

MINUTES FOR St. ANDREW'S CONFERENCE MEETING

Date: 2/21/2022

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

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

Who are you?

Minutes of Previous Meeting: (x) Read/Approved; Approved with Changes () Ann L. made a motion to approve the minutes. Larry 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 | Mike | X | Maria | |
| Ann F. | X | Ilona | X | Norm | A | Barbara | |
| Ann L | X | Janet | A | Pat | X | Ann Fellrath | |
| Bryant | Ex | Jerry | A | Pauline | X | Michaela | |
| Dennis | A | JoAnn | A | Sandra | X | | |
| Diane | X | Jose | X | Scotty | X | Visitors | |
| Dotti | A | Kathy | X | Toni | X | | |
| Estela | X | Larry | X | Yolanda | A | | |
| Francisca | A | Margaret | X | | | Training | |
| George | X | Marge | A | | | Marianne | A |
| Gini | X | Martha G. | X | Father Greg * | A | Tillie Munoz | A |
| Glenn | X | Mary Ellen | X | Stan * | A | | |
| Gloria | A | Mary | X | | | | |

Absent plus 30 days: *Stan and Father Greg - Not included in Quorum

Old Business:

1. Excellent Potluck. Thanks to everyone. The food was delicious.
2. Greeting our friends
 - We will start the new procedures on Monday, 28 February.
 - The computer will remain in the front lobby with a greeter filling out the daily log with name, number in household and what assistance is needed by our friends. Greeters will be rotated so everyone becomes familiar with handling special cases. Also, rotating the greeter will provide relief to the Vincentians who are handling all the special cases in the back offices. The daily logs are needed for statistics.
 - For privacy reasons, instead of asking friends for their personal information in front of other people, all friends will fill out the new form that was presented at the meeting. Once they fill out the form, a Vincentian will update their information in the computer. The friend will fill out the form every time they come to the conference even when only needing food.
 - If a friend only needs food they will be asked if they want to meet with a Vincentian to talk.
 - If a friend is new, even if they are only requesting food, they will be seen in the office by a Vincentian.
 - If a friend is new, and you are not comfortable creating a file, ask Blanca to create the file for you. Once the file is created, meet with the friend and update the file with the friends information.
 - If there is a long line of friends waiting use food box express and remember to update the friends files during down times.

- If you see a friend and are unable to provide assistance, annotate "**unfunded**" in the case file along with the dollar amount.
- Since we have changed the procedures, do not hand out the guidelines that Blanca printed in English/Spanish.
- Ann L. made a motion to accept the new procedures as outlined above. Jose seconded. Motion passed. There was one no vote.

3. Ozanam Training: Ilona and Larry attended the training.

New Business:

1. Thrift Store Voucher

- When handing out vouchers ensure our friends understand they must check in at the front counter when going to the store.
- Also, let them know that, some items are not available with the voucher and it is at the discretion of the store manager if an item is available or not.

2. Check Writing

- When writing a check to Bella Vista Motel ensure you include "Motel" on the to line.

3. The Sierra Vista Community Connect Event

- City, County and other government organizations that work to end homelessness are the organizers of the event. It is a requirement of the Block grant. The event will be March 1, 2022, 11 a.m. - 3 p.m. at the EthelBergerCenter. They are planning to hold the event monthly.
- SVdP along with 30 other organization will have tables with information about the services they provide to help the homeless in our community. Scotty will be at the SVdP table to answer any questions.
- There will be a flyer at the Conference. If any of our homeless friends come to the conference let them know about the event.

4. Vincentian Reports on difficult or touching cases:

- Mary Ellen: Shelly hired one of our friends to work at the Thrift Store. He is doing a great job and Shelly is happy with his work.

5. **Home Visits:** Pat and Toni delivered a food box.

6. Special cases: \$0.

- No special cases will be considered until February 28th for March funds.
- When writing a special case for utilities, if available, all the requested funds can be used from the utility account. Annotate on the check stub "**utility/SC**". This lets Gini know you did not go over the set limit of \$150 on utilities without a special case being submitted. Since the full amount will be deducted from utilities, the entire amount counts towards the annual allotted amount for the household for utilities.
- SVdP assisted 34 households from the Special Case fund in January.
- Ann or Jerry will try to send Blanca an email each day with the remaining balance in the Special Case fund.

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

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

9. For the Good of the Order:

- March Birthdays: None

- Pauline and Scotty have been in touch with Matt at the city. There is still no set date for the start of the Bartow paving project.
- **What did you do this week for study, prayer, or apostolic action?** Margaret shared that she is a Carmelite. She has a designated place in her home for her prayer time. She prays the Liturgy of the Hours in the morning and evening. She also uses her Bible, Mornings with Jesus, and The Word Among Us for prayer time. When praying the rosary, she prays each decade for a special intention or each bead for different individuals. She has also started meditating on each mystery as she prays the rosary.

Closing Prayer: Fr. Greg () Pauline () Ann L. (x)

Adjourned: 6:00 p.m.

Recorder: Mary (Secretary) (x) Other _____ ()