

## Finance Committee Meeting Minutes for May 10, 2021

Attendees: Ray Wager, Kevin Cooman, Glenda Hastings, Jeff Baker, Jeanne Kremers & Vicki Deady

Ray reviewed the Financials.

Vicki updated the committee on the current restrictions at Monroe Golf Club regarding the November 5<sup>th</sup> gala. She will contact MGC this month for any changes. The Gala committee is meeting on Monday, May 17<sup>th</sup> to discuss how to proceed. There has already been a 2022 Gala date scheduled. It is April 30, 2022. Don Alhart and Joe Lomonaco have already committed to the event.

Glenda reported that Jeanne, Vicki and she had all met with a potential candidate for the Business Manager position for an Informational meeting. She reported that we recommended hiring Amy Hiller for a 6 hour/week Business manager position beginning June 1, 2021. Ray Wager will meet with Amy Hiller on Monday, May 17<sup>th</sup> to discuss her hiring.

Glenda reported that Laurie Eisele, Volunteer Coordinator, will not be able to return to work before 6/24. She reported that in July and August we will host two Open Houses, get out to the churches and work on our Facebook/Instagram presence.

Glenda presented brochures on air purifiers that have become standard in doctor's offices, costing \$2,000 apiece. Ray brought up that if we need a new furnace maybe it makes sense to incorporate better purifiers into the new system.

Glenda stated that to re-open, she will not require volunteers to have a vaccination. Glenda will have a COVID disclaimer for all volunteers, residents and staff to sign prior to opening. She reported that Journey Home and Webster Comfort Care Home have re-opened. Serenity House has been open all along. Aurora House would like to re-open in June and Benincasa plans a September re-opening. Glenda recommended that most of the extra caregiver staff could be per diem with the overnight aide and evening paid volunteer on payroll.

Our next meeting will potentially be held on Wednesday, June 30, 2021 at 5 p.m. at Midvale Country Club. I will confirm the date and time. We will conduct a Finance Committee meeting and celebrate the retirement of Business manager, Jeanne Kremers.

Respectfully submitted,

Vicki Deady  
Advent House Director of Development

## Finance Committee Meeting Minutes for April 13, 2021

Attendees: Ray Wager, Kevin Cooman, Glenda Hastings, Jeanne Kremers & Vicki Deady

Jeanne Kremers began the meeting as she wanted to discuss the PPE Loan Forgiveness Application. Jeanne has spent a good deal of time working with the Branch Manager at Canandaigua National Bank to understand the information required by the Federal government. Jeanne stated her concern that when we filled out the application we had 11 employees which included the weekend nurses who are very, very part time) and now with Laurie out of disability, we are down to 5 employees. Jeanne stated that she would like to finish the application before she retires in late June/mid July timeframe. Jeanne requested that Ray investigate and provide a recommendation on how to proceed.

Ray reviewed the Financials.

Glenda reviewed the issues that are currently preventing our reopening. The primary hurdles include Laurie, our Volunteer Coordinator is out on disability and absent until late June, the VNS & Lifetime agencies are not supplying an overnight aide so we will have to hire two aides to cover the overnight shift (one for 5 days a week and the second for the two weekend days) as well as to increase nursing staffing to support and supplement the hands-on care. She anticipates that we will not be able to fully staff with volunteers as we have done in the past.

Vicki supplied a report but it was not discussed as the emphasis was on the PPE Loan forgiveness and re-opening. In summary, the 2020 Annual Appeal fundraiser had a net profit of \$43,036. The 2021 Advent House Dinner Dance has been postponed until Friday, November 5, 2021. We received our 3<sup>rd</sup> donation from the Vehicles for Charity program.

We continue to search for a candidate to replace Jeanne Kremers, our Business Manager. Ray and Kevin will think about candidates. Vicki will speak with Anne Werner, who currently inputs our checks into the Filemaker.

Respectfully submitted,  
Vicki Deady, Advent House Director of Development