Newtown Volunteer Ambulance Association, Inc.

Newtown Volunteer Ambulance Association, Inc.
Newtown, CT 06470

THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF TRUSTEES
Meeting Minutes of July 13, 2021

The Board of Trustees of the Newtown Volunteer Ambulance Association held their regular meeting on Tuesday, July 13, 2021.

Present: Malcolm McLachlan (President), Harry Waterbury (Treasurer), Dana Demand (Vice President), John Kortze (Vice President), Pat Llodra (Secretary), Nancy McLachlan and Chief Liz Cain.
Absent: Patrick Simms and Dr. Robert Soltis.
Staff Present: Maureen Crick Owen (NVAA Office Administrator).

Call to Order: The NVAA Board of Trustee's meeting was called to order at 7:32 p.m. by Mr. McLachlan.

Public Participation: None.

Treasurer's report

1. **Merrill Lynch, Stifel and checking**
2. **Financial Report**
3. **Acceptance of Treasurer's report**

Mr. Waterbury discussed the various accounts. He said that the investment account was up about $30,000 from last month. He reviewed the principal payments that have been made against the mortgage. Mrs. Llodra made a motion to approve the Treasurer's report. The motion was seconded by Mrs. McLachlan and unanimously approved.

Acceptance of minutes from meeting held on June 8, 2021:
A motion was made by Mrs. Llodra to accept the minutes of the June 8, 2021 meeting and seconded by Mr. Waterbury. The motion was unanimously approved.

Chief's Report:
Chief Cain reported they did dog training with Exceptional Sidekick at the end of June. This is for dogs for kids and young adults with PTSD to teach the dogs to the sounds and activities of EMTs/ambulances. She said that NVAA will be celebrating 80 years this year. The Corps would like to celebrate by having a picnic and an open house in the fall. She said they have several new trainees. Mr. McLachlan raised the question with the Chief

regarding billing for treating/refusals. Mrs. Llodra asked if they could receive data on refusals (history/trend line) for next month. Mr. McLachlan asked if adding 3-4 scholarships for the next budget would be in line with what Chief Cain was thinking.

President's Report: Mr. McLachlan reported that the solar panel bill did not get acted on in the last legislature session. He said that Fred Hurley is working on another way that this might be able to be accomplished. He informed the board that the HVAC system has been repaired but that they are still waiting on a meeting with Edgerton and the manufacturer's rep. Mr. McLachlan said that he would distribute the proposed budget for the 2021-2022 fiscal year at the August meeting with the plan that the budget be voted on at the September meeting. He also said that he received a hardship letter. He said he will respond.

Old Business:

1. Collection/Accounts Receivable – Mr. McLachlan said that $174.56 was collected in the last two months. From 09.01.2020 to date $249,516.34 has been sent to collections with $13,745.49 being collected during the same time period. He said that is about 6%.

New Business:

1. Search Committee – Mr. McLachlan said that he and Mrs. Llodra will work on finding a replacement for the Office Administrator position. Discussion took place about how and where to get the word out about the position.
2. Landscaping – Susan Cameron received a quote to do some landscaping and he said there is money in the budget to address it. He talked about the bank behind the building to clean it up and perhaps add a few trees at the top of the hill. He also said that the rock wall is crumbling on both ends and in the middle. It is located on the Town's property and they are going to speak to the Town about this.
3. Holiday party – They have a tentative date of December 18 and Susan Cameron is meeting with Newtown Country Club to get further details.

Executive Session – A motion was made at 8:13 p.m. by Mr. Waterbury to go into executive session to discuss personnel. The motion was seconded by Mr. Demand and was unanimously approved.

The board came out of executive session at 8:35 p.m. No action was taken.

Communications/Announcements: None

Adjournment: Mrs. Llodra made a motion, seconded by Mr. Demand to adjourn the meeting at 8:36 p.m. The motion passed unanimously.

Respectfully submitted,

Pat Llodra, Secretary
Newtown Volunteer Ambulance Association Inc.

5:11 PM
07/08/21
Accrual Basis

NEWTOWN VOL. AMBULANCE
Balance Sheet
As of June 30, 2021

	Jun 30, 2021
ASSETS	
Current Assets	
Checking/Savings	36,860.92
Other Current Assets	1,670,433.62
Total Current Assets	1,707,294.54
Fixed Assets	6,149,915.97
Other Assets	
1800 ACCUM DEPR	-1,758,668.43
Total Other Assets	-1,758,668.43
TOTAL ASSETS	**6,098,542.08**
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	883,659.96
Total Liabilities	883,659.96
Equity	
2998 PERM RESTIRCTED NET ASSET	95,757.19
2999 UNRESTRICTED NET ASSETS	5,093,242.15
Net Income	25,882.78
Total Equity	5,214,882.12
TOTAL LIABILITIES & EQUITY	**6,098,542.08**

CASH ON HAND at 7/11/21	
NSB MAIN CHECKING	38,529
NSB CORPS PETTY	1,104
NSB MONEY MARKET	10,209
Stifel 4803 Prestige @ 6/30/21	177,942
Stifel 4728 Horizon @ 6/30/21	405,866
Stifel 7063 Bahl & Gaynor 6/30/21	382,673
Stifel 2223 Cinn Managed @ 6/30/21	270,115

NEWTOWN V . AMBULANCE
Profit & Loss Budget Performance
June 2021

	Jun 2021	Oct 2020 - Jun 2021	YTD Budget	$ Variance	% of Budget Attained	Lst FYTD Oct '19- June '20	Annual Budget	
Income								
3000 FUND DRIVE	0.00	59,061.17	49,692.00	9,369.17	118.85%	55,026.56	55,000.00	
3100 DONATIONS	109.04	2,914.92	1,875.00	1,039.92	155.46%	8,772.70	2,500.00	
3300 GRANTS	0.00	40,000.00	40,000.00	0.00	100.0%	28,481.77	40,000.00	CARES grant
3350 Income EMT Classes	1,750.00	16,785.00	7,750.00	9,035.00	216.58%	15,049.80	15,500.00	
3601 OTHER INCOME	0.00	0.00	0.00	0.00	0.0%	258.76	0.00	
3700 Ambulance Revenue Recovery	75,151.45	773,666.03	585,073.50	188,592.53	132.23%	584,400.92	840,000.00	
Total Income	77,010.49	892,427.12	684,390.50	208,036.62	130.4%	692,349.51	953,000.00	
Expense								
4000 ACCOUNTING/Auditor								
4001 Bookkeeping	494.00	8,279.50	10,550.00	-2,270.50	78.48%	7,305.50	13,500.00	
4000 ACCOUNTING/Auditor	0.00	9,000.00	9,000.00	0.00	100.0%	8,500.00	9,000.00	
Total 4000 ACCOUNTING	494.00	17,279.50	19,550.00	-2,270.50	88.39%	15,805.50	22,500.00	
4100 ADVERTISING	0.00	0.00	2,250.00	-2,250.00	0.0%		3,000.00	
4300 AMBULANCE								
4301 MAINTENANCE & REPAIR	1,954.15	12,079.47	16,501.00	-4,421.53	73.2%	12,256.41	22,000.00	
4303 Equipment Repairs	94.60	908.73	3,753.00	-2,844.27	24.21%	267.35	5,000.00	
4303A Equip Service Contracts	0.00	3,672.74	3,673.00	-0.26	99.99%	3,672.78	3,673.00	
4300 AMBULANCE - Other	0.00	0.00	0.00	0.00	0.0%	-	0.00	
Total 4300 AMBULANCE	2,048.75	16,660.94	23,927.00	-7,266.06	69.63%	16,196.54	30,673.00	
5000 BANK CHARGES	191.00	2,317.08	1,053.00	1,264.08	220.05%	1,182.29	1,400.00	
5500 COMMUNICATIONS	0.00	338.00	2,250.00	-1,912.00	15.02%	305.66	3,000.00	
5700 TRAINING MEMBERS	0.00	536.06	6,741.00	-6,204.94	7.95%	4,312.10	7,700.00	
5750 TRAINING OTHER	0.00	0.00	730.00	-730.00	0.0%	-	1,000.00	
5770 TRAINING COMMUNITY	0.00	18,743.10	11,750.00	6,993.10	159.52%	14,510.74	15,000.00	
5790 UNIFORMS	0.00	2,284.87	3,635.00	-1,350.13	62.86%	2,410.59	5,000.00	

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June 2021

	Jun 2021	Oct 2020 - Jun 2021	YTD Budget	$ Variance	% of Budget Attained	Lst FYTD Oct '19- June '20	Annual Budget
5800 CORPS BENEFIT	3,288.68	22,194.15	31,633.00	-9,438.85	70.16%	29,840.23	39,400.00
6000 HEALTH & WELLNESS	0.00	0.00	3,000.00	-3,000.00	0.0%	-	3,000.00
7000 INSURANCE	0.00	41,856.00	39,750.00	2,106.00	105.3%	41,693.00	53,000.00
7100 LICENSE & REG	0.00	118.00	600.00	-482.00	19.67%	571.40	600.00
7200 MEDICAL SUPPLIES	1,216.88	11,371.85	22,500.00	-11,128.15	50.54%	16,170.94	30,000.00
7300 Office Expense & Supplies							
7301 POSTAGE	55.00	576.35	450.00	126.35	128.08%	(63.82)	550.00
7302 COPIER LEASE	0.00	1,377.00	1,539.00	-162.00	89.47%	1,360.00	2,050.00
7303 OFFICE EQUIPMENT	0.00	0.00	300.00	-300.00	0.0%		300.00
7400 Other Misc office expens	55.87	2,100.44	1,460.00	640.44	143.87%	991.54	2,000.00
7300 Office Expense & Supplies - Other	444.57	2,380.64	810.00	1,570.64	293.91%	774.25	1,000.00
Total 7300 Office Expense & Supplies	555.44	6,434.43	4,559.00	1,875.43	141.14%	3,061.97	5,900.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	0.00	3,035.13	3,050.00	-14.87	99.51%	3,035.13	6,100.00
7503 CLEANING	5,638.10	13,700.10	13,199.00	501.10	103.8%	15,245.75	17,600.00
7505 Maintenence Contracts	278.65	16,542.68	23,770.60	-7,227.92	69.59%	12,096.04	30,125.00
7509 Misc Building Costs& Exp	2,022.43	40,530.61	41,251.00	-720.39	98.25%	10,905.09	55,000.00
7510 GARBAGE	86.00	688.00	827.00	-139.00	83.19%	688.00	1,100.00
7700 UTILITIES	3,501.39	37,510.57	44,519.39	-7,008.82	84.26%	36,824.57	58,800.00
Total 7500 6 WASHINGTON Maint/Costs	11,526.57	112,007.09	126,616.99	-14,609.90	88.46%	78,794.58	168,725.00
7600 TECHNOLOGY	1,232.52	6,603.57	6,660.01	-56.44	99.15%	8,491.12	8,550.00
7610 Landscape Main/Washington	0.00	0.00	2,000.00	-2,000.00	0.0%	200.00	2,000.00
7901 Mortgage 6 Washington Sq							
79011 Extra Principal Mortgage	165,000.00	445,000.00	75,000.01	369,999.99	593.33%	70,000.00	100,000.00
7901 Mortgage 6 Washington Sq - Other	10,224.33	92,018.97	92,250.00	-231.03	99.75%	96,137.00	123,000.00
Total 7901 Mortgage 6 Washington Sq	175,224.33	537,018.97	167,250.01	369,768.96	321.09%	166,137.00	223,000.00

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June 2021

	Jun 2021	Oct 2020 - Jun 2021	YTD Budget	$ Variance	% of Budget Attained	Lst FYTD Oct '19- June '20	Annual Budget
8500 FUND RAISING EXPENSE	0.00	0.00	0.00	0.00	0.0%	-	6,000.00
8601 Danbury Amb/WCHN back up	0.00	0.00	0.00	0.00	0.0%	9,200.00	0.00
8602 Danbury EMS back up	2,600.00	11,100.00	12,753.00	-1,653.00	87.04%	5,650.00	17,000.00
8700 DANBURY PARAMEDIC FEE	30,522.00	136,264.00	136,300.00	-36.00	99.97%	126,798.00	136,300.00
8900 Office Administrator	1,786.00	18,892.50	17,750.00	1,142.50	106.44%	14,221.50	23,000.00
9000 PAYROLL	0.00	7,480.17	22,181.06	-14,700.89	33.72%	21,760.99	28,900.00
9100 REFUND INSURANCE PAYMENT	0.00	753.44	2,250.00	-1,496.56	33.49%	1,028.98	3,000.00
9200 CAG ADMIN FEE	4,479.32	38,149.17	30,753.00	7,396.17	124.05%	27,082.47	41,000.00
Total Expense	235,165.49	1,008,402.89	698,442.07	309,960.82	144.38%	605,425.80	878,648.00
	-158,155.00	-115,975.77	-14,051.57	-101,924.20	825.36%	86,923.91	74,352.00
Other Expense							
9700 Trustee expense							
97011 Covid Response Recognitio	0.00	7,000.00	0.00	7,000.00	100.0%		0.00
9701 Holiday recognition	0.00	16,652.50	6,000.00	10,652.50	277.54%	5,300.00	6,000.00
9702 Stipends	1,500.00	13,500.00	13,500.00	0.00	100.0%	13,500.00	18,000.00
9703 Scholorships	0.00	3,000.00	4,000.00	-1,000.00	75.0%	5,000.00	4,000.00
9704 Legal Expenses	0.00	768.00	7,501.00	-6,733.00	10.24%	7,444.00	10,000.00
9705 Other Trustee Expenses	0.00	1,934.37	3,375.00	-1,440.63	57.32%	3,118.78	4,500.00
9706 CAG/Billing Stipend	10,000.00	10,000.00	0.00	10,000.00	100.0%	-	0.00
Total 9700 Trustee expense	11,500.00	52,854.87	34,376.00	18,478.87	153.76%	34,362.78	42,500.00
Total Other Expense	11,500.00	52,854.87	34,376.00	18,478.87	153.76%	34,362.78	42,500.00
	-169,655.00	**-168,830.64**	**-48,427.57**	**-120,403.07**	**348.63%**		**31,852.00**

NEWTOWN V . AMBULANCE
Profit & Loss Budget Performance
June 2021

	Jun 2021	Oct 2020 - Jun 2021	YTD Budget	$ Variance	% of Budget Attained	Lst FYTD Oct '19- June '20	Annual Budget
3501 INTEREST AND DIVIDENDS	2,978.79	25,052.99					
3600 INVESTMENT GAINS	14,091.61	169,660.43					
Capital Expenditures							
1720 BUILDING IMPROVEMENTS (LRM)							
concrete/paving in front of bays	**28,000**						