

PEM Board Report – December 2017
Vicki Deady, Advent House Director of Development

1. The 2017 Advent House Golf Tournament, held at Victor Hills Golf Course on Friday, September 15th, was a success with a net profit of \$12,536 (making the 2017 budget). A beautiful sunny day! Thank you to committee members Beth Feldman, Gian Paul Piane, Gerry Severynse, Ed Bradford and Glenda Hastings for their enthusiastic commitment to this fun event.
2. Our 2017 Annual Appeal was sent out in mid-November to over 1,800 households. Responses are already coming in! Annual Appeal mailing preparation and thank you notes will take up quite a bit of time in the November/December timeframe.
3. The 2018 Advent House Dinner Dance will be held on Saturday, April 14, 2018. The committee had its kick-off meeting last month. The group continues to be full of exciting new ideas and we anticipate a lovely event at the Monroe Golf Club location.
4. I registered and publicized for Roc the Day, the United Way Day of Giving, held on Tuesday, November 28th. Final donations numbers will be available in the next few weeks.
5. On Thursday, November 30, I organized and run a small fundraiser at Alex & Ani (where Advent House receives 15% of all purchases between 5 p.m. – 9 p.m.).
6. For Sweet Charity, I researched and purchased a cash register as well as created detailed instructions for “How to Use”. I also created an End of Day Reconciliation Worksheet for the Store Co-managers to use as well as create a Document with Opening & Closing procedures. I researched and purchased a wireless router and computer. Additionally, I researched different credit card processing options and completed the application (as well as setting up the cash register & credit card machine). I completed the Sales Tax Authority (DTF-17) online. I researched and created a Records Retention procedure for our credit card slips. I organized the moving of all the items in the Advent House garage and basement over to Sweet Charity during the week of November 6th (as well as securing the donation of the Fulkerson’s truck on 11/8). I researched a list of supplies for the shop (including wrapping paper rolls/mechanism, jewelry supplies, pricing supplies). I researched bounced check policies, including how much CNB charges/NYS limits on additional fees. And of course, I have spent a good amount of time at Sweet Charity assisting Glenda and Laurie with the start-up.
7. I attended the Settlers Club Card Party in October, speaking to the group during their annual fundraiser. In November, I attended their regular meeting and was presented with a check for \$1,600.
8. I have also been managing the resolution of some software/document issues that we are experiencing with the Advent House computer with Scott Parsons, our computer tech volunteer. I am training a new volunteer to learn how to update our Filemaker database w/Donations, Memorials & Annual Appeal \$.
9. I spoke at a Women’s Circle at the Fairport United Methodist Church about Advent House and our mission.

Respectfully submitted, Vicki Deady