

ACCW BOARD MEETING
August 24, 2017 4:30PM Decker's Lanai

Paula Baldwin, Director and Interim President
Mary Lou Mellinger, Director, Secretary
Leah Sarme, Director, Treasurer
Chuck Spence, Director, Information Officer
Barbara Zipf, Director, Storage Room Liaison
Joan Vila, Director, New Volunteer Contact
Rev. Linda Decker, Director, In-Reach
Peter Lee, Director, Bishop's Representative
John Decker, Director
Rev. Amy Crowe, Maui Clergy Rep

Absent:

Leah Sarme, Director, Treasurer
Joan Vila, Director, New Volunteer Contact

Opening prayer, 4:35 PM – Rev. Linda Decker

Minutes of July 27 meeting – Mary Lou Mellinger

A motion was made by Chuck Spence for approval of July 27, 2017 minutes and seconded by John Decker. All in-attendance voted to accept the minutes as presented.

Treasurer's Report – Leah Sarme

The financial report dated 7.31.17 was emailed to all Directors prior to the meeting. Leah was not able to attend this meeting but sent a note with her comments. *If you notice there is no increase in income donations. This was because of the delay in receiving checks. Also the expenses are shown in the negative only because the transfer of \$35,000.00 to the diocesan portfolio is in reserve for van replacement.*

Paula questioned the \$144.00 of reported due's expense and will clarify with Leah. John Decker offered a motion to accept the financial report and Linda Decker seconded. All present voted in favor.

President's report – Paula Baldwin

ACCW Annual Reports are going into all the Diocesan convention packets. All Board member bios. are now current and a copy was sent to the Diocese.

Copies of proposed accounting procedures based on a meeting with Paula, Leah and Mary Lou were handed out and are included with these minutes. After a discussion and pertinent input offered by Rev. Amy the check and cash donation procedures were modified to include a secure box process. The Good Shepherd Church secretary, Cora Brown, will be asked to put all ACCW mail in the secure box attached to a wall in the Good Shepherd office and it will be processed according the procedures included with these minutes. Rev. Amy offered a motion to approve these financial procedures as amended and John Decker seconded. All present voted in favor.

The procedures for reimbursements were reviewed. John Decker moved that we accept these procedures as written and Chuck Spence seconded. All present voted in favor of this motion.

The financial procedures for cash received during van runs discussed at our last meeting are also included with these minutes.

At one point Keku talked about three Vice-Presidents leading ACCW. There are several big projects including file/record-keeping, recruiting and the ACCW newsletter that could be done by others. I will soon have a meeting with Maureen Van Denburgh to see what she may be willing to take-on.

Stats Report – Kit Hart

The stat reports are sent out to the BOD as soon as they are compiled. Rev. Amy shared that at Holy Innocents the stats are put in the church bulletin and folks enjoy comparing what is distributed one month to the next.

Kit suggested that we think more ecologically and ask families that are picking up lots of supplies to bring more bags if they have them. After a discussion the suggestion was made that there be a 'shout out' to the churches for reusable shopping bags.

In addition we hope to remind everyone to flatten the boxes, return empty boxes to the right shelf and please take the trash out! Paula will ask about the best ways to do this at the Run Leader meeting in October.

A suggestion was made for ACCW to have a year's calendar with upcoming events. Paula is adding this to her list of projects.

Information Report – Chuck Spence

Newsletter – we sent out a newsletter in mid-August to 184 recipients. To date 42% of the emails have been opened and read. We received very positive comments on the newsletter and its content.

Phone.com - I have worked with the company and been able to configure the phones so that our monthly bill will only be about \$10/month. I've secured a toll free number for us. It is 800-818-2104 (Sorry that 2140 was not available). The system is working nicely as I've been testing it this afternoon. I will continue to work on its set up as we go forward and Mary Lou is currently receiving all homeless outreach requests as well as any default calls.

Now I need to 'port over' the 808-419-1637 number and may need help from whom ever set up that account to accomplish that. Once that number is ported over, anyone can call either our toll

free (800)818-2104 or our local number (808)419-1637 and reach ACCW. Also, after that number is ported over, we can discontinue the Go-Phone.

Website – Will be able to store confidential documents password protected on the website server. I received comments from Mary Lou of 'wishes' on the website. Once I get a chance, Jim asked that I put all the requests together in one page and he will implement them. Please go to www.accwmaui.org and tell me what you'd like it to do and see? Send your comments to chuck@accwmaui.org

Supply Team Report – Barb Zipf

The supply team was featured in the current ACCW newsletter. All is going well.

New Volunteer report – Joan Vila

Joan was not able to make this meeting. Paula is taking her the notebook Keku kept of all volunteer information sheets and waiver forms for her to review and make sure we have one on each current volunteer. This information will be kept in the Supply Room. From this information Joan can make Paula a list of emergency contacts.

Note: **In the case of a volunteer emergency on the van** run leaders are trained to first call 911. The second call they will make will be to the ACCW President and she will follow-up with the volunteers emergency contact(s). The third call will be to a member of the clergy.

In-Reach – Rev. Linda Decker

Mother Linda suggests that ACCW in-reach reflections and prayers be contained within a Christian ethic. In-reach will go out on the 1st and the 15th of each month.

Bishop's Representative – Peter Lee

The new doors for the bathrooms off the parking lot at Good Shepherd should be on-island by the end of September and installed by the end of October. This will help alleviate all of the bathroom traffic into the ACCW supply room.

Maui Clergy Representative – Rev. Amy Crowe

Holy Innocents is having a chili cook-off fundraiser November 25 11Am – 3PM. The cost is \$25.00 a person with \$5.00 going to ACCW. Rev. Amy is hoping that ACCW will have a table and be available to answer questions regarding the ministry. Paula will check to see if the van can stop-by at the end of its Saturday run. Rev. Amy will send the flyer to Chuck so it can be added to the next ACCW newsletter.

New business – Paula Baldwin

ACCW's Volunteer Social 4th Annual Volunteer Social will be Sat. Nov. 4, 3:00 – 5:00 pm at Good Shepherd Church parish hall. We have the hall reserved starting at 1:00 pm. [What we need now is to line-up help for set-up, food, worship and clean-up.](#) So far Mary Lou is signed up

for set-up and Kit for clean-up. There will be an ice-breaker so we all get to know each other a little more. Rev. Amy will organize a brief worship of 15-20 minutes. Mother Linda's flowers will be in-bloom for table decorations, Peter will check on the PA system and Mary Lou will pick-up a lilikoi cake from Stillwell's for dessert. Good Shepherd has a Eucharist service at 5:00PM for anyone that would like to participate. We'll need name tags, colorful table clothes paper plates and utensils. The food will be potluck pupus. A flyer will go out to all volunteers after the middle of September.

Next Meeting: October 5, 2017, 4:30PM, Decker's lanai.

Closing Prayer, 6:35PM - Rev. Amy Crowe

Respectfully submitted,
Mary Lou Mellinger, ACCW Secretary

Calendar:

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| Sat. 11.4.17 | Volunteer Social, Good Shepherd Church, 3:00 – 5:00 pm |
| Wed. 11.15.17
Center Stage | Homeless Awareness Week Candlelight Vigil – Queen Kaahumanu
6:00 pm – 7 pm |
| Sat. 11.25.17 | Chili Cook-off, Holy Innocent's Church 11 am – 3 pm, ACCW Table |
| Sat. 1.20.17
determined | A Tasteful Benefit, Trinity by the Sea and ACCW– location to be |