

Minutes
People Helping People
March 18 2013

The meeting was called to order at 11:02 am, March 18, 2013, in the faculty lounge. In attendance were Debbi Dinkins, President, KC Ma, Treasurer, Kate Pearce, Jane Bradford, Kimberly Reiter, Mitchell Reddish, Nancy Barber and Richard Wood.

The donations for 2012 were reviewed. It was noted that 2012 was an expensive year, with \$15, 675 being donated, including the deferred monies for the Neighborhood Emergency Family Shelter. Dinkins suggested that this balanced out the low number of pledges awarded in 2011, but there was still concern at whether the 2012 donation pattern could be sustained. For the calendar year of 2013, Dinkins noted that \$6130 has already been allocated for three projects

Dinkins mentioned the hope expressed last year that including PHP in the annual Benefits Fair might attract more members, but that the recruitment had made very little difference. Ma reported that the donation rate of approximately \$795 per month had changed very little.

Ma also reminded the members that 2012 was high because of the purchase funds for HeartHouse, a move that used most of this year's account funds. However, he also reported positive news.

1. The assets now stand at over \$254,000, the highest ever.
2. PHP has saved a good deal of money by switching from an outside accountant to in-house accounting.
3. With careful management for the rest of 2013, the accounts could have over \$10,000 by the end of the calendar year, based on the \$795 per month growth.
4. Overall assets should stay over \$200,000.

Dinkins asked if the accounts were due for an audit. Ma stated that one had been done by an outside agency three years previously, for a cost of \$1000, and that an audit can also be done in-house. Bradford suggested that it was good business practice to do so, and Barber questioned how often. While three to five years seems to be standard, Wood said it used to be performed annually. Reddish suggested that every five years was reasonable. There was unanimous agreement to this plan. An audit has been proposed for Spring 2014.

Bradford asked how much could be spent at this time without drawing down the principal. Ma believes that there could be as much as \$15,000 by the end of the calendar year, if we do not touch it at all.

As Bradford retires from Stetson this year, Dinkins asked if there was any problem with Bradford staying on the board. No objections were voiced. Barber moved to retain the slate of officers as it stands. Pearce seconded it. The officers will remain in place.

Reiter suggested that PHP should be actively involved in the orientation of the several new faculty coming to campus in 2014. Reddish added that years ago the Senate sponsored faculty orientation, or perhaps the office of the Provost. It was recommended that we identify the orientation agency and ask to include a speaker for PHP. It was also suggested that the Office for Marketing be approached to put it on the Homepage. It was felt by the committee to be an important step in recruitment to actively involve PHP in this orientation.

The meeting adjourned at 11:25 am.

Respectfully submitted

Kimberly Reiter, Secretary