



Minutes

HP Gives a Hoot Committee Meeting

12/14//21 **8:30 pm** **Held over zoom conferencing**

Meeting called by **Michael Buchman, Chair**

Type of meeting **Regular Meeting**

Attendees **Michael Buchman, Kamara Russo, Marilyn Pruce**

1. The meeting came to order at 8:35 pm on Zoom.
2. The finance report was reviewed.

	10/20/2021	11/17/2021	12/15/2021
Current Total Balance of the account:	25,679.60	25,730.19	24,407.25
Remaining Balance of the Fire Relief Fund*	5,321.00	5,321.00	5,321.00
Est Summer Camp (20 campers) for year**	0.00	0.00	0.00
Est Global Grace costs for year***	0	0	0
Less Mayor's Event donation	3000	3000	3000
Refund to Feeding Middlesex County	523.56	523.56	523.56
Available Gives a Hoot Fund	16,835.04	16,885.63	15,562.69
*Using the Fire Fund	22,156.04	22,206.63	20,883.69
**Excluding Summer Camp	16,835.04	16,885.63	15,562.69
***Excluding Global Grace	16,835.04	16,885.63	15,562.69



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	10/20/2021	11/17/2021	12/15/2021
Available Gives a Hoot Fund (above)	16,835.04	16,885.63	15,562.69
Est Purchases (\$500/month)	1,500.00	1,000.00	500.00
Est end-or-year bal. (without donations)	15,335.04	15,885.63	15,062.69

3. Food distribution is running smoothly. Monica reported December grocery purchases totaled \$1697.94 including \$1000=50 x\$20 Stop and Shop gift cards. We're serving over 40 clients each week.
4. Status of Stop and Shop gift cards. Ashton distributed \$1000 in gift cards as planned. Harry is working on a publicity piece for Hoot. (Note: we planned to buy 40x\$25 cards, but S&S had none, so we bought and distributed 50 \$20 cards.)
5. Windows of Understanding Art for Hoot. Robert Diken, artist and head of the Metuchen Arts Council, will be creating a work for Hoot to be displayed in the "Voices of 9/11" storefront on Albany Street. Mike has approved the concept drawings that Mr. Diken submitted. Bob reports that the art will be in place on MLK Day, January 27. Thanks again to John Marron and Robert Diken.
6. New Driver Schedule. Thomas Castles and Evelyn will both go to Replenish in their cars once every cycle to allow for pick-up of more food. We now have a four week rotation: Scott Brustein, Bill Winfrey, John Marron, and the team of Castles and Sedehi. Mike is still a backup. A new schedule was shared.
7. Donor solicitation letter: The letters were prepared and mailed. Thanks to Monica, Kami, and the envelope stuffing squad: Bill, Marilyn, Evelyn, and Scott.
8. New Donations: Kami logs new donations when Monica forwards us the thank you letters. She reports the first batch totaled \$1300.
9. Flier Distribution. Marilyn is getting the flier translated, and it will be distributed through the school and other channels.

Old Business:

10. Web page and Facebook revision. Monica has offered to post any changes to our online presence. Mike will make recommendations in January
11. Grant for storage units. Monica has reminded Feeding Middlesex County to sign a "bill" to return the unspent balance of the \$2000 grant (523.57) per grant requirements. No response from them.

New Business:

12. A second round of solicitations was discussed. Consideration given to adding the friends and neighbors of members of Hoot to the database, revising the letter if necessary, and mailing to new potential donors.
13. Kami reported on potential spam to the Hoot email account.
14. Recommendation made to clarify who is officially on HP Gives a Hoot and who's term has expired.
15. Our next meeting will be via Zoom at 8:30 pm on the third Wednesday of January 19th.
16. The meeting was adjourned at 8:56 pm.



Minutes

Action Item	Who	Due	Status
Follow up on Harry's planned publicity piece for Hoot's distribution of gift cards	Mike		
Send additional names for donor mailing	Everyone on the committee		
Get flyer translated	Marilyn		
Clarify who is officially on this committee	Mike		
Follow up on Windows for Understanding	Mike		

Respectfully submitted,

Marilyn Pruce
Secretary