

**Perinton Ecumenical Ministries, Inc. [Advent House]
Board of Directors Meeting - June 6, 2016
@ Bethlehem Lutheran Church**

MINUTES

Present: Directors S. Amrine, J. Burgeson, K. Cooman, G. Havens, R. Hill, P. May, B. Orsini, L. VanDerveer, D. Wideman, R. Buchanan, B. Swarthout.
Ray Wager, Accountant and Finance Committee Chair
Glenda Hastings, Executive Director of Advent House
Laurie Eisele, Volunteer Coordinator for Advent House
Katie Eppiloto, guest, Advent House volunteer

Absent: Director R. Allen

J. Burgeson called the meeting to order at 7 p.m, and opened in prayer, and extended a welcome to all present.

P. May moved, seconded by R. Hill, that the minutes of the March 2016 meeting of the Board be approved. MOTION UNANIMOUSLY APPROVED.

REPORTS

Proposed Thrift Shop

G. Hastings, L. Eisele, and K. Eppiloto presented to the Board a plan to set up a "thrift shop" to financially support the Advent House ministry. This year-round shop would supplant the annual garage sale, which has been a short term effort requiring an enormous commitment of time and energy. The shop initiative has been under consideration for many months by staff and the finance committee to discuss its financial and logistical feasibility. A tentative business plan for the shop was distributed, including a preliminary budget. (Appended to these minutes).

Multiple locations for the shop have been explored, with the most attractive being the space vacated by the Possibilities store in the plaza located off the northwest corner of 250 and 31, next to Applebees. Wegmans owns that plaza, and negotiations on the terms of a potential lease are underway. Staffing would be provided by paid part-time supervisors (2 x 15 hours per week), and volunteers. Staff is confident that there is a cadre of potential volunteers, some of whom have been garage sale volunteers, and others who would be attracted to this different venue for service. Laurie Eisele would plan to spend one of her days weekly at the shop. Initial planning calls for the shop to be open Wednesday through Saturday.

The Board and staff discussed various risks of the venture, including start-up costs, first year expenses, and competition from similar second hand or consignment shops. However, the potential for success appears to outweigh the risks of the venture: (1) the price point on donated goods can be set higher at a shop than they can be at a garage sale; (2) careful selection of the

range of goods to be accepted and sold would maximize return on investment; and (3) two special gifts have been received from an estate, and can be used as seed money for this venture.

K. Cooman moved, seconded by P. May, to approve the implementation of the tentative business plan for the Advent House Thrift Shop. MOTION UNANIMOUSLY APPROVED.

Members of the Board commended the staff and volunteers for their vision and initiative in undertaking this new venture in support of the ministry.

Volunteers Update

L. Eisele reported a very successful presentation of the ministry and volunteer opportunities at St. John's of Rochester. Twenty new volunteers participated in an April training session.

Executive Director's Report

G. Hastings had distributed her written report, and amplified it with positive comments about the Gala fundraising event held at Monroe Golf Club.

New Brochure

S. Amrine reported on changes being made for a new brochure, and requested Glenda Hastings' input for any revised text.

Financial Report

R. Wager distributed and presented the financial report and proposed 2016-17 budget. Two large legacy gifts were received. In response to a question, he noted that there will be separate profit and loss statement generated for the operations of the thrift shop once it is underway, while consolidating that information into the PEM 990 tax return.

R. Hill moved, seconded by P. May, to accept the financial report. MOTION UNANIMOUSLY APPROVED.

R. Hill moved, seconded by P. May, to approve the 2016-17 budget. MOTION UNANIMOUSLY APPROVED.

The board was reminded that the September 12, 2016 quarterly meeting will be held at St. John's of Rochester.

There being no further business, the meeting was adjourned at 8:16 p.m.

Respectfully submitted,

s/ Kevin S. Cooman, Secretary

Advent House Proposed Thrift Shop

Tentative Business Plan

Purpose of Business:

To establish a thrift shop using donated goods for resale to benefit the Advent House in lieu of the annual mega sale fundraiser.

Goals and Objectives:

Provide a consistent year around income, equal to the net proceeds from the mega sale, to provide the financial means to assist with meeting the operating budget of the Advent House.

Eliminate the financial dependence on the mega sale to meet the annual operating budget.

Increase community awareness of the mission and needs of the House.

Increase the volunteer opportunities for our community members not comfortable with hands on caregiving who have expressed an interest in becoming involved with the Home.

Financial:

See attachment of proposed budget.

Marketing Strategy:

Request support from PEM churches; Fliers to all 2016 mega sale shoppers; local media ie; Don Alhart, Joe Lomonaco; newspapers, posters around town, etc.

Preliminary

Budget

Budget for Store per month

Yearly

Rent	4046	48552
Water	35	420
Electric	250	3000
Gas	120	1440
Insurance	40	480
Internet/phone	50	600
Payroll	1200	14400
Supplies	150	1800
Profit	1667	20004

(Still in Nafel's) Wegman's Landlord

2 fisher = 30 hours

Month total 7558 90696

