

SOCIETY OF ST. VINCENT de PAUL EXETER
BOARD MEETING – February 10, 2016
MINUTES of the MEETING

Board Members Present: Cleo Castonguay, Dwight Totten,
Helen Clement, Leah Grant, Kevin Joyce
Eileen Flockhart, Lorraine E. Stordy

Opening Prayer: Kevin Joyce

Minutes of Preceding Meeting: The minutes were read in our new conference room
and were accepted.

New Candidates: Barbara Cleland, Andrea Sweet, Julia Holup, Patrick Hook:
Cleo will be away in March, so if extra training is needed, a meeting
will take place when he returns.

Treasurer's Report: Reviewed January Budget Report.

TREASURER'S REPORT FOR JANUARY 2016

DONATIONS AND DISBURSEMENTS

During January:

- Donations totaled \$13,218.
- Client & Operational Expenditures totaled \$21,145.
- Expenditures exceeded donations by \$7,927.

Organizations contributing this month were SMP Immaculate Conception, SMP Assist-a-Need, Exxon/Mobil Foundation, Stratham Community Church, First Unitarian Universalist Society of Exeter, Give With Liberty (Mutual) and Truist (Seabrook Station)

YTD expenses were 17% above and revenue 128% above last January's YTD amounts. Food purchase expense was below last year's. Rent/mortgage assistance was very active with **6** receiving assistance compared to **none** last January.

FUND BALANCES

	<u>This Month</u>	<u>Last Month</u>	<u>Start of Year</u>
Operating Funds:	\$ 79,976	\$ 64,032	\$ 64,032
Reserve Funds:	\$ 43,054	\$ 82,064	\$ 82,064

The weekly cost to operate the CAC is now \$5,100 including mortgage principal payments. Donations until the last week of 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.

JANUARY ACTIVITY

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 clients.

Food was donated to the Exeter Senior Center and the N.H. Food Bank. Bags per client were 11.8 as compared to 10.6 in 2015.

During January, St. Vincent de Paul had:

	<u>This Month</u>	<u>Year to Date</u>	<u>2015 YTD Comparison</u>
Client Households Served	261	261	+ 2%
New Client Households	33	33	+50%
Food Bags Distributed – Clients	3,076	3,076	+10%
Food Bags Distributed – Agencies	124	124	+29%
Total Food Bags Distributed	3,200	3,200	+ 11%
Meals Provided	26,667	26,667	+11%
Dental Van Clients	19	19	+12%
Dental Hygiene Clients	6	6	
Dental Client Subsidies	\$ 267	\$ 267	-22%
Food Purchase Expense	\$5,292	\$5, 292	-28%
Rent/Mortgage Assistance	\$3,077	\$3, 077	\$ 0 in 2015
Utility Assistance	\$ 0	\$ 0	\$276 in 2015

New Business:

- A new brochure will be coming out regarding an increase in the dental hygiene program.
- Exeter Police Chief and staff visited February 2, for an orientation here. They listened and will work with us with the homeless.
- We are exploring more grants. We approved the Treasurers Budget for 2016. However, we will be conservative about future spending.
- Food pantry concern: USDA list of items coming in is hard to read because it's a faint carbon copy. Claire and Charlie are doing a great job downstairs. Our new back-up freezer, supplied by Hanniford's, is great. We also have another refrigerator from a restaurant that closed. Mr. Bernier cleaned the inside and Claire cleaned the shelves and trays.
- Construction Update:

Construction was delayed because of hunting and the holiday season. The permit from the town and will be starting Phase Two, the restroom, sink, etc. in the near future.

We had estimated the addition would be under \$200,000 including heating and air-conditioning. Some examples of donations: We budgeted \$5,000 for fiber insulation, but received spray insulation at no extra cost. Our tiles real cost was \$1.35 per; we actually paid \$.58 per tile. We saved \$1,500 on our lighting cost. We paid for 40 tons of asphalt, but the labor and equipment for seven men was donated. Overall, we saved \$17,495. We will look into putting in an additional bathroom since we have more staff with their clients, dental clients, and food pantry clients using the one facility that we now have. Note: Since the Board Meeting, we received an additional \$11,505 in donations for a total of \$29,000.

The desk near the bathroom will be replaced with a storage cabinet.

Exeter Hospital has donated desks, chairs, and wall hangings to outfit the new offices. They will also provide a conference table with a desk and computer for the Conference Room. Their staff was here to unload all the equipment. Unfortunately, the conference table was too short, so RiverWoods will be providing us with a longer table.

The new addition hallway has fire-rated hallway with fire-rated doors which necessitate all the door closures. They are required to be closed at all times.

Satellite offices: CAP, NHES, VITA, will be utilizing the additional office spaces. Advocacy office will be reserved for new client intakes and advocacy meetings. This will provide more privacy for the clients.

- Our new ABLE participant, Suzanna Lavallee started February 2, 2016, as administrative assistant with extensive administrative experience.
- Bettina is moving into a new office and focusing her time on Grant Writing. She will be available for clients who need assistance searching for work, do new intakes, and arrange advocacies.
- February 12: Exeter Job Fair: Cleo, Molly and Katelyn will have a table.
- February 13: Molly will be presenting at the Girl Scout Thinking Day, on behalf of St. Vincent de Paul.
- February 15: Staff Meeting
- February 15: Key Club Presentation at EAHS; poverty simulation
- February 17: RiverWoods meeting at 3:00 P.M.: joint programs: pool mural, Independence Festival, July 16; American Festival with RiverWoods' three tents.
- February 17: "Let's talk about poverty" Portsmouth 6:00 P.M.
- February 23: New Hampshire Job Core, Manchester site visit
- April 19: Northeast Region Planning/business meeting in Albany/Troy, N.Y.
- Human Resources for the town of Exeter will have a conference meeting at a later date.
- Grant Writing: a full grant proposal was sent out to the Agnes M. Lindsay Foundation, on February 2, requesting \$5,000 for furniture, telephones, shelving, and computers, for the new offices. On January 19, a grant request was sent to the Peoples' United Community Foundation for milk, eggs, and butter, a request for \$16,500 to fund us for one year.
- Molly will determine if the Center we will be closed due to inclement weather. If the determination is made to close the Center, the posting will be on WMUR and on the Center's voice mail. The Food Pantry will remain closed if SAU 16 cancels school due to inclement weather.
- There was a discussion regarding the SF86 Federal Guidelines for work which affects our clients. No one can be hired for government work who has received benefits or had a financial problem like bankruptcy.
- Kevin Joyce presented information from the SVDP Sub-Committee on Volunteer Recruitment, Training, and Retention. The group did not get a response about driver scheduling. A proposal for a suggestion box was thought to be a good idea. A Survey of Volunteers will be prepared. Eileen will submit an announcement for the church bulletin regarding a Job Coach. Kevin agreed to be the contact person. Bettina has offered to help as a trainer. An idea relating to home visits will continue to be worked through. It was agreed that staff should maintain our current policy for the time clients are admitted into the center. It was suggested that volunteers and staff recommend to our clients, if they come to the Food Pantry later in the session rather than at the start when it is more apt to be crowded. This might afford them an easier experience.
- There was a suggestion that SVDP offer a breakfast or brunch for all the volunteers that could take place in May or June on a Saturday or Sunday.
- The Board voted unanimously to approve the Phase Two Project.