

Cooman, Kevin

From: Cooman, Kevin
Sent: Wednesday, February 5, 2025 1:04 PM
To: Meg Sarnoff; ward.pedde@gmail.com; Sweet Charity Resale Shop
Cc: Nancy Loughran; Amy Hiller; Jim Brekovs (letsgebucs2016@gmail.com)
Subject: Sweet Charity Operations Update
Attachments: SCOC Memo - Positions and Responsibility Allocations and 2nd Q. Financials (Feb 2025).pdf

Good afternoon, Meg and Ward – As part of our effort to evolve Sweet Charity operations to even greater productivity and efficiency in support of the Advent House mission, we are formalizing roles and responsibilities, as reflected on the attached memorandum. The primary recognition in this structure is a formalizing of the positions of Shop Administrator (Nancy) and Business Manager (Amy), and delineating a split of responsibilities between the onsite management roles of Meg and Ward, and the largely offsite roles of Nancy and Amy. Much of what is reflected in the memo may already be in place and understood, but it is best that we institute this as policy.

To the extent that any of the bullet points in the memo need to be adjusted, any such changes can be worked out in a conversation with Jim and Nancy next Monday, Feb 10, sometime between 9 and 2. Please email your availability to Nancy and Jim to coordinate a time.

The Advent House Finance Committee has given its blessing to the acquisition of a replacement truck, if that is determined to be prudent by Jim Brekovsky and Jim Flanagan, who we have invested with the authority to pursue that possible purchase, as mentioned in the memo. Thanks to Meg for the initial overture to Kitty VanBortel, and the two Jims can start there in their investigation process.

Thanks to all for your continuing dedication to the mission of Advent House.

Best,

Kevin C. and Jim B.

Kevin S. Cooman, *Partner*

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