss how we want to leverage our social media. It would be great to participate in "Giving Tuesday" somehow. There was some thought about using social media platforms such as Facebook or Instagram to try to get people to donate through them. Yves reported "Giving Tuesday's" donations are typically smaller and it is important not to resolicit our current donors again. Yves stated the organization that runs "Giving Tuesday", takes a 5% cut from donations and donations are usually \$5 to \$10, where our donors give about \$80. ELEO shows we have about 5 new donors now. We don't want to jeopardize our current donors. It is suggested not to use a donate button and just put a link to our website for donations.

Andrea mentioned Yves has been receiving with the donations some thank you notes stating "thank you for your outstanding work," "professionalism," use this money to save people. Andrea would like to get the thank you notes to email out to the membership.

Member Relations:

Nancy reported there were no new members to vote in or out.

Training:

Brian reported, there was a meeting with the intern interview committee, we will be going forward with a panel interview. The questions that Marc is using for the paid staff will be combined and revised somewhat. The committee also plans to work on the physical agility test. Then meet again in a few weeks. Nothing to report from Rick. The EMT/EMR class will be testing out Saturday. One student will be dropping out.

CPR:

Jay Paretzky forwarded his report on CPR.

CPR/First Aid Training: 1/2019- 10/2019 - 202 classes and 1,570 students taught.

Stop-the-Bleed:

Larry reported on Stop-the-Bleed classes. Larry said the class at the Y was disappointing. There were 23 sign ups and only 7 showed up. No classes will be held in December because December is just a bad time in general. We will not be holding any classes till January. We got off to a good start with a dozen classes being held in the last 4 to 5 months. Regarding holding classes in the school system, Marc stated they do not want to have classes district wide because it puts more responsibility on the teachers and the union is going to get involved and they are going to want more money, etc. There will be a meeting with the principals and it will be addressed with them and see what kind of feedback there will be. It may turn out to be a school by school basis.

Website:

Nothing to report

Social Media:

Nothing to report

Vehicles/Ambulances:

UTV – how are we going to raise money for this or should we go into the vehicle reserve fund. We have one year to use the donation. Andrea would like to get an estimate on this soon. Martin called Bill in West Haven to see if he knows anyone who builds these.

Bylaws:

Martin stated a meeting will be scheduled.

Scholarship:

Nothing to report

State/Southwest Council:

Jay Paretzky forwarded his report on Council.

Continued discussion about the mental health bill that requires all EMR's/EMT's and Paramedics to attend an 8 hour mandated class. There are some issues with doing that and they are going to continue discussing it.

The current PTSD bill did not include current EMS, they are continuing to discuss this in the next legislative session so that EMS gets covered.

June 5, 2001 the town came out with a tax abatement program for volunteers. A new bill came out recently where the tax abatement can be increased to 1,500 and then to 2,000. Is the board thinking about doing that? The President stated no action at this time will be taken.

Out of this discussion for the abatement came the discussion of how to better develop relationships with the RTM, the finance board and the town. A committee was formed with the following volunteers to discuss further: Larry – Chair, Jaime, Jay Andrea, and Marc as ex officio.

Note: Representatives for State/Southwest Council are Mark Blake who is on the committee representing SW Council and Marc Hartog who is also on the Committee, representing the Town of Westport and Westport EMS.

Public Relations:

Steve there will be a committee meeting on Friday @ 7:00pm.

House:

Sandi reported the manufacturer wanted to send two recliners in place of the love seat. The repairman, Manuel, doesn't want to come out anymore to fix the seat that is broken. The recline lever was not working and the seat would not recline. Andrea suggested the love seat that is there now should be replaced with the same thing with cup holders. Mark Blake said we need a new toaster over. Yves reported the chair at the medic desk needs to be replaced. Nancy reported Mark said we need 12 new pillows for the bunk rooms.

Recruitment and Retention:

Ashley stated she received a note in the box. It says "Dan Guetta treated five patients by himself, stayed four hours past his shift to do all his charts!" Another note states "Kavya did all the rig checks at 7:00 am without having to be asked and did a very thorough job. Great work and very helpful for our crew." Ashley stated she would write them all nice emails.

Andrea stated we have not had our newsletter in a while. Those notes can go into the newsletter. Jaime was wondering if there was a way to send birthdays dates to the core. Jaime said adults are inquiring about birthdays and that it is nice to know when they are. Andrea suggested posting birthdays on the bulletin board.

Old Business:

The craft fair is coming up November 9th and 10th. We could use more people. Saturday afternoon we need a crew chief. Martin is doing Sunday morning and Yves the afternoon. Mike and Jonathan are covering Saturday morning. We are going to bring our board, Lucas and the bin of pamphlets.

Mike said the ASF store can't make the website secure that he was working on with them. They would like orders to be approved by us. ASF online store will not happen.

New Business:

A lady who is new to town would like to offer yoga to us. We are interested just need to find a space to do it at.

Funeral arrangements for Mike Feign is being held Friday.

Pat Audley has been reviewing our bank statements for the last 10 years and has decided she does not want to do that anymore. Dan Guetta has offered to review the bank statements. We would like to give a gift card to Audley, she was treasurer and president at one point.

Other New Business:

Larry stated the 40th anniversary interviews are on the website – they are under special events. Andrea will send an email.

Adjournment:

Martin made a motion to adjourn at 20:56 hours, Jaime seconded the motion.

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