

Perinton Ecumenical Ministries, Inc.
Board of Directors Meeting - December 7, 2015 @ Risen Christ Lutheran

MINUTES

Present: Directors S. Amrine, J. Burgeson, K. Cooman, G. Havens, R. Hill, P. May,
B. Orsini, L. VanDerveer, D. Wideman
Ray Wager, Accountant

Absent: Directors R. Allen, R. Buchanan, B. Swarthout
Executive Director Glenda Hastings

J. Burgeson called the meeting to order at 7:08 pm, and opened in prayer.

P. May moved, seconded by B. Orsini, that the minutes of the September 2015 meeting of the Board be approved. UNANIMOUSLY APPROVED.

P. May noted that the Secretary, or the person who prepared any minutes, should sign them, and indicate that person's capacity as Secretary or secretary *pro tem*

J. Bergeson appointed K. Cooman (the Secretary-elect) as Secretary *pro tem* of the meeting.

REPORTS

R. Wager reviewed the highlights of the written reports to the Board from G. Hastings and V. Deady, copies of which is appended to these minutes. He noted the addition to the Finance Committee of Trish Dunn, and circulated a memo of Finance Committee Member Responsibilities. The membership of the Finance Committee was APPROVED UNANIMOUSLY.

R. Wager reviewed the highlights of the financial report. Cash flow was affected by cash needed for house repairs. The capital reserve was not utilized for the repairs. The mortgage on the building was paid off some time ago. When possible, capital improvements and repairs are covered by special gifts or a budget allocation. The Form 990 for the fiscal year has been filed. The audit report has been reviewed and is on file.

R. Hill commended R. Wager for his work and effort on behalf of Advent House and PEM. R. Hill moved, seconded by L. VanDerveer, the Board's acceptance of the four month financial report. UNANIMOUSLY APPROVED.

The Annual Report for PEM (a joint report with EMP) was distributed, as prepared by J. Bergeson and the Communications Committee. R. Hill moved, seconded by B. Orsini, the Board's approval of the Annual Report. UNANIMOUSLY APPROVED.

G. Havens and P. May noted that the Annual Report should be made available to the member churches.

WEBSITE

Darren Miller was in attendance to give an update on the PEM-EMP website which he created on contract. Some key documents will be available for viewing by the public. Other files will be accessed only by board members with login credentials. The site is designed so that board members can have full administrative edit rights. The website address registrations are \$12 per year, and a hosting fee of \$120 per year.

There is no limit to the number of files that can be uploaded to the site. Individual file size is limited to 20 MB. Board members noted the need for the Communications Committee to streamline file organization on the site and to obtain whatever training is needed for using and updating the site. J. Bergeson stated that a hard copy of minutes should still be retained at Advent House in the files there. Mr. Miller agreed to meet another time for free for orientation and training.

2016 MEETINGS

Quarterly meetings in 2016 are scheduled for March 7 (United Methodist), June 6 (TBD), September 12 (St. John's - tentative) and December 5, 2016 (Risen Christ Lutheran).

OFFICERS FOR 2016

On behalf of the nominating committee, R. Hill recommended the following board members to serve as officers for the coming year:

President	Judy Burgeson
Vice President	Becky Orsini
Secretary	Kevin Cooman

On motion of P. May, seconded by D. Wideman, this slate of officers was UNANIMOUSLY APPROVED.

There being no further business, the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Kevin S. Cooman, Secretary *pro-tem*