

Regular Board Meeting
East Hampton Neighborhood House Association
April 21, 1999

President Mike Helm opened the meeting at 4:40 pm.

Attending

Board Members

Mike Helm
Barry Collum
Avis Usher

Staff

Penny Benbenek
Lynn Allen

Advisors

Mrs. Edwards
Pat Mercer

- A quorum was not present.
- We dispensed with the reading of the minutes of the last meeting.
- Resident Director Penny Benbenek said there had been a request from the Garden Club of East Hampton to erect a small storage shed on the Neighborhood House property. The shed would hold tables and equipment needed for the club's annual Garden Mart fund-raiser, the profits of which benefit the community. The club will provide the shed, labor and lock. There was a discussion and general agreement to allow the shed with the understanding that if the Garden Club discontinued use of the shed, the structure would become the property of Neighborhood House.
- Ms. Benbenek advised the board that the Restoration Christian Church, that has been renting the hall for many years, is increasingly using more rooms for longer periods than for which they are paying. This results in loss of revenues from other groups. It was decided to give the church group three months notice to find another space..
- The nursery group has 30 children signed up for the fall semester and are at capacity for a morning group.
- Lynn Allen gave the treasurer's report:
 - *see attached
 - *Mrs. Allen is arranging to get our non-profit mailing permit approved by the U.S. Postal Service
- Mike Helm presented the investment report.
 - *The monies invested with Kelmoore have increased our income by \$13,000 in two months.
 - *We still have \$200,000 invested with Oppenheimer.
 - *See Treasurer's records
- The meeting adjourned at 5:10pm

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Penny read a very nice thank-you letter from the Restoration Church thanking us for the use of the building over the past years, noting how many people in the community were served by them during the eight years.

Penny noted that Hall use is down for Sundays at this point because the community at large have been turned away on Sundays for the past eight years, there also several evenings free. Beverly Deichert agreed to be in charge of Public Relations and will call the radio stations to insert "free" community announcements to alert the community that we have openings. The Board also agreed to pay for advertisements if necessary.

Penny also noted that she had difficulty with renting the Hall during this hot summer as many people wanted air conditioning. Dick Herlin stated that he will check with Schencks to work up a cost for air conditioning, and may even have some equipment around they can donate.

Fran Graham gave the Nursery Group report:

The Nursery group has opened successfully with 28 children: 18 boys and 10 girls. Tuition was increased by \$10.00. All are pleased with how the room looks.

Fran has chosen the Little Tykes playground, and showed the brochures to everyone. Discussion ensued on the placement of the new playground. It was decided to move it to the back of the building. This will leave more room to the side of the building for tents for weddings, parties etc. The playground must have a tall fence to protect from non-approved use. The old playground needs to be dismantled and removed.

It was decided to advertise for a handyman, to be salaried (requiring perhaps 8-10 hours per week), so that routine maintenance can be available for Penny without having to hire someone each time. The person hired would need to have a flexible schedule so that jobs requiring more than 10 hours work in one week could be done and perhaps less hours used in another week. Penny and the Handyman would keep track of the hours used and adjust the schedule accordingly.

Dick suggested that he might know someone who would be interested, if not an advertisement was approved.

Michael Helm read the investment report:

Oppenheimer= \$194,417.00
Kelmoore Strategy= \$261,659.00

256076 00

443,000

Opp. + Kelmoore
together
under 1 roof

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Mike requested permission to dismantle and remove the old furnace and pipes out by the front that is defunct and patch the roof. This will stop one of the leaks in the roof.

Mike introduced Mark Crandall from the Sports Camp. Mike is interested in joining our Advisory Board. Mark explained his interest in the Neighborhood House dates back to his childhood when he attended the Boys Club, and has carried over to his involvement through the Sports Camp. The Neighborhood House has played an important role in his life, and in many of the children who attend the Sports Camp.

Mark was nominated and voted to the Advisory Board, and welcomed by the group.

We continue to need new members for the Advisory Board, discussion ensued regarding the kind of person we need for the Advisory Board. It was decided that Mike and Kathy Egan will send out a letter to members currently serving on the Board to see if they still wish to continue serving. We will continue to look for new members to replace those who no longer wish to serve.

Dick Herlin gave the Golf Tournament Report. The Tournament will be held on September 29, 1999. He needs some help the day of the Tournament. We are totally sold out with 11 Foursomes on the Waiting List. We expect to have a \$17-18,000.00 profit. Dick noted that if we had enough people willing to help with the tournament we could increase our profits greatly by selling advertising and having Holes Sponsored by Businesses. Discussion ensued on the viability of raising our fees for the tournament, especially since it is sold out long before the event and our golfers are paying only a little more than a Member's guest would pay. It was agreed to have a Post Mortem Meeting following the tournament to discuss it's successes and the things we could do to improve next year's tournament. Mark, Barry, Dick and Mike agreed to take part.

Penny suggested that we honor our Women's Service League at their annual dinner next week. They continue to meet here for a cover dish dinner each week, and have served the Neighborhood House for many, many years. They will be at Michael's Restaurant on Thursday, September 23rd. It was agreed to send each of the ladies a corsage. Lynn agreed to put on an Allen Business Credit Card, and Neighborhood House will pay when the bill comes in.

Beverly Diechert, Helen Sheehy, Penny & Fran reviewed the building and have come up with the following recommendations:

Continue to renovate the Library, Computer room, & Kitchen. Library Committee are Beverly, Helen and Pat Kyle.

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Grounds Committee: Fran Graham, Dick Herline, Barry Collum and Mark Crandall

Appeal Letter Committee: Lynn, Mike, Beverly, Pat Kyle and anyone else interested. Meeting: Tuesday, October 5, 1999 3:00 pm

Next Meeting Dec 1 - 4:30 per Mike

Avon - \$750 fund raiser - for the school

Fri 17th Christmas Show 6³⁰

Appeal 50

Golf \$20,250,25 profit

Hall 6,500

Nursery 11,269

Trans { 11,067
Oppen. }

East Hampton Neighborhood House Association, Inc.
Treasurer's Report - Meeting - April 21, 1999

Checking Account Balance: \$4,805.43

Savings Account Balance: \$4064.72

Year to Date Figures:

Donations: \$ 425.00

Golf Tournament: \$28,800.00 (Less 10,363.00=18437.00 profit)

Hall Use: \$10,645.00

Nursery Group: \$ 15,108.00

Appeal Letter: \$10,022.00 (Restricted to uses in letter) (less 689.20=9322.80 profit)

Restricted Income: 490.00 (parents raised this money for the school)

Transfers from Oppenheimer: \$23,000 (10,000 in Late June, 5,000.00 in November, 8,000.00 in March)

Our Permit was converted to Non-Profit Status, and then pulled during an audit by the US Government because we had not done a mailing in over two years. I spoke with Al Catozzi who was going to discuss with this with Carol Kroupka. He promised to send us a letter with a request for information to update our permit, as we did do a mailing at the beginning of this year. They sent the letter, it was filled out, returned to the Post Office. I've heard no more, so I can only hope our permit is ok.

Respectfully Submitted,



**Lynn Allen,
Treasurer**