

**MINUTES FOR St. ANDREW'S CONFERENCE MEETING**

**Date: 1/31/2022**

**Call to Order/Opening Prayer:** Father Greg (x) Pauline () Other () Time: 5:00 pm

**Spiritual Reading:** Fr. Greg (x) Margaret () Other ()

**Who are you??** Starting February

**Minutes of Previous Meeting:** (x) Read/Approved; Approved with Changes () Ann L. made a motion to approve the minutes. Jose seconded. Motion passed.

**Attendance: Total Active Members (34); LOA (0) Present (22) Absent (11) Excused (1) Quorum (17)**

<u>MEMBERS</u>		<u>MEMBERS</u>		<u>MEMBERS</u>		<u>Associate Member</u>	
Al	A	Hilary	X	Michael C	X	Maria	
Ann F.	X	Ilona	X	Norm	X	Barbara	
Ann L	X	Janet	A	Pat	X	Ann Fellrath	
Bryant	Ex	Jerry	X	Pauline	X	Michaela	
Dennis	A	JoAnn	A	Sandra	X		
Diane	X	Jose	X	Scotty	X	<b>Visitors</b>	
Dotti	X	Kathy	X	Toni	A	Ann Lee	X
Estela	X	Larry	X	Yolanda	A		
Francisca	A	Margaret	A			<b>Training</b>	
George	A	Marge	X			Marianne	A
Gini	X	Martha G.	A	Father Greg *	X	Tillie Munoz	X
Glenn	X	Mary Ellen	X	Stan *	A		
Gloria	A	Mary	X				

Absent plus 30 days: \*Stan - Not included in Quorum

**Old Business:**

- Potluck:** The potluck is February 14, 2022 at 5:00 p.m. in Kino Hall. There will be a sign-up sheet at the conference. There is no particular theme. Bring your favorite dish.

**NEW BUSINESS:**

- Food Boxes:** Families/households are allowed a second food box in a month if they are in need of one.
- Toiletry bags:** We will no longer pre-fill toiletry bags. Each Vincentian will fill toiletry bags based on the needs and size of the family/household.
- Returning to Normal Operating Procedures**
  - Gini suggested we do a trial run of the below procedures for one week and adjust as necessary.
  - Ann L. made a motion to implement the new procedures, along with the recommended changes, for a trial week and adjust as necessary. Mary Ellen seconded. Motion passed.

**New Procedures**

- We will no longer use the entry way as a greeting and needs accommodation area.
- The computer will no longer be available for use in the entry way.
- All friends will be seen by a caseworker in the back offices. All four computers, the ones in the smaller offices and the two in the big office, will be available for use.
- A sign will be placed on the front door stating "Only six people allowed in the lobby." and "Mask Required for Entry". Six chairs will be provided in the lobby and additional chairs will be placed outside.
- The table will remain in the entry way. It will contain two forms for friends to use for signing in, a scaled down form for existing friends and the current form for new friends. The scaled down form will contain the signature block that allows Vincentians to act on behalf of our friends. The table will also contain spiritual reading material and a bottle of hand sanitizer with a sign stating "Please Use Hand Sanitizer".
- Friends will pass their sign-in form through the window to Blanca. Blanca will number them and place them on the counter for the Vincentians.

- When seeing a friend verify the information in the file is accurate and up to date.
- As you take a friend or finish helping a friend, fill out the log sheet that will be on the counter.
- The toiletries will no longer be in the shopping cart in the entry way. They will be in the back closet and the caseworker, if toiletries are requested, will fill a bag based on family size and need. Please follow the guidelines, posted on the wall of the closet, on limits per family size.
- If there are empty chairs in the entry and friends are waiting outside, caseworkers will invite them to sign in and wait inside.
- After seeing a case worker, friends will be escorted out and asked to wait outside for their food boxes.
- If there are a lot of friends waiting to see caseworkers, we will use food box express to prevent long wait times for our friends. The person writing the Food Box slips for food box express will also update the friends file.
- Blanca will keep watch to ensure friends are being patient and that only six people are waiting in the entry.

**5. Vincentian Reports on difficult or touching cases:**

- **Mary Ellen:** Essie came in needing someone to pray with her. She had not had contact with her twin sister for 30 years. Her twin sister contacted her last week and wanted to reconnect and mend their relationship. A few days later her twin sister had a stroke and died. Essie's brother died of COVID this past December and her grandbaby died last June. Please keep her in your prayers.
- **Pauline:** A friend called saying she needed help with rent because her Social Security would not arrive until February 9th. Pauline asked her if she planned to pay her rent on the 9th. She said yes. Pauline told her we would help with the late fees. She told Pauline the apartment complex would work with her and not charge her late fees. She works in the office sometimes for them. As it turned out she didn't need our assistance. A reminder though that if someone can pay their rent, even if it will be late, let them pay the rent when they can and SVdP will assist with the late fees.

6. **Home Visits:** Now that we are trying to go back to "Normal Operating Procedures" please prayerfully consider making home visits for special cases and for friends who for some reason can't come to the conference. No solo home visits. Always take a fellow Vincentian with you.

7. **Special cases: Amount available:** \$11,000.00

**8. Conference Members Sick or in Distress / Prayers for others: emailed separately**

- Please keep Joann, Martha, George, Stan, and Margaret in your prayers.
- Also remember Rosa and Sister Doris in your prayers.

**9. Vincentian Schedule: Will be emailed separately.**

- Please prayerfully consider working some hours each week to assist our friends in need and to support your fellow Vincentians in this work of charity.

**10. For the good of the order:**

- What did you do this week for study, prayer, or apostolic action: Jose thanked his fellow Vincentians Ann Lee and Ann Lund for providing him assistance while working with friends in the back office.
- The Thrift Store made \$42,170 as of yesterday. Shelly is hoping to go over \$45,000 for January.
- Ann F., Tillie, Hilary, Yolie, and Gisela will attend the Bishops Appeal Dinner to represent SVdP.
- Diane read a thank you card from Kathy and Felix Fernandez, Anita Fernandez's family.
- Mary Ellen: Thank you to Dennis for replacing the leaking faucet at the conference.
- Food Bank Meeting: February 15, 2022 at the Conference
- Finance Meeting: February 18, 2022 10:00 a.m. at Madonna Hall
- Thrift Store Meeting: February 8 or 10, 2022.
- Board Meeting: February 22, 2022. 10:00 a.m. Madonna Hall

**11. February birthdays:**

- 17 February: Bryant
- 19 February: Ilona
- 23 February: Jose and Dennis

**Closing Prayer:** Fr. Greg (x) Pauline ( ) Other \_\_\_\_\_ ( )

**Adjourned:** 6:15 p.m.

**Recorder:** Mary (Secretary) (x) Other \_\_\_\_\_ ( )

