

St. Vincent de Paul- St. Luke's Conference  
Board Meeting Minutes  
July 22, 2024  
**Svdpstluke.org**

**Present:** *Joe Damato, Kathy Minton, Barbara Neary, Meg Otchy, Ben Russell, Mary Schwarz*  
**Absent:** *Gemma Brennan, Sharon Bianchi, Jill Bradley, Debbie Weingroff, Gen Yachnik*

**Joe Damato:** commenced meeting at 1:00 pm with SVdP prayer.

**Jill, secretary:** In Jill's absence, Kathy Minton agreed to take minutes

**Sharon, treasurer:** In Sharon's absence, there was no financial reporting.

**Financial payments approved at this meeting:** There were no cases and no financial approvals.

**Joe Damato, client request:**

**Request #1:** INTAKE Call from **Client #1**. Lives in Ocean View Suites motel. Asking for \$1370 to pay for storage unit fees before it goes to auction for non-payment. Client is a Medical Assistant, but not sure if currently working.

Joe advised that this client is out of our district and asked the intake person to refer the client to St. Justin's Church SVdP to gather the information and start the process. Joe will call also and reach out to other groups. It may still come back to us – but St. Justin's must start the process.

No action at this time.

Another case is out and will probably be reviewed next week.

**Mary, food pantry coordinator:**

**New volunteers:** Awaiting some of the new people to complete training then to start in their shifts. Should be fully staffed by the end of August – beginning of September.

**Donation:** A cartful of items from The Marian Club at Lake Ridge Community was received today. They had a food pantry donation event to collect items that are needed – i.e. tea, coffee, and paper products. Joan Mangin was noted on the flyer and Mary noted it was received on 7/22/2024. A Thank You note should go out to them.

**Meg, garden coordinator:**

**Eggplant** was picked and distributed today.

**Irrigation** system manifold has to be replaced. Awaiting parts as the hoses are not shooting water. There were puddles of water – but Meg is not sure where they came from (not from rain).

**Barbara, fundraising coordinator:**

**Tuckerton Seaport trip:** 16 people so far have signed up. Still a little time.

**Magic Show:** Save the date – October 11 – see Kathy's section for more info.

**Boscov's fundraiser** –October 22. Distribution at August meeting as part of package for meeting. Those not in attendance will be given to the Ministry coordinator to distribute. Any others will be hand delivered or mailed. Barbara received 200 – however – they are individual coupons and not in sets of 5. She will order and pickup 400 more so that each person receives 5 coupons. Any leftovers can be potentially sold at mass or at the magic show.

**Kathy, technology coordinator:** [website – svdpstluke.org](http://www.svdpstluke.org).

**Nominating Committee** –At August 23 general meeting, nominees will present their qualifications, vote will be taken (secret ballot) and then winner announced. At this time, there are no other known nominations. Several people have been approached by the Nominating Committee and have declined.

**Email:** Kathy sent out an email with the news that Dianne Picciotti's dear husband Michael passed away. Arrangements are Tuesday 7/23/2024 at Silverton Funeral Home from 1-5 pm and funeral mass at St. Luke's on Wednesday 7/24/2024 at 10:30 am. Any cards can be sent to Dianne at: 31 Squire Court - Toms River, NJ 08753.

This brought up that the email list is not 100% correct. Suggestion for the August General Meeting to list everyone's name and email and check/correct them on the Master Membership list so everyone has the corrected email.

**Certificates:** Gemma requested certificates for several people who have donated consistently to SVdP. Kathy will talk to Gemma when she returns for the wording.

This led to a discussion in general about Thank You notes and certificates of appreciation in general. What's the process? Who is responsible to send them out? Should it be a responsibility of Sunshine (Karen Rott) or does someone else do it?

**\*\*TABLED** the discussion until ALL Board members are available to discuss and Gemma provides some clarity on how it has been done.

**Timesheets:** Kathy met with Sue DeBella to go over the Timesheet process. She created a new spreadsheet so Sue can enter the name/hours/miles and it will automatically add up for each month then create a summary page for the Fiscal Year. It appeared that perhaps Mary did this manually. Sue and Kathy tested a few things with it and it seems to be working great. **\*\* A reminder for next General Meeting to include any "at home" work you may do and to get the timesheets to Sue. (need to ask her about emailing them to her in general).**

**Family Fun Night – Magic Show:** Does SVdP have a cash box? Not sure – Barbara will check if Lowe's has it and more discussion when all board members are available.

Ticket Sales request at Masses – weekend of Sept 14 & 15, Sept 28 & 29, At CCD evening of Sept 23 and 25. At SVdP meetings Aug 23 & Sept 27. SVdP County meeting in August.

Need to check with Kathleen and Father Michael by end of July to validate dates.

Also, would like St. Luke's Facebook and Flocknote reminders. Need to displace an Al-Anon meeting for that night. Thank you to Kathleen to put flyer in the Bulletin as a Save the Date.

Other parishes to contact: St. Joe's Elementary School, St. Joe's parish, St. Justin's parish, Ocean County Christian Academy in Toms River- Jill's sister and niece are teachers there, St. Barbara's Church. Kathy will also reach out to the Magic Club at Renaissance.

**VENMO:** Kathy sent an email to SVdP USA to get any advice regarding setting up VENMO for our charity. Response from Laura Kamper – Director of Finance & Facilities: *"As long as you properly link the SVdP business checking account to either Venmo or Zelle, there should be no problem. You will want to keep all the documentation to show this will be a business opportunity to receive payments and donations in case anyone questions."* Kathy will pursue.

### **Christine, helping hands:**

HH has completed distribution of the summer items – pails, shovels, bubbles, etc. Will begin collecting school supplies soon.

**Joe** adjourned meeting at 2:10pm with SVdP prayer.

Pray particularly for Dianne Picciotti's husband Michael and family and Kathy's daughter and granddaughter who are traveling from CA to NJ today.

Respectfully submitted,  
Kathy Minton for Jill Bradley, Secretary