

**Westport Volunteer Emergency Medical Service
Board of Directors' Meeting and
Annual General Membership Meeting
June 8th, 2021**

Call to Order: 7:05pm

Attendees:

- Mike Burns, Sandi MacPherson, Nancy Surace, Dan Guetta, Larry Kleinman, Jonathan Huzil, Andrew O'Brien and Brian Crane..

Guests:

- Marc Hartog, Jay Paretzky, Ryan Blake, Erin Finch, Annika Morgan, Stewart Riefler, Mari Inagami, Yves Cantin, Rob Pocius, Elyssa Grogan and Andrew Dinitz.

Approval of prior minutes:

- Larry made a motion to adopt the minutes of the April board meeting, seconded by Andy. No abstentions.
- All in favor - unanimous.

Committees:

Treasurer's Report: See attached

Finance:

- Nothing to report.

Fundraising:

- Larry has compiled data on the past 10 years of fundraising. These numbers generally represent the fundraiser:
 - 55% of our donations are \$50 or less, 83% of our donations are \$100 or less. Donations of \$100 or less represent 37% of our donation revenues.
 - \$250 - \$1,000 donation level represents 7.5% of donations but represents 29.5% of donation revenues.
 - Greater than \$1,000 which may not be reflective of the fundraiser, represents less than 1% of donations but represents 21% of donation revenues.
 - Takeaway- the small donors mean a lot to us and are likely fixed at those levels. We need to encourage the middle ranks to increase their donations and hopefully join the larger ranks.
- We received \$9,000 from First County Bank which will be put towards the Vehicle Replacement Fund.
- We continue to receive donations from the Covid triggered virtual bingo game. We have received over \$1,000 since it started last year.

Member Relations:

- Nothing new to report on members relations.
- Abatements have been sent to Town Hall and they will be sending them out soon.

Recruitment and Retention:

- Thanks to Andy for feeding the crews during EMS week. Marc Hartog said it was also appreciated by the paid staff as well.
- Shirts need to be discussed.
- Outside presentations - Larry and Mike have been working on them.

Training:

- Working on the fall class. It's moving forward.
- Officer Bergamo is offering the motorcycle class in the fall.
- There is a need for participants to have proper safety equipment which we will have to purchase as needed.
- New recruit tests will begin this Saturday. They will be taking the EMT test and the agility test.

CPR / SW Council:

- 350 trained in CPR and First aid in May. For the month of June, about 200 will be trained.

Public Relations:

- Stop-the-Bleed class is coming up which was posted on Facebook.
- Mike is working on a fundraising piece with Dan Woog. Stayed tuned for that.

House:

- Nothing to report.

Vehicles:

- New 605 is in-house and waiting on outfitting from Fleet.
- UTV / trailer - the trailer is supposed to be coming by the second week of June. We are still waiting on Fleet for outfitting of both. Stretcher mount for UTV is here. We are waiting to see if the Deere dealer will install it for us.
- 606 and new 605- we need to get brake controllers installed on both.
- We need to have standard letters signed for passing the vehicles on to the town.

Old Business:

- Need to work on Bylaws and Orientation packets.
- Abatements are being worked on.
- Dry cleaning - will discuss again with Marc on reducing dry cleaning.

New Business:

Audley Scholarship – a scholarship was set up a long time ago for members. Total of \$10,000 was given in scholarships. Checks are payable to the school. This is the 22nd year.

- Sandi made a motion to accept the nominations from Audley Scholarship committee, Larry seconded

All in favor. Passed unanimously.

Edwin A. Audley Scholarship Recipients

Annika Morgan – Dartmouth

Ian Speers – Harvard

Vignesh Kareddy - Purdue

Elyssa Grogan - Harvard

Hillary O’Neil – Villanova

- 2021 - 2022 - Budget was passed by the board and circulated to the general membership. We need a vote from the membership.

Stewart made the motion to approve the 2021 - 2022 budget, with Jay seconding, Andrew Dinitz is an abstention. All in favor - passed unanimously

Election of Officers:

The election slate was distributed via email to the general membership and no one presented any other nominations other than what was presented by the nominating committee. There is no contest for any position. The slate filled all empty seats as presented by the Nominating Committee. Nancy casted her “viva voce” vote as secretary to adopt the election as uncontested.

Officers:

President	Michael Burns
Vice president	Larry Kleinman
Treasurer	Dan Guetta
Secretary	Nancy Surace

Board of directors:

Jon Huzil
Mari Inagami
Martin Iselin
Stewart Reifler

- We are hoping to have a summer or fall picnic and need volunteers to arrange it.
- Many thanks to Myra and Sandi for their service on the BOD. Their help is greatly appreciated.
- We will be skipping the July BOD meeting due to it being so close to July 4th and likely interfering with vacations.
- Jay is asking for pillow protectors. We need 12 of them.

Adjournment:

- Andrew Dinitz made a motion to adjourn at 7:34pm, seconded by Jon.



Michael Burns, President WVEMS <mburns@westportems.org>

Treasurer's Report for May 2021

Dan Guetta, Treasurer WVEMS <treasurer@westportems.org>

Mon, Jun 7, 2021 at 9:30 PM

To: WVEMS BOD <wvems-bod@westportems.org>, "Hartog, Marc" <mhartog@westportct.gov>, Yves Cantin <rolshan@optonline.net>

Attached for your review are the WVEMS Income Statements for (1) May 2021; and (2) the eleven months ending May 31, 2021.

Financial Results for May 2021 (numbers rounded):

- Net Ordinary Income: Net ordinary income was \$11,200 (\$11,700 over budget). We had budgeted a net loss of \$500 for the month. The primary drivers of our increased net income for May were (a) stronger than expected Total Donations; and (b) the cancellation of our Spring EMT class for which we budgeted \$5,000 of expenses.
- Total Revenue was \$16,800 (\$1,400 over budget). Revenue highlights were as follows:
 - Fundraiser revenue was \$1,800 (on budget).
 - Other Donations were \$7,500 (\$6,600 over budget).
 - Patient Contributions were \$5,250 (\$700 over budget). This covered payments from Westport for the month of April.
- Total Expenses were \$5,600 (\$10,300 under budget).

Financial Results for the Eleven Months Ending May 31, 2021 (numbers rounded):

- Net Ordinary Income year-to-date was \$219,000 (\$221,400 over budget, and \$83,800 (62%) more than the same period last year (\$135,200)).
- Total Revenue year-to-date was \$346,400 (\$158,300 over budget, and \$46,400 (15%) more than the same period last year (\$300,000)).
 - Total Donations (Fundraiser + Other Donations + Grants) year-to-date were \$280,400 (\$87,881 (46%) more than Total Donations for the same period last year (\$192,500)).
 - Patient Contributions year-to-date were \$59,600 (\$6,250 (9%) less than Patient Contributions for the same period last year (\$65,850)).
- Total Expenses year-to-date were \$127,400 (\$63,100 under budget, and \$37,400 (23%) less than the same period last year (\$164,800)).

May 31 Checking and Investment Account Balances (numbers rounded):

- Bank of America Checking Account (net of uncleared payments): \$297,000.
- Wells Fargo Accounts: \$1,425,600 (up \$5,900 from 4/30/21).
 - Investment Account: \$927,100.
 - Vehicle Reserve Account: \$338,000.
 - Equipment Reserve Account: \$57,100.
 - Audley Scholarship Account: \$103,400.

Dan Guetta

Treasurer - Westport Volunteer EMS

treasurer@westportems.org

<https://www.westportems.org>

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To view this discussion on the web visit <https://groups.google.com/a/westportems.org/d/msgid/vwems-bod/CAHHXpv49H-YAUY2a7xW9M9BB%3D4RO1Fwnj8%3Di1-g9uU%2B5WDryaA%40mail.gmail.com>.

2 attachments



May 2021 Income Statement.pdf

174K



May 2021 YTD Income Statement.pdf

179K

11:00 AM
05/31/21
Cash Basis

Westport Vol. EMS Profit & Loss Budget vs. Actual July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50250 · GRANTS	55,000.00	13,000.00	42,000.00
050 · OLD ACCTS	0.00	0.00	0.00
50100 · PATIENT CONTRIBUTIONS	59,600.00	50,417.00	9,183.00
50200 · FUNDRAISER	178,405.78	90,000.00	88,405.78
50300 · OTHER DONATIONS	46,999.91	9,167.00	37,832.91
50400 · COURSES			
50004 · CPR	6,420.00	10,542.00	-4,122.00
50008 · EMT	0.00	15,000.00	-15,000.00
Total 50400 · COURSES	6,420.00	25,542.00	-19,122.00
50500 · OPERATING INTEREST	1.35		
50900 · OTHER			
MISCELLANEOUS INCOME9	5.10		
Total 50900 · OTHER	5.10		
Total Income	346,432.14	188,126.00	158,306.14
Gross Profit	346,432.14	188,126.00	158,306.14
Expense			
60011 · PROFESSIONAL FEES - AUDIT	13,000.00	13,500.00	-500.00
60043 · PUBLIC RELATIONS	839.51	2,750.00	-1,910.49
60044 · RETENTION AND RECRUITMENT	0.00	2,750.00	-2,750.00
60200 · CAPITAL EXPENSES	0.00	8,250.00	-8,250.00
60300 · OFFICE & MANAGEMENT			
60002 · Bank SvChgs/Cks	12.00		
60013 · GENL. OFF. EXP.	492.70		
60018 · REPAIRS MAINT.	-1,950.83		
60026 · COMPUTER	319.98		
60032 · OFFICE SUPPLIES	46.09		
60300 · OFFICE & MANAGEMENT - Other	0.00	4,584.00	-4,584.00
Total 60300 · OFFICE & MANAGEMENT	-1,080.06	4,584.00	-5,664.06
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	1,833.00	-1,833.00
60009 · COFFEE EXPENSES	3,344.87		
60010 · DAY ROOM/KITCHEN SUPPLIES	2,650.09		
60030 · CABLEVISION	2,342.78		
60040 · OTHER MEMBER SUPPORT	1,414.21		
60310 · MEMBER SUPPORT SVCS - Other	170.88	15,583.00	-15,412.12
Total 60310 · MEMBER SUPPORT SVCS	9,922.83	17,416.00	-7,493.17
60330 · UNIFORM ALLOWANCE PROGRAM	2,313.93	6,417.00	-4,103.07

11:00 AM
 05/31/21
 Cash Basis

Westport Vol. EMS Profit & Loss Budget vs. Actual July 2020 through May 2021

	Jul '20 - May 21	Budget	\$ Over Budget
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	1,392.51	1,075.00	317.51
60340 · FUND RAISER - Other	14,435.19	14,000.00	435.19
Total 60340 · FUND RAISER	15,827.70	15,075.00	752.70
60360 · AWARDS	725.04	1,000.00	-274.96
60370 · ANNUAL AWARDS MEETING	0.00	8,000.00	-8,000.00
60380 · TRAINING			
60022 · In service	154.99	3,600.00	-3,445.01
60021 · Stop The Bleed	0.00	917.00	-917.00
60382 · On-Line Courses	5,077.00	7,000.00	-1,923.00
60381 · Tuition Reimbursement EMT-B	1,875.00	4,580.00	-2,705.00
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	33.31		
60003 · CPR / FIRST AID TRNG - Other	8,059.61	10,540.00	-2,480.39
Total 60003 · CPR / FIRST AID TRNG	8,092.92	10,540.00	-2,447.08
60019 · IN-HOUSE EMT	0.00	15,000.00	-15,000.00
60038 · MISC. TRNG	0.00	917.00	-917.00
60391 · OUTSIDE EMS CONFERENCES	0.00	6,000.00	-6,000.00
Total 60380 · TRAINING	15,199.91	48,554.00	-33,354.09
60410 · INSURANCE	898.00	1,000.00	-102.00
60420 · HOSPITALITY/SUNSHINE	0.00	458.00	-458.00
60440 · OTHER EXP			
6999 · Uncategorized Expenses	50.00		
60440 · OTHER EXP - Other	35.99		
Total 60440 · OTHER EXP	85.99		
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	740.22		
60260 · RADIOS	8,423.00	10,320.00	-1,897.00
60042 · Equipment Repairs & Maintenance	27,720.12		
60014 · VEH .MAINTENANCE	13,176.96	22,917.00	-9,740.04
60031 · OPER. MATERIALS	358.40		
60037 · MEDICAL SUPPLIES	11,927.22	22,917.00	-10,989.78
60500 · WEMS OPER. BDGT - Other	7,305.51	4,584.00	2,721.51
Total 60500 · WEMS OPER. BDGT	69,651.43	60,738.00	8,913.43
Total Expense	127,384.28	190,492.00	-63,107.72
Net Ordinary Income	219,047.86	-2,366.00	221,413.86

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05/31/21
Cash Basis

Westport Vol. EMS
Profit & Loss Budget vs. Actual
July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Other Income/Expense			
Other Income			
Interest Income	4.18		
Dividend Income	18,087.04	13,750.00	4,337.04
Total Other Income	<u>18,091.22</u>	<u>13,750.00</u>	<u>4,341.22</u>
Other Expense			
70500 - VEHICLE REPLACEMENT	32,978.92		
Total Other Expense	<u>32,978.92</u>		
Net Other Income	<u>-14,887.70</u>	<u>13,750.00</u>	<u>-28,637.70</u>
Net Income	<u><u>204,160.16</u></u>	<u><u>11,384.00</u></u>	<u><u>192,776.16</u></u>

10:58 AM
 05/31/21
 Cash Basis

Westport Vol. EMS Profit & Loss Budget vs. Actual May 2021

	May 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
50250 · GRANTS	0.00	7,000.00	-7,000.00
050 · OLD ACCTS	0.00	0.00	0.00
50100 · PATIENT CONTRIBUTIONS	5,250.00	4,583.00	667.00
50200 · FUNDRAISER	1,841.00	2,000.00	-159.00
50300 · OTHER DONATIONS	7,462.94	833.00	6,629.94
50400 · COURSES			
50004 · CPR	2,241.00	958.00	1,283.00
Total 50400 · COURSES	2,241.00	958.00	1,283.00
50500 · OPERATING INTEREST	0.12		
Total Income	16,795.06	15,374.00	1,421.06
Gross Profit	16,795.06	15,374.00	1,421.06
Expense			
60043 · PUBLIC RELATIONS	0.00	250.00	-250.00
60044 · RETENTION AND RECRUITMENT	0.00	250.00	-250.00
60200 · CAPITAL EXPENSES	0.00	750.00	-750.00
60300 · OFFICE & MANAGEMENT			
60013 · GENL. OFF. EXP.	159.54		
60300 · OFFICE & MANAGEMENT - Other	0.00	417.00	-417.00
Total 60300 · OFFICE & MANAGEMENT	159.54	417.00	-257.46
60310 · MEMBER SUPPORT SVCS			
60299 · NON-CAPITAL BUILDING/FIXTURES	0.00	167.00	-167.00
60009 · COFFEE EXPENSES	261.04		
60030 · CABLEVISION	212.98		
60040 · OTHER MEMBER SUPPORT	67.21		
60310 · MEMBER SUPPORT SVCS - Other	119.00	1,417.00	-1,298.00
Total 60310 · MEMBER SUPPORT SVCS	660.23	1,584.00	-923.77
60330 · UNIFORM ALLOWANCE PROGRAM	350.00	583.00	-233.00
60340 · FUND RAISER			
60341 · Credit Card Processing Fee	29.52	25.00	4.52
60340 · FUND RAISER - Other	59.00		
Total 60340 · FUND RAISER	88.52	25.00	63.52
60360 · AWARDS	0.00	250.00	-250.00
60380 · TRAINING			
60022 · In service	154.99	400.00	-245.01
60021 · Stop The Bleed	0.00	83.00	-83.00
60381 · Tuition Reimbursement EMT-B	0.00	420.00	-420.00

10:58 AM
 05/31/21
 Cash Basis

Westport Vol. EMS
Profit & Loss Budget vs. Actual
 May 2021

	May 21	Budget	\$ Over Budget
60003 · CPR / FIRST AID TRNG			
CPR Class CC Processing Fee	33.31		
60003 · CPR / FIRST AID TRNG - Other	1,060.00	960.00	100.00
Total 60003 · CPR / FIRST AID TRNG	1,093.31	960.00	133.31
60019 · IN-HOUSE EMT	0.00	5,000.00	-5,000.00
60038 · MISC. TRNG	0.00	83.00	-83.00
Total 60380 · TRAINING	1,248.30	6,946.00	-5,697.70
60420 · HOSPITALITY/SUNSHINE	0.00	42.00	-42.00
60500 · WEMS OPER. BDGT			
60045 · Dry Cleaning	740.22		
60260 · RADIOS	0.00	180.00	-180.00
60042 · Equipment Repairs & Maintenance	429.43		
60014 · VEH .MAINTENANCE	95.84	2,083.00	-1,987.16
60031 · OPER. MATERIALS	358.40		
60037 · MEDICAL SUPPLIES	1,446.88	2,083.00	-636.12
60500 · WEMS OPER. BDGT - Other	0.00	417.00	-417.00
Total 60500 · WEMS OPER. BDGT	3,070.77	4,763.00	-1,692.23
Total Expense	5,577.36	15,860.00	-10,282.64
Net Ordinary Income	11,217.70	-486.00	11,703.70
Other Income/Expense			
Other Income			
Dividend Income	427.28	1,250.00	-822.72
Total Other Income	427.28	1,250.00	-822.72
Net Other Income	427.28	1,250.00	-822.72
Net Income	11,644.98	764.00	10,880.98