

Minutes for 2025

North Country Missions

Board Meeting Minutes

4/9/2025

Call to Order at 4:01 pm by Frank Sawicki, President.

Members present included Frank Sawicki, President; Debby Dionne, Dianna Purrington, Mary Ellen Fuller, Jacob Wood, Vera Stanwood and Mike Pelletier. Also present Dean Woodard-Neary, Executive Director; Andre Marquis, Community Meals Coordinator.

Frank prayed over the meeting and prayer requests from our customers.

Minutes of previous meeting were distributed. Diana made motion to accept minutes and Vera seconded. The motion carried.

Following this Diana made a motion to accept Mary Ellen Fuller as Secretary of North Country Missions. This was seconded by Debby and the motion passed.

Financial Report for March was presented by Dean.

Dean informed us that he has paid for 2 opportunities to have North Country Missions booths set up for public awareness – Fireman’s Appreciation Day in July and Moose Festival in August. Also, we continue to receive new pledges of support.

Dean has finalized the 990 and will submit it after Jacob reviews it for him.

Paperwork was submitted to officially change our name with the IRS.

Dean was required to file Workers Comp Audit. It was submitted 4/4/25.

After this discussion, motion made by Debby and seconded by Vera to adopt report. Motion carried.

Food Pantry Update:

Dean presented March statistics. We continue to serve more families thru the Food Pantry.

USDA Delivery is scheduled for Friday 4/11/25

NH Food Bank Agreement: Dean has taken Food Safety Manager course that is required for serving at soup kitchens. When the license from State of NH arrives and it submitted, we will be in compliance with all the new regulations.

Community Meal Update:

Andre told us attendance at meals is starting to increase

The new account for Community Meals is now set up at Bangor Savings Bank

Frank presented a Marketing Consent Form for anyone who requests to meet with people or distribute materials through any of our ministries. We discussed and edited this as a group and all agreed this is good for Dean to have on file.

The Fundraising Committee will meet immediately after today's meeting.

Building:

Dean is still waiting for electrical proposal from Kevin Greenwood in order to pursue purchase of a generator.

Tax Exemption paperwork was completed 3/21/25.

It was suggested that Dean have the soil tested prior to preparation for garden. He will contact the NH Extension Service.

The safe was purchased and installed.

Dean has materials needed to build mop sink and storage closet once the shower/tub is removed. The work crew will also add bars near toilet for disabled individuals.

Funding:

Tillotson Grant was submitted 3/25/25. One of the requirements was a 3 year budget, which Dean completed and will keep on file.

NH Gives June 10-11: application is due May 20th. Once Dean is notified by IRS that the name change for North Country Missions is on file, he will complete this application.

Other Business:

Satellite Food Pantry site at Pittsburg Fire Station had better attendance today. The health officer (Lisa) that Dean is working with has received lots of donations to supplement the USDA food. She also continues to look for a site where a freezer can be installed and will be secure.

Spring Cleaning May 17th 10 am

Next Meeting was set for Wed May 28, 2025 at 3:30

At 4:52 we went into Executive Session. The motion was made by Diana, seconded by Debby. After discussion executive session was complete at 4:55. Mike moved to close and Diana seconded. There was No Action.

Debby Dionne moved to close the board meeting at 4:56.

North Country Missions

Board Meeting Minutes

3/19/2025

Call to Order at 3:30 pm by Frank Sawicki, President.

Members present included Frank Sawicki, President; Debby Dionne, Dianna Purrington, Mary Ellen Fuller, Jacob Wood and Vera Stanwood. Also present Dean Woodard-Neary, Executive Director; Andre Marquis, Community Meals Coordinator. Absent was Mike Pelletier.

Frank prayed over the meeting and prayer requests from our customers.

Minutes of previous meeting were distributed. Debby moved and Jacob seconded for adoption. Motion carried.

Financial Report for February was presented by Dean. Dean informed us that 990 is still in progress due to a reconciliation issue. Jacob offered to help Dean by reviewing the data. After this discussion, motion made by Debby and seconded by Vera to adopt report. Motion carried.

Food Pantry Update:

- ~ Dean presented February statistics

- ~ USDA Delivery received on 3/14/25 and there will be another delivery in April.

- ~ NH Food License process is complete after inspection on 3/14/25. We passed inspection with 2 minor recommendations. Dean will print poster which is required by State of NH and the new shelves in basement will be painted to be in compliance.

- ~ NH Food Bank Agreement – once license arrives from State, this will be submitted.

Community Meal Update:

- ~ Andre told us the weekly average is 30 people in house, with a total of 40-45 meals served weekly.

- ~ Letter to community partners to schedule desserts for the next year is ready to go out.

- ~ Tri-County CAP will set up table in July to offer Fuel/Electric Assistance applications for next year. We agreed there should be guidelines in place to specify which groups would be allowed this privilege, if Andre is asked.

- ~ Dean suggested that it is time for Community Meals to have a separate line item in the annual budget. This will a) provide Andre with his own debit card to make miscellaneous purchases of items such as paper/cleaning products and extra food items needed, b) be more accurate for accounting purposes and set the precedent for our accounting system when other ministries are added under the North Country Missions umbrella.

After discussion that included the amount necessary to increase the budget, Jacob moved to amend our current budget by adding a line item of \$4,800 for Community Meals, which makes the 2025 North Country Missions Budget total \$89,452.00. The motion was seconded by Diana.

The motion to amend the budget carried.

A second motion was made by Jacob to authorize Dean to start the process of establishing a new account at Bangor Savings Bank for Community Meals, with Dean, Andre and Frank as signers. Each signer will receive a Debit Card for the account. Motion seconded by Vera and passed unanimously.

Jacob summarized minutes of Fundraising Committee for us. This group will find ways to raise funds for ongoing building maintenance and development of future ministries.

Building:

~ Paperwork was signed on March 7, 2025. We are now the official owners of the property on 16 Hill Ave in Colebrook. A celebration was held on March 14.

~ Dean will purchase safe for the building.

~ Kevin Greenwood met with Dean about electrical upgrades and setting up generator. Since solar is not a practical option, a Service upgrade with Eversource from 100 Amps to 200 Amps was discussed. After this is completed, Dean will proceed with getting a generator.

~ Dean will file Tax Exemption paperwork by 4/1/2025.

Funding:

~ Dean meets Fri 3/21/25 with grant writer to review/finalize Tillotson Grant application

~ NH Gives June 10-11. Dean will file 990 to change our name with IRS and then this application will be completed.

Other Business:

~ Dean and Andre went to Satellite site at Pittsburg Fire Station on 3/12/25.

~ Spring Cleaning date was set for May 17, 10-12 noon.

~ we have received clothes, shelves and a coat rack for our emergency clothing closet

~ a future project for Food Pantry is to remove tub in bathroom. This would be replaced by a mop sink and a small closet.

~ Dean said it would be good to have donors to help supply reading material such as Easter tracts, Upper Room or Daily Bread devotionals for customers to take from waiting area.

Next meeting will be 4/9/25 at 4 pm.

Debby made motion to close meeting at 4:45 pm, this was seconded by Diana and meeting was adjourned.

North Country Missions

Board Meeting Minutes

2/19/2025

Call to Order at 3:31pm by Frank Sawicki, President.

Members present included Frank Sawicki, President; Debby Dionne, Mike Pelletier, Dianna Purrington, Mary Ellen Fuller; and Jacob Wood. Also, present Dean Woodard-Neary, Executive Director; Andre Marquis, Community Meals Coordinator; Absent was Vera Stanwood.

Dean prayed over the meeting.

Minutes of Previous meeting were distributed and Mary Ellen moved and Dianna seconded for adoption. Motion Carried.

Financial Report for January was made by Dean, Debby motioned, and Dianna seconded to adopt report. Motion Carried.

Food Pantry Update:

- Dean presented January Statistics
- We received USDA Delivery on 2/14. Next delivery has not yet been confirmed.

Andre gave Community Meals update said had to cancel a couple times due to weather.

Fundraising community will meet after this board meeting.

Dean gave an update on status of name change. Received approval from the state on 1/29 and name has been changed at Post office and Bank.

Building:

- Purchase agreement was signed 2/4; closing will be March 7th. Board agreed to hold a celebratory cookout/bonfire the evening of March 14th.
- Frankie is looking into Generator.
- Frankie installed new internet – Starlink

- We received tax exemption application from the town; deadline April 1st.
- Dean mention HB625 which is a bill going through the NH state house that would allow towns to require payment from Non-profits in lieu of property taxes. Dean is keeping an eye on it.

Funding:

- Tillotson Grant- Draft is due mid-March Dean is working on it.
- NH Gives June 10-11, Registration February 20th

Other Business:

- Satellite pantry in Pittsburg will be held each month on the second Wednesday at the Pittsburg Fire Station.
- Dean read a letter he received from NH Governor Kelly Ayotte.
- Dean wants to take group photo of the board to put on the website.
- Discussed possibly starting a clothing closet ministry upstairs in the pantry.
- Dean asked to pass over discussion about his vacation.

Next Meeting: 3/19 at 3:30pm (with Fundraising Committee meeting to follow at 4:30)

Close Meeting: Debby motioned to close the meeting seconded by Jacob. Meeting closed at 4:32pm.

Fundraising Committee Meeting

2/19/25

Present: Frank Sawicki, Jacob Wood, Debby Dionne, and Dean Woodard-Neary

Goal of the meeting was to see in what direction the board wanted to go now the building campaign is finished.

The group agreed that it would be good to have a flexible committee, not raising funds specifically for one project.

Future projects that were mentioned were: funding new clothing ministry, purchasing a utility truck for the organization, and finishing and expanding the driveway/parking lot.

Several ideas for fundraisers were to continue the craft fair in December, set up at the moose festival again, set up a table/raffle for 4th of July, car wash (work with key clubs), gather prizes from businesses for a raffle, and Gala/silent auction.

Next Meeting will be March 19th at 4:30pm after next month's board meeting.

Area Churches Working Together

Board Meeting Agenda

1/15/2025

Call to Order at 3:30pm by Frank Sawicki, President.

Members present included Frank Sawicki, President; Vera Stanwood, Debby Dionne, Mike Pelletier; Mary Ellen Fuller; and Jacob Wood. Also, present Dean Woodard-Neary, Executive Director; Andre Marquis, Community Meals Coordinator; Absent was Dianna Purrington.

Frankie prayed over the meeting.

Minutes of Previous meeting were distributed and Mary Ellen moved and Jacob seconded for adoption. Motion Carried.

Financial Report for December was made by Dean, Debby motioned, and Jacob seconded to adopt report. Motion Carried unanimously.

Food Pantry Update:

- Dean presented Year End Statistics
- We received USDA Delivery on 1/3, and next delivery is 2/14.

Andre gave Community Meals update said they are down a volunteer.

Capital Campaign committee in now fundraising committee and are looking to schedule a meeting, most likely in February.

Building:

- Inspector came 1/8 to look at building. Report received noted a crack in the chimney; suggested upgrading electrical; well water test was good
- We have reached our goal of raising \$120,000; Debby motioned to start process of purchasing the building at 16 Hill Avenue, Jacob seconded. Motion carried
- Dean and Frankie will continue looking into a generator.

- Furnace was fixed by Searles at the end of December, no bill received yet.

Funding:

- 2022 Grant reports are finished; Dean has started the process for 2025 Large Grant, we are in the Mid-May Cycle.
- Dean created pledge cards and will be sending them out to last year's donors and local churches to hand out.
- Frankie sent out an email with several fundraising ideas.
- NH Gives June 10-11, Registration February; Dean will be working on this.

Other Business:

- Dean is still looking into satellite site in Pittsburg.
- Dean shared year end receipts to be sent out and end of year letter; all donors will receive a receipt, letter, and 2025 pledge card.
- Dean shared the new NH Food Bank handbook; due to handbook pg 14 par 2 stating
“Food Bank food is not to be used for community meals that are open to everyone and do not have an intake process. ” Our Community Meals programs partnership with NH Food Bank was discussed. Mike motioned to end partnership between Community Meals and NH Food Bank, seconded by Jacob, Motion carried unanimously.
- Discussion continued from previous meeting about amending the bylaws to change the organizations name from Area Churches Working Together. Many options were purposed after further discussion, Mike had to leave during discussion, Motion was made by Jacob to amend the bylaws to reflect a change of name to North Country Missions, seconded by Debby. A 2/3 majority vote was needed to approve, 3 yes, 0 no, 1 present not voting. Motion carried.

Next Meeting: 2/19 at 3:30pm

Close Meeting: Debby motioned to close the meeting seconded by Vera.

