

**A Cup of Cold Water  
Board of Directors**

Thurs. March 10, 2016

4:30-6:30PM, Lanai at Linda and John Decker's home

**Board of Directors (14)**

Keku R. Akana, President

Leah Sarme, Treasurer

Deb Lynch, Run Leader Assistant and Run Minder

Paula Baldwin, In-Reach, and New Volunteer Coordinator

Jeanne Abe, Supply Room

Mary Lou Mellinger, Secretary

Kit Hart, Stats, Run Minder

Jean Fiddes, Director

Rev. Linda Decker

Dr. John Decker

Rev. Amy Crowe, Maui Clergy Representative

Peter Lee, Director, Bishop's Representative

**Clergy Support**

Rev. Austin Murray, Clergy Support (Retiring)

**Absent**

Erin Lowenthal, Grants

Deacon Cris South, Public Relations (resigned)

4:30PM the meeting began in prayer with Mother Linda.

*2016 Annual Meeting Minutes, end of the year 2015 financials, and 12.2.15 Board Minutes* were all circulated for review by the Board prior to the meeting. A motion was made to approve by Mary Lou and seconded by John Decker. There was unanimous approval by the Board for all three documents.

All in attendance were in favor of using 'template' of the 2016 Annual Report for future reporting.

**Treasurer (Leah Sarme):**

As of March 8, 2016 there was \$48,583.95 in the ACCW bank account. A banking summary/financial report from 1.1.16 through 3.8.16 was distributed.

A request was made to please make notes on receipts whenever it is not clear about what was purchased.

The Board *voted in favor* of adding Peter Lee as an authorized check-signer.

***The Board voted to approve a Corporate Resolution of Authority stating that Keku Akana, President and Director; Erin Lowenthal, Director; John Decker, Director; Peter Lee Bishop's Representative/Director and 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 the account of this Corporation.***

### **President Report (Keku):**

*Deacon Cris South* is moving back to the East Coast this summer and will no longer be active with A Cup of Cold Water. We are grateful for her inspiration and grant work on behalf of ACCW.

*Clergy-Advisor Father Austin Murray* will be retiring in April. He has been an integral part of the formation and support for ACCW and blessed ACCW's launch at Trinity by the Sea Church October 13, 2013. Father Austin let us know how important ACCW is to a small church like Trinity and their involvement in the Maui community. He will be hugely missed!

Also we acknowledge and are thankful for Cindy Schumacher and her wonderful articles about ACCW in our local newspapers.

Jean Fiddes now has a debit card for first aid purchases. Jean is ordering and bagging the first aid supplies, a big help to the hard-working storage room.

Ruth Langstraat has issued her first Master Schedule for the first quarter of 2016. She is currently working on the second quarter, May through August.

A 4<sup>th</sup> seat memo went out to the Run Leaders asking that all requests for van riding go through the Run Coordinators. Anyone showing up at the van unscheduled will not be able to go on the run and we will not make exceptions to more than 4 people, including the run leader, participating in a mission run.

**Thur. Dec. 10 8AM**, Keku make a presentation at Munikiyo Hiraga Assoc. (Urban Planners) regarding ACCW. Munikiyo Hiraga Associates donated over \$2500.00 cash plus many boxes of in-kind donations to ACCW just prior to the end of the year.

**Tues. Jan 12** Duke, Leo and Keku, thanks to Rev. Amy invitation, made an early morning presentation at the Lahaina Rotary.

The Kihei Community Association invited ACCW last-minute replacement speaker. Keku will be out-of-town so the opportunity to speak on ACCW's mission and homelessness will be scheduled at a later date.

**The van was serviced** at Falk Nissan ( 15,000 mile service) ( actual mileage is 14,195). The cost was \$464.23. **ACCW is still looking for a Van Maintenance Coordinator.**

- Tire's rotated, excellent tread
- Oil filter/oil change
- Windshield wiper change-out
- Engine air filter change out
- ACS In-cabin micron filter change out
- Brake fluid flush and replacement
- Brake pads excellent condition
- Windshield washer fluid pump faulty...repaired...but new one ordered ( under warranty). So right now, Windshield water spray is working again... :):)
- All lights working
- all turn signals working
- coolant excellent
- Battery excellent charge/cables clean
- 34 POINT inspection completed

A locking gas cap was installed on the ACCW van.

Rev. Amy Crowe facilitated a wonderful ACCW Board Retreat on Sat. January 2 at Holy Innocents.

ACCW now has four monthly runs to Makawao sharing an outreach with Saint Joseph church in Makawao and all is going well.

Tasteful Benefit preliminary report (not final tally) have both Trinity Church and ACCW being gifted with over \$4,000.00 each!!!

Thanks to John Decker, CPA Russell Yamane is charging ACCW \$600.00 plus tax to complete our needed 2015 IRS long form 990... at a discount of 65%.

ACCW paid a total of \$3617.00 to the Diocese, \$2863.00 for van insurance and \$754.00 for general liability/umbrella insurance.

Board Bios, 2016/17 Budget and ACCW's 2016 Annual Report have all been forwarded to Irina for ACCW's meeting with the Diocesan Council in March.

A meeting to discuss a vision for three Vice President job descriptions was held on Feb. 23 with Deb, Paula and Mary Lou. A review of this vision as well as nomination of Deb as Vice-President-Operations and Paula as Vice-President-Support will be discussed under new business later in the agenda.

**All Board members are encouraged to make a visit to the supply room on a Thursday at 9:30AM and become familiar with their operations.** Shelly Womack is traveling right now but will eventually be an ACCW shopper.

ACCW Board Bios, the 2015 Annual Report and Financials have been forwarded to the Diocese for the Annual Meeting with the Diocesan Council. Keku will attend in person, Peter by skype, Linda and John in-person.

### Goals:

- **RUN LEADERS – start with 4<sup>th</sup> Seat – Two to three more, PRIORITY**
- **Vice President Administrative** (President-elect) needed in-place (Run Leaders and Supply Team) *before service expansion.*
- **Secretary** (could be two people)
- **Van Coordinator** ( never filled)
- **Public Relations and Fundraising**
- Supply team help/shoppers/in kind donation help etc ( can always use some help)
- Ride Volunteers (always on-going...)
- Make sure all of our current volunteers have their mandated trainings/background checks – visits to churches –
- ACCW Board of Directors re-envisioned as a streamlined working BOD - appointment ad hoc committees.
- Ensure smooth first transition into 2017 for the board.
- Organize staggered BOD terms and finalize at the *May meeting.*
- Continue to keep and strengthen spiritual formation and prayer core to our mission.
- Annual Volunteer Social
- future goal: "East Maui run expansion" (4th day per week of outreach service) ...
- Training DVD, Meetings with Run Leaders and Van Riders, share what we have learned, basis for small training DVD - update Manual
- Snapshot Documentary (15-20 minutes)

**Run Leader Assistant, Run Minder and Facebook Coordinator** (*new business-nominate as VP-Operations*) Deb

For operations a priority is two or three new Run Leaders!

**In-Reach and New Volunteer Coordinator** (*new business-nominate as VP-Support*)Paula

Out of the ACCW retreat facilitated by Amy, Linda and Paula created an ACCW mission statement. ***A Cup of Cold Water: a ministry to bring water, food, and dignity to the neediest of Maui's people.*** The Board discussed and voted unanimously to accept this mission statement.

Background checks are current. Ten new ones were completed the beginning of January.

**New Volunteer and Waiver** forms will be completed by all volunteers and kept in the van with a copy in the storage room. To facilitate form completion Kit will follow-up with all the Saint John's volunteers, Leo with Holy Innocent's, Paula with Trinity and Keku with Good Shepherd plus others in the community.

*Pending: date for the 3<sup>rd</sup> Annual Volunteer Social at the end of the summer.* The possibility of inviting ACCW donors to the volunteer social was discussed at our last meeting. Since then Paula and Mary Lou scanned through the 2015 donor list and found that a majority of the donors, many repeat donors, are Episcopalians and/or ACCW volunteers. The suggestion is that we stay focused on the Volunteers for the Annual Social and recognize the donors through various church announcements and PR releases.

#### **Supply Room, Jeanne**

The supply team is in touch by text and coordinates having someone updating the items for distribution on a daily basis. All is going well.

#### **Secretary, Mary Lou**

12.11.15 New completed signature document (Keku, John, Erin and Mary Lou) delivered to First Hawaiian Bank along with Corporate Resolution of Authority approved in the December 2, 2015 Minutes.

Revised By-laws (3.26.15 ACCW BOD Meeting) were signed by the Bishop/

Thanks to Toni Paul and Hazel Mahoe for assisting with addressing Annual Report Envelopes.

#### **Stats and Run Minder, Kit**

##### **November 2015**

##### **PEOPLE SERVED**

813

##### **MISSION RUNS**

14

##### **MILES DRIVEN**

413

**DISTRIBUTED THE FOLLOWING:**

CHILLED WATER  
912

FOOD  
4,506

BASIC FIRST AID  
450

HYGIENE  
1,858

CLOTHING  
446

BIBLES, DAILY BREAD  
25

**OTHER- PBJ SANDWICHES, FRESH FRUIT – 427\***

Including 75 fresh tangerines donated by Deb Lynch

*\*DONATED BY: KAHULUI HONGWANJI P&J Team, DEB LYNCH, LEO COMERTON, RUTH EISEN, ZYRA DELACRUZ FOR HER BHS PROJECT, PRINCESS CAINGUITAN & THE CHURCH OF THE GOOD SHEPHERD YOUTH GROUP , THE KOBASHIGAWA FAMILY!!*

**DECEMBER 2015**

**PEOPLE SERVED**  
783

**MISSION RUNS**  
14

**MILES DRIVEN**  
398

**DISTRIBUTED THE FOLLOWING**

**CHILLED WATER**  
574 PLUS (120 TO VBS)

**FOOD**  
5,388

**BASIC FIRST AID**  
350

**HYGIENE**  
1,232

**CLOTHING**  
467

**BIBLES/ DAILY BREAD**

51

**OTHER**

113 PBJ SANDWICHES

15 TANGERINES

FROM: KOBASHIGAWA FAMILY, KAHULUI HONGWANJI BUDDHIST FRIENDS, WEST SIDE FRIENDS

**January 2016:**

**PEOPLE SERVED**

888

**MISSION RUNS**

15

**MILES DRIVEN**

462

**DISTRIBUTED FOLLOWING**

**CHILLED WATER**

603

**HYGIENE**

1,465

**FOOD**

5,363

**BASIC FIRST AID**

300

**CLOTHING**

384

**BIBLES/Spiritual Literature**

51

**OTHER:**

**Peanut Butter & Jelly Sabwiches**

165

(SUZE CASPER, RUTH EISEN, Kahului Hongwanji)

**16 PINTS SPAGHETTI**

Rev. Deacon Cris South

**50 Bento MEALS**

DENNIS & ANELLA SAITO TAKABYAYASHI

CATHOLIC CHARITIES

**January 2016 in kind tally, a record \$19,000.00 plus in value**

## **Public Relations & Grants** Deacon Cris

December 8: Cris South and Kit Hart delivered a report at the '100 Women Who Care' meeting as a follow-to the \$3,500.00+ previously donated by this group.

The Dorcy Hawaii Foundation \$10,000 grant application due January 31, 2016 was completed and mailed by the end of December.

## **Webpage, Grants,** Erin

### **Fundraising:**

#### **Rev. Amy Crowe, Maui Clergy Representative**

Amy lead a lively discussion on fundraising. More specifics will be forthcoming at later meetings.

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

Hold-off on applying for new Diocesan grants as ACCW is already a line item in the Diocese's budget (\$413.00-\$416.00 a month, 2015-16-17, renewed each year by the Council).

#### **Mother Linda:**

Designed beautiful new rack cards for ACCW.

#### **Jean Fiddes:**

#### **Old Business:**

#### **New Business:**

Prior to the meeting Vice-Presidential Job Descriptions (3) Administrative V-P, Operations V-P, and Support V-P were sent to the Board for Review. A motion was made by John Decker and seconded by Linda Decker to approve **Deb Lynch as Operations Vice-President and Paula Baldwin as Support Vice-President**. All were in favor of these appointments and there was no further discussion. We are discerning and looking for an Administrative Vice-President.

The staggering of terms for ACCW Board of Directors will be discussed at the May meeting.

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Would we like to consider ACCW pew envelopes? – next meeting.



**ACCW'S NEXT MEETING IS SCHEDULED FOR: Thurs. May 26, 4:30PM at John and Linda's home.**

**CALENDAR:**

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

\*Sat. March 19, 2016 Diocesan Council 11AM-1PM

Sat. April 9, 2016 11AM – 2:30PM Safeguarding God's Children, St. John's Church in Kula

The meeting closed with a prayer from Paula Baldwin at 6:30PM.

Respectfully Submitted,

Mary Lou Mellinger,  
A Cup of Cold Water Secretary