

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting
February 4th, 2020**

Meeting Call to Order:

Andrea called the Board of Directors' meeting to order at 19:02 hours.

Attendance:

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

Guests: Marc Hartog

Approval of Minutes:

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

All in favor - unanimous.

Committee Reports

Treasurer's Report:

Larry reported we are doing quite well. Net ordinary income – we budgeted about \$20k surplus, we are actually about \$100k ahead of budget. Mostly it is our expenses are less than we expected and our income is more than we expected. There are a couple of things that are timing issues. The fundraiser we are at \$20k over budget, we budgeted \$76k we are actually at \$95k. That is a timing issue because we sent out the second mailer out earlier than we anticipated. So the income was expected to come in February/March but we received it earlier than expected in January. Next month we might get less than budget. Currently, there is about \$5k to \$8k of donations, sitting in the mailbox downstairs.

Larry reported on the auditor's report. The auditor's report is approximately six months late. This is for the fiscal year that ended June 30th and we received this two weeks ago. We received the tax return for the fiscal year today. Martin asked why are they so late. Larry believes that it may be late because we are not a major client and they do this when they have down time – however, Larry doesn't know that for a fact. Our books are not really that complicated and we don't pay a lot of money for the audit. They squeeze us in when they are not busy. Andrea asked when did we receive it last year? Larry stated it was in November. It doesn't really matter because we are not a publicly traded company.

Page 3 of the audit report is a balance sheet which shows assets and liabilities. We have no liabilities which is a nice thing. We only have assets. Bottom section of net assets for 2019 is \$1.3m. Board designations include the Audley Scholarship - \$87k; operating reserve - \$135k; capital reserve - \$85k and ambulance reserve - \$335k. Which is broken up into six different categories. The \$145k is all of the property and equipment we bought over the years, i.e. building of bay 4, furniture, jackets as well as Lifepaks, stretchers anything we ever bought net of the amount depreciated. The remaining net assets of the \$504k is undesignated.

The income statement shows a change in net of \$113k. Compared to \$118 in the prior year. Our total expenses and support was \$395k and our total expenses were \$250k. We donated a \$50k fly car to the town of Westport. \$18k is dividends we earned during the year. Page 5 breaks down all our expenses by program services and management and fundraising. We have about 21% of overhead which is a pretty good number for a not-for-profit.

In the management letter, it says our processes don't need to change.

Finance Committee:

Myra asked for those who did not RSVP for the Winter Party, please do so. It is February 22 from 12:00pm to 3:00pm at Via Sforza. So far we have 29 yeses and hopefully we will have more. Andrea reported all the officials are coming. Myra asked how many came last year, Andrea replied that it was about 60 people.

Myra reported on finance. Balances – investments are \$792,898, vehicle replacement is \$222,185 and equipment repair and replacement is \$41,953. Myra stated the finance committee had a really good meeting with Tom and he just wrote us an email that he has agreed to reduce his Wells Fargo fee of .85% to .65% because our account has grown and the fee schedule has changed.

Carol Boas is no longer interested in being on the Finance Committee. It would be nice to bring someone else on the Finance Committee. Whether it is a member or perhaps someone outside the membership if that was agreeable. Marc suggested to bring someone in from the outside and that Carol was no longer a member any more so she was a nonmember and having a nonmember is not a precedent. The board would like this person to be knowledgeable with a background in finance or banking.

Fundraiser:

Report on fundraising submitted by Yves Cantin who could not attend this evenings meeting.

Some statistics

Booked fundraiser donations 10/15/19 to date: \$95,006

Booked fundraiser donations 10/15/18-02/04/19: \$85,014

The variance from last year YTD results might be due to vagaries of donations processing timing.

691 donations have been received and processed since 10/15/2019. Roughly 25 of these donations were booked to "Other Donations" and are unrelated to the annual fundraiser.

New Donors:

53 new donors thus far this campaign [per review, excludes duplicates and in memory].

Campaign update

Our reminder mailer to all addresses in town went out after the MLK holiday. It was delivered to mailboxes on or about January 24.

An email blast campaign reminder went out to prior donors using Constant Contact. The content and addresses list were not fully vetted. We will need to do better next time with that system starting in the early days of the campaign.

Our annual fundraiser appeal promotional activities have concluded. Based on prior experience, even though the bulk of donations has been received, a significant number of donations will be received between now and 4/15/20.

Other fundraising activities, not labeled "annual fundraiser" such as grants applications and special events should continue unabated!

Regarding processing and database:

We were fully caught up with processing donations immediately before our reminder mailer went out. We have since received 89 donations in the mail that have not yet been processed. 30 credit card/online donations have yet to be processed into ELEO.

Upcoming:

Sending a custom letter w/token of appreciation at end of campaign to first time donors.

Clean up of ELEO database and updated donations processing instructions.

End of campaign detailed report debriefing final results.

Planning for next year's campaign should start no later than August 1st. Need at least two additional team members (campaign communications planning and design; donations processing).

Other Donations notes (not related to annual fundraiser campaign):

We received a \$2,500 check from Synchrony Financial after our stand-by at their annual penguin plunge. A woman with whom Yves talked extensively at our last open house donated \$1,500 and discussed that with him... Donations in memory of Sally Frazier total \$600. We are starting to receive donations in memory of Gretchen Marcroft Paretzky. A grant in the amount of \$2,000 was received from the Jane T. Muhlethaler [memorial] Foundation.

Member Relations:

Nancy reported on the new member(s) to vote in:

Ruskin, Daniel

Nancy made a motion to vote member(s) out, seconded by Mike.

All in favor – unanimous

Nancy reported on member(s) to vote out:

Blackburn, Katherine

Chinitz, Alexa

Cusick, Lauren

Dacosta, Ana

Googe, Charles

Grimes, Willa

Reynertson, Madison

Nancy made a motion to vote member(s) out, seconded by Mike.

All in favor - unanimous.

Training:

Brian reported the intern interview committee met and went over the question list – which is close to being finalized and the skills and agility portion was discussed as well. Marc, Brian and Rick met last Saturday to discuss that. Next step is to get together and try it out on us. Marc said they will pick a few members from the service and see how they do. The agility would be grabbing the red bag and monitor and going up two flights of stairs in a reasonable amount of time. Two minutes of CPR and put on the AED. Talked about adding a basic patient assessment. Then going back down and doing some lifting – going to use a weighted backboard.

Brain stated regarding the spring class, that Pat needs to know if we are going to do that. Marc stated the class begins middle to end of April and goes to mid end July. The state has upped their requirements and timeline for documentation. Marc, Andrea and Rick to discuss the handling of the administration of class further. A minimum number of students to run a class also needs to be discussed. Andrea stated we will go ahead with the spring class.

CPR:

No report from Jay Paretzky.

Website:

Nothing to report.

Social Media:

Nothing to report.

Vehicles/Ambulances:

UTV – Martin said some progress was made. The committee Marc, Mike, Rob and Martin met with Fleet Auto. They have a lot of experience in outfitting these things. They will provide a list of outfitters. Which type of vehicle to buy and from which manufacturer. We will get a quote from Polaris directly to get it outfitted from a place out west and shipped here. The details and a decision needs to be made if the UTV should have doors, heat/ac, windows otherwise you have to worry about the electronic components inside the cab if they are exposed to the elements. Outfitting may be significantly less than we thought. Need to make visits to the sites. A ballpark total is around \$40k, includes trailer – we will be storing it. Marc was thinking in the summer it would be somewhere down in the Compo beach area. We get calls from Compo beach and there are calls where we are on the beach and we are in the sand. Fall and special events it would be brought back up here. It is a gas vehicle – may need to be trickle charged. Marc stated there should be no draw of power.

Discussion regarding vehicles: Marc stated that 602 has been the primary vehicle for the last month and a half. 601 and 602 used more than 603. 603 was used for a period because there were mechanical issues with 601 and 602. 603 is being used less to last longer. Marc said there is no hard data on which vehicle is used the most because we have not been keeping track. A question was raised as to if we are getting the best prices and deals with vehicles regarding maintenance – we feel like we are not in the loop as to what is going on with maintenance. Can the special vehicle maintenance report go to the crew chiefs? Currently, the report only goes to Marc and Rick. A committee that includes Larry, Mike, Martin and Jaime will meet to discuss further and what the information the committee is looking to obtain. Marc suggested that maybe once a month Rick can compile a list of the maintenance that was done and submit it to WVEMS. Marc agrees there is a lack of communication of what trucks are in service and which ones are not in service. Larry suggests maybe we get an email stating “602 is back in service” or “we will not see 602 for a few weeks.” Marc agrees and stated we should know when a vehicle is out service or when it is back in service. To get an idea of what maintenance was done, would be to review the old invoices and then Rick approves the invoice to be paid.

Bylaws:

Everyone received the proposed revisions of the By-laws and the one of what was changed. Andrea would like to have the board approve it before we bring it to the membership. By the next board meeting we would like to vote on the By-laws. The By-laws need to be given to the general membership at a training and then have 30 days to review them and then we will have a vote on it by April.

Scholarship:

Nothing to report

State/Southwest Council:

No report from Jay Paretzky. He did not attend.

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:

Mike said in order to try to stimulate some interest in WVEMS, he said to “like” WVEMS’ Facebook page and share our content to get out there in the public more. Facebook is the social media platform.

House:

Sandi brought a sample for the blinds. A deposit is needed of \$100 with a total cost being less than \$1,000. The blinds store will come and take measurements. Table – found a place that we can just get the top of the table and it will run about \$650 for the new top.

A new sign is needed regarding the forks and not to throw them out.

Recruitment and Retention:

Ashley received two new notes and received an email from someone who is interested in taking the EMT class. She will forward the email to Rick. Ashley stated she emailed the notes to Jaime last month for the newsletter. Andrea to talk to Jaime about getting the newsletter going again.

Stop the Bleed:

There was a class last week. There was a total of 270 people taught. There will be a meeting with Marc, Larry, the town, FD/PD and some people from the school district to discuss teaching all the teachers in town.

Going to set up a class date in March. Currently, there is one on February 18th at the synagogue in Fairfield. There is another class at the synagogue with about eight people to teach in three to four weeks. We have been doing a class or two a month and we get about 20 people that attend. A Facebook ad ran for the first time which generated a handful of people who came in. There was a class that consisted of about 10 to 12 martial arts students from a dojo class in town. They may attend another class down the road. We need to figure out how to go to the community like the PTA, clubs or rotaries.

Old Business:

RTM – Relations Committee created a draft presentation and sent it to Marc. Marc has made some edits. Would like to show the board the presentation. A PowerPoint needs to be put together. It has bullet points and a script. There is a core part that talks about who we are.

Mike stated he received a text from Jaime stating he is going to email Andrea regarding the Maker Fair which has a deadline coming up of February 29th.

New Business:

The EMS Pro conference is coming up May 27th to 30th. We need to figure out what we will pay. Martin will look into the hotel prices before the next board meeting. Then Andrea will send an email out to the service.

Other New Business:

Nothing at this time.

Adjournment:

Martin made a motion to adjourn at 21:07 hours, Sandi seconded the motion.

Westport Vol. EMS Profit & Loss Budget vs. Actual January 2020

Ordinary Income/Expense					Current	Annual	
	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Month	Budget	% used
Income							
50100 · PATIENT CONTRIBUTIONS	47,900.00	43,750.00	4,150.00	109.49%	6,200	75,000	64%
50200 · FUNDRAISER	95,006.15	76,000.00	19,006.15	125.01%	35,531	90,000	106%
50300 · OTHER DONATIONS	57,524.05	14,585.00	42,939.05	394.41%	9,169	25,000	230%
50400 · COURSES					0	0	
50004 · CPR	13,532.76	13,420.00	112.76	100.84%	995	23,000	59%
50008 · EMT	21,740.00	25,000.00	-3,260.00	86.96%		40,000	54%
Total 50400 · COURSES	<u>35,272.76</u>	<u>38,420.00</u>	<u>-3,147.24</u>	<u>91.81%</u>	995	63,000	56%
50500 · OPERATING INTEREST	0.67						
50900 · OTHER							
50019 · MISCELLANEOUS INCOME	14.03						
Total 50900 · OTHER	<u>14.03</u>						
Total Income	<u>235,717.66</u>	<u>172,755.00</u>	<u>62,962.66</u>	<u>136.45%</u>	51,894	253,000	93%
Expense					0	0	
60011 · PROFESSIONAL FEES - AUDIT	10,000.00	13,500.00	-3,500.00	74.07%	3,500	13,500	74%
60043 · PUBLIC RELATIONS	1,181.04	2,916.70	-1,735.66	40.49%	20	5,000	24%
60044 · RETENTION AND RECRUITMENT	642.28	4,085.00	-3,442.72	15.72%	0	7,000	9%
60200 · CAPITAL EXPENSES	977.99	5,250.00	-4,272.01	18.63%	0	9,000	11%
60260 · RADIOS	8,416.50	9,680.00	-1,263.50	86.95%	0	19,000	44%
60299 · NON-CAPITAL BUILDING/FIXTURES	566.95				171	0	
60300 · OFFICE & MANAGEMENT					0	0	
60002 · Bank SvChgs/Cks	35.96				12		
60008 · COPIER	175.36					0	
60013 · GENL. OFF. EXP.	116.28						
60018 · REPAIRS MAINT.	348.95						
60026 · COMPUTER	196.93					0	
60032 · OFFICE SUPPLIES	71.98						
60300 · OFFICE & MANAGEMENT - Other	0.00	2,920.00	-2,920.00	0.0%	0	5,000	0%
Total 60300 · OFFICE & MANAGEMENT	<u>945.46</u>	<u>2,920.00</u>	<u>-1,974.54</u>	<u>32.38%</u>	12	5,000	19%

Westport Vol. EMS Profit & Loss Budget vs. Actual January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Current Month	Annual Budget	% used
60310 · MEMBER SUPPORT SVCS					0	0	
60009 · COFFEE EXPENSES	2,343.21				434	0	
60010 · DAY ROOM/KITCHEN SUPPLIES	3,653.18				634	0	
60030 · CABLEVISION	1,530.44				213	0	
60040 · OTHER MEMBER SUPPORT	251.61						
60310 · MEMBER SUPPORT SVCS - Other	0.00	9,920.00	-9,920.00	0.0%	0	17,000	0%
Total 60310 · MEMBER SUPPORT SVCS	<u>7,778.44</u>	<u>9,920.00</u>	<u>-2,141.56</u>	<u>78.41%</u>	1,281	17,000	46%
60330 · UNIFORM ALLOWANCE PROGRAM	1,369.63	4,085.00	-2,715.37	33.53%	-6	7,000	20%
60340 · FUND RAISER					0	0	
60341 · Credit Card Processing Fee	823.80	590.00	233.80	139.63%	331	750	110%
60340 · FUND RAISER - Other	13,078.49	12,500.00	578.49	104.63%	3,110	13,000	101%
Total 60340 · FUND RAISER	<u>13,902.29</u>	<u>13,090.00</u>	<u>812.29</u>	<u>106.21%</u>	3,441	13,750	101%
60360 · AWARDS	293.90	500.00	-206.10	58.78%		1,000	29%
60370 · ANNUAL AWARDS MEETING	2,487.33	5,000.00	-2,512.67	49.75%	0	8,000	31%
60380 · TRAINING					0	0	
60022 · In service	956.90	2,920.00	-1,963.10	32.77%	194	5,000	19%
60021 · Stop The Bleed	14.99	585.00	-570.01	2.56%	0	1,000	1%
60382 · On-Line Courses	5,935.05	7,000.00	-1,064.95	84.79%		7,000	85%
60381 · Tuition Reimbursement EMT-B	3,750.00	500.00	3,250.00	750.0%		5,000	75%
60003 · CPR / FIRST AID TRNG	5,866.43	11,670.00	-5,803.57	50.27%	716	20,000	29%
60019 · IN-HOUSE EMT	19,059.99	25,000.00	-5,940.01	76.24%	0	40,000	48%
60038 · MISC. TRNG	1,035.26	585.00	450.26	176.97%	0	1,000	104%
60390 · CLASSES-OUTSIDE	900.00						
Total 60380 · TRAINING	<u>37,518.62</u>	<u>48,260.00</u>	<u>-10,741.38</u>	<u>77.74%</u>	910	85,000	44%
60410 · INSURANCE	898.00	1,000.00	-102.00	89.8%		1,000	90%
60420 · HOSPITALITY/SUNSHINE	407.62				66		
60500 · WEMS OPER. BDGT					0	0	
60042 · Equipment Repairs & Maintenance	2,764.56				118		
60014 · VEH .MAINTENANCE					1,537	0	
Vehicle	105.00					0	
60014 · VEH .MAINTENANCE - Other	13,010.39					0	

Westport Vol. EMS Profit & Loss Budget vs. Actual January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Current Month	Annual Budget	% used
Total 60014 · VEH .MAINTENANCE	13,115.39					0	
60034 · VEH. OPERATION	260.30						
60037 · MEDICAL SUPPLIES	11,429.80				1,344	0	
60500 · WEMS OPER. BDGT - Other	1,181.92	32,085.00	-30,903.08	3.68%	308	55,000	2%
Total 60500 · WEMS OPER. BDGT	28,751.97	32,085.00	-3,333.03	89.61%	3,307	55,000	52%
Total Expense	116,138.02	152,291.70	-36,153.68	76.26%	12,701	246,250	47%
Net Ordinary Income	119,579.64	20,463.30	99,116.34	584.36%	39,193	6,750	1772%
Other Income/Expense					0	0	
Other Income					0	0	
50302 · RESTRICTED DONATIONS	1,000.00				1,000		
Interest Income	340.97					0	
Dividend Income	14,724.53	8,750.00	5,974.53	168.28%	0	15,000	98%
Total Other Income	16,065.50	8,750.00	7,315.50	183.61%	1,000	15,000	107%
Other Expense							
60404 · Audley Scholarship	1,500.00						
Total Other Expense	1,500.00						
Net Other Income	14,565.50	8,750.00	5,815.50	166.46%	1,000	15,000	97%
Net Income	134,145.14	29,213.30	104,931.84	459.19%	40,193	21,750	617%

Projected Cash Flow

	Projected Change	Checking Balance	Vehicle Wells Fargo + BOA	Equipment
31-Jan		217,037	223,232	42,964
29-Feb	-1,276	215,761		
30-Mar	6,308	222,069		
30-Apr	5,138	227,207		

Westport Vol. EMS
Profit & Loss Budget vs. Actual
January 2020

<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	Current Month	Annual Budget	% used
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