

PEM Board Report – September 2020
Vicki Deady, Advent House Director of Development

Our final numbers for the 2020 Advent House Dinner Dance & Auction are coming in at \$12,392. We are so incredibly grateful for the amazing support of this “non”-event. The 2021 Advent House Dinner Dance & Auction date is scheduled for Saturday, April 17, 2021 at Monroe Golf Club.

During the shutdown, I have continued to work on several projects...I am delighted to report that the Financial records Re-organization Project is finally complete! We have one filing cabinet devoted to Sweet Charity financials and happily, due to the installation of the new Cloud based Cash register system will no longer have to find room to store old cash register tape.

The 2020 Advent House Golf Tournament planning is underway and has been busier than ever due to the fact that we have had to re-think every procedure in place and make allowances for covid. For example, we are allowing our golfers to pre-order their Raffle tickets and mulligans (pre-packaged to give to them at registration time). We currently have 120 golfers which was our pre-determined maximum number of golfers. I have spent a good deal of time contacting the golfers after the fact to determine which golfers would require a single cart and which golfers would be willing to share (just one example!). We have had to secure additional volunteers to hand out beverages and snacks. And I was able to secure a Locust Hill 4some for a raffle prize...new in 2020!

The tournament will be held on this Friday, September 18, 2020 at Victor Hills Golf Course at noon. Thank you to Kevin Cooman for securing the Cart Sponsorship from McConville Considine Cooman & Morin and thank you to Joe Rixner who is also playing in the tournament.

I have assisted Nancy Loughran in the purchase and setup of Cloud based, contact-less cash register system that will be instrumental to our Sweet Charity Covid Start-up Liability Plan, and will give us the benefit of reduced cashier/customer interaction, integrated sales between the register and credit card machine, cloud based and automatically generated reporting that is currently done by hand (monthly) in an excel spreadsheet and the possibility of inventory control which would allow us to do online sales with curbside pickup in the future. I have also worked with our Business Manager, Jeanne Kremers, to help her understand the new reports and how to obtain the data that she needs for Income Tax reporting, and Quick Book entries.

With the Advent House closed to volunteers, I have had to input all the 2020 Donations, Memorials, Annual Appeal and fundraising donations into our Filemaker data base system (usually done by a volunteer).

I applied for the Joseph E. Brown grant through the Rochester Area Community Foundation and we have used the monies received towards additional covid expenses.

I continue to work at Sweet Charity all day on Wednesdays as well as filling in for staff vacations and staff disabilities on various Thursdays, Fridays and Saturdays...a very busy summer!

Respectfully submitted,

Vicki Deady
Advent House Director of Development