

**Newtown Volunteer Ambulance Association, Inc.
Newtown, CT 06470**

**THESE MEETING MINUTES ARE SUBJECT TO APPROVAL BY THE
BOARD OF TRUSTEES**

Meeting Minutes of August 10, 2021

The Board of Trustees of the Newtown Volunteer Ambulance Association held their regular meeting on Tuesday, August 10, 2021.

Present:

Malcolm McLachlan (President), John Kortze (Vice President), Pat Llodra (Secretary), Nancy McLachlan and Chief Liz Cain

Absent:

Dana Demand (Vice President), Harry Waterbury (Treasurer), Patrick Simms and Dr. Robert Solis **Staff Present:** Maureen Crick Owen (NVAA Office Administrator), Susan Miles (incoming NVAA Office Administrator)

Call to Order: The NVAA Board of Trustee's meeting was called to order at 7:30 pm by Mr. McLachlan.

Public Participation: None

Treasurer's Report

Mr. McLachlan provided recent financial highlights in Mr. Waterbury's absence.

Acceptance of Treasurer's Report

A motion was made by Mrs. Llodra to accept the Treasurer's Report and seconded by Mrs. McLachlan. The motion was unanimously approved.

Acceptance of Minutes

There was a motion to accept the minutes of the July 13, 2021 meeting by Mrs. Llodra. It was seconded by Mrs. McLachlan and unanimously approved.

Chief's Report

Chief Cain plans to contact someone at the State to see if Medicare is on board.

She ordered an 80th anniversary banner for the building (roughly 3' x 10') that will be picked up this week. Ms. Llodra suggested speaking with George Benson at the Town as a courtesy prior to putting up the banner. A picnic for the Corps. is in the works. Steve's EMT class is starting next month.

There will be a flu clinic on Wednesday, Oct. 13th at 5:30 - 6:30 pm. No appointment necessary – just show up to get the shot and bring an insurance card. Chief Cain encouraged everyone to get the shot. She mentioned that the incidence of flu was way down last year because of masks and social distancing. Mr. Kortze mentioned that initial findings of some recent medical research indicate that getting the flu shot also has a positive impact toward fighting COVID.

Regarding COVID, most EMTs are vaccinated but not 100% of the Corps. Unvaccinated EMTs must wear masks in the building but they are permitted to go on calls wearing masks. Patients must have masks on prior to transport in the ambulance and entering Danbury Hospital. Mr. McLachlan asked if we are still using the desanitizers - yes. Chief Cain quickly reviewed possible upcoming mandates on mask wearing.

President's Report

The 2021 – 2022 draft budget is available to everyone. If there are questions or problems, contact him prior to the September meeting. The biggest change is that we are boosting income by \$70,000 from CAG (\$80,000 this month). The first 10 months of this fiscal year we have averaged \$87,200 per month so we have a little leeway there. This year there was a total of \$55,000 in expenses for painting and the apron work. Continuing ed is in the budget for the Corps. We expect to pay down the mortgage in full by summer 2022 and show a \$37,000 profit.

The landscaper did a great job and will return in the fall to remove foliage that presently blocks the patio. Mr. McLachlan mentioned to Ross Carley, head of the Town commission, that NVAA would like to plant trees or bushes to block the duplex from sight. As a result, at its September meeting, the Town will vote to expand the NVAA property to include the wall and bank on a yearly basis – a land lease so NVAA can get the proper landscaping done. The Town can reclaim the property if needed in the future. We are trying to get a price for the wall and the bank. Hopefully, the Town can start the work by weed-whacking the bank.

The painting jobs are complete – the windows and yellow bumpers; The amount billed was \$400 less than budgeted. The solar project is moving along. Electricity costs remain the same in the budget. We had a good meeting with Edgerton regarding the HVAC. Their analysis showed that the system may be oversized for this building's square footage/usage. We have a good start but we do not have the as-built plans as input.

Starting October 1, Sharon will replace Mike and work 6-8 hours/week @ \$28/hour with the opportunity to be remote. Susan is the other NVAA employee. Cindy will remain an independent contractor.

Old Business**Collections/accounts receivable update**

Mr. McLachlan reported that NVAA got \$968.07 in collections last month, a good amount. There are \$14,600 in collections since 9/1/20.

Search Committee update – Four candidates were considered for the office administration position. Susan Miles is the new hire at 12 hours/week, 9-noon, Monday - Thursday @ \$25/hour. There is a 6-month probationary period.

New Business:

The proposed budget for 2021 -2022 was distributed and will be discussed in September.

Communications/Announcements:

Susan Cameron is planning the Holiday Party. She has had trouble getting a complete proposal with Newtown Country Club so they are considering Marygold's. Marygold's is probably the choice. 65-70 people can be accommodated and there is no charge for the room. They usually don't like DJs but will make an exception for live music for this event.

A huge thank you to Ms. Maureen Owen who is retiring after many years of service to NVAA as the office administrator. Best wishes in all future endeavors, Maureen! Mr. McLachlan gave her a parting gift envelope on behalf of the Board. Also, welcome to Susan.

Adjournment: A motion to adjourn the meeting was made at 8:04 pm by Mrs. Llodra. It was seconded by Mrs. McLachlan and unanimously passed.

Respectfully submitted,

Pat Llodra, Secretary
Newtown Volunteer Ambulance Association, Inc.

NEWTOWN \ L. AMBULANCE Profit & Loss Budget Performance

	July 2021				% of Budget Attained	Last FYTD thru July 2020	Annual Budget
	July 2021	Oct 2020 - July 2021	YTD Budget	\$ Variance			
Income							
3000 FUND DRIVE	75.00	59,136.17	49,692.00	9,444.17	119.01%	55,025.56	55,000.00
3100 DONATIONS	1,079.04	3,993.96	2,083.00	1,910.96	191.74%	14,505.16	2,500.00
3300 GRANTS	0.00	40,000.00	40,000.00	0.00	100.0%	28,481.77	40,000.00
3350 Income EMT Classes	350.00	17,135.00	7,750.00	9,385.00	221.1%	15,409.80	15,500.00
3601 OTHER INCOME	422.71	422.71	0.00	422.71	100.0%	258.76	0.00
3700 Ambulance Revenue Recovery	99,433.24	873,099.27	672,219.74	200,879.53	129.88%	671,547.16	840,000.00
Total Income	101,359.99	993,787.11	771,744.74	222,042.37	128.77%	785,228.21	953,000.00
Expense							
4000 ACCOUNTING							
4001 Bookkeeping	646.00	8,925.50	11,500.00	-2,574.50	77.61%	7,305.50	13,500.00
4000 Auditor	0.00	9,000.00	9,000.00	0.00	100.0%	8,500.00	9,000.00
Total 4000 ACCOUNTING	646.00	17,925.50	20,500.00	-2,574.50	87.44%	15,805.50	22,500.00
4100 ADVERTISING	0.00	0.00	2,500.00	-2,500.00	0.0%	-	3,000.00
4300 AMBULANCE							
4301 MAINTENANCE & REPAIR	523.23	12,602.70	18,334.00	-5,731.30	68.74%	12,256.41	22,000.00
4303 Equipment Repairs	209.38	1,118.11	4,170.00	-3,051.89	26.81%	322.61	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
Total 4300 AMBULANCE	732.61	17,393.55	26,177.00	-8,783.45	66.45%	16,251.80	30,673.00
5000 BANK CHARGES	213.35	2,530.43	1,170.00	1,360.43	216.28%	1,349.29	1,400.00
5500 COMMUNICATIONS	0.00	338.00	2,500.00	-2,162.00	13.52%	683.16	3,000.00
5700 TRAINING MEMBERS	40.00	576.06	7,134.00	-6,557.94	8.08%	4,356.24	7,700.00
5750 TRAINING OTHER	0.00	0.00	820.00	-820.00	0.0%	-	1,000.00
5770 TRAINING COMMUNITY	0.00	18,743.10	12,950.00	5,793.10	144.73%	14,726.74	15,000.00
5790 UNIFORMS	10.00	2,294.87	4,090.00	-1,795.13	56.11%	2,545.57	5,000.00
5800 CORPS BENEFIT	2,460.25	24,654.40	34,222.00	-9,567.60	72.04%	31,321.40	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

NEWTOWN L. AMBULANCE Profit & Loss Budget Performance

	July 2021	Oct 2020 - July 2021	YTD Budget July 2021	\$ Variance	% of Budget Attained	Last FYTD thru July 2020	Annual Budget
7100 LICENSE & REG	0.00	118.00	600.00	-482.00	19.67%	571.40	600.00
7200 MEDICAL SUPPLIES	987.00	12,358.85	25,000.00	-12,641.15	49.44%	17,547.78	30,000.00
7300 Office Expense & Supplies	266.14	6,700.57	5,050.00	1,650.57	132.69%	3,413.21	5,900.00
7500 6 WASHINGTON Maint/Costs							
7501 CommonCharge Town (semi)	3,035.13	6,070.26	6,100.00	-29.74	99.51%	6,070.26	6,100.00
7503 CLEANING	786.00	14,486.10	14,666.00	-179.90	98.77%	16,245.75	17,600.00
7505 Maintenance Contracts	633.65	17,176.33	26,574.20	-9,397.87	64.64%	14,899.69	30,125.00
7509 Misc Building Costs& Exp	3,114.25	43,644.86	45,834.00	-2,189.14	95.22%	12,133.07	55,000.00
7510 GARBAGE	86.00	774.00	918.00	-144.00	84.31%	744.09	1,100.00
7700 UTILITIES	6,119.44	43,630.01	49,676.95	-6,046.94	87.83%	41,830.14	58,800.00
Total 7500 6 WASHINGTON Maint/Costs	13,774.47	125,781.56	143,769.15	-17,987.59	87.49%	91,952.91	168,725.00
7600 TECHNOLOGY	34.00	6,637.57	7,383.34	-745.77	89.9%	9,059.75	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	20,000.00	465,000.00	83,333.34	381,666.66	558.0%	80,000.00	100,000.00
7901 Mortgage 6 Washington Sq - Other	10,224.33	102,243.30	102,500.00	-256.70	99.75%	106,361.33	123,000.00
Total 7901 Mortgage 6 Washington Sq	30,224.33	567,243.30	185,833.34	381,409.96	305.24%	186,361.33	223,000.00
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	1,920.00	13,020.00	14,170.00	-1,150.00	91.88%	8,800.00	17,000.00
8700 DANBURY PARAMEDIC FEE	0.00	136,264.00	136,300.00	-36.00	99.97%	126,798.00	136,300.00
8900 Office Administrator	1,710.00	20,602.50	19,500.00	1,102.50	105.65%	16,159.50	23,000.00
9000 PAYROLL	0.00	7,480.17	24,423.40	-16,943.23	30.63%	24,048.70	28,900.00
9100 REFUND INSURANCE PAYMENT	0.00	753.44	2,500.00	-1,746.56	30.14%	1,028.98	3,000.00
9200 CAG ADMIN FEE	4,639.53	42,788.70	34,170.00	8,618.70	125.22%	32,439.08	41,000.00
Total Expense	57,657.68	1,066,060.57	755,512.23	310,548.34	141.1%	656,313.34	878,648.00

Profit & Loss Budget Performance

	July 2021	Oct 2020 - July 2021	July 2021	YTD Budget	\$ Variance	% of Budget Attained	Last FYTD thru July 2020	Annual Budget
Other Expense								
9700 Trustee expense								
97011 Covid Response Recognition	0.00	7,000.00	0.00	0.00	7,000.00	100.0%	-	0.00
9701 Holiday recognition	0.00	16,652.50	6,000.00	6,000.00	10,652.50	277.54%	5,300.00	6,000.00
9702 Stipends	1,500.00	15,000.00	15,000.00	15,000.00	0.00	100.0%	15,000.00	18,000.00
9703 Scholarships	0.00	3,000.00	4,000.00	4,000.00	-1,000.00	75.0%	5,000.00	4,000.00
9704 Legal Expenses	192.00	960.00	8,334.00	8,334.00	-7,374.00	11.52%	8,404.00	10,000.00
9705 Other Trustee Expenses	0.00	1,934.37	3,750.00	3,750.00	-1,815.63	51.58%	3,421.73	4,500.00
9706 CAG/Billing Stipend	0.00	10,000.00	0.00	0.00	10,000.00	100.0%	-	0.00
Total 9700 Trustee expense	1,692.00	54,546.87	37,084.00	37,084.00	17,462.87	147.09%	37,125.73	42,500.00
Net Income (-LOSS)	42,010.31	-126,820.33	-20,851.49	-20,851.49	-105,968.84	608.21%	91,789.14	31,852.00

3501 INTEREST AND DIVIDENDS	4,713.97	29,766.96
3600 INVESTMENT GAINS	19,343.35	189,003.78

Capital Expenditures

1720 BUILDING IMPROVEMENTS (LRM)	28,000
concrete/paving in front of bays	

Balance Sheet

As of July 31, 2021

Jul 31, 21

ASSETS

Current Assets

Checking/Savings 79,577.62

Other Current Assets 1,693,784.55

Total Current Assets 1,773,362.17

Fixed Assets 6,149,915.97

Other Assets

1800 ACCUM DEPR -1,758,668.43

Total Other Assets -1,758,668.43

TOTAL ASSETS 6,164,609.71

LIABILITIES & EQUITY

Liabilities 883,659.96

Equity

2998 PERM RESTRICTED NET ASSET 95,757.19

2999 UNRESTRICTED NET ASSETS 5,093,242.15

Net Income 91,950.41

Total Equity 5,280,949.75

TOTAL LIABILITIES & EQUITY 6,164,609.71

Balances at 08/8/2021

NSB Main Checking 523,493

NSB Corps' Checking 835

NSB Money Market 30,210

Investment Accounts @ 7/31/21

Stifel #803 185,425

Stifel#728 410,836

Stifel #063 390,885

Stifel #223 272,802