

Generic Ministry Board Meeting – May 31, 2015

Meeting Minutes and Action Items

Quorum:

We need to clarify at next meeting the quorum requirements based on organizational members (20% of members) vs. board members (75% of Board).

TOPIC: Board Membership:

The minutes of the 2014 Annual Meeting noted the following people being elected to the Board:

- Don Leathe (President)
- Scott Muldoon (Vice President)
- Kristin Neff (Treasurer)
- Rick Vincent (Clerk)
- John Mark Thomas (ex officio)
- Joe Hansjon
- Leah Logan

Terms were not specified in the minutes, but the by-laws note that the **President** serves for **one year** (or until a replacement is found) and **others serve three** year terms. So we need to clear up how long folks have been serving by the next meeting.

Additionally, we decided that we should expand our board by a few people to provide for a better turnout. Judi Hansjon volunteered to join the board, which we all agreed to (this needs voting at a legal meeting once we decide what that actually is)

TOPIC: Financial Review:

Our current financial status is precarious in that we have not had sufficient current year revenue to cover year to date expenses; our revenue to date is \$1455.00 and our expenses to date are \$2465.40. Only by including the beginning year opening surplus of \$2217.66 do we fully cover year to date expenses.

We discussed the need to increase fundraising through organizational, individual and intuitional sources from where we received funds last year.

TOPIC: July 4TH Needham Parade:

We agreed to participate in the July 4th parade with Judi serving as the driver and Carolyn volunteering to ride along. Don agreed to get van-posters made. See related action items below.

TOPIC: Blanket's arrival and storage on June 8th (Scott):

Scott is going to send email to van volunteer list to, perhaps, find 2-3 more people willing to unload and store the blanket boxes.

TOPIC: Follow-up to Initial Session with Kristin C:

We agree we need to nail down the next meeting. See actions below

TOPIC: Year to date review, briefly:

The organization of the garage has dramatically improved. This winter, which we had record snowfall and major storms, we typically served 20-25 people on Tuesday nights and 10-12 people on Wednesday nights. This spring, to date, we are seeing 50-60 people on Tuesday nights at the Common and Wednesday nights we are typically serving 30 folks.

Currently, we are very short of nearly all categories of clothing, especially for men. Our clothing supplies are in need of replenishment.

OPEN TOPICS: Volunteer recruitment, staffing levels:

We discussed the difficulty lately of ensuring both a driver and a rider on both Tuesdays and Wednesdays every week and agreed that we were not going to run the van with only a driver during the months of June and July. See related actions below.

ACTIONS:

1. (Judi) To contact Norwood church to ask their outreach person, to put out call for volunteers for this summer. (Note: Judi did this and he is sending out email)
2. (Don) Call Leah to determine if she is aware that she is a board member and why she didn't make the meeting. Also, if she wants to remain board member or not.
3. (Scott) Will call Joe on the same questions as Leah. Scott will let Don know what he learns.
4. (Don) To ask Alan, Kristin and Mick if they would like to be added to the Board
5. (All) At next, board meeting need to determine quorum requirements for meetings.
6. (All) At next board meeting we formally vote Judi as a Board Member.
7. (Don) Discuss with Rev. Catie possibility of Generic Ministry getting on Needham Interfaith Council's meeting to review our program and volunteer and funding needs. (Note: Don did this and will be contacting the current president of the group to get on their schedule.)
8. (Scott as co-chair of Social Action) Alert Rev. Katie of need to get Generic Ministry on the First Parish donations plate schedule for the fall.
9. (Kristen N) Check with Kristin C to see if she has talked yet with Norwood Congregational Church regarding their funding of Van maintenance this year and if Kristin hasn't talked with them yet, she will get the contact info and do it herself and call Norwood.
10. (Kristin N) Will talk with Kristin C about coordinating a fund-raising planning meeting as well as to nail down the date for our next development planning meeting with her.
11. (Don) Will work with Kinko's to get large-print signs/posters printed for each side of the van
12. (Don) Will contact the parade float organizer, to determine if we can distribute our organization's flyers during the parade
13. (Don) Will complete the July 4th Parade's float application. By June 12th. (note: done)
14. (Don) Send Scott the list of emails for all Van Volunteers

- 15. (Scott) To send message to First Parish Blog and Bellman re: our need for volunteers.
- 16. (Don) To send note to all van volunteers that during June/July we will no longer send van out with only one person in it (driver) and to encourage sign ups so that we get both driver and rider and will drop one of the two nights, typically Tuesday, if we don't get full sign ups during months of June and July.
- 17. (Don) Post these minutes, once finalized to the Generic Ministry website (via Denise) and Facebook page

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