

Advent House Finance Committee
December 12, 2018

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

Gary Wilkins was invited back to answer further questions regarding the Selective Insurance offering for the Abuse & Molestation policy that we currently have in place. Selective is now requiring a signed document by Glenda that states Advent House have an Abuse & Molestation policy in place. As of 2019, Selective is also asking that all Advent House volunteers have a National Background check in place as well as repeating the check every 3 years. Gary had researched our concerns from the last meeting and emailed a document about a Selective vendor Intellacore that will provide National Background checks for \$16/person. Glenda stated that she has talked with the other Comfort Care homes and none of them even have as substantial of an Abuse & Molestation policy in place and she expressed concern regarding the changes. Kevin Cooman stated that the corporation is not automatically liable for the actions of an individual. Ray suggested that Glenda fill out the form that we currently have a background check policy (county) and that going forward we will look into the implementation of the National Background check. Vicki asked if the \$16/person was an introductory offer and likely to go up.

Glenda reported on a meeting on Monday that she attended along with Ray Wager with Andrea Truini True at Allied Financial partners. Kevin Cooman had met Andrea at a FPMA event and suggested that she might be a good resource to answer our questions regarding the Sexual Harassment training that must be in place per New York State law. According to NYS law, each paid employee has to take an online interactive course on Sexual Harassment that will cost \$35 per paid employee. The interactive course needs to be done annually. Glenda stated that the part-time nurses should get certified by U of R and that they will need to bring in a copy of their certification. Glenda reported that Laurie Eisele, the Volunteer Coordinator had put together a new Sexual Harassment policy form for the volunteers as well as how to file a Sexual Harassment complaint. Laurie will ensure that all volunteers get the appropriate paperwork. The Harley School kids will get their policy paperwork from their teachers and the rest will be emailed to all volunteers.

Jeanne and Ray brought up the changes that they would like to make to our Morgan Stanley account. Ray recommended that on a quarterly basis (and after Jeanne pays the Sweet Charity sales tax) that she should move monies out of the Sweet Charity account (leaving \$20,000 in the account). Ray stated that he is converting our Morgan Stanley account to a \$100/year account. He has directed Brittany at Morgan Stanley to see the bonds and send the check to Jeanne at Advent House. Jeanne will look at CD rates for these monies (probably in early 2019). We will keep 3 CDs in the account valued at about \$40K-\$50K. The new account still allows us to accept stock donations. Vicki reported that she was working with Carl LeTendre regarding donation of 7 shares of Constellation Brands stock/Matching grant paperwork.

Ray reviewed the financials. All Finance Board members are thrilled with the first-year financial results from Sweet Charity, which has far exceeded our expectations.

Jeff Baker stated that he was concerned about the amount of information that could be obtained by a \$16 national background check and asked Glenda to submit a background check request to Intellacore for him.

Respectfully submitted, Vicki Deady, Advent House Director of Development

Advent House Finance Committee
November 1, 2018

Attendees: Ray Wager, Jeff Baker, Tim Ashman, Jeanne Kremers & Vicki Deady

Gary Wilkins, our insurance agent, attended today's meeting and reported on the 2019 Insurance changes & updates. He reviewed the Selective Insurance recommendations regarding our Abuse & Molestation Liability coverage. For about \$500/year, both Advent House and Sweet Charity has abuse, sexual harassment, and molestation coverage for our employees and volunteers, include lawyers' costs. Selective is recommending that an Abuse & Molestation policy be in place by 10/9/18 with a Training program in place by 10/9/19. Selective has reviewed our policy and our practice at Advent House and is recommending National, State & Local Criminal Background Checks every 3 years. Jeanne reported that we currently pay about \$33 for State & Local background checks for hands-on volunteers. Gary Wilkins reported that the cost of National, State & Local Criminal Background checks is approximately \$80. Gary also stated that the checks would need to be done for all employees, hands-on care volunteers and fundraising volunteers. This would incur a cost of at least \$10,000 every 3 years. Gary also recommended that we separate our Abuse & Molestation Liability coverage from Sweet Charity. He also stated that the policy is currently in place until 9/19. Jeff Baker asked if these policy changes are recommended or required. Gary stated that the changes are recommended but there is a chance that Selective could drop the coverage. Selective sent a letter of recommendation of coverage that needed to be signed by Glenda and filled out within 30 days of the letter's date (October 6, 2018). Gary also stated that there is an Online course for the Sexual Harassment portion of our policy offered free by Selective (SafetySmart). Advent House must register (using our policy#) to receive a login ur & a userid/password.

Ray reviewed the Financials and reported that everything is in good shape. Jeanne reported that line item 1007e was the new CD opened at CNB with funds from Sweet Charity profits.

Jeanne handed out a listing from our Morgan Stanley account with all the capital gains and interest income from the last 2 years. Our beginning balance was \$104,252.89 and the ending balance is \$107,645.28 with an increase of \$3,392.39. Jeanne reported that \$2,168.50 of that increase was actually an infusion of cash from the sale of Constellation Brand stocks in December 2017. Our actual gain is \$1,223.89 over two years. Ray asked Jeanne to provide a detailed list of all our CDs, their rates and their expiration dates to him. Ray will review with Tim Ashman. Ray also asked Jeanne to get all of the Morgan Stanley paperwork for him. Ray is considering keeping about \$10,000 in the Morgan Stanley account so we can accept donated stock and moving the rest of the monies into CDs. Tim recommended a CD ladder approach with expiration dates of 3, 6, and 9 months since the interest rates are going up. Tim also stated that anything over 18 months was too long for an CD expiration date.

Vicki handed out a report with the following information: the 2018 Advent House Golf Tournament was a success with a net profit of \$11,495.15 and thanked committee members Beth Feldman, Gian Paul Piane, Gerry Severynse, Ed Bradford & Glenda. The 2018 Annual Appeal letters go out in mid-November to 1,500 households. The 2019 Advent House Dinner Dance will be held on Saturday, April 6, 2019...the committee begins planning December 3rd! I have registered for the ROC THE DAY (UW-11/27/18).

Respectfully submitted, Vicki Deady

Advent House Director of Development

Advent House Finance Committee
May 24, 2018

Attendees: Ray Wager, Jeff Baker, Trish Dunn, Glenda Hastings, Jeanne Kremers & Vicki Deady

Ray reviewed the Advent House Financials. The committee reviewed the recommended Sweet Charity budget.

Glenda reported that Sweet Charity continues to exceed expectations. We are very close to breaking even (perhaps by the end of our fiscal year on June 30, 2018). Gross sales in just 91 business days was \$68,697.03. Trish asked if we had considered contacting local Real Estate companies in order to conduct an Open House. Trish thought it might be beneficial for both company stagers and new families needing furniture. Vicki will contact Nancy to see if many of those folks already came to the Fairport/Perinton Merchants Association meeting. Glenda reported about the outstanding attendance at the Merchants Association meeting that was held at Sweet Charity in April.

Vicki reported that the Advent House Dinner Dance once again made record profits! Our latest net profit is \$54,159 with a new record-breaking number of guests (254). The Live & Silent Auction came in at \$43K which was greater than our entire Dinner Dance profits from 2008 – 2016. The Live Auction was memorable for all and the generosity was so amazing that it overwhelmed even Don Alhart & Joe Lomonaco. The date for the 2019 event will be Saturday, April 6.

Vicki also reported that the final numbers for the 2017 Annual Appeal were \$38,562. Tithing committee request letters were sent to the area Catholic churches and I will submit a grant request to the Unitarian Church by the end of May. The PCI Compliance for Sweet Charity (& the Dinner Dance) has been completed after a week's effort with no new equipment required. We had the Kick-off Meeting for the 2018 Golf Tournament scheduled for Friday, September 14 at the Victor Hills Golf Course. Invitations will be sent out in mid-June. Lastly, Advent House wishes to recognize the efforts of Trish Dunn, who takes advantage of the Morgan Stanley Volunteer Incentive Program whereby non-profits receive grants based on the number of volunteer hours of an employee.

Ray reported that he had spoke with Brittany at Morgan Stanley regarding CD rates (1.45%) and that they are looking at 9 month rates for the current CDs that come due. Jeanne Kremers will contact CNB regarding their CD rates. Trish recommended that we separate the CDs from the bond funds so we don't pay service fees on the CDs. Trish will follow-up with Brittany.

Ray, Jeff and Glenda discussed the update to the PEM-EMP bylaws. Jeff will contact Kevin Cooman to discuss the progress of the legal work.

Respectfully submitted,
Vicki Deady, Advent House Director of Development

Advent House Finance Committee
March 14, 2018

Attendees: Ray Wager, Jeff Baker, Trish Dunn, Glenda Hastings, Jeanne Kremers & Vicki Deady

George Havens and Judy Burgeson, PEM representatives, presented a request for fund to update the PEM-EMP bylaws as part of the non-profit Revitalization Act (new NYS regulations). McConville Considine Cooman & Morin, a Fairport law firm, has estimated that the legal work for both EMP & PEM will be around \$4.4K. Jeff Baker stated that he has been working on a similar project with another non-profit organization and asked if we had considered a larger law firm who may already have a template for the work needed. Judy stated that MCCM had already done similar work for the Perinton Historical Society. Ray Wager recommended that we use MCCM with the \$863 from the old Fairport Savings Bank account be used towards the MCCM legal bill. Ray also recommended that MCCM complete the bylaw changes first for EMP and then PEM and have the appropriate bills be sent separately to EMP & PEM.

Ray reviewed the financials. Jeanne stated that the \$2069 profit for Sweet Charity does not include the \$8,600 in the pre-paid account but after 44 days in business the Finance Committee was very pleased with how the ReSale Boutique is doing. The Building Maintenance line item was over budget. Jeanne explained that we had a couple of repairs for the furnace as well as the garage door opener. Jeanne wondered about the installation date of the furnace. Vicki/Glenda thought 2009-2010 timeframe (Vicki will doublecheck the date). Jeanne reported that Snowplowing/Salting has been a large expense this year.

Ray recommended that we move another \$50K to the Morgan Stanley account. The committee agreed with a 1 year (or less) CD recommendation from Trish Dunn.

Vicki reported that the 2017 Annual Appeal was record breaking with a net profit of over \$38K. She has received donation checks (and made presentations) from the Fairport Settlers Club (\$1,875) and the St. John of Rochester Knights of Columbus (\$500). We received \$93 from the Alex & Ani fundraiser (will not do in 2018). The United Way Roc the Day proceeds for 2017 were \$1,344. The 2018 Gala planning is well underway. We have 25 tables spoken for and over 215 attendees have signed up. Live Auction items include a donation of a three player round of golf at Oak Hill with Dan Loughran as well as a Progressive Dinner with Limo, a weeks stay at a Stowe, VT log cabin and a Boca Grande condo, a Wine/Limo tour, and a golf foursome at Cobblestone Creek. Vicki reported that Advent House wishes to recognize of Trish Dunn, who takes advantage of the Morgan Stanley Volunteer Incentive Program (VIP) whereby non-profits receive grants (\$1,000) based on the number of hours volunteering by their employees.

Glenda asked the committee for support as she works to understand the supplies budget for Sweet Charity. Vicki recommended that enough time had passed and that they could look at the expenses so far and make a recommendation, especially when it comes to the Publicity budget. Jeff mentioned that the managers could ask "How'd you hear about us?" Ray still thought that the Pennysaver ads should continue through the year.

The next meeting will be held in the May 2018 timeframe and we will discuss the 2018/2019 Budget and Sweet Charity expenses. Vicki will send out an email to find an agreeable date.
Respectfully Submitted, Vicki Deady, Advent House Director of Development