

**Perinton Ecumenical Ministries, Inc.
Board of Directors Meeting – September 11, 2017
@ Mountain Rise United Church of Christ**

MINUTES

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

Absent: Directors R. Hill, B. Swarthout

President J. Burgeson called the meeting to order at 7:07 p.m., and opened with thoughts about appreciation for volunteers in the work we do.

The draft minutes of the June 5, 2017 meeting were reviewed. P. May noted that she was present, but not so listed. With this amendment made, D. Wideman moved, seconded by R. Buchanan, that the minutes of the June 5, 2017 meeting of the Board be approved. MOTION UNANIMOUSLY APPROVED.

REPORTS

Advent House Operations and Fundraising

G. Hastings and V. Deady had distributed their written reports. G. Hastings also reported for L. Eisele. The continuing difficulty in retaining consistent volunteers was noted. Volunteers who drop often just do not explain or give warning when they no longer come. At the Nazareth College Fair there were 10 people who signed up as Advent House volunteers. A staffing manual is being prepared.

Much time and effort is being invested to get the new Sweet Charity shop in operation by the holiday season. Some volunteers who have been involved in the garage sale will transition into working at Sweet Charity. The lease at Whitney Town Center has been signed. Design meetings for the fit out of the space have taken place. An allowance of approximately \$90,000 from the landlord will be used for the build out costs. The exterior sign for Sweet Charity has been ordered. There is relief that the annual garage sale is being replaced by the shop.

The Annual Golf Tournament will be held on September 15 at Victor Hills Golf Club and will be the 25th edition. There are 137 players, with only one foursome still available.

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

Advent House Finances

The financial statement for the 2016-17 fiscal year as a whole from PEM Treasurer R. Wager was circulated. R. Wager highlighted the key points. The report is not audited, but will be audited by another CPA firm. We continue to have a strong balance sheet, thanks in large part to unanticipated contributions. The strength of the balance was in large measure what enabled us to obtain the Sweet Charity lease at Whitney Town Center, overcoming initial landlord reluctance to rent to a 'start up' business of a non-profit organization.

It is anticipated that in addition to the rent expense for Sweet Charity, there will be two paid managers working part-time.

The spring Gala reached a new high in attendance, and production of net income. R. Wager noted that the financial statement as a cash report does not show depreciation. The finances put PEM in a good position, and was key to getting the Sweet Charity lease.

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

Other matters

The annual report for Advent House was distributed to the Board. This will be sent to all on the e-mailing list, and should include the churches. Cash balances are generally not shown on this report, nor is a complete balance sheet presented.

The Board was reminded that Advent House residents do not pay to stay, nor do we receive insurance payments. The residents do not pay for food, and we provide only basics. Family members typically bring their own food. Medications are typically paid by hospice.

Two weeks were spent closed down to clean up and refresh the premises.

K. Cooman had distributed in advance his notification that he would no longer be serving as the designated representative/director from Greystone Church. His resignation as a director was accepted by the Board. However, he advised the Board of his willingness and desire to continue to serve in the position of Secretary. K. Cooman explained that the by-laws permit the Treasurer and Secretary of PEM to be non-directors, and that R. Wager already is in this status as Treasurer.

P. May moved, seconded by S. Amerine. to approve K. Cooman continuing service as Secretary until the next election of officers. MOTION UNANIMOUSLY APPROVED.

The next quarterly meeting of the Board, and the joint annual meeting of members and the Board will be held on Monday, December 4, 2017 at 7 pm at Risen Christ Lutheran Church. (This location was subsequently changed to the Fairport law office of McConville, Considine, Cooman & Morin, P.C. at 100 Packett's Landing, in the Village.)

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

Respectfully submitted,

Kevin S. Cooman, Secretary

Draft