

## Finance Committee Meeting Report for October 9, 2019

The 2019 Advent House Golf Tournament was a success, with a net profit of \$13,049.03. We had 129 registered golfers. We had one Prize Sponsor, one Cart Sponsor, 6 Birdie Sponsors (best ever!) and 11 Hole Sponsors. Many thanks to a wonderful committee including Beth Feldman, Gian-Paul Piane, Gerry Severynse, Ed Bradford, Kenny Apostolakas and Glenda Hastings. We are so fortunate to have such a dedicated group. Over 125 thank you notes have been written and sent and a follow-up meeting was held.

I have begun work on the 2019 Annual Appeal mailing. I have found a snowflake quote and prepared the draft Annual Appeal letter. We will be sending out approx. 1,500 letters using a snowflake theme. Mailing volunteers are slated for November 5<sup>th</sup> and 6<sup>th</sup> with the actual mailing going out November 12<sup>th</sup>.

I have found a finance volunteer to replace long time volunteer, Harriett Breckenridge, who served as our bank deposit processor as well as providing a "check & balance" in our financial system. Bill Evans, a former Kodak LOB CFO and retired RIT professor, will take on the position. As I explained to him, the work is low on the scale of difficulty but extremely high on the scale of trust. I created and prepared an Instruction Document.

Our kick-off meeting for the 2020 Gala will be held in December and I have begun the process of creating the paperwork for new and returning solicitors. Our date is Saturday, April 18, 2020 and the event will once again be held at the Monroe Golf Club.

I registered for ROC THE DAY which will be held this year on Tuesday, December 3<sup>rd</sup>. ROC THE DAY is an online arm of United Way and allows us to reach out to additional Rochester area donors. I email out E-Blasts to our volunteers and Advent House friends.

I have sent a Grant Application for the Charity Cup grant from the Finger Lakes Gaming Association (due 10/8/19) and have begun work on a grant for the Rotary Club.

I am scheduling the installation of a new sliding glass door in the basement (we have received a grant from the Fairport Rotary towards the replacement door and sadly, we did not receive a Greater Rochester Health Foundation grant to cover the remainder of the cost). I did speak with one of the grant administrators, Hannah Stark, and she did indicate that they found the grant request fundable but had over 60 applications to consider. On a good "House Maintenance" note, I had my general contractor come over to Advent House and he was able to un-clog the gutters and it was determined that we do not have to replace the gutters.

I continue to speak in the community about Advent House. This Friday, I will speak at the P.E.O. Christian Women's group and next month, Glenda & I will speak at the Methodist Church's Grace Class about Sweet Charity and preside over an Antiques Roadshow program.

This summer I completed the Financial & Insurance File Cabinet Organization project, sorting through and re-organizing 4 filing cabinets worth of documents that spanned over 15 years.

Respectfully submitted,  
Vicki Deady, Advent House Director of Development