

Perinton Ecumenical Ministries, Inc.
Board of Directors Quarterly Meeting – Dec. 4, 2017
@ McConville Considine Cooman & Morin, P.C.
100 Packet's Landing, Fairport NY

MINUTES

Present: Directors S. Amrine, R. Buchanan, J. Burgeson, K. Cooman,
G. Havens, R. Hill, P. May, B. Meighan, B. Orsini, B. Smith, D. Wideman
Treasurer Ray Wager
Advent House Executive Director Glenda Hastings

Absent: Directors R. Buchanan, R. Allen, B. Swarthout

President B. Orsini called the meeting to order at 7:30 pm.

The draft minutes of the September 11, 2017 meeting were reviewed. P. May moved, seconded by R. Hill, that the minutes of the September 11, 2017 meeting of the Board be approved. MOTION UNANIMOUSLY APPROVED, R. Hill abstaining.

REPORTS

Communications Committee

B. Orsini reported for the Communications Committee. It is recommended that Darren Miller remain in control of the PEM-EMP website, given his familiarity with it, and his responsiveness, accessibility and reasonable charges for any necessary changes needed over time. Current charges are a \$12 annual domain fee, and \$8 per month hosting fee. This recommendation was UNANIMOUSLY APPROVED.

Advent House Operations and Fundraising

G. Hastings distributed her written report at the meeting for review, and supplemented it orally. V. Deady and L. Eisele had distributed their written reports in advance. The House has had 28 residents in 2017, a significant increase from 17 in 2016.

Sweet Charity, the year-round boutique established in support of Advent House, is up and running, following a grand opening event that was well-attended, with staff, several board members, Advent House volunteers, and community leaders present. K. Cooman spoke, giving a summary of the process of creating the shop, locating a suitable location, obtaining the lease at Whitney Commons, and staffing the operation, and thankfulness to God for enabling this to become a reality. The shop operation is overseen by Advent House staff, who hired two paid managers of the day to day operations, who work 15 hours each per week.

Advent House Finances

The annual audit report for the fiscal year ending June 30, 2017 had been received and reviewed by Treasurer R. Wager, and was made available to the Board. The audit is performed by Sean Hucko at a different CPA firm. The report was acceptable.

The July 1 – October 31, 2017 financial statement for PEM was also distributed and reviewed by R. Wager. PEM has deep financial equity, and is well-equipped to sustain or subsidize the Sweet Charity operation while it becomes self-sustaining and contributing to the mission of Advent House. The net profit or loss of the Sweet Charity operation will be shown as a single line item on the income statement, in much the same way as the net profit from other fund raising efforts like the Gala or Golf Tournament are shown. The costs to operate Sweet Charity will be about \$5000 - \$6000 per month. In the first three days of sales following the opening there were sales of approximately \$5000.

On motion of R. Hill, seconded by J. Bergeson, the annual audit report for fiscal year 2017, and the four month financial report were UNANIMOUSLY APPROVED.

Other matters

The next quarterly meeting of the Board, will be held on Monday, March 5 at 7 pm.

There being no further business, the meeting was adjourned by UNANIMOUS CONSENT at 8:00 pm.

Respectfully submitted,

Kevin S. Cooman, Secretary

(N.B. Reports from the leaders of the Advent House ministries referred to in these minutes are maintained in the folders for each meeting on the PEM-EMP website for review.)