

ACCW BOARD MEETING
February 23, 2018
4:30PM

present:

Paula Baldwin, Interim President

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, Recording Secretary

John Decker, Director

Mary Lou Mellinger, Director, Corresponding Secretary

Chuck opened the meeting with prayer.

Minutes were accepted as submitted.

Treasurer's Report – Leah Sarme

Balance: \$81,544.99 (including van replacement fund).

Cash on hand: \$10,798.05 (204% over budget). This includes a Foundation grant of \$11,500.

Leah reported with pleasure that she had worked with Lea to install and learn the QuikBooks software for non-profits; the session had gone smoothly and indeed quickly, and this software will be far quicker to use than Quicken and produces more useful reports with ease. Thanks were again expressed to Chuck for finding the availability to non-profits of software at very low cost, through Tech Soup organization.

Paula will inquire when statements of diocesan investment funds are sent.

Tasteful Benefit: Chuck Spence reported that although costs were higher than last year (at Maui Ocean Center), profit was even higher: Net \$12,813.10; so \$6,400 each for Trinity-by-the-Sea and ACCW. Auction brought in \$5200; software for the silent auction cost \$130.

After discussion, it was agreed that while ACCW has a lot of money on hand, it is about a year's operating budget. This seems like a large amount, but donations are variable. Prudence seems to direct us to stay focused on our mission.

President's Report – Paula Baldwin

Annual Thank-You Party for Volunteers will be on Saturday, September 29 at St John's Kula.

Annual meeting: **Tuesday, April 10, 4-pm setup/4:30 opening, at Good Shepherd Church.**

The Annual Report is in process; president's report has been drafted and is being designed and printed by Maui Printing; it will be ready probably in late March.

The Master Calendar is ready for entries by congregational agents. It is assumed that these agents are either the administrators or the clergy. Send event info to Chuck.

Web domains with suffix ".church" are available now. Grab them!

Paula has negotiated with Marmac for delivery of 10 cases of water/month @ \$5 / case. We will purchase the water; size of "case" may vary.

Paula will draft a report to the board and Diocesan Council of our response to annual audit.

Emergency Procedure in case of an event in the van:

Paula noted that there is not a procedure specified in the operations manual.

After discussion, Paula has decided that simplicity is crucial. Therefore:

1. Call 911.
2. Call Paula @ number (to be) listed on the back of both visors – and on outside of van.
3. Add this procedure to checklist for van before leaving on run.
4. Add this procedure to every schedule sent to every van leader and rider.

Stats/Volunteers Report – Kit Hart (in absentia):

Paula reported that on a recent Wednesday morning, neither scheduled volunteer was available – when she and Kit received a note from Ruth Eisen saying that she always keeps her Wednesdays free, in case she is needed for a van run. She and Micah made the run on no notice.

Information Report – Chuck Spence

Chuck called attention to the importance of up-to-date info of passwords and log-ins, especially for QuickBooks, best kept on a jump-drive. Up-to-date backups of financial data will be kept by Lea.

The 800-number phone has been cancelled. The only ACCW number is local: 808 419-1637, with menu of extensions.

Supply Team – Barb Zipf

Workdays in the supply room will now start at 9:30 am on Tuesdays & Thursdays. Under discussion are methods of rotating stock, especially with increased supply of cases of water. Location and content of new file cabinet were also discussed.

New Volunteer Report – Joan Vila

There are four new volunteer applications in process – various background checks.

In-Reach – Linda Decker

Not sent this month; I will check with Chuck for mechanics of sending on ACCW email.

Old Business

Reminder: bring boxes of donated towels if you are at the cathedral.

Next meeting date: April 26, 4:30PM at the Deckers'.

Adjourned at 6:08PM with prayer led by Paula Baldwin.

Respectfully submitted,



Linda Decker, Recording Secretary