

ACCW Board Meeting
April 10, 2014, 4:30PM at the Deckers

Present:

Kekuhaupio R. Akana, President and Director
Dr. John Decker, Treasurer and Director
Jeanne Abe, Supply Room and Director
Jean Fiddes, Public Relations and Director
Paula Baldwin, Prayer Leader/In-Reach Coordinator and Director
Mary Lou Mellinger, Secretary and Director
The Rev. Linda Decker, Director
Peter Lee, Director
Mark Sitts, Director, Training Coordinator
The Rev. Austin Murray, Clergy Support
Mary Leyva, Grants Manager (non-voting participant)

Keku called the meeting to order at 4:30PM.

Prayer

The meeting minutes including an income and expense report from March 13, 2014 were reviewed and approved. A copy will be forwarded to Sybil for posting on the ACCW Webpage. ACCW income and expense reports are incorporated with the minutes.

TREASURER'S REPORT

John Decker discussed tax returns for ACCW and the question about whether we needed to file. He'll check with Peter Pereira and Martha Kim at the Diocese. ACCW is incorporated with its only member being the Diocese.

ACCW has its own tax number and is a separate corporation with the Diocese as its only member.

For this particular meeting there not any income and expense reports.

PRESIDENT'S REPORT

March 27, 2013 presentation at Wailuku Rotary went well. Mark Sitts did a great job as host.

Saturday, May 17 the Kahului Kiwanis made sandwiches for the Lahaina Run.

The ACCW Van will visit Keawalai church on Palm Sunday, April 13. As you may remember, their Outreach Committee donated \$1000.00 to ACCW.

Keku suggested that we consider 'single items' only for van distribution and discontinue bagging snack pack and hygiene packs as well as rubber-banding razor/soap and toothbrush/paste combinations. Pre-making these packs is labor intensive and not everyone wants everything we have been giving them, in fact some will take the packs apart and return certain items.

We will build relations by bagging up the items specifically requested while in conversation with our clients on-site. There won't be any items deleted and the only thing ACCW would continue to pre-bag are a basic first aid pack. We will work with run leaders and supply

team on this transition. It is easy to overgive unnecessarily and we want to refocus on what is needed first and also what is sustainable.

Cindiy Akana is working on an In-Kind system. The suggestion is that each church have a designated person to inventory donations and have that sheet with the items when it is brought to the storage room. Cindy will do the logging in.

The total for March using the Salvation values from their website for ACCW non-monetary donations is \$9,074. Donated water and food items will be calculated using retail pricing.

The van volunteer hours are calculated at 5 hours per ride and administration hours are calculated at 10-15 hours per week. Van volunteer in kind hours for a month are 180 hours (15 hours per month per volunteer). Supply team hours will be tracked by Jeanne and George Abe. Administrative monthly hours are 80 based on 10+ hours a week for Keku and Mary Lou. Keku will find out from Lea how much time the bookkeeping is taking each week.

ACCW has completed grant applications for offerings by Virginia Theological Seminary and the Mike Lyons Fund. Please meet Mary Leyva, ACCW Grant's Manager. She will be attending board meetings to get to know all of us better and to learn more about ACCW operations.

John Decker will discuss with the diocese regarding considerations for Driver's Abstract and Criminal Record checks. If we find something on a Driver's Abstract where to we go? In past outreaches, once you have a DUI you are done but a moving violation, maybe not!!

On Friday, March 21 Keku and Mary Lou attended a two-hour presentation by Valerie Foree DNP, Waikiki Health Care-A-Van Program in Honolulu.

At some point Sybil (E-News) will be setting up a separate website for ACCW. Keep your eyes and ears open for a Web Master and Facebook Coordinator. There is interest in a paypal on-line donation option for the website.

Additional Reports

Supply Team:

The supply team is working a a weekly inventory list and a quarterly report. The perdicament for the supply team is the space is tiny and hard to work in so everything is taken out to Saint Luke's Room for sorting and log-in and then back to the supply room. All items are being dated as to when they are received. It would be good to have a receiving area but for now all new items need to be put on the floor and not on the inventories shelves.

For items that are purchased that are different than what is on the shopping list (many times because something was onsale so the quantities are increased) the supply team requests that the number of items purchased be noted on a copy of the shopping list and put it together with the items purchased.

Once items are logged in, donated inventories are put in Cindy Akana's folder.

A request was made to make an announcement regarding the need for towels.

Secretary:**In Reach and Van Coordinating**

There is now an In-Reach Collective consisting of Paula Baldwin, Deacon Cris South, Kit Hart and Mother Linda Decker. For each weekend of Lent there were electronic In-reach reflections and prayers. Each voice of the collective was quite different making it an interesting project.

Paula is happy to spearhead a social at Trinity or elsewhere for In-reach, fellowship, and potluck. This gathering would be for all Volunteers and their families. Keku also volunteered Cindy Akana to help.

Paula has also been a huge help in coordinating the van volunteer scheduling. Schedules are published every four months. There is always a lot of switching going on. Keku emphasized that it is the run leader's responsibility to call their team five days out and Paula supports this effort by sending a reminder email. All van volunteers have the responsibility of finding a substitute if they can't make a run and letting Paula/Keku know about the change that has been made. Keku will talk to the Run Leaders to help refine this process.

We can run with a Leader and one Van Volunteer but we schedule for two volunteers.

PR:

Cindy Schumacher's ACCW article and editorial will be published in the Maui Weekly Easter week.

Deb Lynch's husband (Trip) is happy to help write-up press releases for ACCW. He is the Marketing Director for HNu Company.

Training Coordinator:

A Matrix has been designed to track all training requirements for each volunteer as well as completed background checks and driver's abstracts.

We need to see if we can find a cheaper background check process. It now costs between \$60-80.00 plus the driver's abstract (paid for by the run leaders) is an additional \$20.00. We are taking care of the most active volunteers first.

Fundraising:

Cindy Akana is working on a potential fundraiser with Ruby Tuesday Restaurants.

The Board discussed selling insulated shopping bags with the ACCW Logo as a fundraiser. The bags are \$2.79 each for 250+ bags. They are currently running a 5% discount for bags and there is free shipping. *(Peter Lee and Mark Sitts will design and order.)*

<http://www.discountmugs.com/product/reusable-insulated-grocery-tote-bags/>

ACCW will register on July 1 for Foodland's Give Aloha Program that is offered in September of each year. (Mary Lou)

NEW BUSINESS:

Keep in mind that to maintain our current level of operations it costs about \$30,000.00 a year. We need to keep working on increasing our financial donations. One of the most important gifts to give is money.

We also need to develop a consistent message.

Annual Meeting: John Decker would like to serve only until the 2014 Annual Meeting. Straws were drawn for possible length of service but more discussion is needed as not everyone felt the terms of service matched their own desires. (Linda-2, Peter-1, Jean-1, Jeanne Abe-3, Paula-3, MaryLou-2, Mark-2, John-1, Keku-3). The annual meeting will be scheduled as close as possible to the date ACCW was launched, October 13, 2014.

OLD BUSINESS:

Goals 2014

- Search for Vice-President
- New Supply Room - preferably at Good Shepherd
- 501(c)3
- Financial Reporting, goods and clothing donations and breakdown of expenses plus in-kind and volunteer hours. - **in process**
- ---Proposed In-Kind Inventory for Church Donations and Storage Room - **in process**---Once a month sort out In-Kind Donations.
- New Brochure, tee shirt, FAQ regarding volunteering and the various opportunities (and thank you/receipt fill-in-the blank card to match)
- visits to all churches continues - Trinity on April 27. Saint Theresa's, and Saint Ann's.
- Community Speakers - **Keku, Jean F. (yes) and Mark?**
- Cindy Akana, sorting out rummage to be passed on to other agencies **in process**
- Storage Room Meeting
- By the Fall or early Winter, replacement Purchasing Agent
- Training DVD, Meeting with Run Leaders and Van Riders, share what we have learned, basis for small training DVD - update Manual regarding in-the-van training for Run Leaders
- Community Dinner Saint Joseph (Breaking Bread - 3rd Sunday 2:30-4PM and possibly add Hale Kau Kau in the future **(2015)**)
- Add East side Run **(2015)**

CALENDAR

- **Sun, April 27:** ACCW worship at Trinity
- **Sat. May 17** - Kiwanis make Sandwiches for Lahaina Run - GS Kitchen 6:30AM
- **Sun. May 18** (tentative): Saint Joseph Church in Makawao, Breaking Bread, ACCW Van - distribution - 90 people?

- **Sat. June 7:** Adult Sexual Misconduct Prevention (ASMP)
Good Shepherd 8:30-11:30AM
- **Nov. 21:** Statewide Homeless Awareness Conf. Pacific Beach Hotel

Respectfully submitted,

Mary Lou Mellinger, Secretary
A Cup of Cold Water