

**Westport Volunteer Emergency Medical Service  
Board of Directors' Meeting  
March 3<sup>rd</sup>, 2020**

**Meeting Call to Order:**

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

***Attendance:***

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

*Guests:* Mark Blake, Yves Cantin

***Approval of Minutes:***

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

All in favor - unanimous.

**Committee Reports**

***Treasurer's Report:***

Larry reported we are doing well. Net income is \$147,912k, we are \$120k ahead of budget mostly due to the usual, expenses are less than we budgeted and our income is higher. The fundraiser is doing well, budgeted \$78k we are at \$112k right now. We budgeted \$7k more in March. Larry believes we will not get \$7k in March. The inbox has only two envelopes in it. Monies came in earlier than last year. Still it is good news. Everything else is on or close to budget. The EMT class income, we only have \$21k because we had fewer students. Some expenses are from last spring. For the spring class we get the income for this fiscal year but the expenses don't finish till July, August, September. This happens all the time.

***Finance Committee:***

Myra reported on finance. Balances – investments are \$747,987, which is down approximately \$45k from last month. Vehicles replacement is \$222,076 which is about the same as last month and equipment repair and replacement is \$42,030, which is about the same as last month. Myra stated there will be a meeting with Tom in a week and a half and the goal of that meeting is to discuss reallocating investments closer to our goal of equities at 60%; as of now they are somewhere between 45% and 50%. This needs to be discussed

at the meeting. Andrea stated recently the allocations were still at 57% of equity. Myra believes it was at 54.5% as of this morning.

### ***Fundraiser:***

Report from Yves Cantin. Yves stated we need two more people to help one for processing, etc. and would like someone who is not on the board.

### Some statistics

Booked fundraiser donations 7/1/19 to date: \$112,657.21 (unofficial)

Booked fundraiser donations 10/15/18-02/28/19: \$92,572.37

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

Last year fundraiser (7/1/18-6/30/19): \$111,513.46

897 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:

65 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. There was a lull in donations immediately prior to this second mailer (no donations received the week of Jan. 20). 185 donations totaling \$21,258.86 were received after 1/24/2020.

Our annual fundraiser appeal promotional activities have concluded. Based on prior experience, even though the bulk of donations has been received, a few more donations (best guess: 20-30 donations) will be received between now and 6/30/20.

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

### Regarding processing and database:

We are fully caught up with processing donations.

### Upcoming:

- 1- Clean up of ELEO database and updated donations processing instructions (estimate 20+ hours).
- 2- Sending a custom letter w/token of appreciation at end of campaign to first time donors.
- 3- Follow up on undeliverable mail, etc.
- 4- Run reports such as "lapsed donors" for further debriefing
- 5- Planning for next year's campaign should start no later than August 1<sup>st</sup>. Need at least two additional team members (campaign communications planning and design; donations processing).

Other Donations notes (not related to annual fundraiser):

Interesting statistic from Eleo: Since Oct. 2018, we have received \$6,023.50 in donations made *in memory or in honor of* someone (often a current member)

**Member Relations:**

Nancy reported there are no new member(s) to vote in/out.

**Training:**

Still working on getting a meeting together for the intern program. Orientation is on hold till the internship program along with the interview and skills agility test is outlined. Spring class is going forward and the schedule is out. Class begins April 20<sup>th</sup> – July 18<sup>th</sup> and it is an EMT only class. The website will be changed to market the class along with a press release to be done a month before the class; it will then go to social media.

The last EMT class - nine people took the class. Six people passed, two failed the written and one failed the practical. Jaime reported that the two that failed, will volunteer as EMR's because they took that portion of the class and passed.

Rick wants to run a PHTLS class which runs about \$300 per student and includes books. The class is 16 hours of CME.

Mike made a motion to pay \$300 per student for the PHTLS class. We will collect a personal check of \$300 from the student and if they attend the class, the check will be returned and if they don't attend, the check will be cashed.

All in favor – unanimous.

**CPR:**

Jay Paretzky's report:

CPR/First Aid Training: 1/1/2020- 2/29/2020 35 classes and 250 students taught.

I have been re-appointed Chair of the CT EMS Volunteer Committee by the Chair of the CT EMS Advisory Board.

We need to have a member from the Board, the General Membership and the Youth Corp for the Audley Scholarship Committee.

Thank you once again for the basket of food after my wife's passing. It was really appreciated.

Let me know if you have any questions. Jay B. Paretzky cell 203 247-9883.

**Website:**

Nothing to report

**Social Media:**

Nothing to report

**Vehicles/Ambulances:**

Mike and Marc are going to go look at some things. So far the Vehicles Committee has not met.

**Bylaws:**

Steve made a motion to accept the current revised changes to the bylaws, Sandi seconded the motion.

All in favor – unanimous.

The revised bylaws will be presented to the membership at the next training session March 11 and a vote will be made at the next general membership meeting. The previous bylaws and the proposed changes are on the WVEMS website.

**Scholarship:**

Audley Scholarship Committee– Sandi from the board volunteered to be on the committee, need someone from the general membership and someone from the youth corp.

**State/Southwest Council:**

Jay reported that the EMS Advisory Board met on February 26, 2020 in Meriden, CT.

Jay's written report summarizing recent discussions of the Advisory Board were distributed to the WVEMS board members.

*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:**

A lot of things are coming up. We will put something on Facebook and the website regarding COVID-19.

***House:***

Sandi reported the blinds will be installed on Friday. Still waiting on a quote for the tabletop. Mark stated the ladies bunk room needs two lamps and two clocks. Also the ladies bunk room needs an air purifier.

***Recruitment and Retention:***

Ashley reported there was one note in the box and she read it to the board. It was regarding the birthday cards and how nice it was to receive the card on their birthday. Yves stated that Pam Klonberg sends the birthday cards out and she credits our service with helping guide her son in the right direction.

Jaime will put together the newsletter with names and recognitions from the Cheers to Peers box.

***Stop the Bleed:***

Larry stated that although we have given classes to area synagogues, churches have not contacted us to for a class. Larry mentioned we need to find a way to tap into churches. Some students and their athletic trainer from Sacred Heart took the class.

***Old Business:***

Myra reported there were 66 people who attended the Winter Party. The food and service was good. Larry stated the party came in under budget.

The Maker Fair is coming up. Jaime received approval of our application so we are ready to go. We will have the ambulance, CPR and a session on Stop the Bleed. It will be held at the Staples Field House.

The EMS conference is in May.

Martin made a motion for two days of the conference with one-night lodging for 100 hours and for those who have 200 hours between January 1 and June 1 will be reimbursed for three days at the conference with two-nights lodging. Motion seconded by Jaime.

All in favor – unanimous.

Below is the email sent subsequently from the president with the guidelines:

As many of you know, the EMS Pro Expo conference will be held May 28 through May 30 this year. This conference keeps growing every year and offers an unmatched variety of quality programs and seminars (it's again at the Foxwoods complex). In spite of higher costs, I am pleased to report that the Board of Directors has again approved an expense reimbursement program for this excellent training opportunity. The expense reimbursement program is similar to last year with a few changes and will again not include group registration for those interested.

Active voting members may be reimbursed for up to two conference days standard registration costs. Standard registration costs are available until May 27. We will not reimburse "at the door" prices. Members will need to register on line themselves. They may request reimbursement after the conference upon presentation of their paid receipt and certificates of attendance. We require at least 75% attendance (as an example, a one day attendee must submit 3 certificates of attendance if 4 time slots were offered that day). Interns are not eligible for the reimbursement. Youth Corps members may attend and avail themselves of the reimbursement benefit, but a signed parental acknowledgement form must be turned in before the conference. Please let me know and I will email you the form.

For those who have logged in 100 or more volunteer hours between January 1st and June 1st of 2020 and who are attending at least two days of the conference, WVEMS will reimburse up to one night lodging at the site (maximum of \$159 for Thursday and \$239 for Friday). You must book through the conference website to avoid additional non reimbursed charges like sales tax and resort fee.

Those who have logged in 200 volunteers hours between January 1st and June 1st may request reimbursement for a third day standard attendance registration cost and two nights lodging (if they attend for three days).

The conference website address which includes the link to the special hotel non-profit pricing is <https://emspro.org/>

Please make sure to turn in your reimbursement request and documentation to me (mailbox in Crew Chiefs' office) or at [President@westportems.org](mailto:President@westportems.org) for review. Please do not hesitate to let me know if you have any questions or if any of the above seems unclear. Also, if financial hardship makes it impossible for you to register on your own, please let me know and we will see what accommodations may be made. Similarly, if you feel at a disadvantage for the lodging benefit rule because you have a history of putting over 240 each year but those hours are concentrated after June 1st each year, please let me know.

***New Business:***

Need nominating committee members. Myra and Sandi volunteered to be on the nominating committee and we also need three from the general membership. Nancy will send an email regarding the nominating committee.

***Other New Business:***

Nothing at this time.

***Adjournment:***

Martin made a motion to adjourn at 20:58 hours, Nancy seconded the motion.

## Westport Vol. EMS Profit & Loss Budget vs. Actual March 2020

Ordinary Income/Expense					Current	Annual	
	Jul '19 - Mar 20	Budget	\$ Over Budget	% of Budget	Month	Budget	% used
<b>Income</b>							
50100 · PATIENT CONTRIBUTIONS	54,100.00	56,250.00	-2,150.00	96.18%	0	75,000	72%
50200 · FUNDRAISER	113,390.85	85,500.00	27,890.85	132.62%	734	90,000	126%
50300 · OTHER DONATIONS	59,656.56	18,751.00	40,905.56	318.15%	798	25,000	239%
50400 · COURSES					0	0	
50004 · CPR	18,025.76	17,252.00	773.76	104.49%	500	19,168	94%
50008 · EMT	21,740.00	25,000.00	-3,260.00	86.96%		25,000	87%
<b>Total 50400 · COURSES</b>	<b>39,765.76</b>	<b>42,252.00</b>	<b>-2,486.24</b>	<b>94.12%</b>	<b>500</b>	<b>44,168</b>	<b>90%</b>
50500 · OPERATING INTEREST	0.91						
<b>50900 · OTHER</b>							
50019 · MISCELLANEOUS INCOME	14.03						
<b>Total 50900 · OTHER</b>	<b>14.03</b>						
<b>Total Income</b>	<b>266,928.11</b>	<b>202,753.00</b>	<b>64,175.11</b>	<b>131.65%</b>	<b>2,031</b>	<b>234,168</b>	<b>114%</b>
<b>Expense</b>					0	0	
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00	96.3%		13,500	96%
60043 · PUBLIC RELATIONS	1,760.01	3,750.02	-1,990.01	46.93%	579	5,000	35%
60044 · RETENTION AND RECRUITMENT	782.28	5,251.00	-4,468.72	14.9%	0	7,000	11%
60200 · CAPITAL EXPENSES	977.99	6,750.00	-5,772.01	14.49%	0	9,000	11%
60260 · RADIOS	9,245.30	10,040.00	-794.70	92.09%	829	19,000	49%
60299 · NON-CAPITAL BUILDING/FIXTURES	1,276.22				609	0	
<b>60300 · OFFICE &amp; MANAGEMENT</b>					0	0	
60002 · Bank SvChgs/Cks	35.96						
60008 · COPIER	175.36					0	
60013 · GENL. OFF. EXP.	214.30				48		
60018 · REPAIRS MAINT.	348.95						
60026 · COMPUTER	196.93					0	
60032 · OFFICE SUPPLIES	92.47				20		
60300 · OFFICE & MANAGEMENT - Other	0.00	3,752.00	-3,752.00	0.0%	0	5,000	0%
<b>Total 60300 · OFFICE &amp; MANAGEMENT</b>	<b>1,063.97</b>	<b>3,752.00</b>	<b>-2,688.03</b>	<b>28.36%</b>	<b>69</b>	<b>5,000</b>	<b>21%</b>

## Westport Vol. EMS Profit & Loss Budget vs. Actual March 2020

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<b>Current</b> Month	<b>Annual</b> Budget	<b>% used</b>
<b>60310 · MEMBER SUPPORT SVCS</b>					0	0	
60009 · COFFEE EXPENSES	3,036.10				693	0	
60010 · DAY ROOM/KITCHEN SUPPLIES	4,579.92				628	0	
60030 · CABLEVISION	1,960.65				217	0	
60040 · OTHER MEMBER SUPPORT	251.61						
60310 · MEMBER SUPPORT SVCS - Other	0.00	12,752.00	-12,752.00	0.0%	0	17,000	0%
<b>Total 60310 · MEMBER SUPPORT SVCS</b>	<u>9,828.28</u>	<u>12,752.00</u>	<u>-2,923.72</u>	<u>77.07%</u>	1,538	17,000	58%
<b>60330 · UNIFORM ALLOWANCE PROGRAM</b>	2,690.72	5,251.00	-2,560.28	51.24%	1,121	7,000	38%
<b>60340 · FUND RAISER</b>					0	0	
60341 · Credit Card Processing Fee	919.36	705.00	214.36	130.41%	18	750	123%
60340 · FUND RAISER - Other	13,423.03	13,000.00	423.03	103.25%	59	13,000	103%
<b>Total 60340 · FUND RAISER</b>	<u>14,342.39</u>	<u>13,705.00</u>	<u>637.39</u>	<u>104.65%</u>	77	13,750	104%
<b>60360 · AWARDS</b>	293.90	500.00	-206.10	58.78%		1,000	29%
<b>60370 · ANNUAL AWARDS MEETING</b>	5,202.83	8,000.00	-2,797.17	65.04%	0	8,000	65%
<b>60380 · TRAINING</b>					0	0	
60022 · In service	1,402.89	3,752.00	-2,349.11	37.39%	154	5,000	28%
60021 · Stop The Bleed	14.99	751.00	-736.01	2.0%	0	834	2%
60382 · On-Line Courses	5,935.05	7,000.00	-1,064.95	84.79%		7,000	85%
60381 · Tuition Reimbursement EMT-B	4,375.00	1,000.00	3,375.00	437.5%	625	5,000	88%
60003 · CPR / FIRST AID TRNG	6,499.57	15,002.00	-8,502.43	43.33%	0	16,668	39%
60019 · IN-HOUSE EMT	26,551.00	26,000.00	551.00	102.12%	4,075	26,000	102%
60038 · MISC. TRNG	1,035.26	751.00	284.26	137.85%	0	1,000	104%
60390 · CLASSES-OUTSIDE	900.00						
<b>Total 60380 · TRAINING</b>	<u>46,713.76</u>	<u>54,256.00</u>	<u>-7,542.24</u>	<u>86.1%</u>	4,854	67,502	69%
<b>60410 · INSURANCE</b>	898.00	1,000.00	-102.00	89.8%		1,000	90%
<b>60420 · HOSPITALITY/SUNSHINE</b>	407.62						
<b>60440 · OTHER EXP</b>							
6999 · Uncategorized Expenses	50.00						
<b>Total 60440 · OTHER EXP</b>	<u>50.00</u>						
<b>60500 · WEMS OPER. BDGT</b>					0	0	
60042 · Equipment Repairs & Maintenance	2,764.56						



**Westport Vol. EMS**  
**Profit & Loss Budget vs. Actual**  
March 2020

	<u>Jul '19 - Mar 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<b>Current</b> Month	<b>Annual</b> Budget	<b>% used</b>
<b>60014 · VEH .MAINTENANCE</b>						0	
Vehicle	105.00					0	
<b>60014 · VEH .MAINTENANCE - Other</b>	<u>14,104.24</u>					0	
<b>Total 60014 · VEH .MAINTENANCE</b>	<u>14,209.24</u>					0	
<b>60031 · OPER. MATERIALS</b>	362.78				16		
<b>60034 · VEH. OPERATION</b>	260.30						
<b>60037 · MEDICAL SUPPLIES</b>	16,824.71				2,837	0	
<b>60500 · WEMS OPER. BDGT - Other</b>	<u>1,460.47</u>	<u>41,251.00</u>	<u>-39,790.53</u>	<u>3.54%</u>	0	55,000	3%
<b>Total 60500 · WEMS OPER. BDGT</b>	<u>35,882.06</u>	<u>41,251.00</u>	<u>-5,368.94</u>	<u>86.99%</u>	2,853	55,000	65%
<b>Total Expense</b>	<u>144,415.33</u>	<u>179,758.02</u>	<u>-35,342.69</u>	<u>80.34%</u>	12,529	228,752	63%
<b>Net Ordinary Income</b>	<u>122,512.78</u>	<u>22,994.98</u>	<u>99,517.80</u>	<u>532.78%</u>	-10,498	5,416	2262%
<b>Other Income/Expense</b>					0	0	
<b>Other Income</b>					0	0	
<b>50302 · RESTRICTED DONATIONS</b>	1,000.00						
Interest Income	343.30					0	
Dividend Income	<u>16,226.16</u>	<u>11,250.00</u>	<u>4,976.16</u>	<u>144.23%</u>	0	15,000	108%
<b>Total Other Income</b>	<u>17,569.46</u>	<u>11,250.00</u>	<u>6,319.46</u>	<u>156.17%</u>	0	15,000	117%
<b>Other Expense</b>							
<b>60404 · Audley Scholarship</b>	<u>1,500.00</u>						
<b>Total Other Expense</b>	<u>1,500.00</u>						
<b>Net Other Income</b>	<u>16,069.46</u>	<u>11,250.00</u>	<u>4,819.46</u>	<u>142.84%</u>	0	15,000	107%
<b>Net Income</b>	<u><u>138,582.24</u></u>	<u><u>34,244.98</u></u>	<u><u>104,337.26</u></u>	<u><u>404.68%</u></u>	-10,498	20,416	679%

**Projected Cash Flow**

	<b>Projected Change</b>	<b>Checking Balance</b>	<b>Vehicle</b> Wells Fargo + BOA	<b>Equipment</b>
30-Mar		219,970	223,952	43,058
30-Apr	-8,028	211,942		
30-May	-108	211,834		
30-Jun	-5,691	206,143		

**Westport Vol. EMS**  
**Profit & Loss Budget vs. Actual**  
March 2020

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