

PEM Board Report – November 2019  
Vicki Deady, Advent House Director of Development

The 2019 Advent House Golf Tournament was a success, with a net profit of \$13,049.03. We had 129 registered golfers. We had one Prize Sponsor, one Cart Sponsor, 6 Birdie Sponsors (best ever!) and 11 Hole Sponsors. Many thanks to a wonderful committee including Beth Feldman, Gian-Paul Plane, Gerry Severynse, Ed Bradford, Kenny Apostolakas and Glenda Hastings. We are so fortunate to have such a dedicated group. Over 125 thank you notes have been written and sent and a follow-up meeting was held.

The 2019 Annual Appeal mailing was sent on Friday, November 22nd. I found a snowflake quote from Elisabeth Kubler-Ross and prepared the draft Annual Appeal letter. Our dear residents are each unique and our incredible volunteers just roll with it! Just under 1,500 letters were sent. Many thanks to our lovely mailing volunteers!

I organized 4-6 volunteers to unpack nearly 50 bins and boxes in the Advent House garage and basement that were filled with Christmas items. We unpacked, priced and re-packed. I then scheduled 4 volunteers and the Sweet Charity truck to move all the priced items to Sweet Charity on Saturday, November 9<sup>th</sup>, working with a small group through the weekend to prepare for Christmas at the shop. We continue to be so grateful for the Sweet Charity truck since we were able to accomplish the move in just one trip!

I have found a finance volunteer to replace long time volunteer, Harriett Breckenridge, who served as our bank deposit processor as well as providing a “check & balance” in our financial system. Bill Evans, a former Kodak financial executive and retired RIT professor, will take on the position. As I explained to him, the work is low on the scale of difficulty but extremely high on the scale of trust. I created and prepared an Instruction Document for his use.

Our kick-off meeting for the 2020 Gala will be held in December and I have begun the process of creating the paperwork for new and returning solicitors. Our date is Saturday, April 18, 2020 and the event will once again be held at the Monroe Golf Club. Please consider attending, donating a gift card or placing an ad in our program.

I registered for ROC THE DAY which will be held this year on Tuesday, December 3<sup>rd</sup>. That’s tomorrow! ROC THE DAY is an online arm of United Way and allows us to reach out to additional Rochester area donors. I email out E-Blasts to our volunteers and Advent House friends. I also contacted Nancy Loughran and she will send out email blasts to our Sweet Charity volunteers as well as a Facebook shout-out that will reach many of our Sweet Charity retail customers.

I have sent a Grant Application for the Charity Cup grant from the Finger Lakes Gaming Association (we were not chosen) and have begun work on a grant for the Rotary Club.

I scheduled the installation of a new sliding glass door in the basement (we have received a grant from the Fairport Rotary towards the replacement door. Thanks to volunteer Mike Mathews who stained the wood on the inside. On a good “House Maintenance” note, I had my general contractor come over to Advent House and he was able to un-clog the gutters and it was determined that we do not have to replace the gutters.

I continue to speak in the community about Advent House. In October, I spoke at the P.E.O. Christian Women's group and in November, I spoke at the Methodist Church's Grace Class about Sweet Charity and preside over an Antiques Roadshow program.

This summer and fall, I completed the Financial & Insurance File Cabinet Organization project, sorting through and re-organizing 5 filing cabinets worth of documents that spanned over 15 years.

Respectfully submitted,  
Vicki Deady, Advent House Director of Development