

BG called the meeting to order in Walker House at 4:50 pm. Members present included Tena Bigham (TB), Brooke Guthman (BG), Ken Peterein (KP), and Sandra Schwartz (SS) who constituted a quorum for conducting business. Also present was Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. SS moved to approve minutes for the Board meeting on October 28, 2025; TB seconded; the motion carried by unanimous vote.
2. Financial report (financial statements attached): EO noted that the Statement of Activity shows net income for 2025 was up considerably from 2024. Total expenses were comparable for both years. However, revenue increased significantly due to a) increased awards from donors and Healing Illinois, b) increased revenue from Jessie's Table, and c) kitchen rent from For Goodness Cakes. The Balance Sheet shows that the increased net income served to increase cash in bank accounts and kitchen equipment, decrease credit card balance payable, and offset the net loss from 2024.

TB asked if a 501 (C) 3 charity could collect rent on its facility without jeopardizing its tax-exempt status. She said that her church was not allowed to rent property and remain tax exempt. After the meeting EO reviewed IRS regulations and found that renting space in our facility is not a problem as long as (a) the rental arrangement is passive (we don't provide any services other than allowing use of our kitchen) and (b) the space being rented is substantially related to our charitable purpose (which is the case because we use the kitchen to conduct our charitable activities).

TB moved to approve the financial report; KP seconded; the motion carried by unanimous vote.

### **Old Business**

3. Dinner in the House: EO reported that we served an average of 106 guests per week during 2025 compared with an average of 107 guests per week during 2024. Costs per meal for food, labor, and supplies averaged \$1,090 for 49 meals served during 2025 compared with \$966 for 52 meals served during 2024.
4. Jessie's Table: EO reported that we served weekly meals during the last six months in 2024. We switched to once-a-month meals during the first five months of 2025 and twice-a-month meals during the last seven months of 2025. Average profit per meal during 2025 was \$729.
5. On 10-16-25 EO mailed 198 newsletters to people who, during the past two years, made cash contributions, dined at Jessie's Table, or served during Dinner on the House (adults for whom we had addresses). He reported that we received

donations totaling \$7,450 from that appeal during the fourth quarter of 2025. He plans to mail a Spring newsletter in April 2026 that includes testimonials from guests and volunteers.

6. Other old business

**New Business**

7. Changing our Management Model: EO suggested that the next step in the evolution of 724 Ministries is to develop a sustainable model for managing our outreach programs. We need to develop a management team to execute Dinner on the House and provide a foundation for expanding our outreach. EO presented a draft of a letter to solicit participation in such an initiative from local churches who have provided teams of volunteers to serve our Sunday meal (copy attached).

SS said that we must carefully consider how many different people can be assembled on an effective ministry team without becoming making it hard to manage. BG said we need to be sure we develop clear and realistic expectations for the functions performed by different people on the ministry team. Because none of the members opposed pursuing this initiative, EO indicated that he would send the letter to local churches and develop a strategy based on responses from pastors.

8. Budget for 2026: EO presented a proposed operating budget for 2026. His draft reflects expenses comparable to 2025 except for a 10% increase in cost of food for Dinner on the House and a 30% increase in cost of gas and electricity. Projected revenue for 2026 is also comparable with 2005 except for a significant decrease in Grants and Awards. During 2025, Grants and Awards included \$25,000 from Arevon/Big Muddy Solar and \$12,500 from an individual. Neither donor is likely to contribute at that level during 2026.

BG suggested the EO explore the potential for Southern Illinois Community Foundation to establish and manage a legacy investment fund for 724. She also recommended we acquire a QR code to print on all our fundraising materials. EO agreed to accomplish both recommendations.

SS suggested that we begin planning our open house events for the holiday season earlier this year than last. EO will include that discussion item on the agenda for the next Board meeting.

9. Our next meeting will be on April 21, 2026, at 4:45 PM in Walker House.
10. The meeting adjourned at 5:45 pm.

BG called the meeting to order in Walker House at 4:57 pm. Members present included Brooke Guthman (BG), Darrell Ewbank (DE), Kayla Morgan (KM), Ken Peterein (KP), and Sandra Schwartz (SS) who constituted a quorum for conducting business. Also present was Ed O'Donnell (EO).

1. SS moved to approve minutes for the Board meeting on July 15, 2025; DE seconded; the motion carried by unanimous vote.
2. Financial report (financial statements attached): EO reported that during the first nine months of 2025 we replaced our dish machine (\$2,500), ice machine (\$3,500) and two refrigerators (\$3,600), which increased our fixed asset account by \$9,600. The balance payable on our Capital One credit card includes \$7,100 for the ice machine and refrigerators. Since last spring we have been able to pay off the statement balance on the credit card every month and avoid paying interest. EO made a cash contribution the first week in October so we could pay the credit card statement balance on October 5.

EO revised the way we account for donor contributions. A contribution of \$1,000 or more is recorded as Grants and Awards. Smaller cash donations are recorded as Contributions. Grants and Awards are contributions that we cannot necessarily count on next year. Contributions are donations likely to repeat from year to year. Grants and Awards include Avera/ Big Muddy Solar (\$20,000), Cal and Brenda Jennins (\$10,000), City Hope Church (\$3,268), City of Murphysboro (\$3,000), Ed and Jennifer O'Donnell (\$3,000), Hank and Kathy Sheeran (\$2,000), Francis and Willa Addison (\$1,500), Edward Jones Community Impact Team (\$1,000), Church Women United of Carbondale (\$1,000), Poshard Foundation for Abused Children (\$1,000), and Southern Illinois Healthcare (\$1,000).

During the first nine months of 2025 we had net income of \$15,300 but we only have \$1,600 left in the bank. The \$13,700 difference results almost entirely from the equipment we purchased (\$9,600) and prepaid insurance (\$3,700) that were paid in cash but recorded on the Statement of Financial Position rather than the Statement of Activity.

Larger costs in Leasehold Improvements include \$5,275 for stone planters and shrubs added to the front of the house, \$1,100 for the bread serving station under the stairs, \$600 for blinds on the west windows of the parlor, and \$550 for rewiring outlets in the scullery.

BG asked whether the \$800 per month in-kind rent from For Goodness Cakes during 2025 would become cash rent during 2026, as discussed when the Board approved the rental arrangement for 2025. EO indicated that would be the case.

DE moved to approve the financial report; KP seconded; the motion carried by

unanimous vote.

## **Old Business**

3. Dinner in the House: EO reported we have averaged 106 guests per week across 39 meals during 2025. Costs per meal were \$1,074, which included \$606 for food, \$358 for labor and \$110 for supplies. We will not serve meals on December 28 or January 4 to give our staff and volunteers a break for the holidays.
4. Jessie's Table: EO reported we served a meal on the second Monday of each month from February through June and then added another meal on the fourth Monday of each month during July. We averaged 69 guests per meal at 11 meals in 2025 and cleared an average of \$1,150 per meal. Average contributions were slightly more than \$25 per guest. However, average attendance has declined from 96 during the first quarter to 75 during the second quarter to 58 during the third quarter.

BG suggested that we consider adding a vegan option to both meals to attract guests who do not want meat.

5. Fiscal year change: On January 21, 2025, the Board voted to change our fiscal year end from 6-30 to 12-31 so our reporting could be done on a calendar year basis. EO did not make that change before 6-30-25 because he wanted a full year of operations to be reported on Federal Form 990 that would be included with documentation supporting a grant from the Illinois Charitable Trust Fund. If we changed our fiscal year on 12-31-24 then Form 990 would only have shown six months of activity. EO reported that the grant has been applied for (see Fundraising below) and he will change our fiscal year as of 12-31-25.
6. Other old business

## **New Business**

7. Fundraising: On October 16 EO mailed 198 newsletters (copy attached) to people who, during the past two years, made cash contributions, dined at Jessie's Table, or served during Dinner on the House (adults for whom we had addresses). We have begun to receive donations from that appeal.

SS suggested that future newsletters include testimonials solicited from guests and volunteers.

EOD has applied for two grants to be funded during 2026, one from the Illinois Charitable Trust Fund and the other from a healthcare organization based in Chicago. Both donors have targeted food insecurity for Illinois residents in high-poverty areas. Dinner on the House should be a competitive program because

Jackson County has the second-highest poverty rate in the state. Both awards are \$20,000. Recipients will be announced before the end of the year.

8. Holiday Activities: EO reported that Judge Services will install exterior Christmas Lights on Walker House in mid-November. The \$3,000 cost has been covered by an individual, who will be acknowledged on the video screens during December. The interior of the house will also be decorated before Thanksgiving. EO would like to host several open houses for actual and potential donors during the holiday season. Members offered suggestions for events.

BG, SS, and KM indicated that they would like to be involved in planning and hosting activities. SS recommended that we explore the potential for local businesses and organizations to rent Walker House for holiday parties. BG suggested we consider serving a light meal or hot cocoa social in conjunction with the Christmas lighting celebration and the movies provided by the Liberty Theater, and maybe a holiday celebration for Dinner on the House volunteers. She noted that service-oriented organizations at local schools might provide members to help serve and clean up for these types of events.

9. The annual Walker House lease with EO was not renewed after 6-30-25. We continued to pay monthly rent of \$385, which was based on real estate taxes for Walker House. Annual tax payments for the house plus the parking lot have been \$4,620 (\$385 per month). However, taxes for both properties are \$7,200 and the enterprise zone exemption of \$2,580 reduced the annual payment to \$4,620. That exemption expires this year and the annual taxes for next year will be \$7,200. EO requested that the Board approve a lease for 2026 with the same terms as 2025 but with monthly rent of \$600 to cover the annual tax payment.

DE moved to approve such an agreement for 2026; SS seconded; the motion carried by unanimous vote.

10. Our next meeting will be January 21, 2026, at 4:45 PM in Walker House.
11. The meeting adjourned at 6:05 pm.

The meeting was called to order in Walker House at 4:40 pm. Members present included Brooke Guthman (BG), Darrell Ewbank (DE), Kayla Morgan (KM), and Sandra Schwartz who constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. SS moved to approve minutes for the Board meeting on April 22, 2025, DE seconded, and the motion carried by unanimous vote.
2. EO reviewed the financial statements. We have cash in the bank and have been paying off our credit card statement every month this quarter, which eliminates the interest we were paying during the first quarter. The Budget vs. Actual statement shows that we are on track with our budget. After receiving the big gifts during the first quarter, I spent \$5,500 for landscaping and installed a \$1,200 bread station, which put us over budget for Leasehold Improvements. KM moved to approve the financial report, SS seconded, and the motion carried by unanimous vote.
3. Dinner in the House: We have served 25 meals so far in 2025 at an average of 96 guests per week. Food, labor, and supply costs for those meals totaled \$26,682, which yields an average of \$1,070 per meal.
4. Jessie's Table: We served five fundraising meals on the second Monday of the month during 2025 that generated \$5,400 in net revenue. We have averaged 84 guests per meal with an average donation per guest of \$22.50. We will add a second fundraising meal on the fourth Monday of each month during July where we serve all-you-care-to-eat St. Louis style ribs with potato salad, coleslaw, garlic bread, dessert, and choice of beverage.
5. Healing Illinois Grant: We completed our programming obligation for this grant in June. Costs will total \$5,600 for a grant that provided \$12,500 in revenue.
6. Increasing Community Meals: EO tabled pursuit of options for serving additional meals because he wants to see how our donations stack up against our current costs at the end of the year.

### **New Business**

7. Strategic Planning: The Board discussed the need for developing a strategic plan for the next five years. SS suggested that we include Aaron Barnett and people who have experience with and might provide insight into community meal programs and strategic planning. Members offered names of potential invitees, including someone from the Southern Illinois Community Foundation and the director or a board member from the Herrin House of Hope. BG suggested that we schedule a workshop over breakfast or lunch with an established time window, perhaps 90 minutes. EO will approach potential participants, find out when they

would be available to participate, and schedule a workshop through email correspondence.

8. Our next meeting will be 10-28-25 at 4:45 PM in Walker House.
9. The meeting was adjourned at 5:28 PM.

The meeting was called to order in Walker House at 4:40 pm. Members present included Darrell Ewbank (DE), Ken Peterein (KP), Josh Ryder (JR), and Sandra Schwartz who constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. DE moved to approve minutes for the Board meeting on January 21, 2025, SS seconded, and the motion carried by unanimous vote.
2. EO reviewed the financial statements. He said we have come a long way since the end of last year. Our Statement of Financial Position at the end of the first quarter of 2025 reports cash on hand of \$21,000 and a balance due on our Capital One credit card of only \$2,300. At the end of this month (April) we will pay off the outstanding credit card balance and all payroll tax liabilities. Kitchen Equipment has increased by \$2,500 because our dish machine quit, and we had to purchase a replacement.

The Statement of Activity for our first quarter of 2025 reports Cash Donations of \$38,000 that includes donations of \$15,000 from Big Muddy Solar and \$10,000 from Cal and Brenda Jennings (who donated \$35,000 to finish off the cook line). Grants and Awards include \$12,500 from Healing Illinois and \$1,000 from Poshard Foundation for Abused Children.

Financial statements for 2024 include a Statement of Activity that reports balances for 2024 and 2023. Donations increased by \$22,000 from 2023 to 2024 but labor costs increased by almost the same amount because we hired employees to cook and clean up after meals during 2024 (those tasks were performed by volunteers during 2023). Traffic through Dinner on the House was almost the same for both years and, other than labor, our costs for 2024 were consistent with 2023.

EO prepared an operating budget based on donation activity and operating costs for 2024. He reviewed the revised budget for 2025 and a budget-to-actual comparison for our first quarter of 2025 are attached. The budget anticipates covering all costs from donations and grants without the additional contributions to cover deficits needed to make ends meet during previous years. Actual Cash Donations during the first quarter exceed the amount budgeted for the entire year and almost all budgeted Grants and Awards have been received (we still have two significant grant requests under review). Scheduled Monthly Donations are based on current monthly donations, so the likelihood that we will receive scheduled donations expected is extremely high. Barring any unforeseen repairs, he suggested that we should be on solid financial footing for 2025.

SS moved to approve minutes for the Board meeting on January 21, 2025, KP seconded, and the motion carried by unanimous vote.

## Old Business

3. EO reviewed activity for Dinner in the House. Guests and volunteers continue to be pleased with their experience at Dinner on the House. Weekly attendance averaged 98 guests during the first quarter of 2025 compared with 111 guests during 2024. We have commitments from organizations to provide volunteer teams for all but five remaining Sundays during 2025. Costs for food, labor, and supplies are averaging about \$950 per meal compared with \$1,000 per meal during 2024.
4. EO reviewed activity for Jessie's Table. During February we began serving a cooked-to-order steak dinner on the second Monday of each month. We sold out for February and March (at 95 guests) and received donations more than \$2,500 for both events. Costs per meal for food, labor, and supplies run about \$1,200.
5. EO reported that For Goodness Cakes will pay \$800 per month in rent during 2025 by providing 140 desserts for all Dinner on the House meals valued at \$1.00 each and 100 desserts for all Jessie's Table meals valued at \$2.00 each.
6. EO reviewed activity for the Healing Illinois grant: We hosted Common Ground gatherings on the fourth Monday in February and March to develop a framework for hosting meals with a discussion about racial healing. We invited participants through local churches. Attendance during February and March were 23 and 15, respectively. Guests were seated in groups of six people each. A moderator assigned to each table recorded the discussion with an app that provides a transcription. The last three gatherings will follow this structure and include a meal served family style followed by an open discussion about racial healing.
7. JR suggested that we set use Venmo as an additional channel for online donations and he agreed to help EO set the account up.

## New Business

8. EO will begin exploring the potential a midday community meal during the middle of each week somewhere other than Walker House. The meal would be served cafeteria style on disposable plates with disposable tableware and require a team of about six volunteers (compared to a team of 18 needed to serve Dinner on the House). Aaron Barnett is willing to prepare the food and EO will begin inquiring about a space where the meal could be served. He approached the Murphysboro Food Pantry board about the possibility of partnering with 724 to cover the cost of cooking the meal in our kitchen and then delivering the meal in catering boxes to be served elsewhere. They were receptive and EO promised to get back to them with a specific proposal.
9. The next meeting of the Board was scheduled for 7-15-25 at 4:45 PM in Walker House.

10. JR asked EO to contact Brooke Guthman, Kayla Morgan, and him by email to schedule their commitments for supervising Dinner on the House during the third quarter of 2025. EO agreed.
11. The meeting was adjourned at 5:50 PM.

The meeting was called to order in Walker House at 4:47 pm. Members present included Tena Bigham (TB), Brooke Guthman (BG), Darrell Ewbank (DE), Kayla Morgan (KM), Ken Peterein (KP), and Josh Ryder (JR), which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. Approve Minutes: KP moved to approve minutes for Board meeting on October 22, 2024, DE seconded, and the vote to approve was unanimous.
2. Financial report: EO discussed financial statements as of 12-31-24.

On the Statement of Financial Position note that the \$14,600 balance on our credit card in the Liabilities section results from insufficient donations to cover monthly charges. That amount is reflected by the net loss reported on the Statement of Activity. The \$11,000 balance in Contributions to Cover Deficits in the Equity section represents donations from Ed and Jennifer O'Donnell that, on previous statements, have been recorded as Cash Contributions on the Statement of Activity. This change in recording contributions by the O'Donnells provides a more accurate report of the difference between contributions from supporters and our cost of operations.

On the Statement of Activity note that costs associated with Jessie's Table meals are now reported as a fundraising cost rather than a component of Program Service Expenses. The cost per meal for food, labor, and supplies across 26 Dinner on the House meals averaged \$1,035.

On the Budget vs. Actual report note that revenue was \$10,950 less than hoped for and expenses were \$3,250 more than expected, which is reflected in the \$14,500 loss reported on the Statement of Activity. Most of the shortfall in revenue resulted from Jessie's Table not attracting the number of guests that we hoped for.

TB moved to approve the financial report, DE seconded, and the vote to approve was unanimous.

## **Old Business**

3. Dinner on the House: We averaged 111 guests per meal across 26 meals served during the first half of our fiscal year. We see very few guests that have not attended before. Our volunteers continue to be pleased with their serving experience. Almost all volunteers come with a group from their church. We have commitments from groups to serve all but seven meals scheduled for the rest of calendar year 2025.
4. Jessie's Table: We cleared about \$100 per meal for the 22 meals we served during the past six months. We went dark for the month of December and told

guests that we would resume after the first of the year. Beginning in February we will serve one meal per month on the second Monday. We will promote each meal as a themed fundraising event. For example, the meal on February 10 will be billed as an early Valentines party with a steak dinner and appropriate decorations. We request a minimum donation of \$18 per person and offer seating at 4:30 and 6:00 pm. We included a promotional flyer in the annual statements that we mailed to 120 individual donors last week.

5. For Goodness Cakes: Bethany Galloway's cake business is going very well. She is now making desserts for Dinner on the House and helping prep the meal, which reduces the workload for volunteers. BG and TO expressed concern about the optics of allowing a business to use Walker House for free because we will be a not-for-profit organization subsidizing a for-profit organization. EO will negotiate an arrangement where For Goodness Cakes pays a reasonable rent for use of our facility.

6. Fundraising Report: EO discussed results from the following fundraising activities:

Mailed a solicitation (copy attached) to 109 members of the Murphysboro Chamber of Commerce on 12-3-24. To date no one has responded.

Mailed a similar solicitation to 30 people and organizations who donated to 724 during the past 18 months. Three responded with donations totaling \$5,600 (the couple who donated \$30,000 in 2023 to finish the kitchen sent us \$5,000).

Mailed a similar solicitation to 35 individuals who donated during a Jessie's Table meal. Four responded with donations totaling \$365.

Applied for a grant from Ameren that was funded in the amount of \$3,000

Applied for a grant from Egyptian Electric that will be funded in the amount of \$1,000

Applied for a grant from Illinois Depart of Human Services that will be funded in the amount of \$12,500.

Applied for a grant from Southern Illinois Healthcare that will be funded in the amount of \$1,000.

EO noted that nearly all of our funding comes from either churches or individuals and almost none comes from businesses motivated to support our programs for promotional purposes. He questioned the value of our sponsorship initiative and suggested that we need to focus on expanding our pursuit of support from individuals. Members were reluctant to abandon our sponsorship initiative. BG suggested that we provide budget numbers in our solicitation of business

organizations to illustrate our financial need for their support.

TB suggested that we make online donations as easy of possible. BG suggested that we consider providing a link to Venmo and a QR code that can be scanned by the camera on a smart phone.

## **New Business**

7. Healing Illinois Grant: We applied for and have been awarded a grant from the Illinois Department of Human Services to promote racial healing. We will host five meals followed by focus group discussions about how to support racial healing in Murphysboro. Penny Oliver and Raymond Grant will coordinate activities, invite participants, supervise group discussions, and report results to IDHS. The grant is \$12,500; \$2,500 will be used to compensate Oliver and Grant and \$10,000 will cover the cost of providing meals. 724 will prepare and serve a meal on the last Monday of each month from February through June of 2025. Aaron will cook the meals as part of his salaried duties, volunteers will serve the meals, 724 will purchase the food and supplies at an estimated cost of \$500 per meal.
8. Board members committed to supervising Dinner on the House activities on the following Sundays: BG on 2-16-25, JR on 3-2-25, KM on 4-6-25, JR on 5-11-25, and KM on 6-8-25.
9. Change fiscal year: EO asked the Board to change our fiscal year end from June 30 to December 31. Most fund-raising activities run on a calendar year basis and our year-end reporting can easily be accomplished in January. DE made a motion to that effect, KM seconded, and the vote to approve was unanimous.
10. Future Meeting Dates: Members agreed to schedule the next quarterly Board meeting for Tuesday, April 22, 2025, at 4:45 pm in Walker House.
11. The meeting adjourned at 5:52 pm.

The meeting was called to order in Walker House at 4:47 pm. Members present included Tena Bigham (TB), Brooke Guthman (BG), Darrell Ewbank (DE), Kayla Morgan (KM), Ken Peterein (KP), and Josh Ryder (JR), which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. Approve Minutes: KP moved to approve minutes for Board meeting on October 22, 2024, DE seconded, and the vote to approve was unanimous.
2. Financial report: EO discussed financial statements as of 12-31-24.

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TB moved to approve the financial report, DE seconded, and the vote to approve was unanimous.

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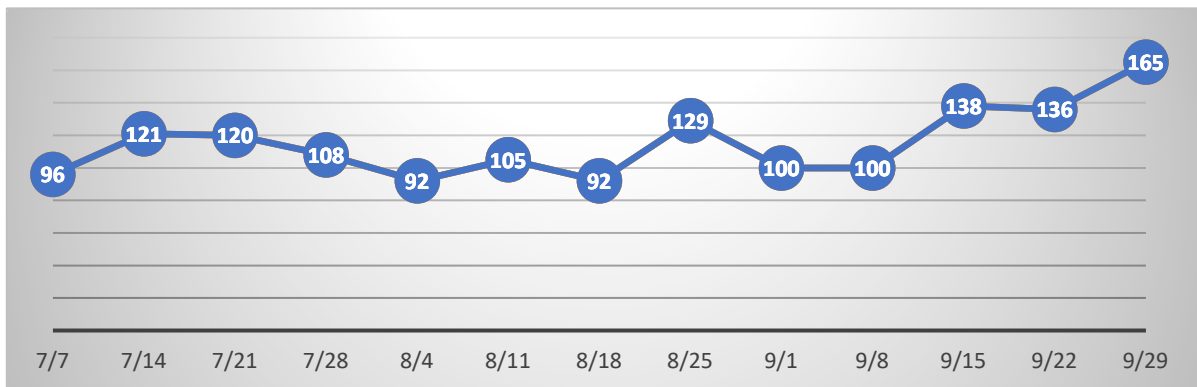
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1. Approve Minutes: DE moved to approve minutes for Board meeting on August 27, 2024, TB seconded, and the vote to approve was unanimous.
2. Financial report – EO discussed financial statements for the first quarter of FY25. He pointed out that the balance on the Capital One credit card results from the \$8,600 balance on July 1, \$5,100 insurance payment charged in July, and \$2,200 in charges during September that were paid early in October. KM moved to approve the financial report, TB seconded, and the vote to approve was unanimous.
3. Budget report – EO discussed the Budget versus Actual statement for the first quarter of FY25. He noted that revenue was budgeted as the amount we need to cover expenses, not what we had reason to believe we would receive. The \$8,200 shortfall in actual versus budgeted revenue was covered largely by the \$7,500 contributions to cover the deficit made by Walker House owners (see Statement of Activity) that were not included as a line item in the budget. TB moved to approve the financial report, KP seconded, and the vote to approve was unanimous.

## Old Business

4. Dinner on the House: EO presented the following summary:

Attendance for FY25 Q1 (weekly average = 116):



Food cost per week: \$425 (50% of combined costs for DOTH and JT)

Supply cost per week: \$55 (50% of combined costs for DOTH and JT)

Labor cost per week: \$340 (50% of combined costs for DOTH and JT)

Weekly cost: \$820 (food, labor, and supplies)

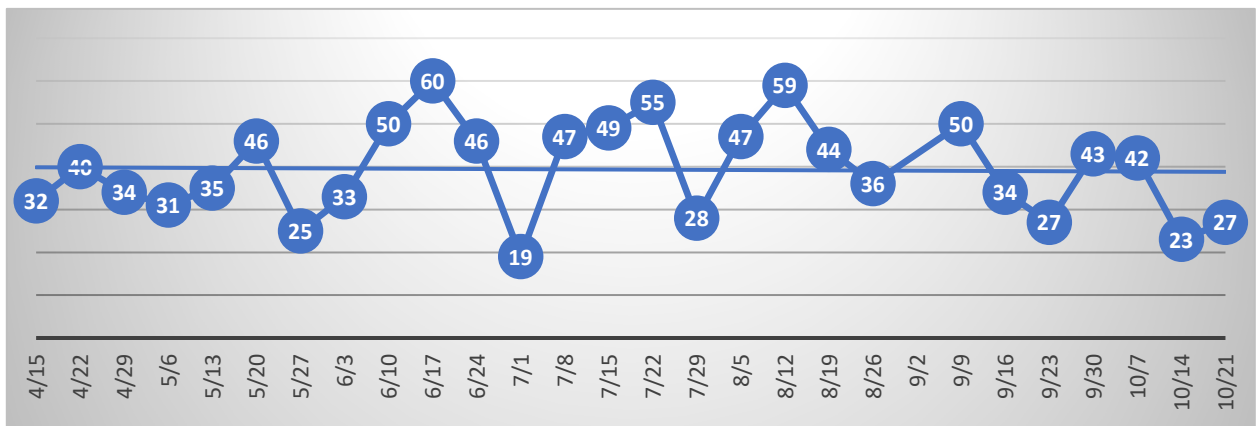
Volunteers needed per week: 18 (for a full complement)

We have groups scheduled to serve all meals through the end of the calendar year.

Continuing sponsor commitments at \$500 each include every month from Heartland Heating and Air and every other month from Ameren, First Baptist Church of Murphysboro, and Murphysboro Ministerial Association.

5. Jessie's Table: EO presented the following summary:

Attendance since inception (average = 39 guests per week)



Food cost per week: \$425 (50% of combined costs for DOTH and JT)

Supplies cost per week: \$55 (50% of combined costs for DOTH and JT)

Labor cost per week: \$340 (50% of combined costs for DOTH and JT)

Total weekly cost: \$820

Average donations per guest: \$17.95

Donations per week: \$708

EO noted that, over six months with an average attendance of 39 guests per week, donations have not covered the cost of serving the meal. He suggested that we continue to serve Jesse's Table through the end of the year to see whether attendance increases, and then decide whether to continue this event.

6. For Goodness Cakes: Bethany Galloway (Aaron Barnett's partner) will begin making cakes at Walker House at the end of November. Her business is not associated with 724 Ministries. Bethany and Aaron agreed that, after the first of the year when they get their cake business up and running, we want to find ways for them to help support 724 Ministries in exchange for providing use of our facility.

7. Digital Sign: EO sent a letter to IDOT asking whether a digital sign that recognized our sponsors would constitute advertising subject to state regulation but has not yet received a response. He has received authorization for a \$30,000 loan to install the sign. He suggested that we table further action on a digital sign until we get the Capital One credit card paid down and see how much we raise from our sponsorship fundraising campaign.
8. Halloween Treats: TB will assemble treat bags for distribution during Dinner on the House on 10-27-24.
9. Youth Volunteers: JO reported on efforts to integrate youth who want to help serve Dinner on the House into our volunteer pool. We now have one of our youth guests volunteering regularly in the Skullery. However, we have found that both youth and adult guests who volunteer to serve usually fail to show up when we schedule them. We have adopted a policy of taking contact information from guests who want to volunteer but not following through with scheduling them to serve.
10. Christmas Gifts: JO will assemble bags with gifts for both youth and adult guests for distribution during Dinner on the House on 12-22-24.
11. Fundraising: EO and JO reported that they will send fundraising letters to organizations and individuals who have supported 724 during the past year as well as all members of the Murphysboro Chamber of Commerce by early November. They described how they have tried to promote Jessie's Table with pastors from local churches.

TB suggested that promoting Jesse's Table by contacting church staff would be more effective than relying on pastors. She also suggested contacting radio and television outlets to inquire about programs for announcements related to not-for-profit organizations. KP suggested that we pursue community-interest interviews with media outlets as well.

## **New Business**

12. EO asked for ideas about ways to expand our community meal outreach. He noted that offering another evening meal like Dinner on the House during the week might not be feasible given the size of the volunteer team required. Members discussed the potential for pay-what-you-can lunch twice each week with a simple menu such as a sandwich with soup or salad that would cost less, require less preparation, and involve fewer volunteers.

Members discussed offering a fundraising meal for Valentines Day on Friday, 2-14-25. We might require prepaid reservations, so we know how much food to prepare. We could offer a seating at 5:30 and another at 7:00. We might also

investigate the potential for serving wine. EO agreed to discuss such an event with Aaron and prepare a cost estimate.

13. Future Meeting Dates: Members agreed to schedule the next quarterly Board meeting for Tuesday, January 21, 2025, at 4:45 pm in Walker House.
14. The meeting adjourned at 6:01 pm.

Meeting was called to order in Walker House at 4:45 pm. Members present included Tena Bigham (TB), Darrell Ewbank (DE), Kayla Morgan (KM), and Ken Peterein, which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. Approve Minutes: DE moved to approve minutes for Board meeting on May 21, 2024, KP seconded, and the vote to approve was unanimous.

2. Financial Report: EO discussed highlights of financial statements for the fiscal year ended June 30, 2024:

- ✓ The \$8,658 balance on the Capital One credit card results from using cash to pay \$4,200 to paint all windows and trim and EO not having the cash during the summer to provide deficit funding.
- ✓ Leasehold costs of \$4,511 include \$440 to install non-skid strips on the ramps and stairs, \$910 for concrete blocks in the parking lot, \$2,230 for improvements to dining area, and \$650 for a concrete pad under the garbage dumpster.
- ✓ Maintenance costs of \$11,882 include \$3,180 for lawn care and \$6,913 for exterior house painting.
- ✓ Repairs of \$7,330 include \$3,520 for repairs to the front porch and \$3,810 for repairing our restaurant equipment.

KP moved that the financial report be accepted, TB seconded, and the vote to approve was unanimous.

3. Budget: EO presented a proposed budget for the fiscal year ending 6-30-25. Budget estimates are based on last year's actual costs except as follows:

- ✓ Cash Donations is the amount we will have to raise in addition to other revenue categories to cover total costs.
- ✓ Dinner of the House sponsorships is estimated as six sponsors per month at \$500 each for 12 months.
- ✓ Donations by Jessie's Table guests are estimated as \$15 per guest for 60 guests per week for 52 weeks.
- ✓ Food Cost are estimated at \$800 per week for 52 weeks.
- ✓ Labor Cost is scheduled to be \$400 per week for our cook and \$300 per week for our cleaning crew for 52 weeks.
- ✓ Supplies Cost is estimated to be \$100 per week for 52 weeks.
- ✓ Leasehold reflects lower expected expenditures for improvements to our facility during FY25.

- ✓ Repairs reflect lower expected (hoped for) costs for maintaining equipment during FY25.

TB moved that the proposed budget be adopted for FY25, DE seconded, and the vote to approve was unanimous.

EO will provide the Board with statements that compare actual versus budgeted amounts on a quarterly basis at future meetings.

## **Old Business**

4. Dinner in the House: We served 5,646 meals during the last fiscal year to an average of 111 guests per week.
5. Jessie's Table: After starting in April, we served 432 meals to an average of 39 guests per week who donated an average of \$18.40 per meal. About 50% of our guests donate \$20 each, 30% donate \$15 each and 20% donate the minimum requested of \$12 each. Combined costs for Dinner on the House and Jessie's Table averaged \$790 per week for food and \$107 per week for consumable supplies.
6. Video Sign: EO reported that we have not been able to generate donations to purchase a video sign. He speculated about the amount of donations we may be able to generate from Dinner on the House sponsors if we could acknowledge them on a video sign.

He proposed trying to obtain a home equity of \$30,000 then advance the funds to 724 to pay for a sign. He would ask for monthly repayment of principal and interest in the amount of a percent of the funds generated by selling sponsorships for Dinner on the House.

Board members indicated that we need to be sure about any advertising restrictions IDOT might impose on such a sign installed on a State highway. We also need to know what code restrictions might be imposed by the City of Murphysboro. EO promised to acquire that information. DE moved that we table this discussion until our next meeting, KM seconded, and the vote to approve was unanimous.

7. Halloween Activities: TB led a discussion of ways we might produce a Halloween event. Members noted that duplicating a "trunk-or-treat" event at 724 would not add much given St. Andrew would be hosting such an event two blocks away. Members agreed that presenting Dinner on the House guests with a surprise bag during the meal on Sunday, October 27 was the best option. TB and JO volunteered to gather supplies for the bags and report back to the Board during the next meeting.

8. Youth Volunteers: At our last meeting BG suggested we explore ways to get kids who come to eat involved in serving the meals. EO and JO have pursued that initiative with limited success. The Board agreed to table further discussion until the next meeting so BG could be involved.
9. Christmas Gifts: At our last meeting BG expressed an interest in organizing a program for creating Christmas gift bags or small Christmas stockings to be distributed to Dinner on the House guests. The Board agreed to table that discussion until the next meeting so BG could be involved.
10. Prayer Partners: JO reported that we have had limited success identifying volunteers to serve as prayer partners during Dinner on the House, but she continues to pursue that initiative. KM volunteered to ask Sister Mary who serves as chaplain at the hospital whether she might commit to serving once a month.

### **New Business**

11. Walker House Lease: EO asked the Board to approve a lease for Walker House for the year ending 6-30-25 on the same terms used for the lease for the year ending 6-30-24. KM moved that the lease be approved, DE seconded, and the vote to approve was unanimous.
12. Future Meeting Dates: Members agreed to schedule the next Board Meeting for Tuesday, October 22 at 4:45 pm in Walker House.
13. The meeting adjourned at 5:35 pm.

Brooke Guthman called the meeting to order in Walker House at 4:40 pm. Members present included Tena Bigham (TB), Darrell Ewbank (DE), Brooke Guthman (BG), Kayla Morgan (KM), Ken Peterein (KP), Josh Ryder (JR), and Sandra Schwartz (SS), which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. TB moved to approve minutes for Board meeting on March 18, 2024, SS seconded, and the vote to approve was unanimous.
2. Financial Report:

EO reviewed financial statements as of 5-21-24. Year-to-date we have received \$10,800 more in contributions than we have paid out in expenses (Net Revenue on the Statement of Activity). Our cash on hand has increased by \$5,700 since the beginning of this fiscal year, and our balance due to the Capital One credit card has decreased by \$7,500.

Comparing the first nine months of the current fiscal year with the same period from last fiscal year, we see that contributions increased significantly. We received two significant one-time donations from individuals this year, including \$3,000 from Charles and Ellen Fritsche and \$5,000 from Judy Rawls. Our letter campaign to Chamber of Commerce members raised \$5,400 that we did not receive last year.

3. Note that our cost of food and supplies for Dinner on the House was \$20,500 for the first nine months of this fiscal year compared with \$22,800 for the first nine months of last fiscal year.

DE moved that the Board accept the financial report, KP seconded, and the vote to approve was unanimous.

## **Old Business**

4. Dinner in the House update:

Attendance during 2023 averaged 112 people per week. Attendance for 2024 has averaged 100 per week. We are seeing a higher proportion of guests who live on incomes below the Federal poverty level, as a result, average donations received during the meal have diminished.

BG suggested we explore ways to get kids who come to eat involved in serving the meals. We might want to incentivize them by offering some type of gift without making it look like they are getting paid for their service. EO and JO agreed to develop ideas for such a program.

BG expressed an interest in organizing a program for creating Christmas gift bags or small Christmas stockings to be distributed to Dinner on the House guests. She agreed to follow up with specific suggestions.

TB expressed an interest in coordinating a Trunk or Treat type of Halloween event. BG suggested that it include food. Discussion of ideas ensued, and TB agreed to follow up with specific suggestions.

KP suggested we consider ways to increase the pool of prayer partners who serve at Dinner on the House. JO agreed to follow up.

5. Jesse's Table:

We began serving a meal on Monday evening starting April 15 (see attached poster now included in the Murphysboro Chamber of Commerce monthly email notice of current events sponsored by members). We launched this event by notifying people who have volunteered to serve Dinner on the House. Last week we mailed a flyer (see attached) to 86 Chamber members.

Guests have been very favorably impressed with the event and most have returned to dine more than once. During the past six Mondays we have averaged 36 guests per meal (low of 31 guests for week one and high of 46 guests for week six). Guests donated an average of \$17 each.

Total weekly cost of food and supplies for Dinner on the House and Jessie's Table combined has averaged \$1,070 during the past six weeks. If we serve 65 guests per week, and those guests make an average donation of \$17 each, then we should cover the cost of food and supplies for both of our meals. We believe that we can comfortably accommodate 75 to 80 guests per week. Our labor cost for compensating our cook and cleaning crew averages \$525 per week. If our attendance increases to 80 guests and the average donation increases to \$20 per guest, then we should be able to cover the food, labor, and supplies cost for both meals.

6. Community Gardens:

EO sent letters to the Kiwanis, Rotary, University of Illinois Extension Service, and 4H Club soliciting interest in managing a community garden at our facility. He received no response. The seventh-grade class at St. Andrew school will use the gardens this year for a summer science project.

## **New Business**

7. EO reported that he plans to retire in August of 2025 and will no longer be able to provide much in the way of financial support for 724 activities. He and JO plan to

stay involved with this ministry but he asked that 724 begin to develop transition plans to take over day-to-day operating responsibilities after he retires from SIU.

8. Digital sign for front yard:

DE discussed installing a digital sign that we can use to provide information about our programs and recognize organizations that sponsor Dinner on the House. Before the meeting he suggested that EO get a price quote. The Board reviewed a proposal from Shawnee LED to install a 4' by 6'8" sign on a pole in the Walker House front yard at a cost of \$27,289. BG suggested that we ask the Smyzor Trust for financial assistance. She and EO will develop a letter requesting their support. DE and EO will explore other sources of funding.

9. Two-year terms for Board members TB, KM, JR, and SS expire 6-30-24. All four want to continue for another term. Continuing members TB, BG, and KP unanimously voted to elect TB, KM, JR, and SS to another two-year term beginning July 1, 2024.

10. The next meeting for the Board of Directors will be on Tuesday, July 16, 2024, at 4:45 in Walker House.

11. BG adjourned the meeting at 6:11 pm.

Brooke Guthman called the meeting to order in Walker House at 4:51 pm. Members present included Tina Bigham (TB), Darrell Ewbank (DE), Brooke Guthman (BG), Kayla Morgan (KM), Ken Peterein (KP), and Sandra Schwartz (SS), which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. DE moved to approve minutes for Board meeting on January 15, 2024, KP seconded, and the vote to approve was unanimous.
2. Financial Report:

EO reported that several unexpected donations at the end of 2023 and early this year allowed us to pay off the balance due on our Capital One credit card and put aside a small cash reserve. Repairs and small wares purchased during 2024 have been consistent with our budget so far in 2024 and the cost of community meals has not increased. As a result, we have a net revenue for the year of \$8,500 that was used to pay off the credit card and establish the cash reserve.

BG requested that future financial reports provide monthly performance numbers that make it easier for members to see how our financial position changes from month to month. EO will provide such a report for future Board meetings.

SS moved that the Board accept the financial report, DE seconded, and the vote to approve was unanimous.

### **Old Business**

3. Dinner in the House update:

Attendance has ranged from 62 to 147 per week with an average of 108 for the ten meals we have served during 2024. Average cash donations during those meals were \$76.

Aaron Barnett began cooking our meals in January and guests were pleased with the dinners he prepared.

EO speculated that diminishing cash contributions during Dinner on the House was the result of a change in make-up of our guests. The proportion of guests who cannot afford to pay for the meal appears to have increased while the proportion of guests willing to donate to our program appears to have diminished. A discussion about fundraising ensued. JO noted that we have not added new meal sponsors (with \$500 donations) recently. EO sent Chamber of Commerce members solicitation letters last Fall and indicated that he was reluctant to "hit them up" again until next Fall. DE asked whether the local banks have been providing support and EO said they have not. TB suggested that soliciting banks

might best be accomplished through personal visits. She also suggested that solicitations might be more effective if we suggest different contribution amounts and indicate the benefit that amount would provide for our programs, for example, number of meals paid for, or operating costs covered.

4. Jesse's Table update:

We plan to begin serving a meal on Monday evening starting April 15 and promote the meal as a "Pay What You Can" event. Discussion ensued and members recommended the following:

- ✓ Our target market for this meal is people who can pay for their meal and might be willing to donate additional funds to support our programs.
- ✓ We should disclose the cost of food for each meal to provide a baseline guests can use to decide how much they pay.
- ✓ We should ask patrons to consider contributing more than the meal cost to support our programs.
- ✓ We should not offer second helpings, but we should provide generous servings.
- ✓ We should serve from 5 pm to 7 pm but anticipate that people who arrive shortly before 7 will not leave by seven and schedule serving activities accordingly.
- ✓ We should not offer to-go meals, but we need to offer "doggie bags" for portions that guests do not consume while they are here.

### **New Business**

5. EO asked the Board to approve hiring Aaron Barnett to plan menus, order food, and prepare meals on Sunday and Monday at a salary of \$1,500 per month. KM moved to hire Barnett, KP seconded, and the vote to approve was unanimous.
6. SS requested that only Board member names be posted on our website without contact information to help protect member privacy. EO will remove contact information from the website.
7. EO distributed an invitation from the Southern Illinois Community Foundation to their summit for NFP board members on 4-13-24 and asked members to let him know if they wanted to attend. DE indicated that he would like to attend.
8. Our next meeting will be on Monday, May 21, 2024, at 4:45 pm in Walker House.
9. BG adjourned the meeting at 5:52 pm.

Brooke Guthman called the meeting to order in Walker House at 6:03 pm. Members present included Darrell Ewbank (DE), Brooke Guthman (BG), and Ken Peterein (KP) in person along with Sandra Schwartz (SS) and Tena Bigham attending via speaker phone connection, which constituted a quorum for conducting business. Also, present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO).

1. KP moved that Board meeting minutes for October 16, 2023, be approved, DE seconded, and the vote to approve was unanimous.
2. EO discussed financial statements for the six months ended 12-31-23.

EO set aside \$2,000 in a fund for contingencies and would like to get that balance up to \$5,000, which would cover the cost of replacing our "vintage" ice machine or dishwasher if (when) that equipment fails>

We have paid the Capital One credit card balance down to \$3,200 from the \$11,000 balance that resulted from purchasing our new convection ovens at the end of last summer.

Contributions during the first half of FY24 totaled \$40,968, that included \$12,907 from meal sponsors, \$2,732 from Dinner on the House guests, \$3,400 from solicitation of Murphysboro Chamber of Commerce members, \$3,000 from Charles and Ellen Fritsche, \$2,000 from Knight Hawk Coal, \$1,200 from private events held at Walker House, \$11,529 from other individuals and organizations, and \$14,200 from Ed and Jennifer O'Donnell to cover cash deficits.

DE moved that the financial report be accepted. KP seconded and the vote to approve was unanimous.

### **Old Business**

3. Community meals:

EO reported that we served an average of 118 guests at 25 Dinner on the House meals during the first six months of FY24. The cost of food and consumable supplies averaged \$648 per meal. Occupancy costs, excluding the cost of repairs and small wares, averaged \$522 per meal.

Aaron Barnett (a professional cook with a heart for outreach) has assumed responsibility for supervising purchasing and meal preparation for dinner on the House. JO has assembled a team of volunteers who will work on a rotating basis to help Aaron prepare the meals.

Early this spring, Aaron will begin preparing a meal to serve on Monday nights. We will promote that meal as a "Pay What You Can" event with single servings, fewer

people seated at tables, and different menus. We hope to provide a quieter, less crowded atmosphere that will attract patrons willing to make donations to fund our programs, but still provide an opportunity for hungry people to get a free meal if the amount they can pay is zero. We plan to call the event Jesse's Table to honor Jesse Wall Daniel, who had a heart for serving others and lived in Walker House for most of her life between 1898 and 1984.

TB suggested that we consider posting a recommended donation for Jesse's Table meals and find ways to make people aware of what each of our community meals cost. BG noted that we are spending almost \$10 per person to provide meals at Dinner on the House. Discussion indicated that the public should know what the food, supplies, and facilities cost is for each meal we serve. EO will develop ways to encourage adequate donations by making people of what meals cost, but that are not likely to embarrass patrons who can't afford to pay.

JO would like to share a portion of the contributions we receive from guests at our community meals with Aaron to provide some degree of compensation for the time he devotes to our community meal program. After discussion consensus arrived at immediately sharing 25% of community meal contributions with Aaron and reconsidering that amount a couple of months after Jesse's Table meals begin. TB moved that we begin sharing this month, SS seconded, and the vote to approve was unanimous.

4. EO plans to offer use of our garden facilities to local community service organizations (Rotary, Kiwanis, FFA, Boy Scouts, etc.) if they will manage the gardening program during the next growing season.

### **New Business**

5. EO reported that we began a new program for acknowledging meal sponsors this month. Sponsors will no longer be assigned one meal. Sponsors who donate \$500 will be recognized as one of up to ten sponsors for the month of their donation on a poster in the entry foyer of Walker House. A \$500 donation only covers about half the total cost of providing one meal (as noted in the community meal report). If we have ten sponsors who each contribute \$500, we will cover the cost of Dinner on the House for that month.

EO will create a copy of the monthly sponsor poster and send it to SS for posting on Facebook. JO promised to be sure SS gets timely information about weekly menus that Aaron creates for Dinner on the House.

6. The Board scheduled their next meeting for Monday, March 18, 2024, at 6:30 pm in Walker House.
7. BG adjourned the meeting at 7:02 pm.

Brooke Guthman called the meeting to order in Walker House at 6:05 pm. Members present included Darrell Ewbank (DE), Brooke Guthman (BG), Kayla Morgan (KM), Ken Peterein (KP), and Sandra Schwartz (SS), which constituted a quorum for conducting business. Also, present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO). Josh Ryder (JR) joined the meeting at 6:47 pm.

1. SS moved that Board meeting minutes for June 19, 2023, be approved, KM seconded, and the vote to approve was unanimous.
2. EO discussed financial statements for the three months ended 9-30-23.

Total cash contributions were \$25,671, including \$8,176 in scheduled (monthly) donations, \$3,707 in unscheduled (one-time) donations, \$1,588 donated by guests at Dinner on the House (for an average of \$122 per meal), and \$12,200 donated by Ed and Jennifer O'Donnell to cover cash deficits.

Prepaid insurance is the balance left from the \$4,100 annual premium we paid in August minus the \$340 charged to insurance expense every month.

The balance on the Capital One VISA includes the \$7,800 we paid for our new convection oven during the summer along with food and supplies expenses that we pay after the first of each month. The account balance as of this meeting is about \$7,300.

The \$8,000 in food and supplies for 13 meals reflects a cost per meal for \$615 during the first quarter of our fiscal year.

The \$7,900 in repairs and maintenance includes \$3,500 for replacing rotted porch railing, \$2,500 for painting the porch and ramp, and \$1,600 for repairs and maintenance on kitchen equipment and plumbing.

KM moved that the financial report be accepted. DE seconded and the vote to approve was unanimous.

## **Old Business**

3. EO provided a Dinner on the House update. We served an average of 119 guests per meal in July, 116 in August and 123 in September. During that period, 25% of our guests were under 18 years old, 32% were minorities, and we had sponsors (at a donation of \$500 per meal) for 12 of the 13 meals we served.
4. EO provided a Community Garden update.  
The infrastructure has been completed using funds donated by SIU and City Hope Church, but the Master Gardener who volunteered to oversee the project did not follow through. The beds have been winterized and should be ready to plant in

the Spring. We need to find an individual or organization willing to manage the project during the next growing season.

5. EO provided an update on fund raising activities:

We have sponsors committed (at \$500 per meal) for 31 of the 38 *Dinner on the House* meals we will serve during the last three quarters of FY24. City Hope Church and Heartland Mechanical sponsor monthly, First Baptist Church and the Murphysboro Ministerial Alliance sponsor quarterly, and Penn Aluminum has committed to sponsor and serve one meal each in December and January. We currently receive monthly contributions from individuals and organizations that total \$2,000. As previously noted, we received an average of \$1200 per month in unscheduled contributions during the first quarter of FY24.

We mailed letters requesting support for *Dinner on the House* (copy attached) to 70 members of the Murphysboro Chamber of Commerce during the first week in October. To date, those solicitations resulted in the commitment from Penn Aluminum to sponsor two meals (\$1,000) as well as contributions of \$2,000 from Knight Hawk Coal, \$600 from Crain Funeral Home, \$250 from Fager-McGee Construction, \$200 from Burke Electric, and \$100 each from Williams-Richard Accounting, Grither Paint & Body, and J.T. Blankenship.

SS suggested implementing a program where people could donate to *Dinner on the House* in the name of someone else as a gift. EO will develop suggestions to be reviewed by the Board.

BG suggested implementing a capital campaign to raise money for specific operating costs (e.g., insurance, utilities, and other larger expenses) or purchases (e.g., a new dish machine or paying for the ovens we recently purchased). EO will develop specific suggestions to be reviewed by the Board.

### **New Business**

6. EO presented an amended budget for FY24 (copy attached) and asked for Board approval. The revised budget includes scheduled (monthly) contributions as projected revenue, and projected expenditures have been revised to reflect actual payments during the first quarter of this fiscal year. SS moved that the revised budget be accepted. KP seconded and the motion to approve was unanimous.
7. JO and EO reported that they have been exploring the potential to serve a second community meal on a weekday beginning in January. They have been speaking with Aaron Barnett, who is a professional cook with a heart for outreach and experience cooking for local restaurants as well as the Good Samaritan House in Carbondale. Initial discussions have focused on using a "pay if you can" model and trying the new format out on Monday evenings when most local restaurants

are closed. None of the Board members had any objections to exploring this initiative further. JO and EO will continue discussions and keep the Board informed of their progress.

8. EO reported that he has contacted the Murphysboro Life Skills Re-entry Center about developing a program where confined guests worked as volunteers during community meals. Board members indicated that he should see what the Re-entry Center people say but cautioned that where their confined guests served during meals (in the front or back of the house) would have to be carefully considered. EO will pursue the matter further if the Re-entry Center people have an interest and will keep the Board informed of what they propose. The Board will make a final decision on any initiative before implementation.
9. EO reported that 724 is a member of the Murphysboro Chamber of Commerce who will hold their annual banquet on Saturday, 11-19-23 at 5:30 in the American Legion Hall at a cost of \$50 per person or \$250 for a table. Several Board members expressed interest in attending. EO will inquire about the number of people that can be accommodated at a table.
10. The Board scheduled their next meeting for January 15, 2024, at 6:00 pm in Walker House.
11. BG adjourned the meeting at 7:25 pm.

Brooke Guthman called the meeting to order in Walker House at 6:07 pm. Members present included Brooke Guthman (BG), Kayla Morgan (KM), Ken Peterein (KP), and Sandra Schwartz (SS), which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO)

1. SS moved that Board meeting minutes for April 24, 2023 be approved, KP seconded, and the vote to approve was unanimous.
2. EO discussed the financial statements for the eleven months ended May 31, 2023.

The Statement of Financial Position has changed little since our last meeting except for the addition of a cash account for the community gardens. The balance represents the unspent portion of a \$1,500 grant provided by City Hope Church for construction of our garden facility.

The Statement of Activity shows results from activities through May 31. Here again, nothing much has changed since our last meeting other than the inclusion of activities for April and May. The balance due to Capital One VISA includes \$7,800 charged for our new ovens.

At the request of Board members, EO explained expenditures included in occupancy cost and smallwares accounts on the Statement of Activity.

KM moved to accept the financial report, SS seconded, and the vote to approve was unanimous.

### **Old Business**

3. EO distributed a report summarizing Dinner on the House activities. During our last meeting BG requested that cards with *Dinner on the House* information be made available for distribution by Board members. EO passed our printed cards.

EO reported that we have served more than 100 guests per week during the past five weeks. That level of traffic magnifies the impact of volunteers who don't stay focused or can't keep up with the demands of their assignments. We have initiated another round of procedural adjustments to accommodate these capacity crowds.

4. JO reported that our community garden initiative this growing season will focus on raising vegetables for by Dinner on the House. Master Gardener Elizabeth Todd, who was referred by the U of I Extension Service, will supervise growing activities. JO is lining up volunteers to maintain the beds. Zucchini, summer squash, cherry tomatoes, and herbs have been planted. EO reported that a grant of \$1,500 provided by City Hope has covered infrastructure costs to date. Remaining funds will be used for installation of parking barriers in front of the beds and a more

permanent watering system that will be needed if we offer garden space to the public next year.

5. EO reported that, thanks to the efforts of Josh Ryder, Heartland Heating and Air Conditioning will begin sponsoring meals in July with monthly donations of \$500. EO submitted a grant request to the Smyzor Trust to help cover occupancy costs for Dinner on the House. He expects a response by the end of July. Now that the kitchen has been fully completed refined, he will devote more significant efforts to fund raising.
6. TB is writing thank you cards to donors monthly. EO is posting a list of donors who achieve bronze, silver, gold, and platinum status to our website and updating that list monthly.

### **New Business**

7. Two-year terms for Board members Farice Campbell, Brooke Guthman, and Ken Peterein expire on June 30, 2023. Campbell let the Board know that he did not plan to seek another term as Director. BG and KP expressed an interest in staying on for another two-year term. SS moved that BG and KP be re-elected to the Board through June 30, 2025, KM seconded, and the vote to re-elect BG and KP was unanimous.

The Board discussed replacements for Campbell. Several candidates were discussed. Consensus emerged for adding a member affiliated with First Baptist Church because of the strong support that organization has shown for Dinner on the House. The Board decided to approach Darrell Ewbank and determine whether he would be interested in serving. If he is not willing to serve, then the Board instructed EO to approach Brian Schuman.

EO subsequently spoke with Ewbank and notified the Board that Darrell was willing to serve. EO notified the Board by email on 8-9-23 asking them to respond with their vote whether to accept Ewbank as a member of Board. All Board members responded affirmatively; the vote to add Darrell to the Board was unanimous.

8. The Board reviewed the proposed Walker House lease for FY24, including changes discussed during our last meeting. KP moved that the lease be approved, SS seconded, and the vote to approve was unanimous.
9. The Board reviewed and discussed a proposed Budget for FY24. KM moved that the budget be accepted, KP seconded, and the vote to approve was unanimous.
10. The Board agreed to meet again on October 16, 2023 at 6:00 pm in Walker House.

11. Brooke Guthman adjourned the meeting at 7:07 pm.

Brooke Guthman called the meeting to order in Walker House at 6:12 pm. Members present included Tena Bigham (TB), Brooke Guthman (BG), Kayla Morgan (KM), Ken Peterlein (KP), and Josh Ryder (JR), Sandra Schwartz (SS), which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO)

1. TB moved that minutes for the Board meeting on January 16, 2023 be approved. KM seconded and the vote to approve was unanimous.
2. EO discussed the financial statements for the nine months ended March 31, 2023. The funds in the Community Garden account came from a grant from Feeding Illinois. The balance in Due from Kroger represents the balance available on gift cards provided by a \$1,000 grant from Kroger received earlier in the year.

The balance due to Capital One Visa represents primarily the cost of a freezer, three smaller ovens, and a variety of kitchen utensils purchased over the last six months. EO will make a contribution to 724 to pay the balance due at the end of this month. Our kitchen is now fully equipped and there should be no significant expenditures for purchasing new equipment or smallwares.

The negative net revenue on the Statement of Activity was covered by the \$30,385 cash in the bank we had at the beginning of the year. Expenditures for leasehold improvements and smallwares will diminish significantly now that we have completed and equipped the kitchen.

The 38 weekly meals we served over the past nine months during Dinner on the House cost an average of \$600 each, including \$455 for food and \$145 for consumable supplies (bread, beverages, condiments, and paper products). On average, diners donate about \$100 during each meal, which leaves a net cost per meal of about \$500 to be covered from other sources.

Over the past nine months occupancy cost for our facility has averaged \$1,850 per month, which is slightly below our annual budgeted cost of \$24,000 per year. Occupancy costs include utilities and waste disposal, janitorial and grounds, repairs and maintenance, and insurance.

SS moved to accept the financial report. KM seconded and the vote to approve was unanimous.

## Old Business

3. EO reported that *Dinner on the House* serves an average of 95 guests every Sunday of whom 72% live below the Federal poverty level, 19% are minorities, 23% are seniors, and 18% are minors. We assemble a team of 16 volunteers to serve each meal and we try to include as many people as possible. Our volunteer list includes more than 200 people and continues to grow. We have found that

*Dinner on the House* attracts a melting pot of diverse participants where guests and volunteers get to know and appreciate each other better.

TB suggested that we explore ways to track how first-time guests heard about us. Until we get a tracking system in place for all guests, EO will ask guests he recognizes as newcomers what inspired them to join us for dinner.

BG suggested that we print cards with *Dinner on the House* information and make them available for distribution by Board members and volunteers. Several Board members indicated they would like to have information cards to pass out. EO will print cards and make them available.

4. EO reported that beds for the Community Garden and a hydrant to provide water have been installed. The estimated cost for all infrastructure is \$2,500. Forms for the beds were donated, we received a \$1,000 grant and we have asked City Hope Church to provide a grant of \$1,500 to cover the rest of our costs, including parking blocks to separate the garden beds from our parking area and water lines with soaker hoses to water the beds.

EO suggested two options for operating the garden. First, we find individuals to manage the project as a community garden by assigning beds and overseeing activities that would include watering and weeding. Community Garden members could use the beds to grow whatever they choose.

Second, we could use the beds to grow vegetables that would be used for *Dinner on the House* with any excess distributed to the Murphysboro Food Pantry. We could solicit churches and community groups to volunteer for weeding, watering, and harvesting during specific weeks during the growing season.

SS and KM endorsed the second option. TB noted that either option will require effort to administer. EO indicated that he would have a coordinator in place before launching either initiative.

## **New Business**

5. EO asked for input from the Board about how we should acknowledge donors. TB volunteered to write thank you cards. EO will provide TB with a list of donors and contributions at the end of each month and will get note cards printed for that purpose.

After discussion, consensus was reached on two recognition programs. First, beginning May 1 and on the first of every month thereafter, we will create a listing of people who donated in any amount to 724 during the previous month. That listing will be posted in Walker House and on our Facebook page.

Second, we will create a listing of people who have contributed at four levels during the current calendar year. That listing will be updated quarterly and cumulative donations during the calendar year will be used to assign donors to contribution categories. Cumulative annual donations of \$100 and \$499 will be designated Bronze, \$500 to \$1,499 will be designated Silver, \$1,500 to \$5,999 will be designated Gold, and \$6,000 or more will be designated Platinum.

JR moved that the Board adopt this recognition program. SS seconded and the vote to approve was unanimous.

6. EO asked the Board to consider increasing Walker House rent from \$1 per month to \$385 per month to cover property taxes of \$4,480 on house and \$145 on parking lot. TB moved to approve the change in the Walker House lease effective July 1, 2023. KP seconded and the vote to approve was unanimous.
7. EO reported that the Board will need to consider either re-electing or replacing members whose terms expire on June 30, 2023, including Farice Campbell, Brooke Guthman, and Ken Peterein. BG and KP indicated that they would like to serve another term. JO agreed to contact FC about his intentions. JR suggested that Angie King has been active in volunteering to cook and would make a good Board member.
8. The Board agreed to meet again on June 19, 2023 at 6:00 pm in Walker House.
9. EO asked if anyone would be interested in maintaining our Facebook page and SS agreed to assume that responsibility. JO will set SS up as the administrator for the page.
10. Brooke Guthman adjourned the meeting at 7:30 pm.

The meeting convened in the Walker House at 6 pm. Members present included Tena Bigham (TB), Kayla Morgan (KM), Ken Peterein (KP), and Josh Ryder (JR), which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO)

1. KM identified an error in the minutes for the 10-17-22 Board meeting. EO will amend the minutes, TB moved that the amended minutes be approved, KP seconded, and the vote to approve was unanimous.
2. EO made the following comments regarding the statement of financial position as of 12-31-22:

Cash in the improvements account had fallen from more than \$16,000 at the end of the last quarter to only \$100 this quarter because of money spend on the cook line installation. The \$7,000 in the operations account included grants of \$1,000 and \$2,000 received late in December, along with money that will be used to pay some of the credit card balance.

The \$7,200 balance in the credit card account included \$1,900 for constructing a heat shield around the stove top and char broiler in the cook line, \$1200 for an additional freezer, food costs for December, and small wares needed to finish off the kitchen facilities.

EO added the following remarks about the statement of activity for the six months ended 12-31-22:

The \$32,900 in cash donations included contributions from individuals, donations from City Hope Church, Walmart, Southern Illinois Healthcare, and Ameren, and cash contributed by Ed and Jennifer ODonnell to cover operating deficits and completion of the cook line. The \$3,000 in grants and awards accounts for payments received from our joint venture with the Murphysboro Food Pantry.

Cost of food and foodservice supplies account for direct costs of delivering Dinner on the House. We served 20 meals during July through December. Our direct costs for food averaged \$624 per meal. Our direct cost for supplies averaged \$165. The average total cost of food and supplies consumed during a Dinner on the House during the past six months has been \$789.

Leasehold improvements accounts for installation costs for the cook line. Repairs and maintenance accounts for costs of repairing used cook line equipment. Smallwares accounts for fixtures and utensils needed to get the kitchen up and running.

TB asked whether it might be advantageous for her to contribute to 724 through the First Methodist Church of Carbondale because they have a significant community

outreach budget and processing her contribution might help make them aware of 724 activities. Members agreed.

KM moved that the financial report be accepted (copy attached), TB seconded, the vote to approve was unanimous.

3. EO distributed a report for Dinner on the House that will be sent to all supporters and used for grant applications. On average, we have served 82 meals each week since we begin on 1-23-22. Our average for the last six months has been 93 meals per week.

TB approved that the Dinner on the House report be approved (copy attached), KP seconded, and the vote to approve was unanimous.

### Old Business

4. EO reported that our cook line is complete, all the equipment is functioning, and our kitchen is fully equipped. We have no need for additional renovations at the present time.
5. EO reported that we received frames for our community garden beds that were donated by the Feeding Illinois organization. We were awarded a \$1,000 grant through Southern Illinois Healthcare to help cover the cost of building the facilities. EO approached City Hope Church with a request for a donation to help cover the cost of construction and asked them to consider managing the gardens as part of their outreach ministry.

TB suggested that EO ask Alan Bigham to haul the gravel for the gardens. She also suggested that that we contact the 4H club and Boy Scouts to inquire about their interest in participating in our community garden initiative.

### New Business

6. KM suggested that we should consider praying during Dinner on the house meals. EO said it was difficult to pray with guests because they don't arrive at the same times. However, he said we would begin praying with volunteers during the orientation session that precedes each meal, starting with our next meal on 1-22-23.
7. EO reported that we have been approved as a partner with the St. Louis Area Food Bank, and we can now purchase a variety of foods through them at reduced prices. JO will begin shopping for food on their website this month.

8. EO reported that 724 has subscribed to a phone answering system through Verizon that will allow us to receive calls at our own phone number and distribute messages based on caller-selected options. The first choice will be to hear a recording of the menu for the next Dinner on the House. Next will be choices for information on volunteering, our community garden initiative, and all other questions. We should have the system up and running by the end of this month.
9. Members agreed to set the next Board meeting for April 24, 2023 at 6:00 pm in Walker House.
10. No additional new business was introduced. The meeting was adjourned at 6:51 pm.

The meeting convened in the Walker House at 6:07 pm. Members present included Tena Bigham (TB), Farris Campbell (FC), Brooke Guthman (BG), Josh Ryder (JR), and Sandy Schwartz (SS), which constituted a quorum for conducting business. Also present were Ed O'Donnell (EO) and Jennifer O'Donnell (JO)

1. SS moved and TB seconded that the minutes for the July 25, 2022 Board meeting be approved. The vote was unanimous.
2. EO presented the financial report for the three months ended 9-30-22. The balance on deposit in the improvements should cover most costs for finishing the kitchen, and he indicated that he and JO had enough of their own money set aside to cover any excess. The balance in the cash account. Was consistent with the amount of cash left over after the bills were paid at the end of each month. Accounts receivable from Kroger represented two gift cards for Kroger stores that were awarded in a grant last year but had not yet been spent. The amount due from Murphysboro Food Pantry was received early in October and represented the final payment on their commitment that started in January of this year. Accounts payable represented the September bill from Ameren that was paid early in October.

Next EO reviewed the statement of Expenditure Budget vs. Actual for the first quarter of FY23. Most expenditures were in line and mostly within budget expectations. Insurance will continue to be well below budget because we found a good deal on our liability and casualty premium for the current year. Food costs were above budget because of purchasing inefficiencies that we have been correcting as we learn about how much food to buy, and because food costs have increased substantially. Smallwares purchases were significantly over budget because of items we needed to run prepare and serve effectively. Expenditures for smallwares should fall more in line with budgeted amounts as we are well equipped for serving Dinner on the House.

Board members has no further inquiries. JR moved and TB seconded that the financial report be approved. The vote was unanimous.

### Old Business

3. EO reviewed activity at Dinner on the House. Average attendance at the event increased steadily from February through June and jumped up to an average of about 100 guests per meal during the first quarter of this fiscal year. The process is working well. Guests and volunteers indicate that they are with their experience at the event.

During a ten-week period last summer we surveyed our guest to gather data about economic status. The 323 different guests we queried attended Dinner on the House an average of 3.2 time over ten weeks and 72% were below the Federal poverty line with respect to income. During September we began tracking the number of

children (under 18) and minority guests served. During the last three meals of that month about 20% of our guests were children and over 30% of our guest were Black or Hispanic.

EO reported that we have received support from local churches with respect to getting volunteers to serve during meals. He indicated that we are beginning to solicit support from local community service organizations and SIU organizations that want to provide volunteers for worthwhile causes. We are also focusing on developing team leaders to delegate different areas of responsibility for Dinner on the House events so that the workload can be spread across more individuals.

FC asked if we have contingency plans for increasing the number of meals we serve if demand begins to exceed our capacity of about 120 meals during the two-hour window for Dinner on the House. Board members discussed the potential of serving meals more often when our kitchen is operational as well as expanding the volume of food distributed by offering to-go boxes. The Board decided to revisit this issue after we see if demand increases and after we get our cook line operating effectively.

4. As amended, our joint venture agreement with Murphysboro Food Pantry was scheduled to terminate after we were reimbursed for \$13,000 food costs for Dinner on the House. The final reimbursement was made in early September and our joint venture is no dissolved.
5. We expect the cook line to be completed by mid-November. The last step will be to install the used appliances we purchased and we will not know what repairs may be necessary until they are hooked up. The funds we have on hand should cover remaining construction costs. EO indicated that he and JO would cover any excess as a donation.
6. BG discussed the status of our tutoring initiative. She began by reporting results for a summit hosted by the local school district on September 12, 2022. The meeting was attended by BG, principles from all Murphysboro schools, clergy from local churches, a representative from the Murphysboro Food Pantry and several other interested individuals. Representatives from our schools said they have tutoring needs covered and expressed no interest in additional tutoring initiatives. They indicated that food security was still an issue for local students and expressed the need for gift cards to food serving establishments that could be distributed by teachers as needed.

BG and FC discussed a continuing need to help student athletes keep their grades at a level that allows them to participate in school sports. They indicated that they would pursue that initiative individually and there was no further interest in a tutoring initiative to be sponsored by 724 Ministries.

7. EO reported that we have been offered wooden forms needed to construct 12 raised garden plots. He has applied for the \$1,500 grant to help cover construction costs of creating a community garden around a portion of our parking lot. Last Spring City Hope Church indicated that they would be willing to cover "a couple thousand dollars" of construction costs and would try to gather a service crew of able-bodied men to build the plots. When the forms become available and we get them transported to our facility EO will pursue funding and volunteer labor to construct the garden.
8. No other old business was raised by the Board.

#### New Business

9. EO reported that 200+ volunteers have worked during Dinner on the House since we started in January. He indicated that scheduling volunteers for future meals was becoming a significant task. He and JO have been exploring the potential to use different software to facilitate scheduling but have not found a solution that makes economic sense. They will continue to explore options. BG suggested that we check out Doodle Poll (a free app) as a scheduling tool. with respect to scheduling volunteers.
10. EO reported that fund raising has become an important issue since the joint venture with the Murphysboro Food Pantry ended. He has begun to pursue grant funds more aggressively and is considering an initiative designed to solicit financial support from volunteers. FC cautioned that we do not want to alienate volunteers who do not have necessary means to contribute by making them feel inadequate when we ask volunteers for money. He suggested targeting all 724 stakeholders or the community at large rather than targeting volunteers as a specific group.
11. The Board agreed to schedule their next meeting for January 16, 2013 at 6:00 pm in Walker House. During that meeting the Board will schedule meetings for the rest of fiscal year 2023.
12. No new business was brought up; the meeting was adjourned at 7:27 pm.

The meeting convened in the Walker House at 6:00 pm. Those present included Tena Bigham (by phone) (TB), Brooke Guthman (BG) Kayla Morgan (KM), Jennifer O'Donnell (JO), Ken Peterein (KP), Josh Ryder (JR), Sandy Schwartz (SS) and Ed O'Donnell (EO)

1. KP moved and KM seconded for approval of the minutes for the April 24, 2022 Board meeting. The vote to approve was unanimous.
2. BG moved and KP seconded that Tena Bigham, Josh Ryder and Sandy Schwartz be elected to full two-year terms as Directors for 724 Ministries. The vote to approve was unanimous.
3. Board members thanked JO for her service on the Board during the past year.
4. KM moved and SS seconded to elect BG as President of the Board for the year ending 6-30-23. The vote to approve was unanimous.
5. KP moved and KM seconded to elect JR as Secretary/Treasurer of the Board for the year ending 6-30-23. The vote to approve was unanimous.
6. EO discussed 724 Ministries financial statements for the year ended 6-30-22.

From the Statement of Activity he noted that Cash Donations included \$30,000 for the Finish the Kitchen campaign. The balance was contributed by individuals and local churches. Grants were provided by Kroger who donated their own gift cards in the amount of \$1,000. Non-cash Contributions were comprised of used restaurant equipment purchased and donated by Ed and Jennifer O'Donnell, recorded at their cost. Related Organization Contributions came from the Murphysboro Food Pantry joint venture.

From the Statement of Financial Position he explained that the \$1,000 receivable from Kroger represents two \$500 gift cards that Kroger awarded us as a grant to support our operations, which have not been spent yet. Receivable from Murphysboro Food Pantry is for food cost during June that has not been reimbursed at year end.

KM moved and KP seconded that the financial report be accepted by the Board. Vote to accept was unanimous.

### Old Business

7. EO reported that average monthly attendance at Dinner on the House was 49 for February, 61 for March, 66 for April, 72 for May and 74 for June. Food costs have been running about \$500 per meal as anticipated. Our volunteers have developed procedures for delivering meals that seem to work effectively.

8. Murphysboro Food Pantry has agreed to continue covering food costs until they have spent their original commitment of \$13,000 (\$500 per meal for 26 meals), which should cover our food costs through August. Our joint venture agreement with them was set to expire on June 30, 2022.

### New Business

9. Thanks to another significant donation from Cal and Brenda Jennings we now have raised funds to complete the cook line. We have ordered the vent hood, which will be installed by Heartland Heating and Air. Our plumber has begun installing the gas line. We hope to have the cook line installed by late Fall.
10. BG is helping organize a round table discussion of activities designed to support students in Murphysboro schools. Participants will include School system personnel and other stakeholders interested in tutoring and support activities. The Board discussed elements of a tutoring program, including use of an improvements to the Murphysboro Youth Center, transportation issues, teacher's union concerns, background checks for volunteers, and the potential for feeding students and their families in conjunction with tutoring activities.
11. The Board expressed the desire to pursue the Community Garden initiative for next year. Discussion ensued about how beds could be constructed on the 724 Ministries parking lot and what it would take to get water to the garden plots. Members also talked about programs to encourage kids to develop an interest in gardening, helping marginalized people from our community learn to grow their own food, and providing recipes for preparing what they harvest.
12. No other old business was brought up for discussion.
13. EO presented a proposed budget for operating costs during FY23 and explained how expected costs were estimated. KP moved and JR seconded that the budget be approved. Vote to support their motion was unanimous.
14. The Board agreed to schedule future Board meetings for 9-19-22, 11-21-22 and 1-16-23. The Board will set future meeting dates at the 1-16-23 meeting.
15. No new business was brought up for discussion so the meeting was adjourned.

The meeting convened in the Walker House at 6:00 pm. Those present included Kayla Morgan (KM), Jennifer O'Donnell (JO), Ken Peterein (KP) and Ed O'Donnell (EO)

1. KP moved and KM seconded approval of the minutes for the January 24, 2022 Board meeting. The vote to approve was unanimous.
2. EO discussed financial statements as of March 31, which is the end of the third quarter of our fiscal year (copy attached). He noted that we had received almost \$12,000 in contributions targeted for finishing the kitchen and had received an additional \$4,000 during April. We now have on hand almost \$16,000 of the \$28,000 estimated cost to complete our kitchen. The Board had no questions about the financial statements. KP moved and KM seconded to accept the financial report. The vote to accept was unanimous.

### Old Business

3. EO distributed a summary of menus, attendance and contributions received for Dinner on the House meals from January 23 through April 17 (copy attached). He reported that all events appeared to be well received by both guests and volunteers. He admitted that he and JO have been working their way up a learning curve about how to manage these meals and expressed confidence that they now have a pretty good handle on what it takes to execute Dinner on the House. Board members suggested several potential sources of funding for this outreach. EO will follow up on their suggestions with those potential donors.
4. JO reported that Brooke Guthman explored the feasibility of conducting a tutoring ministry at Murphysboro Junior High School. Because Brooke and JO have had so much on their plate this Spring that initiative will not get kicked off any earlier than the start of next school year. JO suggested there is a reasonable possibility that 724 Ministries could serve a free meal at the Junior High cafeteria after some of the tutoring sessions, which could provide a night out for parents as well as others in the community. She will explore that possibility as the tutoring ministry begins to take shape.
5. EO reported that City Hope Church is still interested in supporting and helping to fund a community garden on 724 Ministry property. However, they decided to table that initiative for this Spring. KM suggested that we should pursue the potential to build those gardens this summer and fall so that the facility is in place for next Spring. JO suggested that people might be able to plant Fall gardens if we get the plots constructed by the end of Summer. EO will talk with the outreach director at City Hope about putting construction of the gardens back on the agenda.

### New Business

6. EO asked for Board permission to begin construction of the cook line for our kitchen. He believes that the \$16,000 we have in the bank can be used to pay for some of the work that will have to be done. He also suggested that contractors are very busy right now and it may take some time for us to get on their schedules. KM moved and KP seconded a motion to authorize EO to use funds received for the Finish the Kitchen campaign to begin making improvements. The vote to authorize was unanimous.
7. EO described a situation that occurred during a recent Dinner on the House that he wanted the Board to know about. A woman and her adult son who have a local reputation for poor personal hygiene and offensive body odor had been attending meals. Several guests indicated that the smell caused considerable discomfort while they ate and indicated that they were unlikely to attend future meals under those conditions. JO asked a local church where these folks attend how they dealt with the hygiene issue. They indicated that they would periodically suggest to the people that they clean up before attending church. JO and EO visited the people, provided hygiene products and a bag of clean clothes and asked that they clean up before they attend Dinner on the House. Their request was not well received. JO learned today that the people have decided not to attend future Dinner on the House meals because they do not like the way they were treated by our guests. EO asked the Board to share any suggestions that they might come up with about how to handle similar situations in the future.
8. Terms for Board members KM and JO expire on June 30, 2022. KM indicated that she would like to continue serving on the Board. JO indicated that she planned to step down as a member of the Board when her term expires. The Board discussed adding three members beginning July 1, 2022 who would replace JO and increase the Board to the maximum of seven members permitted by the Corporate Bylaws. The Board identified Sandy Schwartz, Tena Bingham and Josh Ryder as individuals who they would favor as new Board members. KM will approach Sandy Schwartz about joining our Board; JO will approach Tena Bingham and Josh Ryder. All who accept our invitation will be voted on and, if approved, installed at the July 25 Board meeting.
9. The meeting was adjourned.

The meeting convened in the Walker House at 6:00 pm. Those present included Kayla Morgan (KM), Jennifer O'Donnell (JO), Ken Peterein (KP) and Ed O'Donnell (EO)

1. JO identified corrections to the minutes for the last Board Meeting that were prepared by EO. The minutes were unanimously approved as corrected.
2. EO reported on open house receptions held in Walker House at 2:00 pm Sunday, 12-5-21 and at 5:00 pm Wednesday 12-8-21 and Tuesday 12-14-21. Eight to 15 people attended each of the events. Attendees were impressed with our facility and very supportive of our outreach plans. All were people associated with the Murphysboro Food Pantry or the two churches JO and EO attend. We sent written invitations and information about our outreach plans to three other churches that might have been interested in supporting our program but nobody from those organizations attended.
3. EO reported that we served our first community meal on Sunday, 1-16-22 from 4:00 to 6:00 pm under the moniker "Dinner on the House." Only one guest attended. The following week JO and EO promoted the event with flyers put in all food pantry boxes distributed to clients, announcements posted in locations around Murphysboro likely to be frequented by our target population, and personal solicitations of guests that attend the monthly meal at Murphysboro United Methodist Church. On Sunday, 1-23-22 we served 35 guests. We expect attendance to increase as word of Dinner on the House spreads through our target community.

Consistent with our permit from the Jackson County Health Department meals are prepared either at the Knights of Columbus kitchen or the Elks Lodge kitchen and then transported to Walker House for serving. We need 12 to 14 volunteers to prepare and serve each meal. We have assembled a list of potential volunteers who have been very eager to serve. We anticipate no problem lining up enough volunteers to cover our weekly needs.

4. The financial report for the six months ended December 31, 2021 was not available. EO promised to distribute that information when he sends a draft of the minutes to the Board.

#### Old Business

5. JO reported on the tutoring initiative. She has not had time to pursue the initiative for tutoring high-risk children that was discussed at the last Board meeting. Getting Dinner on the House started has consumed her time and effort. The Board agreed to table further discussion of the tutoring initiative until the next meeting.
6. EO reported on the community garden initiative. The Illinois Extension Service, who initially contacted us about creating a community garden, is trying to fill the position responsible for shepherding that initiative. They don't expect to be in a position to

provide assistance this Spring. EO will explore options with KM (who has agreed to champion a community garden initiative) and also follow up with the outreach team at City Hope Church who have expressed an interest in sponsoring and providing volunteers to manage that project.

### New Business

7. EO reported on the Finish the Kitchen capital campaign. He has estimated total cost of completing the cook line at be \$30,000. A philanthropic individual donated \$10,000 toward that campaign which leaves us about \$20,000 short of our goal. An appeal for donations has been added to our website along with a link for donors to contribute online. EO will begin to aggressively pursue grants to fund completion of the kitchen after we get Dinner on the House up and running smoothly.
8. EO reported on his meeting with the Murphysboro Ministerial Alliance on December 13, 2021 where he discussed 724 Ministries outreach plans. The meeting was attended by 16 local ministers who asked several questions about our operations and were very supportive of our initiative. EO asked for their support in helping us solicit volunteers to prepare and serve meals.
9. KP suggested exploring options for providing transportation to and from the meals we serve at Walker House. JO suggested that we might interest local churches in donating use of their busses to provide transportation. She agreed to explore the potential for starting such a program with pastors from local churches that have busses available.
10. Our next meeting is scheduled for Monday, April 25, 2022 at 6:00 pm in Walker House.
11. The meeting was adjourned.

The meeting convened in the Walker House at 6:00 pm. Those present included Brooke Guthman (BG), Kayla Morgan (KM), Jennifer O'Donnell (JO), Ken Peterein (KP) and Ed O'Donnell (EO)

1. KM identified corrections to the minutes for the last Board Meeting that were prepared by EO. The minutes were unanimously approved as corrected.
2. EO reported cash in the bank in the amount of \$657 and distributed a copy of the general expense budget for 724 (copy attached).

### Old Business

3. During the last meeting Jennifer O'Donnell was nominated for Board President and Kayla Morgan was nominated for Board Secretary/Treasurer but the Board decided to table the vote until the potential for conflict of interest was evaluated by an attorney. The Board discussed input received from John Erbes, Attorney at Law and concluded that conflict of interest can be addressed on a situation by situation basis. The Board voted on officer nominations. JO was elected as President by unanimous vote and KM was elected as Secretary/Treasurer by unanimous vote.
4. A motion to approve the corporate bylaws was made and seconded at the last meeting but a vote was tabled until the bylaws were reviewed by an attorney. EO discussed how suggestions made by John Erbes, Attorney at Law were integrated into the bylaws document. The Board unanimously voted to approve the bylaws as amended.
5. A motion to approve the Walker House lease was made and seconded at the last meeting but a vote was tabled until the document was reviewed by an attorney. EO discussed how suggestions made by John Erbes, Attorney at Law were integrated into the lease. A motion to approve the lease was made by KP and seconded by KM. The Board unanimously voted to approve the lease.
6. The Board discussed parameters for a policy governing use of Walker House by third parties. BG suggested that the policy should be articulated in bullet points rather than a lengthy description of criteria and conditions. KM suggested that a major consideration was what types of activities EO and JO wanted to have going on in their house. The Board agreed that all activities must conform with Section 501 c (3) restrictions, e.g. may not be used for political activities and must promote community outreach in some form or fashion. Any organization that sponsors a function at Walker House should be sanctioned under 501 c (3). The Board saw no problem with churches using our facility as long as it was an event open to the public. The Board agreed with charging a standard cleaning fee and making any additional contribution optional.

7. The Board agreed to schedule regular quarterly meetings of the Directors on the fourth Monday of the last month in each quarter. Board meetings for 2022 will be at 6:00 pm in the Walker House on January 24, April 25, July 25, and October 24.
8. The Board discussed beginning a tutoring program. JO has spoken with the counselor at John A. Logan middle school who indicated there was great need and suggested the we should start with students in grades K through 2. BG suggested that there was also great need at the junior high where we might have a greater impact. She suggested the we consider starting there. JO suggested that tutors may be harder to find for Junior High age students but that she would contact the Junior High to discuss potential for a tutoring program. KM reminded the Board that transportation would be an issue that must be addressed and suggested the possibility that school busses could be scheduled to stop at Walker House on tutoring days.
9. BG asked about the status of approaching Veronica McMichael to join the Board. JO indicated that she had met with Veronica and her husband to discuss UMC involvement with our meal ministry. They were both extremely enthusiastic about this outreach, but they were very busy getting settled in to Murphysboro. JO believed that Veronica would not be likely to have time right now and suggested that we wait to approach she and her husband have a chance to get established in the community.

#### New Business

10. EO updated the Board on the status of our community meal initiative. He has begun approaching Murphysboro churches, the Knights of Columbus and the Elks Lodge about cooking a meal once each month and providing volunteers to transport and help serve the meal at the Walker House. The day and time of the meals, which will be the same every week, will be selected based what works for the organizations that help cook and serve. He hopes to start serving a weekly meal in January, 2022. The Murphysboro Food Pantry has agreed to enter into a joint venture in which they pay the food cost of weekly meals up to a maximum of \$500 per week through June, 2022. A motion was made by KP and seconded by KM for 724 to join the agreement that was approved by the Food Pantry Board of Directors during their meeting the previous week. The Board unanimously voted to join the joint venture.
11. The Board discussed activities we might use to develop community support for our programs by hosting public gatherings at Walker House. BG suggested that we explore hosting an event with the Hometown Christmas program and contact the director of that initiative. When we host community support events we want to make sure we solicit volunteers for our meal program and gather contact information. The Board decided to host three open house events with refreshments on Sunday, 12-5-21 from 2:00 to 4:00 PM, Wednesday, 12-8-21 from 5:00 to 7:00 pm, and Tuesday, 12-14-21 from 5:00 to 7:00 pm.

12. EO explained that he was approached by Lynn Hein with the Illinois Agricultural Extension Service about building community gardens on our property. She said that the Extension Service would provide direction about building and operating a community garden but 724 would have to provide the people to manage the initiative. KM indicated she would like to champion a community garden program. KM agreed to contact Lynn Hein and get more details about infrastructure, potential for funding, and functional aspects of managing such an outreach operation.
13. The meeting was adjourned.

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Attachment to the Minutes

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General Expense Budget for 724 Ministries

	<u>Monthly</u>	<u>Annual</u>
Occupancy Costs:		
Walker House rent	\$ 1	\$ 12
Electricity and gas	500	6,000
Water and sewer	45	540
Waste disposal	35	420
Internet service	105	1,260
Cleaning and grounds	340	4,080
Maintenance allowance	150	1,800
Website hosting	40	480
Insurance	<u>680</u>	<u>8,160</u>
<b>Total costs</b>	<b>\$ 1,896</b>	<b>\$ 22,752</b>

The meeting convened in the Walker House at 4:00 pm. Those present included Brooke Guthman (BG), Kayla Morgan (KM), Ed O'Donnell (EO), Jennifer O'Donnell (JO), and Ken Peterlein (KP). Farice Campbell (FC) joined the meeting at 4:35 pm.

1. Prospective Board members introduced themselves and confirmed information contained in their draft biographical sketches that will be posted to the 724 website.
2. New members unanimously elected FC, BG, KM, JO and KP to the 724 Board of Directors.
3. The Board established two year terms for members by unanimous vote, and then drew straws to determine that FC, BG and KP would initially serve a full two-year term and that KM and JO would initially serve a partial one-year term.
4. JO was nominated for President and KM for Secretary. However, a vote was tabled until an attorney could provide an opinion about the potential for a conflict of interest between the Board President and the Executive Director.
5. EO was appointed Executive Director by unanimous vote.
6. The Board amended and approved the attached mission and vision statements for 724 Ministries by unanimous vote.
7. EO presented a draft of corporate bylaws for 724 Ministries. The Board tabled a vote to adopt bylaws until the draft could be reviewed by an attorney.
8. EO presented a draft lease agreement between 724 Ministries and Walker House owners EO and JO. The Board tabled action on the lease until the draft could be reviewed by an attorney.
9. EO was directed to engage legal counsel to evaluate the potential for conflict of interest (item 4 above), and to review drafts of the bylaws (item 7 above) and the lease (item 8 above).
10. EO discussed the need for the Board to establish a policy for allowing third parties to use Walker House facilities. He was directed to provide a draft of such a policy for consideration at the next Board meeting.
11. Starting outreach activities – EO reported that the Jackson County Health Department is willing to issue a permit for serving meals with food prepared elsewhere in a certified kitchen. The Board directed EO to explore potential for partnering with the Murphysboro Food Pantry to provide meals and develop an estimate of the cost of providing a meal as a basis for soliciting sponsors.
12. FC stressed the importance of using locally-owned businesses to prepare meals and making every effort to spread the cooking around to a variety of vendors.

13. KP suggested exploring funding sources devoted to small business relief from the impact of Covid.
14. BG asked that we make an effort to target some of our feeding programs toward high-risk children.
15. JO suggested that Veronica McDaniel, the wife of the new pastor at the Methodist church has a passion for serving the needs of our target constituents consensus emerged that we should explore strategies involve Mrs. McDaniel in our programs.
16. Financial position – EO distributed the 724 financial statements for the fiscal year ended 6-30-21. He presented a brief explanation of where our funds have come from and where we stand at present.
17. BG and JO initiated a discussion about providing tutoring for high-risk children and the potential for including a meal for their families s part of such a program. JO agreed to explore interest in such a program by talking with administrators and advocates for at-risk children at Carruthers and Logan elementary schools.
18. FC stressed the need to find effective ways to make our services known to the public and distribute information about programs we offer.
19. The Board decided to meet again as soon as we get revised drafts of the Bylaws and Lease Agreement from an attorney, and will establish a schedule of future meetings at that time.

### Our Mission

724 Ministries creates opportunities to enrich lives through outreach by facilitating programs that serve people in and around Murphysboro, Illinois. Our volunteers believe that reaching out to serve others enriches the people who reach out as well as the people we serve.

### Our Vision

We aspire to provide radical hospitality by putting extraordinary effort and emphasis on making people feel welcome. We want to create an environment where people can gather to interact in ways that break down barriers and develop stronger, more vibrant relationships.