

SOCIETY OF ST. VINCENT de PAUL EXETER
BOARD MEETING – July 13, 2016
MINUTES of the MEETING

Board Members Present: Molly Zirillo (ex officio), Dwight Totten,
Helen Clement, Kevin Joyce, Rick Mahoney, Leah Grant,
Eileen Flockhart, Sally Coleman, Lorraine Stordy

Opening Prayer: Kevin Joyce

Minutes of the Preceding Meeting: Accepted without discussion.

New Candidates: No new Members

Treasurer's Report for June

DONATIONS AND DISBURSEMENTS

During June:

- o Donations totaled \$20,187.
- o Client, Operational & Mortgage Expenditures totaled \$16,411.
- o Donations exceeded expenditures by \$3,776.

Organizations contributing this month were Girls in Action, NH Gives Day, The Provident Bank E-Vote, People's United Charitable Foundation, Town of Newfields, Horne Family Foundation, Christ Church, Exeter Rotary Dental Grant, Exeter Rotary Stuff the Bus, Granite United Way and George Wentworth Trust.

YTD expenses were 20% above and revenue 11% below last June's YTD amounts. The revenue decline is due to the very generous grant received last year from Subaru. Otherwise Individual, Business and Memorial donations are up. Rent/Mortgage Assistance, Auto Payments, Emergency Housing, Dental/Medical and Other Client Aid expenses were all significantly above last year's amounts. Food purchase expense is about even. Auto Payments and Utility Assistance are below last year's levels.

FUND BALANCES

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>START OF YEAR</u>
Operating Expense Funds:	\$ 15,739	\$ 13,789	\$ 66,142
Grant Project Funds:	\$ 30,280	\$ 29,821	\$ 38,290
Reserve Funds:	\$ 42,007	\$ 41,940	\$ 41,675
Mortgage Balance	\$ 236,767	\$ 237,490	\$ 144,948

The weekly cost to operate the CAC is now \$5,100 including mortgage principal payments. Donations through June averaged \$2,812 weekly. Donations until the last week in September are expected to average \$3,450 weekly assuming we obtain some much needed grants. This shortfall has reduced cash flow by \$58,147 and will continue until we benefit from the Annual Appeal and the RiverWoods Gala. To be conservative, we are paying interest and principal on our mortgage, but not contributing an additional per month to reduce the principal.

JUNE ACTIVITY

During June, St. Vincent de Paul had:

	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>	<u>2015 YTD COMPARISON</u>
Client Households Served	270	1,417	-4%
New Client Households	42	166	+32%
Food Bags Distributed - Clients	2,948	15,891	-4%
Food Bags Distributed – Agencies	144	720	-47%
Total Food Bags Distributed	3,092	16,611	-7%
Meals Provided	26,797	143,962	-7%
Dental Van Clients	33	147	+43%
Dental Hygiene Clients	7	36	
Dental Client Subsidies	\$ 346	\$ 2,981	+81%
Food Purchase Expense	\$4,732	\$27,539	+3%
Rent/Mortgage Assistance	\$ 500	\$ 6,402	+392%
Utility Assistance	\$ 294	\$ 681	-58%

The food pantry saw an increase in activity with the implementation of the dedicated senior day.

Food was donated to the Exeter Senior Center, Crossroads and the Newmarket Community Food Bank. Bags per client were 11.2 as compared to 10.6 in 2015.

Plans were reviewed on how to satisfy the dental grant and Salvation Army vouchers before they expire.

Food Pantry Report:

Team Leaders need to look at the meat inventory and give more than the usual if we are well stocked. Please check the meat in the back freezer that is also available for use.

Summer Family Food Program is underway. We have encouraged Team Leaders to look closely at the client food pantry sheets to determine what monthly items are to be distributed.

Gala Report:

Thirty-five hundred “Save the Date” cards were sent out this week. Board members that want to invite someone should give their information to Katelyn. Gala live and silent donation items are still needed. For the live auction, experiential donations would be most preferential. Next Gala Committee meeting is 7/20/16.

We have a current list of Gala Sponsors:

Partner Sponsors - \$2,500: Donohue, Tucker & Ciandella, People’s United Bank, ConvenientMD, and Clifton Larson Allen

Neighbor Sponsors - \$500: Optima Bank, Portsmouth Pediatric Dentistry, Cote’s Auto Body, Exeter River Electrical Contractors

Gala Supporters - \$250: Proulx Oil & Propane, Denron Plumbing and HVAC, Malthouse Construction Co., Las Olas Taqueria, Waddell & Reed, Inc., and Dunkin Donuts of Exeter

Grant Report:

Bettina is looking for grants to support general operation expenses. She is applying for a Delta Dental grant due in September – we are requesting \$5,000 because our current dental expenses are \$13,200 annually.

New Business:

Front Door:

We discussed quotes to fix the front door; however, it now seems to be functional – it may be that the floor was uneven due to seasonal humidity. We had a quotes of \$1,175 from Portland Glass and \$880 from Creative Repairs. Dwight made a motion to authorize \$800 to be used for the front door if it's determined it needs to be fixed if needed.

Trash:

We discussed the trash issue, it is smelly in the containment room with the heat. The board approved purchasing two trash barrels with wheels.

Vista 2016-2017:

Katelyn's year of VISTA service is scheduled to end in November 2016. She does have the option to extend her term on a month to month basis or commit to an additional year.

Katelyn spends an estimated 20% of her time with RiverWoods for the Gala. This will increase as we draw closer to the Gala date 10/15/16. Katelyn been producing the SVdP Exeter newsletters, public relations and marketing efforts. Katelyn has done an extraordinary job.

The board was in support to secure another VISTA person. Molly will do some preliminary work related to the VISTA host site application.

Fuel Assistance:

Joanne from CAP will return to SVdP Center starting on August 4. She will be here every Thursday, thereafter. Initially she will accept applications for 60 years old +, households with children under five years and disabled persons.

Gas Vouchers:

Leah will use the Christ Church donation of \$500.00 to purchase prepaid gas cards. Gas cards are intended for clients for verified doctors' appointments or job interviews only, no exceptions. Leah distributes the gas cards to qualified clients.

Dwight suggested that "For Gas Only" be written on the card. The amount of money on the card was briefly discussed; Leah will buy cards in the amount of \$25 each.

Dental Equipment Purchases/SVdP National Dental Grant:

The board authorized \$9,738 to be used on dental equipment to remain on the SVdP dental RV. The equipment includes; surgical hand piece, large sterilizer, capsule mixer, apical forceps. Families First will purchase the listed equipment because they have a negotiated discounted rate.

Molly will issue Salvation Army vouchers for client dental services to pay Families First.

Office Furniture Purchases/Agnes Lindsay Grant:

We have \$760 left in the Agnes Lindsay grant. The grant was written in support of shelving and office furniture. The current used chairs in the Conference Room are damaging the floor. Dwight looked at chairs on sale at Staples. The board approved the purchase of nine conference room chairs and one chair to replace at the Administrative Assistant desk. The discarded chairs will be donated to Wonderland Thrift.

CTAC: Computer Technology Assistance:

The board approved a proposal for computer system monitoring from CTAC. A \$100 monthly fee would allow our system to be monitored from their office.

CTAC will be here 7/19/16 in order to perform the upgrade to Windows 10.

Annual Blessing Service 9/21/16 & Annual Member Meeting 10/19/16:

The board approved a suggestion made by the Volunteer Sub-Committee to hold our annual SVdP Blessing Service be separate from our Annual Business Meeting. The Blessing will be September 21, 2016 at 7pm. Our annual Blessing Service has been confirmed by St. Michael’s and Fr. Marc. We have reserved Drouin Hall for after the blessing for a social hour.

Our annual Member meeting will be held on October 21, 2016, location to be determined. The election for SVdP officers will be on October 19, 2016.

Vapotherm Service Day:

August 9, 2016 10 employees of this firm will come to the center for a day of service. Vapotherm is an Exeter based company, this is their first day of service with SVdP.

Board Membership Terms:

Herb Salls and Sally Coleman’s terms as SVdP board members will expire effective at the end of the September board meeting. We will be looking to fill two vacant board positions. It was agreed that each board member will come prepared to August’s meeting with some names of potential board member candidates. New board members will be elected at the September 14, 2016 board meeting.

<u>Member Name</u>	<u>Year Joined BOD</u>	<u>Term</u>	<u>Min. Service</u>	<u>Max Service</u>	<u>Notes</u>
Sally Coleman	2008	1 year	2013	2016	1Yr+3
Kevin Joyce	2011	2 year	2014	2017	2Yr+3
Herb Salls	2008	1 year	2013	2016	1Yr+3
Eileen Flockhart	2012	3 year	2015	2018	3Yr +3
Rachael MacDonnell	2014	3 year	2017	2020	3Yr+3
Rick Mahoney	?	2 year	2014	2017	2Yr+3
Leah Grant	2012	3year	2015	2018	3Yr+3

Board of Directors Committee – Term Undefined

Cleo Gastonguay	2006
Dwight Totten	2006
Helen Clement	2006
Lorraine Stordy	2015

Robert Etkin - Three Years:

Rob has completed three years with SVdP Exeter in an administrative assistant position through National ABLE. He continues to use his exceptional personal qualities to be welcoming to our clients, and he also relates very well with their children. Congratulations to Rob.

Old Business:

American Independence Day 7/16/16:

SVdP will have three tents: Tent 1: kids craft, tricorner hats will be made as a craft, tent 2: dental now and then, we will have historical dental tools on hand, tent 3 will be with RiverWoods and focus on the Gala and 50/50 Raffle. Volunteers are needed before to set-up the tents, during to greet our neighbors, and after to take down the tents. Molly emailed all SVdP volunteers a sign-up via Sign Up Genius.

Client Reports:

We are seeing a significant increase in current clients becoming homeless. All homeless shelters in NH are at capacity so people are sleeping in their cars, if they have them. We have at least three homeless households with children that are living in their cars.

Closing Prayer: Kevin Joyce