

Disabilities Network of Eastern CT  
19 Ohio Ave.  
Norwich, CT 06360

Oct 10, 2023  
5:30 PM - 7:00PM  
Virtual meeting via Zoom

## Minutes

### **On screen:**

K. Pellerin, President  
S. Baecker, Vice President  
S, Heddle, Exec Director  
G. DeFrank, acct

Absent: E. Petrik, R. Topper

### **I. Call to Order:**

The meeting was called to order at 5:35 PM by K. Pellerin.

### **II. Public Comment:**

None

### **III. Approval of minutes:**

Due to the lack of a quorum, approval of minutes was postponed until our Nov 14<sup>th</sup> meeting.

### **IV. Proposed 2024 budget (Oct 1, 2023 - Sept 30, 2024)**

Our accountant Greg DeFrank presented the upcoming year's budget. Due to the lack of a quorum, approval of the budget was tabled and will be placed on the agenda for our Nov 14<sup>th</sup> meeting. The budget and Greg's explanatory notes will be included with material that will be sent in prep for that meeting.

Associated with the budget discussion, we also discussed moving forward on investing some of our idle funds into the highest yielding money market funds and/or cds we can find. We want to keep the money liquid so a mix of money market and laddered cds makes the most sense. Greg indicated that he is comfortable earmarking \$200,000-\$250,000 for this purpose and we all agreed. That will still leave us with a "cushion" in the bank of essentially the same amount. Sharon will be reaching out to Emily for some research and guidance on this.

**V. Executive Director Report: Highlights**

- A. During the previous nine months, DNEC served 276 consumers and answered 615 information and referral calls from non-consumers.
- B. Spent the necessary time with Greg to develop next year's budget.
- C. Attended the SILC annual meeting Sept 27 –along with K. Pellerin, Kim Smith and other staff. Kim Smith is DNEC's representative at SILC.
- D. The Comedy Night fundraiser was a success. 84 people attended. Net proceeds: @ \$5,157.
- E. During the previous nine months, DNEC served 276 consumers and answered 615 information and referral calls from non-consumers.
- F. Plans to hire 1 full time and 1 part time staff member with the next couple of months.
- G. Beth Varas will be invited to our Nov meeting to discuss her grant writing process and activity.
- H. The two Appeal letters that were previously reviewed and proved will be mailed in Nov/Dec.

Sharon's complete report was included with material sent in prep for the meeting.

**VIII. President's Report:  
Highlights:**

- A. The need to continue to increase Board membership.
- B. Sharon's evaluation will be completed during October.

**X: New Business:**

**XI Adjournment** – Meeting adjourned at 6:55 PM

S. Baecker - Secretary



Date



Executive Director's Report 10/10/2023

Sharon J Heddle

Fundraiser – 65 tickets sold, 33 tickets were donated by sponsors, 84 people attended

We will have a wrap-up meeting on Thursday morning to see what we could have done better and make notes of that.

<b>10/7/2023</b>	
<b>Ticket Sales</b>	<b>1,980.00</b>
<b>Sponsors</b>	<b>4,650.00</b>
<b>Raffle Money</b>	<b>900.00</b>
<b>Donations</b>	<b>126.00</b>
<b>Expenses</b>	<b>(2,424.80)</b>
<b>PayPal Charges</b>	<b>(74.35)</b>
<b>TOTAL</b>	<b>\$5,156.85</b>

Besides working on the Fundraiser, I was working on our report for the 09/27/2023 SILC Annual Meeting. Unfortunately, they ran out of time to hear the full report at the meeting. I sent it to you in the email for this meeting. Kim Smith, Kathy Pellerin and Erin McBride attended.

I spent a good deal of time on the budget preparation with Greg DeFrank the last few weeks, going back and forth on staffing. The plan is to hire 1 full-time and 1 part-time staff person.