

**SOCIETY of ST. VINCENT de PAUL EXETER  
BOARD MEETING – MARCH 9, 2016**

**MINUTES of the MEETING**

**Board Members Present:** Molly Zirillo (ex officio), Dwight Totten, Helen Clement, Leah Grant, Eileen Flockart and Lorraine E. Stordy

**Opening Prayer:** Helen Clement

**Approval of the Minutes:** The February Minutes were accepted without correction.

**Names of New Candidates:** Rose Marie Almon-Gagne, John Brown, Austin Grant, William Kenny, Pat Theisen, Barbara Wheateraft and Darcy Wright.

A training session will be held on March 30 led by Molly, Helen and Kevin.

**Treasurer’s February Report:**

During February:

- o Donations totaled \$3,042.
- o Client & Operational Expenditures totaled \$13,057.
- o Expenditures exceeded donations by \$10,015.

Organizations contributing this month were Seabreeze Quilting Guild and Amazon Smile Foundation.

YTD expenses were 24% above and revenue 50% above last February’s YTD amounts. Food purchase expense was below last year’s. Rent/mortgage assistance was very active with 8 receiving assistance as compared to none last January - February.

**FUND BALANCES**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>START OF YEAR</u>
Operating Funds:	\$ 69,070	\$ 79,976	\$ 64,032
Reserve Funds:	\$ 38,461	\$ 43,054	\$ 82,064
Mortgage Balance	\$ 217,400	\$ 144,948	\$ 144,948

The weekly cost to operate the CAC is now \$5,100 including mortgage principal payments. Donations through February averaged \$1,952 weekly. Donations until the last week in September are expected to average \$3,450 weekly. The shortfall may reduce the above fund balances by \$63,000 until we benefit from the Annual Appeal and the RiverWoods Gala.

**FEBRUARY ACTIVITY**

During February, St. Vincent de Paul had:

	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>	<u>2015 YTD COMPARISON</u>
Client Households Served	205	466	-4%
New Client Households	27	60	+67%
Food Bags Distributed - Clients	2,251	5,327	+2%
Food Bags Distributed – Agencies	56	180	-24%
Total Food Bags Distributed	2,307	5,507	+1%
Meals Provided	19,225	45,892	+1%
Dental Van Clients	21	40	+82%
Dental Hygiene Clients	4	10	
Dental Client Subsidies	\$ 83	\$ 351	+3%
Food Purchase Expense	\$2,061	\$ 7,353	-15%
Rent/Mortgage Assistance	\$ 855	\$ 3,932	\$0 in 2015
Utility Assistance	\$ 0	\$ 0	\$276 in 2015

January was the 1st month with client household visits greater than last year following 8 months of declines. The increase in household visits was the result of the significant increase in new client households. During February client household visits decreased 10% as compared to the previous February.

Food was donated to the Exeter Senior Center and the Newmarket Community Food Bank. Bags per client were 11.4 as compared to 10.6 in 2015.

**Food Pantry:** We had a large food donation from the car dealerships: Audi, Porsche, Mitsubishi of Stratham who donated 50 cartons of food. A gift card is also expected in the near future Molly will follow up on the gift card. Sorting will continue downstairs so that we can have proper rotation of food. Leah and Claire have discussed the logistics concerning what will be done upstairs and downstairs. They are still working out some parts of the new system. Monthly items will now include butter. Leah will add to the client sheet.

**Christmas and Holiday Closing Dates:** We will be closed Friday Dec. 23 and Monday, Dec. 26. We will also be closed Friday, Dec. 30, 2016 and Monday, Jan. 2, 2017.

**Seniors Only Food Pantry Session:** The staff will be exploring the option of offering a seniors only food pantry session for ages 60+. Initially, the senior pantry sessions would be offered twice a month on Tuesdays from 1-2 pm. It will be designed to provide a slower paced and more social atmosphere by providing coffee and donuts for the clients. Bettina will reach out to Lamprey transportation and Water Street to see if we can generate support and or interest. Bettina and Katelyn will work design a brochure for the program and distribute it to locations where low income seniors gather. The Board of Directors approved the exploration of this program. A start-up date will be announced later. A report of progress will be given at the next Board Meeting by Molly.

**Survey Status:** The Board consensus for the volunteer survey was to have the survey consist of short, simplistic multiple choice questions that that will facilitate speed and efficiency of data

interpretation. The Board vocalized a strong preference for Survey Monkey to be utilized.

Katelyn & Molly will meet with Kevin to finalize the survey on March 14. A request for an emails to be sent to advise the volunteers of the forthcoming survey.

**Oral Hygiene:** We have had 10 patients this year with 4 patients in February. The Families First Dental hygienist did not operate 2 Mondays in February. In order to qualify to become a hygiene patient, they must have been seen at the Families First dental clinic in Portsmouth or at SVdP dental clinic on Fridays. Families First qualifies each potential patient and schedules their appointments for Exeter. The hygiene service on Mondays offers patients cleanings and oral health care education. These appointments can be time consuming due to the fact the patient may not have received a tooth cleaning in years.

Bonnie, the current hygienist on Mondays, will be leaving Families First. Her last day will be 3/28/16. Terri from Families First inquired with Molly about switching dental hygiene to Thursdays. Molly offered Thursdays, Terri will confirm the potential new day of the week ASAP.

**Exeter Special Article Human Service Agencies:** Exeter's Warrant Article 14 listed the agencies that receive financial support from the town of Exeter; SVdP requested \$5,000 in 2016. SVdP may consider increasing the requested amount from Exeter in 2017. Will be discussed again in the future.

**RiverWoods Gala:** The Gala Committee is currently discussing a theme for the Gala. The Gala Committee is seeking major sponsors to support the Gala. SVdP volunteers we asked (via newsletter) if they have any personal relationships with business owners the committee can tap for donations or sponsorships.

**Easter Lily Sale:** The annual sale will take place at St. Michael's Church on Sunday, March 13 after all Masses. A request for volunteers was made available on SignUpGenius.com.

**Stuff the Bus:** Exeter Rotary's "Stuff the Bus" major food drive will take place on Saturday March 19 from 9:00am until 2:00pm at Exeter Hannaford, Stratham Market Basket, and Stratham Shaw's. Volunteers and drivers are needed, please sign up at SignUpGenius.com.

**Proposal to Change the SVdP Board Meeting Date:** There was a discussion about changing the Board's meeting date from the second Wednesday evening to another day. It was decided that we will revisit the idea after The RiverWoods Gala on 10/15/16.

**12 months vs Calendar Year:** Our policy remains to adhere to our 12 month rule. Clients who have qualified for financial assistance through our advocacy process cannot be considered for additional financial assistance again until a minimum of 12 months later.

**Grant Applications:** Bettina has requested \$5,000 from the Bishop's Charitable Assistance Fund for our Summer Family Food Program. She is seeking \$5,000 from SVdP National's Systemic Change Grant. The project we have written the grant application for is "Eat Right Tonight". This program will offer our food pantry clients' samples of a nutritional entrée made with available food pantry ingredients. The clients would have the opportunity to take the items required to prepare this entrée home in addition to a recipe card.

Bettina is currently writing a grant application for the Horne Family Foundation. In April, Bettina plans to write a grant application for the New Hampshire Charitable Foundation for a \$5,000 grant to be used for personal care items.

**Public Relations In-Progress Status:** Katelyn has designed an ad intended for Rockingham Radar to publicly declare thanks to all the donors, businesses and organizations that assisted with our expansion. Katelyn will be providing submissions to Eileen Flockhart to be used for the St. Michael's Church Bulletin.

Katelyn has vastly improved our social media campaign via Face Book, Exeter Patch and newsletters. Bettina plans to write an article to submit to The Carriage Town News. A proper PR will be submitted to Seacoast Media Group upon completion of the extension. Katelyn will be contacting the Exeter Chamber of Commerce to explore a ribbon cutting ceremony for the new extension.

**Other Major Project Updates:** The break area is a work in progress. All new cabinetry was installed for the breakroom and a new vanity was installed in the new bathroom. The countertop in the breakroom was installed. Finish work needs to be done as well as painting. The breakroom was designed to support cooking demonstrations for clients.

**Systems and Computer Support:** The checklist of monthly items on the client's sheet does not always coincide with the computer list. Leah will be addressing this with Herb. Leah will add butter as a monthly item.

**List of Local Meetings and Events:**

Blood Pressure Clinic: March 16 and March 18 from 1:00 to 2:00.

Nackey Loeb Social Media will be attended by Katelyn; this is a one day training event.

Serve with Liberty: Liberty Mutual employees will serve as volunteers to help with landscaping here at the Center on May 12.

Governor's Conference on Volunteerism will be attended by Molly, Cleo and Katelyn on May 24.

Substance Misuse in the Home and Environment will be held at Wentworth-Douglas Hospital on March 31 from 9:00 to 4:30. This is a training program for Case Managers and Home Visitors.

**Closing Prayer:** Helen Clement at 8:30 P.M.