***Sample Minutes from Conferences***

**ST Vincent DePaul Minutes**

**June 22, 2011**

**Meeting Called to Order**…By President Mike Hurst, at St. Peter’s Catholic Church Library.

**Devotion**… Kateri Simmons read a prayer from St Frances of Assisi, and members discussed ways to follow his words, in the work we do with our clients.

**Minutes**…Minutes from the June 8, 2011 meeting were reviewed and approved. There were 7 members present at this meeting. Members discussed meeting in July only once, due to vacations, but all decided it was still necessary to meet on July 13th after our next collection and on July 27th to go over our August Bake Sale. Daniela said she will be out of town on July 13th and Kateri volunteered to take the minutes during that meeting.

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**Treasurer’s Report**…Treasurer, Cindy Jabaley, gave an update on our balance, with a list of clients served and expenses paid since the last meeting. Our balance as of June 22, 2011 is $5,267.47, of which about $2,100 was still designated to be used for the Tornado victims in our Community as well as the Warm Springs area. Our next SVDP collections will be on the weekends of July 10th and August 14th.

Mike asked members if we should check with the several Churches that twinned with us, to use their designated funds only for tornado victims, if they can be used for our regular clients. We had few calls coming in for tornado funds at this time. Members agreed many of our clients were in desperate need as well and asked Mike to follow up on his request.

**Old Business**…Judy Weckman gave an update on the food pantry and said she had purchased some items we were low on. She said we had baby food donated as well and to take some when visiting anyone with an infant. She asked members that might have food coupons for free items or gas to consider donating these items to our Food closet. It was also mentioned that we would follow up with Peggy Genova to see if she checked with the LaGrange Food Bank to see if they had a way to pick up donated food from the Atlanta office, which could be used locally. We can also refer our clients to the local food closet, as well.

Mike told members that Father Book had appointed him to the Church Council and wanted a member from each of St. Peter’s organizations to be on the Council as well. Members congratulated him and hoped he would be a strong voice for our local SVDP needs. He said the Council will meet once a month starting in August.

Church Decals were discussed and Mike said the Hispanic Ministry had asked to take this project and SVDP members would not have to sell these as previously planned.

**Dates to Remember**…Mike asked members to think about attending Vincentian University, which includes many workshop programs for members. The closest one to LaGrange will be held on August 6th at Holy Trinity in Peachtree City. Several members mentioned they would like to attend and will register for it. More details will be discussed at a later meeting.

**New Business**…Mike had emailed members before this meeting to read over the information about candidates that were running for Regional & National Council President. Therefore members would be informed in advance, and be able to vote at the meeting on the Candidates. Members briefly discussed the Candidates and voted on William Migley for Regional Vice President and Terry Wilson for National Council President. Mike will submit the votes to the Atlanta Archdiocese Council.

The Annual Archdiocesan Collection was discussed. It will be held the week after our monthly collection in July, and may confuse Parish members into thinking we are asking for 2 collections in one month. Mike held up a flyer we could put in the Bulletin, but it too was not very clear, and members voted to put a notice in the bulletin instead, reminding Parishioners that this was an Annual Collection to the Atlanta SVDP Archdiocese.

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**Fundraising**…Mike mentioned our next Bake Sale will take place on the weekend of August 6-7, and details will be discussed at the last July meeting, closer to that date.

**Client Case Discussion**…A condensed list of clients that were put in Erecords was discussed, and members selected the cases that were the most worthy to recommend assisting, after a home visit was done. Those we could not help would be called back and given suggestions or other resources they could also try. After discussing the cases we could assist, only funds allotted for tornado victims were still available, until we check to see if those funds can be used for our local clients, not affected by the tornado. A small emergency fund was also kept in the treasury.

**Intake**…Mike reminded members we only take calls on Mondays and Tuesdays. Members signed up to do intake during the next few weeks, before our next meeting. Mike said to be especially aware of anyone calling for assistance if they are tornado victims. Also he will check the hot line from Wednesday to Sunday for any type of emergency calls. It was suggested not to take calls on Monday, July 4th, since many members would be unavailable.

**Closing Prayers**…Kateri Simmons led the group with closing prayers.

President Mike Hurst told members that our next meeting dates would be on Wednesday, July 13th and July 27th, in the Church Library, at 6:30PM. The meeting was then adjourned.

**Respectfully yours**

**Daniela Chase, Secretary**