

SHARE MEETING MINUTES

May 11, 2023

202.251.7821

Zoom Virtual Meeting

Attendees: Kellen Leister, Carol and Steve Mournighan, Laura Rees, Ron Kelley, Soheyla Mahmoudi, Erica Shane, Mimi Granados, Nancy Najarian, Nicki Watts, Robin Senior, Paula Kahstan, Robyn Smith, Susan Garahan, Gloria Bao, Thomas Zeng

Steve Mourningham called the meeting to order at 7:34 pm.

Treasurer's Report: *(Notes are more detailed than usual because Kellen's screen could not share the excel sheet. Do not usually have such detailed financial notes each Board meeting.)*

Kellen walked us through the budget. \$383,000 in financial assets. 2 months since we last met, 10 months into the fiscal year. Slow couple of months, March – April, but very good months before that. YTD total inflow \$455,000 100% of 12-month budget leads to ending the year over budget for inflows (donations). Expenses, largest expenditure is family assistance. Spent 80% of 12-month budget. Proportional throughout the year so a little under budget with 2 months to go. YTD spent \$\$ 89,000 in the black with 2 months to go. Budget for 23,000\$ shortfall so doing quite a bit better than anticipated. Expect last 2 months will spend a fair amount more than we take in, but probably will be about \$75,000 in black for the year. Similar to many of the last few years. Pandemic surprises were on the upside with generosity of donors. 46K in gift cards in safe ready for holidays.

This month generating fiscal budget for FY 2024, July 2023 – June 2024. Kellen talked us through how they make a budget. Of note, suggesting increase budget from \$12,000 to \$27,000 because of the need for a warehouse, etc. Applied for program with Church of Latter-Day Saints, from food and other goods warehouse in MD. If get the grant,

can reduce the \$50,000 budgeted for it. \$105,000 Holiday spending. Depends on the family number. May adjust. Back to School. Robin thinks we need to bump up amount of gift cards to families for school supplies. Suggest increase from \$11,000 to \$18,000 for next year. Special projects, \$10,000 reserve for unforeseen contingencies, Program Support level at \$9,000. Computer refurbishment for tech support; \$1,500 for parts etc. That leaves for family assistance \$328,000. Compared to this year \$260,000, a \$70,000 increase, effectively the surplus we expect to realize this current year. To spend down to appropriate level, have to spend down the surplus from this year's donations into next years. Total outflows are \$549,000.

Nominations for Officers 2026 Board Members

Don Frickel retires, Steve Mournighan is president. Mimi Granados proposed to be Vice President. She is looking for a co-VP. She wants to expand the furniture. Kellen Leister treasurer. Assistant Treasurer Molly Hockman.

For the Board. Looking at a class of 5.

- Carol Burgan
- Michele Shaw
- Soheyla Mahmoudi,
- Paula Kashtan introduced herself with her volunteering for Share, boxing food, in the pantry, lived in McLean 40 years, been on other boards, volunteered in a food pantry in Falls Church.
- Nancy Najarian

Steve asked for approval of slate of board officers. Vote was approved. Steve will send out a complete list of the board and the officers. In Drop box, under personnel, there is the current year's roster.

Outreach and Activities

Robin and Susan talk about outreach activities.

Susan: worked with Veronica on new activity called community outreach. Activities: understood needs related to volunteering and if we needed additional people. The need was really for volunteers to take

action on needs identified. Signed up people for more specific volunteer needs, vs. getting more people. Represented Share on some larger meetings. New partnerships such as new church in the Tysons/McLean area, looking for new ways to serve the community. And efforts to increase awareness of share.

Enhancements of the website, worked with Molly, and quickly made updates to the web. Partnered with Robin and Dorothy to streamline volunteers and program. Three categories in future: 1) Public Relations, what would be productive in efforts to raise awareness of Share and implement 2) Appreciation for Share partners. Routine ways to appreciate Share partners. Give them attention. Support Boards current efforts of appreciation. 3) Where there are agreed upon statements about Share and number of clients it serves, what are those tools one could use to talk to potential donors and raise funds and awareness.

Robin: Veronica and Susan put all of this into motion, in addition to volunteer coordination by the incredible database Dorothy keeps. Sohela and IT Team, Molly on the website, make some changes where the volunteer and teen sign up are ongoing online. Do not have to wait for a monthly sign up. Empower volunteers to be able to take on bigger roles. Such programs can be advertised on the website, and Robin Senior and Dorothy Carol would make the connections and see if they fit. Robin offered if anyone on the call suggested we send them her way, and they will get them on the website. And Signup Genius has been transferred from Erica to Robin. Signup Genius is on the website, but reminders are also sent out by email who are on the Signup Genius email list.

May 17 – June 22, 2023, pilot program for sign up, register families for back to school and holiday program. If others come along (only distributing one time for holiday), will figure that out as they come. Proof of address, child enrolled in school, and IDs. Registration only on Wed and Sat. during opening hours. Enough Spanish speakers? Recently met with Church of Latter-Day Saints and should have a Spanish Speaker at every sign up.

Report of the Program Chairs

Nicki food and clothing: Manual count of clients Jan – end of April 31 Wed and Sat. openings, (family) 1170 clients, 26 new clients. 30-40 seniors for each opening. Approximately 280 seniors mainly from Lewinsville and Fallstead on Thursdays. Submitted a grocery list to Church of Jesus Christ of Latter-Day Saints, would be available to us once a month if approved. Goal, have some of the most wanted groceries and toiletries and paper products available more regularly vs. depending on donations. In Upper Marlboro MD, will go with truck to pick it up. Gas expenses go up. McLean Baptist Church installed canopy over main Share door, enables remain outside even when raining and sit on bench. Very well received by clients. Big appreciation for that, shared that with Ron to pass that on. Great installation of canopy and chair rail outside the door to keep carts from smashing into side. McLean Rotary Club submitted request to install outside bulletin board outside canopy, so clients have better chance to get more info while waiting outside. Will know if that comes through.

Robin and Nicki working on Volunteers Appreciation Dinner June 9th at St. Luke's Church. Encourage everyone to RSVP, and make sure they got the eVite. Respond please! Still haven't heard from 60 folks...no replies.

Family Assistance: Right on budget.

Back to School Program:

Nothing new per Robin. Will be distributing early August, for a couple of weeks, based on registration.

Furniture:

Making weekly runs. Do need more volunteers. Drivers, schedulers, and furniture drivers. About 30 clients are waiting for furniture. Still looking into storage space. Using a truck right now. Question, should we be keeping track of clients we donate furniture to in Sales Force? Laura Reese says yes. She references it to see if client uses food room, etc. for family assistance. Steve says most of folks we deliver furniture too are

out of area, in Arlington. Laura recommends just puts in area clients. Mimi reiterated if have a delivery in area, put it into Sales Force. Do have some in the McGarity, Pimmit Hills area, because Mimi has been doing some outreach. But for most part it seems like furniture program in area helps the donors. So, it becomes a service to them as well...not our primary focus. A lot of requests are by word of mouth. Not much spread to 22043.

Suggestion by Carol to put up a poster in food room. But issue now today is supply.

Steve suggested Robin reaches out for more volunteers for furniture program.

Discussion about how to find more volunteers with strength to move furniture.

Computer Refurbishing:

Soheyla. Gave a power point presentation that teens put together.

Donated laptops. 2 Sat for 2 hours and work at home. At lab diagnosis and repair of laptops. Had 29 of them. 17 sent to the food pantry. 59%. Have 7 still need more repair. Recycled 4 kept 1 in the lab. Observed if broken, really broken. Problem with missing parts, battery, chargers.

Broken screens and keyboards. Very slow. Noticed change of business. Recycling now to get credit to purchase new laptops.

Volunteers. Worked on 14 websites and came up with recommendations for Molly. She spends a lot of time on the manual.

Social media. Made a lot of flyers.

Copy of IT Program's Power Point provided with meeting notes.

Meeting adjourned a little past 9.

Nancy L. Najarian
Secretary