

## Society of St. Vincent DePaul Exeter

### Minutes November Board Meeting – 12/9/2020

Board Members Present (by Zoom): Rick Mahoney Chair/President, Dwight Totten Treasurer, Eileen Flockhart Vice President, Patty Lovejoy Secretary, Ron Suduiko, Kevin Joyce (ex officio), Danelle Pierce, Leah Grant and Molly Zirillo (ex-officio)

Kevin Joyce gave a prayer in the spirit of Sister Rosalie from the Sisters of Charity.

Minutes of the 11/11/2020 minutes were approved – **Motion by Dwight Totten, seconded by Eileen Flockhart**

Rick Mahoney updated the board on the issues regarding Hampton SVdP from the November meeting. Rick communicated to them our recommendation to contact NH Charitable Foundation.

Dwight Totten gave the Treasurer's Report (attached to minutes).

- He reviewed the Grant Report. The Eventide Grant of \$25K has been approved. Emergency Food & Shelter Program – received approval for \$10K which is larger than past years. This year we received several grants that we had not applied for. Overall, we applied for 12 grants and were successful in 10 of them.
- Reviewed the Restricted Grant Status Report as of 12/8/20
- In November cash donations exceeded expenditures by \$20,468
- Holiday Appeal is off to a good start. The Center received an anonymous donation of \$50K and received a stock gift with a value of approximately \$10K.
- Cropwalk had a good year with the total reaching \$38,402. SVdP share will be approximately \$4,800.
- Dwight presented the recommendations of the Finance Committee:
  - Continue the annual reserves approved in 2019 (\$26,620 Operating Reserves, \$2,650 Building & Facility Retention, \$14,550 Capital Equipment Retention)
  - Add \$80K to Endowment Fund

- Increase additional principal payment on monthly mortgage by \$500
- **Motion by Danelle Pierce to accept recommendation of Finance Committee – seconded by Leah Grant and unanimously approved.**

Molly Zirillo presented the Executive Director's Report

- Client numbers at food pantry sessions is increasing.
- Presented the Bell & Flynn quote for repaving the parking lot including excavating current pavement. Quote is \$21,510 – Mr. John Bell will personally donate \$1k to the project cost. **Rick Mahoney moved to approve the contract, Leah Grant seconded and unanimously approved.** It was noted that we need to obtain permits and will need to contract to have the lot striped.
- Hannah Beth (VISTA volunteer) last day is December 15<sup>th</sup>. The VISTA position availability has been posted on the VISTA website.
- Hannah Beth has worked on many of our grant applications over the last year and is available to help with grant applications remotely. The Board gave Molly, Dwight & Rick authority to work out an arrangement with Hannah Beth.
- Volunteer issues – Several volunteers have needed to cancel due to possible COVID 19 exposure. Molly, Christine and Hannah Beth have needed to take part during pantry hours. Molly presented that there is a great need for a part-time Volunteer Coordinator. The Board discussed the need for a Volunteer Coordinator. **Motion to approve a Volunteer Coordinator position for 15 hours per week, hourly rate not to exceed \$18/hr. – Motion by Eileen Flockhart and seconded by Patty Lovejoy and unanimously approved.**
- Concerns had been brought up over the last month that if one of our employees needed to be out because of COVID19 that they should be paid for missed hours. **Ron Suduiko moved and Danelle Pierce seconded that if an employee needed to be out due to Covid issues they should be paid for missed hours, motion was unanimously approved.**
- NH Center for Non-Profits webinar on fund raising was held on 12/9/20. Molly and Ron attended. They were pleased to report that many of the recommendations are items we are already doing, and they came away with ideas for other actions we could take.

Danelle Pierce brought up concerns whether the Center should be open on MLK. The Center has been opened in past years on MLK Day. The general discussion was that the work of our Center fits with the goals and values of MLK and that we should continue to be open on MLK Day.

Eileen Flockhart led a discussion of the first chapter of the Fratelli Tutti. The Board will continue to review a chapter each month.

Kevin offered a closing prayer and the meeting adjourned.

Respectfully submitted

Patty Lovejoy  
Secretary

Treasurer's Report Attached:

## **TREASURER'S REPORT FOR NOVEMBER 2020**

### **DONATIONS AND DISBURSEMENTS**

During November:

- o Cash Donations totaled \$46,729.
- o Client, Operational & Mortgage Cash Expenditures totaled \$26,260.
- o Cash Donations exceeded expenditures by \$20,468.

The Annual Holiday Appeal which began on November 27 is off to an excellent start.

Organizations contributing this month included COGNIA, First Baptist Church, Amazon Smile, Girls in Action, United Way of Rhode Island, Hannaford Brothers, Northern New England Hockey Assoc, Audi Stratham, Daniel Provost Landscaping, Dodge's Farm & Garden, The Community Oven, Bob Hagen Plastering and Exeter Area New Car Dealers Assoc.

### **FUND BALANCES**

	<u>THIS MONTH</u>	<u>LAST MONTH</u>	<u>START OF YEAR</u>
Operating Expense Funds:	\$ 254,177	\$ 204,678	\$ 245,670
Money Market Funds	\$ 482,102	\$ 481,500	\$ 0
Grant Project Funds:	\$ 39,343	\$ 68,037	\$ 29,291
Reserve Funds:	\$ 151,415	\$ 150,800	\$ 148,070
Endowment Fund	\$ 20,455	\$ 20,377	\$ 20,032
Mortgage Balance	\$ 170,354	\$ 174,282	\$ 191,482

### **NOVEMBER ACTIVITY**

During November, St. Vincent de Paul had:

	<u>THIS MONTH</u>	<u>YEAR TO DATE</u>	<u>2019 YTD COMPARISON</u>
Client Households Served	287	2,049	-18%
New Client Households	49	206	-14%
Food Bags Distributed - Clients	3,960	29,333	+8%
Food Bags Distributed – Agencies	88	2,840	-29%
Total Food Bags Distributed	4,048	32,173	+3%
Meals Provided	35,082	278,830	+3%
Dental Van Clients	0	5	-95%
Dental Hygiene Clients	0	0	
Dental Client Subsidies	\$1,381	\$ 530	-53%
Food Purchase Expense	\$5,861	\$27,292	-4%
Rent/Mortgage Assistance	\$ 250	\$ 4,110	-15%

During November, 34 (15%) of households served were homebound seniors. Households served in November decreased 1% as compared to November 2019. The dental van has not served any dental patients since January.

Food was donated to New Generation Food Pantry, Hampton SVdP Food Pantry, Seabrook Food Pantry and Newmarket Food Pantry. Bags per client were 14.3 as compared to 10.8 in 2019.

[illegible]

Grant Application Status Report September 2020						
Date Submitted	Grantor	Purpose of Grant	Requested Amount	Status	Date Notified	Granted Amount
On-Going	Salvation Army	Vouchers for Purchases Food & Dental	\$1,500	Received	Jan-20	\$1,500.00
On-Going	Exeter Area GFWC	NHFB Purchases		Received	Jan-20	\$2,279.00
January 2020	Bishop's Charitable Fund	Summer Food Program	\$5,000	Received	Mar-20	\$5,000.00
	Rice Bowl	Food	\$1,000	Not Approved	Apr-20	\$0.00
March 2020	People's United Bank - Dairy Program	Changed to General Operating Support	\$8,000	Received	May-20	\$4,000.00
2019	Town of Exeter Human Services	Assistance For Exeter Residents	\$7,000	Received	Mar-20	\$7,000.00
	United Way of Mass Bay & Merrimack Valley	COVID - 19 Direct Assistance		Received	Mar-20	\$10,000.00
	NH Charitable Foundation	COVID - 19 Direct Assistance Unrestricted		Received	Apr-20	\$5,000.00
	Liberty Mutual Insurance Charitable Fund	COVID - 19 Direct Assistance Unrestricted		Received	Apr-20	\$1,000.00
	Maul/Fountain Family Charitable Fund	\$2500 Organic Food, \$2500 General Use		Received	Apr-20	\$5,000.00
April 2020	Cambridge Bank & Trust	Summer Food Program	\$5,000	Received	Jun-20	\$1,000.00
April 2020	Connections for Health	COVID-19 Food Purchases	\$10,000	Received	May-20	\$10,000.00
April 2020	Housing Action NH	Homeless Assistance	\$9,000	Received	May-20	\$9,000.00
June 2020	TD Bank	Dairy Program	\$5,000	Not Approved		\$0.00
June 2020	Nourishing Neighbors Summer Meals Grant Hunger Free America (Albertsons/Shaws)	Summer Food Program	\$5,000	Received	Aug-20	\$5,000.00
June 2020	EFSP Phase 37 & CARES Phase 37	Food & Utilities	\$10,000	Approved	Nov-20	
	Fullwood Foundation	Food		Received	Jul-20	\$9,000.00
July 2020	Seacoast Food Providers Network	Food	\$5,000	Received	Aug-20	\$1,000.00
	Anonymous	General Purpose		Received	Jul-20	\$4,000.00
	Adie Family Foundaton	General Purpose		Received	Jul-20	\$500.00
	United Way of Mass Bay & Merrimack Valley	COVID - 19 Direct Assistance		Received	Jul-20	\$5,000.00
	Adams Stock Grant	Rent Relief(1 Year); General Purpose Year 2+		Received	Aug-20	\$10,577.63
	NHFB Produce Grant (Expires Nov 30, 2020)	Farm & Food Stand Meat, Dairy & Produce		Received	Aug-20	\$1,000.00
October 2020	Eventide		\$25,000	Approved	Nov-20	
October 2020	Salvation Army	Food		Received	Oct-20	\$4,000.00
November 2020	NHFB Produce Grant (Expires Dec 30, 2020)	Farm & Food Stand Meat, Dairy & Produce		Received	Nov-20	\$500.00
Totals			\$96,500			\$101,356.63

### End of Year Reserves & Mortgage Reduction Strategy - Updated Dec. 8

P&L	Thru 11/19/20	(2019) End of Year estimate	Est. Balance of Estate	New Dec 4 Donation	End of Year Total
Income	\$730,678	\$147,813	\$30,000	\$50,000	\$958,491
Expenses	\$265,932	\$27,596			\$293,528
Net	\$464,746	\$120,217	\$30,000	\$50,000	\$664,963
<b>Balance Sheet</b>					
Operating	\$223,038				
Money Market	\$481,806				
Grants	\$41,036				
Reserves	\$151,113				
Gift Cards	\$5,310				
Endowment	\$20,417				
Total	\$922,720	\$120,217	\$30,000	\$50,000	\$1,122,937
<b>Additional Reserves - see Recap</b>					
Operating Reserves (1 Month)	\$26,620				
Facilities & Building	\$2,650				
Capital Equipment	\$14,550				
Total	\$43,820				-\$43,820
<b>Additional Endowment</b>					
Add to endowment	\$80,000				-\$80,000
<b>End of Year Balance Sheet</b>					\$999,117
<b>Service Credit Union Interest Rates</b>					
Mortgage	3.75%				
Money Market \$25,000	0.60%				
Money Market \$100,000	0.75%				
CD 3-24 Months	0.55%				
CD 36 Months	0.80%				
Business Checking Rate	0.40%				
<b>Recommendation</b>					
Add Additional Month to Operating Reserve					
Add Annual Amount To Other Reserves					
Add to Endowment Fund					
Above Will Be Placed in Money Market					
Continue paying additional \$1,250 plus \$500 monthly to reduce mortgage principal					