

ACCW Board of Directors Meeting Wed. Dec. 2, 2015

4:30-6:30PM John and Linda Decker's Home

Keku R. Akana, President

Dr. John Decker, Treasurer, Director

Jeanne Abe, Supply Room, Director

Paula Baldwin, Prayer and In-Reach and New Volunteer Coordinators

Run Team Assistant-Training Coordinator, Director

Deb Lynch, Run Leader Assistant and Run Minder, Director

Mary Lou Mellinger, Secretary, Director

Kit Hart, Stats, Run Minder, Director

Jean Fiddes, Director

The Rev. Linda Decker, Director

Peter Lee, Director

Rev. Amy Crowe, Director-*pro tempore*, Maui Clergy Representative

Deacon Cris South Public Relations, Director

Erin Lowenthal, Grants, Director

Rev. Austin Murray, Clergy Support

Excused: Keku Akana

Paula Baldwin led the meeting.

Deacon Cris South opened the meeting at 4:30PM with a Prayer.

Welcome!

Ms. Leah Sarme has agreed to become ACCW's next Treasurer, effective immediately. She is in charge of Accounts Payable for Ka Hale A ke Ola Homeless Resource Centers. **All Board Members voted in Favor of Leah Sarme as Treasurer and ACCW Board Member.** There were not any objections.

The October 15 minutes and financials were unanimously approved.

Treasurer:

A financial statement is included with these minutes. There is almost \$48,000 in the checking account.

John Decker will stay on the Board with check-signing authority but with NO authority to approve expenditures, etc.

. **Our procedures calls for the Treasurer** - who does NOT have signature on checks, etc., ex officio - to review the bank statements before they are sent to the bookkeeper - who is separate from the Treasurer and who also does NOT have signature. Our By Laws specify that all checks have two signatures, but they are silent on WHO has signature, and our financial policy calls out signatories by NAME, not position.

Peter Lee will turn in his debit card and so will John Decker.

At Peter Lee's request, the Treasurer will remove him from signature authority.

Keku Akana, Erin Lowenthal, John Decker and Mary Lou Mellinger are now authorized by the Board of Directors to sign checks and approve reimbursements

The Board voted to approve a Corporate Resolution of Authority stating that Keku Akana, President and Director; Erin Lowenthal, Director; John Decker, Director; and Mary Lou Mellinger, Secretary and 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 to the account of this Corporation.

John and Leah have a CFO in mind to do the IRS 990 EZ (6 pages under \$500,000) for ACCW but if not will recommend to the Board paying someone for this professional service.

President Report:

Effective Sunday October 25th, all supply room operations were shifted to the St. John's classroom at Good Shepherd Church. The St. John's room has ample space for supply and storage to sustain A Cup of Cold Water for four to six years. From all reports the new room is working well.

The Van Leaders have found parking and key accessibility a bit challenging at the Homeless Shelter so the van will now be parked at Good Shepherd in the space closest to the storage room.

Mahalo to Rev Amy Crowe and the Holy Innocents family for the gracious welcome and beautiful service on November Sunday, 8th! Mahalo for the monetary gifts and the in-kind donations that came up to the altar during the offering via Tommy Train!!! Mahalo to Saint John's and their outpouring of love and donations at both their services on Sunday, Nov. 15th. Slipper Sunday (thanks to Louise Aloy's efforts) was held at Good Shepherd church on Sunday, Nov. 22 and the box next to the altar was overflowing!!!

The Bishop's representative to the ACCW Board is still pending.

Mary Lou will check with Irina at the Diocese for a copy of the Bishop and Chancellor's sign-off on the revised By-Laws.

Ruth Langstraat has now taken on the Master Scheduling. As part of this process Paula will relinquish her scheduling tasks. Deb and Kit will take care of scheduling changes, 4th seat requests including scheduling guest riders and sending out run reminders to the team. Kahului Honwanji sandwich notices will go directly to Deb/Kit (scheduling assistants) and they will notify the run leaders (with a copy to Mary Lou so she can send a thank you).

Paula is now out of the scheduling loop and will take on the role of **New Volunteer Coordinator**. She will follow-up with new volunteer interest and help find the best fit for them within the many ACCW opportunities available.

Chuck Spence has already had the first meeting of the Tasteful Benefit, Trinity-by-the-Sea. It is scheduled for Sat. Jan. 30, 5:30pm to 9pm. We may need a couple of bodies to help us with aspects of the event, like getting silent auction items or helping on the night of the event. Chuck wanted to check and be sure that ACCW is grateful to be a 50% recipient of the net proceeds. The cost of the event is \$100.00 per person. There was a discussion by the Board about how this could be more affordable for some of the church members to attend.

There will be nominations and appointments at the ACCW annual meeting on Wed. Jan 21. We will be recommitting for the year 2016 and the Board members are subject to the approval of the Diocesan Council at their March meeting.

Deb Lynch is resigning from the ACCW Board. Deb commented that her time is best spent on the front lines as a run leader and coordinator and not on the Board. Deb will continue to make herself available for extra runs as needed and special events like van church visits and the Homeless Health Fair. Every one of us is grateful for her compassionate leadership and care in which she interfaces with the homeless and their needs.

Peter Lee, Good Shepherd's Senior Warden, would like to resign as an ACCW Director. As the Senior Warden of Good Shepherd Church and a member of the Hawaii Diocesan Council, he desires to remain as an active participant with ACCW as a non-voting liaison of GSC and available for advice and support. Peter has been an important part of ACCW's formation and will leave his lasting foot print as the person who conceptualized our Care Van design and Logo and helped mentor the program into action. Peter's active involvement started just over three years ago with our first meeting on November 1, 2012. (Father Foltz, Father Austin, Mother Linda, Keku Akana, Peter Lee, John Decker, and Mary Lou Mellinger)

A big thank you goes to Deb Lynch and her team for showing up with the van after a stormy night at the Homeless Health Fair. Over seventy folks made it to the fair and there was incredible appreciation for the cold water. (There was a request from some Saint Theresa folks that we schedule a van visit)

We have now had two runs to our shared monthly outreach to Saint Joseph church in Makawao and all is going well.

Goals:

Volunteers needed:

- President ... As soon as possible two Vice-Presidents and share responsibilities) (Keku's term ends Oct 13, 2016)
- Vice President Elect (assume the roll of President every 3 years for smooth transition)
- Secretary (Mary Lou's term ends April 1 2016) Tasks could possibly be divided among two people if needed.
- Van Coordinator (never filled)
- Supply team help/shoppers/in kind donation help etc (can always use some help)
- Run Leaders (need 3 more)
- Ride Volunteers (always on-going...)
- Make sure all of our current volunteers have their mandated trainings/background checks – **complete through 8.20.15**
- visits to churches– 2015 – schedule Saint Theresa, Saint Ann's, Kihei Lutheran, a second visit to Keawalai – ***Cris South working on Saint Theresa Visit***
- Add East side Run (2016)
- 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
- Snapshot Documentary (15-20 minutes)
- 990 Long Form – increases rating for Charity Navigator
- Annual Volunteer Social

Supply Team:

The new supply room is working well! Team members are in the storage room almost every day to prepare for the runs and keep up with the flow of donations and purchases. They are regularly there every Thursday at 9:30AM and otherwise coordinate with each other via text and phone. Toilet paper is quite a popular item and is in short supply!

STATS (Kit Hart)

September 2015

PEOPLE SERVED: **806**

MISSION RUNS: 12

MILES DRIVEN: 381

DISTRIBUTED THE FOLLOWING

CHILLED WATER: 516

FOOD: 6,914

BASIC FIRST AID: 500
HYGIENE: 2,367
CLOTHING: 321
BIBLES, DAY BY DAY: none listed

DONATIONS: **PBJ Sandwiches, 195 FRESH FRUIT, bananas, grapes, 24 bags**

DONORS: Ruth Eisen, Leo Comerton, Wendy, Kristi, and Erin Kobashigawa. Juanita Kauhaahaa

Stat Summary compiled by Kit Hart, assisted by Jeanne, George Abe & Susie Davis.

SHOUT OUT: towels, toilet paper, baseball caps

OCTOBER 2015 stats

PEOPLE SERVED: 813
MISSION RUNS: 14
MILES DRIVEN: 452

DISTRIBUTED THE FOLLOWING:

CHILLED WATER: 544
FOOD: 5,837
BASIC FIRST AID: 400
HYGIENE: 1,762
CLOTHING: 337
BIBLES, DAILY BREAD: 35
PBJ SANDWICHES: 84

prepared by Marie Janowiack and Leo Comerton Holy Innocents, Kahului Hongwanji

In kind Donation tallys updated:

August 2015: \$6793.00

September 2015: \$4319.00

October 2015: \$3549.00

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In-Reach and New Volunteer Coordinator (Paula)

ACCW In-reach Retreat - more information forthcoming.

- Meeting Paula, Kit and Deb, Thurs. Dec. 19: Propose using the ACCW safety form as our waiver. The run leaders would be notified that they are to remind/ask the riders to read the safety instructions before the run begins. *We would get the waiver copied and have each run leader and rider sign a form until we have everyone on file. **Paula will work to get everyone signed and keep the file in the storeroom.***
- Also proposed at our meeting is that everyone have an ICE (in case of emergency) number in their phone and that their phone be with them at all time. We realized having the emergency form filled out on paper does not help if an emergency occurs on a run. The run leader would call 911, and then hopefully find the rider's phone and call. We are open to having a paper form filled out and kept in the storeroom, but do not really see a use for it.

Paula will become the contact person for people interested in ACCW and will produce a short welcoming sheet regarding the opportunity to participate in one to two runs. If they decide to continue as volunteer Paula will begin the background check process. New volunteers would understand that current run schedule is set and they will be contacted for subbing. This interface with Paula will be an opportunity to learn more about the volunteers and help match them up with various ACCW tasks. .

Regarding peanut butter jelly sandwiches—Charlotte (Kahului Honwanji) knows now to contact Deb and Kit and they will keep Mary Lou in the loop for thank yous. . All new food donations, sandwiches, bentos, etc. will be forwarded to Paula for follow-up.

Run Leader Assistant and Facebook Coordinator:

Deb Lynch will keep up the Facebook page and Run Leader Assistant tasks along with Kit even though she will not be on the Board.

Mother Linda: Brochures

There were drafts of both a volunteer brochure and an information brochure passed around the Board members for edits and comments. **There is now a committee of Linda, Amy and Erin working on the brochures and/or simple rack cards. They will present something at the Annual Meeting.**

Erin Lowenthal: Webpage

Jacob Lowenthal will work on a mock-up of an ACCW webpage and Erin will present at the Annual Meeting. It was discussed that there would need to be somebody to regularly keep the website updated.

Secretary:

Amy will put Mary Lou in touch with Hazel Mahoe, an 89 year old eager Holy I. volunteer living in central Maui who can address envelopes for the annual Report. Jean Fiddes has said that Saint John's would address 100 envelopes.

At Kit's suggestion Mary Lou will update the Holiday Donor receipt used as last year's Non-Profit Fair and send it to Kit/Saint John's and Holy Innocents for anyone that would like to make donations as a gift for Christmas.

Public Relations:

Cris South is planning a van visit and report to Saint Theresa Church.

The Board discussed a donor party and felt that the donors could be invited to the 3rd Annual Volunteer Social in the late summer. Reverend Amy is working on a date for this at Holy Innocents.

Jean Fiddes:

Jean Fiddes has graciously taken on the task of bagging first aid items. She will soon contact Mary Lou and proceed to do the ordering of these particular items.

Fundraising:

Father Austin, Clergy Advisor

Austin attended the Homeless Vigil and Queen Kaahumanu Shopping Center last month during Homeless Awareness week. He was disheartened to see how few attended this gathering. How would ACCW and the shared ministry congregations like to support and nourish public events like the Candlelight vigils for the Homeless? What is our role? We talked about the Homeless Alliance and will continue to contemplate these thoughts in relation to ACCW.

Old Business:

Erin and Paula are working out the details of ACCW purchasing and distributing secure, waterproof document pouches and will present their proposal at the Annual Meeting.

New Business:

Amy is working on a late summer date at Holy Innocent's for the 3rd Annual Volunteer

Social. After a discussion the Board felt that donors should be invited to the social instead of planning and holding a separate donor gathering.

Do we want to pare down the current Board to 11-12 people?

President, Vice President, Treasurer, Team Coordinator, In-Reach, Secretary, Fundraising and Grant writing, Public Relations, Supply Team, Stats, Clergy Representative, Bishop's Representative (total of 12) We'll talk further about this at the next meeting.

Consider Government Grant opportunities in the future?

ACCW is first and foremost a spiritual mission. Right now (thru the miracle of God factor) without tapping into any federal, state or county tax dollars, we can remain true to our basic philosophy and allow agencies that may really need the money to get it. In the future the ACCW may wish to consider government grant opportunities. At this point the Board would like to operate without government grants.

ACCW'S NEXT MEETING IS SCHEDULED FOR:

- **NOTE: Wed. January 20, 2016 ACCW Annual** *nominate Board Members – 14 days notice with agenda to the ACCW community.
- **March 2016** Meeting with Diocesan Council, they elect Board Members. ACCW's President and Treasurer will attend their meeting in Oahu. *

CALENDAR:

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

Thur. Dec. 10 8AM, Office of Munikiyo Hiraga Assoc. (Urban Planners) regarding ACCW. They have a annual tradition for their owners, workers and staff to give to a charity during this time of the year...they are considering gifting ACCW

Tues. Jan 12 Duke, Leo and Keku at the Lahaina Rotary

Sat. Jan. 30, 5:30-9PM. Tasteful Benefit, Trinity-by-the-Sea.

***Sat. March 19, 2016** Diocesan Council 11AM-1PM (*Bios and Budget to Irina no later than March 11*)

Respectfully submitted,

Mary Lou Mellinger, ACCW Secretary

