

Advent House Finance Committee  
February 9, 2022

Attendees: Ray Wager, Kevin Cooman, Glenda Hastings, Amy Hiller, Jeff Baker, Eric Lunger & Vicki Deady

Ray Wager opened the meeting and stated that we would spend time understanding the Financial implications of re-opening with additional staffing. The committee reviewed the October 2021 Meeting Minutes. Ray reviewed the financial statements with the committee. Seven months into our fiscal year, we are fairly even with 2021. The PPE loan has been forgiven and the liability has been removed. Sweet Charity continues to do well. At this point, we are about \$25K to the good.

Vicki reported that the 2021 Annual Appeal looks to record-setting and very successful. The additional checks received for today's deposit totaled \$3,150 bringing this year's net profits to \$44,431.10. The United Way Roc the Day net profits (after UW fees) were \$1,777.25

Vicki reported that planning for the 2022 Advent House Dinner Dance is underway. The invitations were sent on Thursday, February 3rd once the covid numbers for Monroe County began to decline. Silent Auction tables are nearly complete and our Live Auction items are wonderful! We are hopeful for a decent turnout. She reported her gratitude to an incredible committee (Karen Zachman, Mary Jo Coniglio, Pam Gambrell, Becky Nickel, Julie Schwartz, and Glenda Hastings) but especially wanted to thank Becky and Julie for the efforts over the last ten years. They have both been devoted and dedicated volunteers as well as generous financial supporters during that time.

Vicki reported that we have received a Joseph E. Brown grant for \$850 that we will use for Training of New Volunteers and additional expenses that we incur for Covid safety protocols when we re-open. A request to the Masonic Service Bureau for \$1,000.00, along with grant requests to the Fairport Rotary Club and the Tithing committees for several of our local churches have been submitted.

Vicki reported that a good deal of time was spent working with the database volunteer to complete the entry of 2021 donations and then trained Amy on how to change over the databases for the new year. The process is documented for next year. Amy and I worked together on creating the Annual letter that goes out to Donors over \$249 and our DD1st & DD15 donors (Direct Deposit donors) as well as the United Way Thank you letters for January and again that process is documented as we move forward. A Job Manual for the Advent House Development Director is in process as I anticipate my retirement date of Thursday, April 7, 2022.

Glenda reported that we are working on a new Advent House website and that we have interest in serving on Finance Committee from Kevin Cross, a young man who works in the financial field. She also reported that she had received a letter from the NYS Dept of Transportation regarding the Advent House land at the corner of Garnsey and Rte. 250 that they will require to widen the sidewalk and create a Handicap Accessible corner. Advent House recently received a \$10,000 check as reimbursement for the property. Glenda reported that the Sweet Charity lease renewal is due later this year. Rent is also going up to \$5,600 beginning March 2022. Glenda reported that on Monday she hired Brenda Ferraro as the second Co-Associate Director, and that she has hired two resident care-givers. Three paid volunteer care-givers have been hired (Diane Kane for weekday mornings, Janet Moncado for 8 hours on the weekend

and 2 weekday evening shifts and lastly, Stef Bond will work 5 evening shifts). Penny Smallman has been hired for the Weekdays Evening/Overnight On-Call position and Colleen Smith has been hired for the Overnight Aide position for 2 days/week. Glenda reported that she and Molly Shanto, co-Associate Director, have several interviews on Wednesday. The last positions to be filled are for an Overnight Aide for 5 days/week and 2 Weekend On-call nurses.

Glenda reported that work continues to document Advent House's Covid procedures. Visitors must be covid vaccinated and that potential residents must be at least tested before admission. There will be a log for all visitors and volunteers. Laurie is in the process of getting documentation of our volunteers' vaccination cards. There is a lot to accomplish before re-opening.

Amy reviewed the CD options that are coming due in March. Ray instructed her to cash in the CNB (#1007b on the financials) Bequest CD on 3/22/22 and move those monies into CNB account (#1007) to use for payroll expenses. Amy & Glenda will execute this instruction as Amy does not have signage privilege on the CDs.

Glenda thanked Vicki for her service. Ray & Kevin discussed moving the PEM Board meeting due to vacations so that Ray, Kevin and Glenda could all be in attendance.

Respectfully submitted,

Vicki Deady  
Advent House Director of Development