

**Perinton Ecumenical Ministries, Inc.
Board of Directors Meeting – June 5, 2017
@ Fairport United Methodist Church**

MINUTES

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

Absent: Directors B. Orsini, B. Swarthout

President J. Burgeson called the meeting to order at 7:03 p.m, and opened with a reading from a book with Mother Theresa's quotes. She also noted the retirement of the pastor at Perinton Presbyterian Church.

Director L. VanDerveer is retiring from Board service after many years. Bud Meighan was welcomed to the Board as L. VanDerveer's successor as the appointed director from Church of the Assumption.

D. Wideman moved, seconded by R. Buchanan, that the minutes of the March 2017 meeting of the Board be approved. P. May and S. Amrine abstained. MOTION UNANIMOUSLY APPROVED.

REPORTS

Advent House Operations and Fundraising

G. Hastings, V. Deady and L. Eisele had distributed their written reports. The 2017 Gala fundraising dinner/dance at Monroe Golf Club in April was a huge success, and sold out to capacity. Several board members were able to attend and expressed thanks for the organizational work that went into the event, and the stellar participation by friends and supporters of the ministry.

The Annual Golf Tournament to be held on September 15 at Victor Hills Golf Club will be the 25th edition.

Advent House staff reported that a local Physician's Assistant program requires internship hours, which can be fulfilled with work at Advent House. Candidates are being interviewed. Some St. John Fisher College nursing students will also be volunteers at Advent House, as they need such opportunities.

P. May moved, seconded by R. Hill, that the Advent House reports be accepted. MOTION UNANIMOUSLY APPROVED.

Advent House Finances

The financial statement for ten months of the 2016-17 fiscal years through April 30, 2017 from PEM Treasurer R. Wager had been circulated in advance. R. Wager highlighted the key points. The assets are \$100,000 higher than last year, and \$100,000 is now in a higher earning bond fund at Smith Barney. A Smith Barney representative recently came in to speak to the Finance Committee about the corporation's investments. Finances are currently very strong, with a profit of \$105,000 through 10 months. Although some surplus was eroded in 2015, PEM is in a cash favorable position right now. R. Buchanan expressed his concern about PEM having too high a cash balance, and the impact this can have on the willingness of donors to contribute.

Future needs which will require funding include the possible need to add paid staff, because of the increasing challenge of recruiting enough volunteers to cover various shifts. This is a phenomenon of the "aging out" of the volunteer pool at a rate faster than newcomers are enlisted to serve.

R. Wager noted the projections included in the new budget for 2017-18. A projection of the financial impact of the Sweet Charity Boutique for nine months of the fiscal year was also shown. It is expected that some of the PEM surplus will be allocated toward the start-up costs and initial operating deficits of the Boutique. Current planning calls for the Boutique to be open five days each week, with two part-time paid staff members and interested volunteers. It was noted that Craft Bits and Pieces is now very successful, but it took a long time to create exposure and build up a following of customers.

K. Cooman and R. Wager advised that there will be no unrelated business income tax imposed on the Boutique operation, per an exemption in the Internal Revenue Code with respect to the resale by a non-profit of donated goods.

A separate set of accounts will allow separate reporting for Sweet Charity operations, distinct from the regular Advent House income and expenses, so that progress toward profitability and support of the ministry itself can be monitored.

P. May moved, seconded by S. Amrine, that the PEM financial statement be accepted. UNANIMOUSLY ACCEPTED.

R. Hill moved, seconded by D. Wideman, that the proposed PEM budget for 2016-17 be approved. MOTION UNANIMOUSLY APPROVED.

The Sweet Charity Boutique Initiative

K. Cooman. R. Wager and G. Hastings reported on the process of identifying a site for the Boutique and negotiating a lease. An extended review and negotiation related to the North Main street site (east side, north of the railroad tracks, near to Tony's Shoe Repair) was unsuccessful, as

the site would have required extensive and expensive renovations at PEM's cost. As negotiations terminated, another opportunity arose for a site in the new Whitney Town Center on Whitney Road. This space, which is currently unfinished new space, can be customized to the specific needs of the Boutique. Parking out front of the store is ample. Its location is easily accessible from Fairport, Penfield and East Rochester, and is situated directly in front of the new senior housing complex being finished behind the retail building. Access for goods donations will be through a separate side entrance and back hallway, rather than through the Boutique itself.

K. Cooman reported that negotiations with the plaza owners is underway and a lease appears possible, after overcoming the landlord's reluctance and concerns about the quality and character of the store. A substantial landlord-paid allowance for the store fit-out is included within the proposed leasing arrangement. The initial depiction of Sweet Charity as a "thrift shop" has been replaced by the nomenclature of "upscale resale boutique," which better comports with the actual quality of the resale goods we receive for the annual garage sale, which this shop is intended to replace on a year-round basis. Staff and volunteers will work hard to maintain this "upscale" feel to the operation.

A proposed resolution for Board action approving delegated authority to enter into a proposed lease to be negotiated was circulated, a copy of which is appended to these minutes.

After discussion and consideration of the risks and rewards of this operation, the financial demands of the operation, and the favorable cash position of PEM, R. Hill moved and P. May seconded the attached resolution as proposed. RESOLUTION UNANIMOUSLY APPROVED.

K. Cooman will update the Board on progress of the final negotiations.

Other matters

K. Cooman announced that Fairport Community Baptist Church is now operating under the dba "Greystone Church." The church maintains an affiliation with the North American Baptist Conference and a legacy affiliation with the American Baptist Conference.

The next quarterly meeting of the Board will be on Monday, September 11 at 7 pm at St. Johns if available, or at Mountain Rise UCC as a backup location.

There being no further business, P. May moved, seconded by R. Hill, that the meeting be adjourned. MOTION UNANIMOUSLY APPROVED and the meeting was adjourned at 8:10 pm.

Respectfully submitted,

Kevin S. Cooman, Secretary

RESOLUTION FOR PEM BOARD

WHEREAS, the Board of Perinton Ecumenical Ministries, Inc. dba Advent House (the "Corporation") has previously approved the tentative business plan and creation of a thrift shop in support of the Advent House ministry at its meeting on June 6, 2016; and

WHEREAS, a prospective site for the thrift shop has been identified at Whitney Town Center, Whitney Road, Fairport, New York; and

WHEREAS, the staff of the Corporation has prepared, and the Finance Committee has reviewed and approved, the updated business plan for the thrift shop, including the financial implications of a lease commitment; and

WHEREAS, the staff and Finance Committee recommend that the Corporation enter into a lease for space at Whitney Town Center upon such terms as legal counsel and the treasurer/accountant for the Corporation are able to negotiate in collaboration with the Executive Director;

NOW THEREFORE, it is hereby

RESOLVED, that the Executive Director, Glenda Hastings, is authorized on behalf of the Corporation to execute a lease for space at Whitney Town Center, or such other suitable location as may be identified, upon such terms and conditions as may be agreed upon between the landlord and the Corporation, subject to review and approval by legal counsel and the treasurer/accountant for the Corporation.

Dated: June 5, 2017