

ACCW BOARD MEETING  
March 23, 2017  
4:30PM Decker's Lanai

Paula Baldwin, Director and Interim President  
Leah Sarne, Director, Treasurer  
Mary Lou Mellinger, Director, Secretary  
Kit Hart, Stats, Director, Run Minder and Stats  
Rev. Linda Decker, Director, In-Reach  
Rev. Amy Crowe, Maui Clergy Representative (Temporarily Rev. Bruce DeGooyer)  
Peter Lee, Director, Bishop's Representative  
Chuck Spence, Director, Information Officer  
John Decker, Director

Rev. Bruce DeGooyer opened the meeting with a prayer at 4:30PM

**Treasurer, Leah:**

A Cup of Cold Water Actual vs. Budget and Banking summary reconciled through February 28, 2017 are included with these minutes, select entries were reviewed by the board. It was decided to add a category called Meeting/Expense Activity. Also it was noted by Leah that the Insurance category is only for the umbrella policy. Other categories could be added in the future. It was decided that Leah will have access to online banking to enable her to view transactions. The bank will require that she have check signing privileges. New wording for budget per Diocese; in income activity the word "fundrasier" will be changed to Church Fundraiser Contribution.

Keku and Erin will no longer be signing checks for ACCW. *A motion was made and seconded, all voted in favor of a new Corporate Resolution of Authority.* Once these minutes are signed by the Board Secretary, Leah will begin the process of completing a new signature card. It was noted that in best practices the Treasurer could be an authorized check signer as long as they did not cut the check. Leah Voss, ACCW's bookkeeper, is the only one that cuts checks.

**Corporate Resolution of authority states that Paula Baldwin, President/Director; Leah Sarne, Treasurer/Director; John Decker, Director; Peter Lee Bishop's Representative/Director; and Mary Lou Mellinger, Secretary/Director; are the authorized check signers for A Cup of Cold Water. They are authorized, on behalf of A Cup of Cold Water and in its name, to sign bank checks and drafts for the withdrawal of funds, drawn on First Hawaiian Bank, to make requests and receipts for the withdrawal of funds, to endorse and accept checks, drafts, notes, and other paper payable to or by this Corporation, to waive protest of any check, note, bill or other item made, drawn, or endorsed by or to the order of this Corporation; and to enter into agreements with the Bank relative to the account of this Corporation.**

Paula:

There are four items to focus on for the immediate future:

- Financial procedures including the process a check takes from who authorizes it to who mails it.
- The Supply Room needs to have someone on the Board as Supply Room Liaison to bring the supply room to the Board and take it back to the team

- List serves organized on the computer in a way that works.
- Audit, more explanation by Peter Lee to follow.

The intention going forward is that the Board operates by committees and teams that work together outside of meetings and bring reports back to the board for review, discussion and actions.

### Annual Audit

Peter Lee discussed the ACCW Annual Report presentation to the Diocesan Council and Peter Pereira's request that A Cup of cold Water as a free-standing subsidiary of the diocese should have an annual audit. By Diocesan Canon and maybe by National Canon it is required to have an audit. It needs to be completed by the Hawaii Diocese's fiscal year ending September 1. An audit could cost about \$3,000.00 and the cost depends on what they find with our operating procedures. Carr, Gouveia & Associates does an audit annually for Good Shepherd Church.

*After discussion a motion was made that Peter will contact Carr, Gouveia & Associates to schedule and an ACCW audit within the first six months of this year and it passed unanimously. Peter will find out what it will cost, when it can be scheduled and what we will need proceed.*

In addition a second motion was made that if the Diocese is inclined to pay for the audit we should accept graciously. This motion also passed by an unanimous vote.

### Financial Procedures

Leah will contact Lea Voss, ACCW's Bookkeeper, to let her know about the pending audit.

*John Decker was unanimously voted back on the ACCW Board of Directors. He volunteered to work closely with Leah on audit preparation and as part of that will help with steam-lining financial procedures including as a priority writing a procedure for the path a check takes through the ACCW system as well as clarity on check authorizations.*

In addition Leah will register ACCW with Paypal in anticipation of offering this service to donors in the near future.

### Information and Communication

*To help facilitate the immediate goals of list serves as part of an all-over communications strategy Board voted Chuck Spence on ACCW's Board as a Director and Information Officer, the motion passed unanimously.*

Mary Lou and Chuck will talk next week and the immediate priority will be to move the 'list serves' off of personal in-boxes and to an ACCW account or accounts that can be easily be used by designated officers and team members. In the near future an overall communication strategy will be created for the flow of information. Mary Lou will create a log of all of the files/categories in her saved electronic documents as well as those filed with hard copies as part of this process.

In time the Communication Strategy will include a social media strategy that includes a website, facebook page and twitter, Chuck thought this would be easy to do and the Board thought it was a good idea to go ahead.

## Supply Room Director

Paula had an impromptu meeting with Jeanne Abe and will follow-up with inviting a recommended supply team member to join the Board.

Other concerns:

There was a discussion about increasing the number of run leaders and it was felt that among other things that the social media outreach out-reach and in-reach messaging through social media could help engage new volunteer interest. Also we remembered the shared-ministry aspect of this mission and our intention to continue to nourish this aspect of the ministry.

**The following section of the minutes are ACCW activities, goals and reports accumulated in the transition between the last regularly scheduled meeting October 20, 2016 and today's first meeting with ACCW's new Interim President on March 23, 2017. This report was circulated and reviewed by the Board prior to this meeting,**

Outreach visit to Keawala'i Church on Sun. Feb. 19 was a joyful event with an overflowing congregation, including many Maui snowbirds. A Kahului Hongwanji worship visit is planned in May 21 and another one to St. Theresa in the Fall.

Keku has sent the 2017 Board Bios, Annual Report and financials to the Diocesan council for the report to the Diocese on Sat. March 18 (video conference)

Chuck Spence: ***There should be a check coming to ACCW in the amount of \$5,000.19 from the Tasteful Benefit.*** This is subject to Mark and Terri verifying my numbers.

Keku met with Jan Shashido, Deputy Director of Housing and Human Concerns Maui County, regarding the van servicing homeless at the Banyan Tree.

On February 13 Chuck Spence and Paula Baldwin took the van to a Rotary Meeting to meet, greet and collect donations as a follow-up to a presentation by Chuck the previous week.

New Volunteer welcome and background checks are being facilitated by

Russell Yamane and Associates are again preparing tax form 990 for ACCW. Keku sent them Annual Report, Board Bios and Budget (Projected vs. Actual) on March 2, 2017.

Safeguarding Gods Children will be offered online only unless specifically requested by a "group".....so it is no longer necessary to do the first year in person AND we only have to re-certify every three (3) years. Sexual misconduct prevention training will remain a one-time class offered only on-line.

**The primary strategy for 2017 is fill key volunteer positions** including Vice-President of Operations, Vice-President of Administrative Support, at least three more run leaders and two Board members.

### **Goals:**

- ***RUN LEADERS –Two to three more***
- **Vice President Administrative (President-elect)**

needed in-place (Run Leaders and Supply Team)

***Vice President Operations***

- **Secretary** (could be two people it depends)
- **Van Coordinator**
- Public Relations and Fundraising
- Visits to Churches, 2017 Keawala'I, Kahului Honwanji and Saint Theresa.
- (schedule visit to Sean Foley's church in 2018)
- ACCW Board of Directors re-envisioned as a streamlined working BOD - appointment ad- hoc committees.
- Annual Volunteer Social – scheduled 11.4.17 at Good Shepherd.
- future goal: "East Maui run expansion" (4th day per week of outreach service) ...
- update Manual
- Snapshot Documentary (15-20 minutes)
- Spiritual Formation and In-Reach at the Heart of our mission.

**Stats, Kit Hart:**

**ACCW Stats October 2016**

**PEOPLE SERVED**

774

**MISSION RUNS**

14

**MILES DRIVEN**

433

Distributed the following:

**CHILLED WATER**

1,032

**HYGIENE**

1,506

**BASIC FIRST AID**

300

**FOOD**

5,406

**CLOTHING**

326

**BIBLES, DAILY BREAD**

37

**OTHER**

\$30.00 cash donations

50 PBJ sandwiches from Trinity by the Sea

**NOVEMBER 2016 Stats**

**PEOPLE SERVED**

839

**MISSION RUNS**

14

**MILES DRIVEN**

363

Distributed the following:**CHILLED WATER**

740

**HYGIENE**

1,841

**BASIC FIRST AID**

300

**FOOD**

6,619

**CLOTHING**

347

**BIBLES/DAY By DAY**

48

**OTHER**

PBJ sandwiches 400 from: Baldwin High School Key Club, Deena and Debbie Kiyabu, Charlotte Wilkerson and Kahului Honwanji team, Trinity by the Sea P& J Team, Pat and Julie Donahue and Farida Oreve!!

**December 2016****PEOPLE SERVED**

644

**MISSION RUNS**

13

**MILES DRIVEN**

420

Distributed the following:**CHILLED WATER**

408

**HYGIENE**

1,166

**BASIC FIRST AID**

250

**FOOD**

3,316

**CLOTHING**

370

**BIBLES/DAILY BREAD**

22

**OTHER**

202 PBJ sandwiches from Wailuku Honwanji 4-H club, Kahului Honwanji, Trinity by the Sea  
Four \$5. Gift certificates for McDonalds, five \$10. Gift certificates for Food Land from Kahului Honwanji.  
10 bags from St. Anthony Senior Project

**January 2017 ACCW Stats****PEOPLE SERVED**

855

## **MISSION RUNS**

**Distributed the following:**

### **CHILLED WATER**

496

### **HYGIENE**

2,071

### **BASIC FIRST AID**

300

### **FOOD**

5,938

### **CLOTHING**

460

### **BIBLES/DAILY BREAD**

45

### **OTHER**

180 PBJ sandwiches from Trinity by the Sea, Kahului Hongwanji and Wailuku Hongwanji. Also...10 McDonalds gift cards, cases of dog food and cat food from Ruth Eisen, and of course.... many, many other donations.....

## **FEBRUARY 2017 STATS.**

### **PEOPLE SERVED**

**673**

### **MISSION RUNS**

12

### **MILES DRIVEN**

375

**Distributed the following:**

### **CHILLED WATER**

468

### **HYGIENE**

1,441

### **BASIC FIRST AID**

200

### **FOOD**

4,583

### **CLOTHING**

289

### **BIBLES/DAILY BREAD**

37

### **OTHER**

217 PBJ sandwiches from: Kahului Hongwanji, Wailuku Hongwanji, Trinity by the Sea, Farida Oreve, eight year old daughter of friend of Lawrence.

16 slippers from Juanita Kauhaahaa

## **Operations:**

From Jeanne Abe: *We had a group of six 4-Hers come to volunteer in the storeroom on Sunday, January 15. They were studying "community volunteerism" and wanted to learn about ACCW. They were very*

*helpful, asked many questions, and would like to see ACCW featured on Hiki No ((PBS). In the past 2 months other members of this same 4H club made and donated blankets, and made peanut butter sandwiches for a run.*

**Secretary, Mary Lou:**

Jamie is doing great with the thank you notes. The annual Reports have been mailed and the minutes along with the financial reports are posted on our ACCW webpage.

**In-Reach, Rev. Linda Decker:**

**Public Relations**

**Grants:**

Rev. Linda Decker completed a Monsanto grant request and we should hear something in May.

**Fundraising:**

**Rev. Amy Crowe or Bruce DeGooyer, Maui Clergy Representative:**

**Peter Lee, Bishop's Representative:**

**Old Business:**

**New Business:**

Are there comments from the Board regarding the possibility of paying someone to help us analyze our communication flow and how to best organize our eleven email groups now and into the future? Also this same person could help us set up an excel donor mailing list that would create labels for our annual report.

There has been a discussion in a core team meeting about reducing the snapshots to a once-a-month mailing that would focus on 'reflections from the street' and not so much 'stats'. The stats are important to the board and are well summarized in the Annual Report.

In the near future create an Ad-Hoc to discuss ACCW spending, responsibility to Donors as to how we spend the money, possibility of reserve account for a future replacement van, and/or other things including purchasing quality backpacks, sleeping bags, funding to purchase supplies and distribute in case of a Maui emergency

Consider direct-deposit and on-line banking with Lea and Leah. Will still need to know donor info. for direct deposit donors.

**Note: ACCW'S NEXT MEETINGS ARE April 27, 2017 and May 25, 2017, 4:30PM at the Deckers.**

**CALENDAR:**

**Third Thursday of each Month:** Van to St. Josephs' 0800 am to 1030 am, shared outreach.

**Sat. March 18, 2017:** Conference call, 11AM – 1PM, ACCW presentation to the Diocesan Council (contact Irina for call-in information or video-conference with others in Honolulu) .

**Sun. May 21:** ACCW worship group to the Kahului Honwanji May 21

Fall: Van and team visit to St. Theresa's church.

**Sat. Nov. 4, 2017 ACCW 4th Annual Volunteer Social 4-6PM,** Pupus, Social and Eucharist. (*maybe with ACCW Priest/Run Volunteer John Tomoso*) Good Shepherd Parish Hall 3-5PM Sat. Eucharist 5PM 6PM. ACCW will provide some colorful flowers on the buffet and drink tables and consider continuing the prayer chain from last year. (reserved on GS calendar)

**Jan. 20, 2018** Tasteful Benefit Saturday

**2018: Note:** The ACCW Annual Community Meeting is best scheduled late February or the beginning of March, a couple of weeks prior to the ACCW Report to the Diocese in Honolulu.

Reverend Linda Decker closed the meeting with a prayer at 5:36PM.

Respectfully submitted,

Mary Lou Mellinger  
ACCW Secretary