



East Shore UU
November 13, 2022 minutes

Board of Trustees

Kristine Burkwood	x	Jerry Huelsenbeck	x
David Michel	x	Maggie Calkins	x
Nancy Tozer	x	Kaaren Biggin	x
Bree Byrd	x	Lynne Killgore	x
		Mary Mason	x

Attending

Halcyon Domanski	x	Marten Schreiber	x
Patrick McGovern		Sue Borstein	x

Meeting called to order by Kristine at 5:02pm. Lynne read centering by Marge Piercy. Check in. Board Covenant read by Kristine.

Minutes of October 16, 2022. **Kristine moved and Bree seconded to approve the minutes from September 11, 2022. Motion passed with 1 abstention.**

Reports:

- A. Chair – report attached. Christine Artino has agreed to be leader of the Silent Witness project. Halcyon’s contract was signed.
- B. COM – no report. Will join meeting at 6:30
- C. Membership- no report.
- D. Faith Development – report attached. SOJI wants to know if we would support Trans Remembrance day – a way to remember trans people who. Not a financial commitment. **Maggie moved and Mary seconded ESUUC supporting SOGI for Trans Remembrance Day, November 20th. Passed unanimously.** Will be in the newsletter.
- E. Treasurer: report attached. David has reorganized the financial report, so it looks more like a balance sheet. Cash/reserves are separate from the restricted funds. Rev Joe has completed his contract. Dave

found the St Pauly's contract. Forbes house will get \$317 from loose offerings. They sent out statements to members- mostly as a test, and it worked. There are a few issues that need to be addressed such as how to take out people who have passed. Received the bill for repair on parking lot.

- F. Financial Secretary – report attached. Income is up/expenses down over budget. Don't have a super tight protocol for distribution of funds from Building fund. Will present a new plan. Maggie will go back and see if there is a dollar limit for which Board needs to approve. Congregational approve is needed if an expenditure is over \$17,139, per Ruth Troup.
- G. Buildings and Grounds 1) Parking lot flooded behind the building on Friday. Marten came out and cleaned drains. Will get the laser and check every drain against the original prints. Spoke with Dan Bond about the 4th catch basin. 2) Will review the snow plow contract for what days are being plowed. 3) checked leak behind stove – no sign of water after Friday's rain. 4) St Pauly's shed, it is a mess in there. Some of what is in there doesn't belong (paintings, wreaths, stroller – not clothing). Will try to clean it out on Wednesday. Mary M offered to clear out the shed and take things to Goodwill or a free donation site Bree knows about. Key to the shed is in the key box in the office. Lynne asked if we're getting enough money to make this worth it. We have budgeted \$600/year income. We also can't have the sign out by the street (zoning violation). Will track how often it needs to be cleaned out. Ask St Pauly's if we can add a sign about where to take non-clothes items. Bree and Lynne will find locations that take household items. 5) gutters and downspouts on HND taken care of. Some landscaping done as well. 6) Playground mulch. Have a quote for adding mulch up to markings on equipment. Landscape timbers on south side are only 5' out from the equipment – they should be relocated further out- planned for next year. Quote of \$1175 to raise level of mulch, and top dress and remove weeds and debris. Finance recommends this come out of the capital fund. Should this be done now or in spring? Marten thinks it should be spent now, reduces our liability. **Nancy moved we approve expenditure of \$1175 to add mulch up to code level, Lynne seconded. Motion passed.** Marten will get quote for annual maintenance contract for next year's budget.

Reviewed Action Items List from October 2022 meeting

Person Responsible	Action/To Do	
Marten & Marvin	Collect list of chemicals used around building to give to Bree's Mom to do MDSO search for them. Marvin to help.	I
David & Laura Soloman	Donation button on the website (paypal or other)	I
Halcyon and Kristine	Make decision on how to rerecord the answering machine message.	I
Board	Take self photo (horizontal format) and send to Halcyon for Board frame with plain background.	I
Lynne	Ask Dan to continue conversation with potential buyer, consider various options, with no commitments. Rickie found bill of sale when we purchased HND, which includes location of pins. No record of a survey being done. Will try to find pins with Marten and Dan after leaves are down.	C
Patrick	Work on creating attendance report, including attendance in RE	I

Lynne	Contact local law enforcement re: any deaths in Lake county for silent witnesses. Will contact Dorothy about process for getting this information.	C
Kristine and Mary	Work on contract/memo of understanding for/with Aiyana, which includes her basic schedule and what she needs training on.	I
Lynne, David, Mary Marten	Re-writing building rental contract	I
Marten	Reach out to landscape company for new quote for full depth mulch.	C
Marten	Talk with Dan Bond about partially collapsed drain pipe.	C
Halcyon	Add to Beacon a request people to send Marten any evidence of mice activity (picture and location). Also add request for people with church key to tell Lynne the number on the key	C
Lynne	Work on Keys list update	I
David	Look for contract for St Pauly's Textiles.	C
Marten	Track down snow plow contracts with Barb	C
David	Review current plaques and get price to updates. And work with Aiyana to get #'s of people at each level for needed years.	I
Kristine	Work with Rene about process to follow for continuing discussions with Rev Will.	C
NEW ITEMS		
Maggie	Reach out to Barb O, Mary B and Judy if they want to be in charge of Kluth fund mary says yes	
Lynne	Reach out to Barb Ropog and ask whether she has any preferences for who should be trustee	
Sue	Talk with Dee and Pam about whether they want to stay as trustees through end of fiscal year.	
Nancy	Track funds from Dick Jackson memorial fund.	
Halcyon	Send out email re: silent witness removal next week and bread communion.	

STATUS: C = Complete, I = Incomplete

New Business

- 1) Trustees on restricted accounts: A) Memorial Garden: Scott Wise, Nora Nemece and Pam Leininger, and traditionally minister (Lynne will serve until we have a minister) B) Kluth Fund (music): ask Barb Opie and Judy Willour and Mary Bender, since they are in charge of the music, if they will be trustees. C)

Ropog:women's issues No known trustees. Ask Barb Ropog. D) Fahr: Pam Leininger, Dee Beacham, Sue Borstein. Fund should be rotating trustees, but this was stopped during pandemic. Have not yet received any grant applications for the 25th year. Luncheon made over \$300, and there have been some additional donations. Kluth and Ropog original documents don't have any mention of required trustees. There was also a Dick Jackson fund, not sure where the money was assigned to in Powerchurch.

- 2) Future of Bookstore: Sue went through inventory of entire bookstore and reviewed with Laura Solomon. Did a "clearance sale" last spring. Some extra books went to Kirtland Library for their book sale. Bookstore is open at least once a month, but has no sales. RE Council thinks bookstore isn't serving any meaningful purpose. Considered doing a book fair through UUA. Have a sale on its own isn't likely to produce much income. They think the space is better used for LGBTQ issues/social justice issues. So doing a free will offering for any remaining stock. Will consider taking the doors off the space to make it more accessible.
- 3) 2022-2023 Ministry: discussed in executive session.

Old Business

- 1) Snow Plow Contract- see above
- 2) Giving Level Plaque Discussion See action plan
- 3) Silent Witness Project – Time to take figures down. Plan for next Sunday, ask the older youth to be involved in this.
- 4) Easement for HND/Sale of portion of land: discussed in action items.
- 5) Church Mutual: Review of mulch level for playground: discussed in Buildings and Grounds

Executive Session entered at 6:30

Left executive session at 8:20

Lynne moved and Bree seconded the following motion:

Kristine will draft a letter to the congregation stating our intention for a special meeting of the membership to consider calling Rev Will as our settled minister with meetings/gathering between now and Dec 17. We will to call a special membership meeting for a vote on Dec 17th at 12:30pm, which will be offered in-person and via zoom, with the proviso that if the board feels there has not be sufficient participation to engage with Rev. Will, an alternative date for a membership vote would be January 8th at 12:00.

Passed unanimously! Requested the letter be sent via mail and email.

December Dates for Welcome/Gratitude –

4 – Mary Mason

11 – Kaaren Biggen

18 – pageant -- Bree

24th 6:00 candlelight service Bree

25 – gift exchange

Jan 1st: game day

Centering/closing for December 11 at 2:30. Bree will do centering and closing

Lynne read closing words.

Lynne moved and **Maggie** seconded to adjourn Board Meeting. Meeting adjourned at 8:26

Next Meeting: December 11, 2022, 2:30 pm

Submitted by Maggie Calkins

Love, Revere, Discover, Connect

EAST SHORE UNITARIAN UNIVERSALIST CHURCH
Board of Trustees Meeting Agenda
Sunday November 13, 2022—5:00 pm via Zoom

Centering: Lynne

Check In – Thankful/Gratitude

Reading of the Board Covenant

Agenda Updates

Review of Secretary's Report: Minutes from October 16, 2022 Board Meetings

Reports:

A. Chair

B. Minister

C. Committee on Ministry

D. Membership

E. Director of Faith Development

F. Treasurer

G. Finance committee

H. Buildings and Grounds

Unfinished Business/ Review Action Plan

New Business:

- Ministry 2022-23; COM and Rev Renee to join at 6:30 for discussion
-
-
-

Old Business:

- Snow Plow Contract Review
- Giving Level Plaque Discussion
- Silent Witness Project
- Easement Request for HND - Sale of portion of land – Lynne/Dan
- Church Mutual – Review of mulch level for playground

December Dates for Welcome/Gratitude –

4

11

18

24 – Candlelight Service

25

Add action items from today's meeting

Releasing: Lynne – volunteer for January (8 or 15) meeting for Centering/Releasing?

Motion to adjourn

East Shore Unitarian Universalist Church

November 12, 2022

Board Chair Report

Jared Hammond has scheduled a Sunday service with Rev Will on November 13th. Rev. Will joined us last weekend to meet people informally at the Fahr Fund Soup Lunch and with two members of the COM. They will meet with more members of the COM after to his Service tomorrow and the COM will update the Board tomorrow night.

Halcyon's contract was signed. I have not yet followed up on a Memo of Understanding for Aiyana, but will do that this month with Ruth.

Christine Artina has graciously and enthusiastically agreed to becoming the Liaison for the Silent Witness Project.

I missed the Finance Meeting.

I appreciate you all and your care of our community,

Kristine

RE Faith Development Report to the Board

Love, Revere, Discover, Connect

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Director of Developing Our Faith – Halcyon Domanski

Developing Our Faith Chair – Bree Byrd

November 13, 2022

~And how is the congregation?

Need to Discuss

1. Board Photos – Waiting to take two more photos
2. Flower Communion – on hold

WORSHIP

Halcyon will be delivering the Halloween Service on October 30, 2022 and is working with Maggie Calkins on the Thanksgiving Service

FAITH DEVELOPMENT CLASSES

0 to 5 and 6 to 12 classes are learning the 7 principles. Teen to young adult chose to learn about what animals represent in religions around the world. COA have met their mentors

FIELD TRIPS / CHURCH GATHERINGS

A impromptu Ghost Hunting fieldtrip was held on October 29, 2022, 15 people attended
Trunk or Treat will be held after the Service on October 30, 2022

GREAT CALENDAR EVENT

The Calendar events now need to be added to the website and printed out for the mailroom

CHAPLAIN TRAINING

Halcyon has been accepted to the CPE at Cleveland Clinic. The program runs from the second week in January to the last week in May. There is a 8 hour class and a 16 hour shift (4pm to 8am) each week. I will not know the exact day until closer to class starting. The Training was paid for with Faith Development professional expense.

RE CLASSES OR GROUPS

First Wednesday Night
Art of Spirituality – Huichol wax bead art
Faith Development Class
Circle of Mom – Zoom and in person

MEETINGS

Board Meeting
Meetings with Bree Byrd
Meeting with Kristine Burkwood
Faith Development meeting – Zoom
Worship Arts
Ad-Hoc Reopening

OTHER

Beacon Article
Chaplain members of the congregation
Cleaning and reorganizing DOF wing
Art Panels for Sanctuary
Meeting with city to verify sewage lines

SECRETARIAL

Phone
Misc.
Beacon Newsletter

MINISTERIAL

Roadside Pulpit
Sanctuary Set up / clean up
Check in with and Chaplain congregation members
E-mail / Facebook communications
Called the Hawson
Sent cards and photos from church
Took Christine Artino to hospital appointment
Outreach - Help at foodbank, Worked Voting Booths

Treasurer's Report
November 12, 2022

Assets:	Current Balance
First Nat. Bank Checking Account:	\$27,194.94
Building Reserve Fund (3768)	\$144,520.35
Fidelity Brokerage Account:	\$2,099.85
Fidelity Money Market Account: (Lexion Gift)	\$15,220.14
Total Assets:	\$189,035.28
Liabilities:	
Mortgage	\$343,079.47
Restricted Funds:	
Memorial Garden (1844)	\$13,899.40
Kluth Fund (1847)	\$4,936.04
Ropog Fund (1850)	\$6,630.87
Fahr Fund (6078)	\$20,210.48
Minister Comp Fund (MCF)	\$24,132.28

All accounts are at the First National Bank of PA unless otherwise noted.
All accounts are as of October 31, 2022.

- Rev Joe has completed his contract with us. Finishing last details and informing UUA he is no longer employed by ESUUC.
- We ordered new checks. Now have another 500, probably good for 5 years.
- Starting to pay utility bills online. Have created a spreadsheet of our online accounts. Will copy to finance secretary.
- Uncashed checks being taken care off.
- Looking through old files for St Pauly's Textiles contract. Found original signed copy of Fahr fund donation. Looking for the other restricted funds
- We have figured out how to add "Void after 90 days" to checks.
- Working on redoing the rental rates for the church.
- Forbes house will get \$317.50 from loose offering and directed contributions.
- Contribution statements for July 1, 2021 to Jun 30, 2022 were emailed out as a test. Next contribution statements will be for Jan 1, 2022 to Sep 30, 2022.
- We will be replacing Aiyana's monitor.

Respectfully submitted,

David Michel, Treasurer
Email: ESUUCTREASURER@GMAIL.COM

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

OPERATIONS FUND 01, October 2022

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		Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
INCOME	4000					
CONTRIBUTIONS	4100					
PLEDGES	4110					
Pledges 2022-2023	4118-004	\$16,865.80	\$75,632.58	\$58,795.32	\$176,386.00	42.88%
LOOSE OFFERINGS	4119					
Loose Offerings	4120	277.50	843.00	1,000.00	3,000.00	28.10%
GIFTS	4129					
General & Memorial	4130	0.00	0.00	5,733.32	17,200.00	0.00%
Subtotal Contributions	4100	17,143.30	76,475.58	65,528.64	196,586.00	38.90%
RENT	4200					
Church Rental Misc.	4210	0.00	225.00	266.68	800.00	28.13%
FUND RAISING	4300					
Auction	4321-003	0.00	0.00	0.00	6,000.00	0.00%
Spec. fundraising events	4321-004					
St. Pauly Textile	4363-003	50.00	200.00	200.00	600.00	33.33%
Environmental Action Grp	4366-003					
Amazon Smile Donations	4367-001	0.00	47.05	50.00	150.00	31.37%
Misc. Fund Raising	4385-003	0.00	0.00	33.32	100.00	0.00%
Subtotal Environmental Action Grp	4366-003	0.00	47.05	83.32	250.00	18.82%
Subtotal Fund Raising	4300	50.00	247.05	283.32	6,850.00	3.61%
OTHER	4400					
MCF	4420-002	0.00	0.00	7,666.68	23,000.00	0.00%
Interest earned	4420-004	0.53	2.28	33.32	100.00	2.28%
Other	4424-004	619.00	989.00	400.00	1,200.00	82.42%
Subtotal MCF	4420-002	619.53	991.28	8,100.00	24,300.00	4.08%
Subtotal Other	4400	619.53	991.28	8,100.00	24,300.00	4.08%
TOTAL INCOME		17,812.83	77,938.91	74,178.64	228,536.00	34.10%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

OPERATIONS FUND 01, October 2022

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		Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
EXPENSES	5000					
MINISTERIAL	5010					
MINISTER	5028					
Salary	5030-005	\$660.00	\$1,320.00	\$15,933.32	\$47,800.00	2.76%
Housing	5031-005	1,100.00	2,200.00	4,400.00	13,200.00	16.67%
Min Health Ins Allowance	5032-006	0.00	0.00	2,915.68	8,747.00	0.00%
Professional Expenses	5033-005	0.00	0.00	828.68	2,486.00	0.00%
Pension	5035-005	0.00	0.00	2,033.32	6,100.00	0.00%
MINISTER, OTHER EXPENSES	5040	0.00	0.00	1,555.68	4,667.00	0.00%
Minister - Workers Comp	5041	0.00	0.00	71.68	215.00	0.00%
Contract Pastoral Care	5043	0.00	0.00	83.32	250.00	0.00%
Subtotal Minister - Workers Comp	5041	0.00	0.00	155.00	465.00	0.00%
Ministerial Services	5053	0.00	888.75	0.00	0.00	0.00%
Subtotal Ministerial	5010	1,760.00	4,408.75	27,821.68	83,465.00	5.28%
ADMINISTRATION	5100					
OFFICE EXPENSES	5104					
Office Expenses	5105	202.11	228.02	166.68	500.00	45.60%
Copier Expenses	5111-006	222.22	794.32	766.68	2,300.00	34.54%
Postage	5112-006	0.00	60.00	50.00	150.00	40.00%
Bank Fees/Supplies	5113-006	0.00	20.00	100.00	300.00	6.67%
Subtotal Office Expenses	5104	424.33	1,102.34	1,083.36	3,250.00	33.92%
SECRETARY	5120					
Sec Compensation	5121	870.00	3,045.00	3,800.00	11,400.00	26.71%
Sec FICA Employer Exp	5122	66.56	232.97	284.64	853.86	27.28%
Sec Worker's Compensation	5123	10.00	25.00	33.32	100.00	25.00%
Subtotal Secretary	5120	946.56	3,302.97	4,117.96	12,353.86	26.74%
Subtotal Administration	5100	1,370.89	4,405.31	5,201.32	15,603.86	28.23%
ORGANIZATION	5200					
EXTERNAL	5210					
UUA /CRE Prog Fund Pledge	5212	3,016.00	3,016.00	0.00	6,380.00	47.27%
INTERNAL	5220					
Board Discretionary Fund	5224	0.00	0.00	33.32	100.00	0.00%
Subtotal Organization	5200	3,016.00	3,016.00	33.32	6,480.00	46.54%
WORSHIP	5300					
Worship Arts	5310	925.13	1,290.13	616.68	1,850.00	69.74%
Music & Musicians	5320	775.00	1,450.00	1,333.32	4,000.00	36.25%
Worship Experience	5320-002					
Audio	5325	0.00	0.00	33.32	100.00	0.00%
Artwork and Podium Decor	5330	0.00	0.00	66.68	200.00	0.00%
Subtotal Worship Experience	5320-002	0.00	0.00	100.00	300.00	0.00%
Subtotal Worship	5300	1,700.13	2,740.13	2,050.00	6,150.00	44.55%
REL. EDUCATION	5400					
D R E	5410					
DRE Compensation	5411	0.00	8,211.00	7,820.00	23,460.00	35.00%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

OPERATIONS FUND 01, October 2022

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		Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
DRE FICA Employer Exp	5413	0.00	628.14	598.24	1,794.69	35.00%
DRE Worker's Comp	5414	24.15	66.45	56.56	169.65	39.17%
DRE Pension	5415	273.70	871.10	782.00	2,346.00	37.13%
DRE Prof Expenses	5417	0.00	0.00	333.32	1,000.00	0.00%
Subtotal D R E	5410	297.85	9,776.69	9,590.12	28,770.34	33.98%
R E COMMITTEE	5419					
Curriculum/Supplies	5420	98.94	184.68	466.68	1,400.00	13.19%
Young Adults 19-25	5421					
Teens	5422	-127.97	-127.97	200.00	600.00	-21.33%
Library	5423	0.00	0.00	33.32	100.00	0.00%
Subtotal Young Adults 19-25	5421	-127.97	-127.97	233.32	700.00	-18.28%
Sunday Lunch	5426-001					
Event Childcare	5427	0.00	0.00	33.32	100.00	0.00%
Adult RE	5428	0.00	0.00	50.00	150.00	0.00%
Subtotal Sunday Lunch	5426-001	0.00	0.00	83.32	250.00	0.00%
Sunday child care	5429	108.00	360.00	566.68	1,700.00	21.18%
Subtotal R E Committee	5419	78.97	416.71	1,350.00	4,050.00	10.29%
Subtotal Rel. Education	5400	376.82	10,193.40	10,940.12	32,820.34	31.06%
MEMBERSHIP	5500					
MEMBERSHIP	5505					
Membership Coordinator	5509					
Membership Committee	5510	0.00	0.00	166.68	500.00	0.00%
Growth Task Force	5511					
Pancake Breakfast	5516	0.00	0.00	0.00	50.00	0.00%
Subtotal Membership	5505	0.00	0.00	166.68	550.00	0.00%
PROMOTION	5519					
Publicity/Promotion	5520	0.00	0.00	50.00	150.00	0.00%
CARE	5529					
Journey Committee	5530	0.00	0.00	33.32	100.00	0.00%
Subtotal Membership	5500	0.00	0.00	250.00	800.00	0.00%
SOCIAL JUSTICE	5600					
Social Justice Com	5610	0.00	0.00	96.68	290.00	0.00%
FACILITIES	5700					
SERVICES AND SUPPLIES	5710					
Cleaning Service	5723	0.00	1,802.94	1,666.68	5,000.00	36.06%
Cleaning Supplies	5730	130.09	130.09	133.32	400.00	32.52%
Subtotal Services And Supplies	5710	130.09	1,933.03	1,800.00	5,400.00	35.80%
UTILITIES	5740					
Electricity	5742-009	119.45	4,210.91	4,000.00	12,000.00	35.09%
Internet & Telephone	5744-009	487.54	647.51	666.68	2,000.00	32.38%
Waste Disposal Service	5745-009	0.00	1,034.16	833.32	2,500.00	41.37%
Natural Gas	5746-009	55.73	678.48	866.68	2,600.00	26.10%
Water	5747-009	290.89	876.50	1,033.32	3,100.00	28.27%

EAST SHORE UNITARIAN UNIVERSALIST CHURCH

Income and Expense Statement

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		Current Period	Year to Date	Year to Date Budget	Annual Budget	Annual Budget Percentage
Sewer	5749-009	500.00	1,000.00	933.32	2,800.00	35.71%
Stormwater Management	5750-009	0.00	0.00	466.68	1,400.00	0.00%
Insurance	5753-010	0.00	3,204.00	1,980.00	5,940.00	53.94%
Subtotal Utilities	5740	1,453.61	11,651.56	10,780.00	32,340.00	36.03%
BUILDING LOAN PAYMENTS	5759					
Mortgage Payments	5760	2,485.26	10,691.04	9,940.00	29,820.00	35.85%
Subtotal Facilities	5700	4,068.96	24,275.63	22,520.00	67,560.00	35.93%
FACILITIES COMMITTEE	5800					
BLDG MAINTENANCE	5810					
Building Maintenance	5812-011	272.25	445.09	800.00	2,400.00	18.55%
Security	5813-011	39.00	621.00	133.32	400.00	155.25%
Equip Inspection/Fees	5814-011	0.00	0.00	1,566.68	4,700.00	0.00%
Equipment Repair - Audio	5815					
Pest Control	5818	0.00	0.00	300.00	900.00	0.00%
Subtotal Bldg Maintenance	5810	311.25	1,066.09	2,800.00	8,400.00	12.69%
GROUNDS MAINTENANCE	5820					
Snow Plowing	5822-012	0.00	0.00	1,783.32	5,350.00	0.00%
Lawn Mowing	5823-012	55.86	126.79	150.00	450.00	28.18%
Grounds Maintenance	5826-012	0.00	585.99	166.68	500.00	117.20%
Parking Lot Maintenance	5827-001	0.00	257.50	0.00	0.00	0.00%
KITCHEN	5839					
Kitchen	5840	0.00	0.00	50.00	150.00	0.00%
Subtotal Grounds Maintenance	5820	55.86	970.28	2,150.00	6,450.00	15.04%
Subtotal Facilities Committee	5800	367.11	2,036.37	4,950.00	14,850.00	13.71%
FINANCE	5900					
Stewardship	5910	0.00	0.00	166.68	500.00	0.00%
TOTAL EXPENSES		12,659.91	51,075.59	74,029.80	228,519.20	22.35%
EXCESS INCOME/EXPENSES		\$5,152.92	\$26,863.32	\$148.84	\$16.80	0.00%

VOLUNTEER INSTRUCTIONS

This volunteer work should be done at least once or twice per week. If this is a particularly high volume shed, it may need to be done more often.

For any questions, please call the St. Pauly Textile, Inc. office at (585) 924-7941.

1. Tie off any untied bags.

-Please double knot.

2. Bag any clothing that is loose or in boxes.

-Please use the bags we have provided.

-Clothing already in bags does NOT need to be re-bagged.

-Non-clothing items do NOT need to be bagged.

3. Move all donations to the other end of the shed (away from the donation chute).

-Please stack donations, if necessary, to maximize the amount of donations that can be stored between pickups.