

ADVENT HOUSE PEM BOARD REPORT

JUNE 5, 2023

Advent House: We have welcomed 17 new residents since January 1 2023. It has been a very busy and exciting time. Most notable is the transition and step down of prior executive director Glenda Hastings. Glenda is now primarily staff at the Sweet Charity retail store while new “Co-Directors” Molly Shanto and Brenda Ferraro have assumed all house responsibilities. This is effective July 1. This has been a smooth transition since both have been in place for the past 12 months or so. Resident care has not been impacted and our mission and goals remain the same.

Staff: We are fully staffed with an amazing group consisting of a part-time fundraiser coordinator, volunteer coordinator, and business manager. Having these positions filled allows us to operate current events as well as explore new and exciting fundraising opportunities. New donor computer software has been researched and installed for much better record keeping. Molly and Brenda have assumed the responsibility of working with Amy Hiller to submit the payroll. They have also revised the House’s COVID policy to reflect current CDC guidelines.

House Maintenance: Carpet cleaning, deck re-staining, weeding and garden maintenance, and window washing have been on the spring schedule and are mostly completed. We had a large tree stump removed. In addition, the deck stairs and railing were completely redone by an Eagle Scout, who did a fantastic job!

Finance Committee: Continues to meet on a regular basis doing an incredible job of overseeing our financial status. We are facing many financial challenges and are actively exploring and implementing ways to increase our revenue and decrease our spending. Molly and Brenda have revised our current staffing: one paid Resident Care Position was eliminated and her position will now be covered by volunteers. Personnel policies have been revised and are consistent for all staff. Several *new* fundraising activities are actively being explored.

Sweet Charity: We remain blessedly busy and grateful for the financial stability the shop provides for the House. Extending the hours of operation to include an extra day is another way we hope to increase our revenue. We may also explore the idea of including one day in which the shop stays open a few hours later to capture the people who are just getting out of work. Since Jennifer Barth has reduced her hours from four days a week to two, Ward Pedde was hired to work two days a week. Glenda Hastings will also work four days a week at Sweet Charity now.

Volunteers: Our new volunteer coordinator is doing a great job of bringing in new volunteers. We are updating our computerized system to manage volunteer scheduling but of course the need for filling more open shifts still persists. Any assistance you can provide to promote volunteerism at the Advent House would be greatly appreciated.

Thank you for your continued faithfulness and support of the Advent House.

Peace,

Molly Shanto RN / Brenda Ferraro RN Co-Directors