

ACBC Minutes from Board Meeting September 19, 2024

Call to Order – 5:39 PM

Serenity Prayer

Roll Call – Present: Brandi C., Kira J., Fernando R., Scott M., Suzzanna Warren., Fred E, & Ron F. Absent: Dave G.

Committee Chairs present: Dan S. (House), Steve (TGAA), and Lisa D. (Membership)

Special guest: Roy T., a potential candidate to fill the vacant board position.

Board Vacancy:

- Brandi C. nominated Roy T. to fill the vacant position on the board.
 - Roy T. introduced himself to the board and shared why he would like to be considered for the position.
 - Roy T. was excused for board discussion.
 - Board discussed candidate: Fred E. moved to approve; Brandi C. seconded; Motion approved.
 - Roy T. was invited back into the meeting and welcomed by the board.
- Brandi C. asked board members not already obligated to an officer position to consider volunteering to fill the vacant Board Secretary position.
 - Kira J., Board Vice President, is to temporarily fulfill the role of secretary; this topic is to be tabled until the next meeting in October.

Board Activity:

Secretary's Report – Minutes from July 2024 were reviewed; Fred E. moved to approve; Brandi C. seconded; Motion approved.

Treasurer's Report – The written treasurer's report was accepted. Ron F. moved to approve; Fred E. seconded; the Motion was approved.

Old Business:

- Staffing Update
 - Brandi C. shared that Dan S. and Alicia B. have the official start of employment dates of September 4, 2024.
- Payroll Update
 - Grace at Stone Hedge is set to integrate with QuickBooks, as well as move Carl's end-of-the-year data for his subcontracted position over.
- Director and Officer Liability Insurance Policy
 - Brandi C. shared that Dave G. recommended that there be personal liability coverage for board directors and officers.
 - Fernando R. shared that there is currently a policy already in place through Insurance Network with One Million Dollars of coverage.

- Opioid Settlement Funding/Outreach Grant Award
 - Brandi C. met with grant officials to discuss grant terms, reporting expectations, and sustainability plans.
 - It was recommended that someone from the board meet with the coordinator of the Safe Syringe Program to learn about reporting data while respecting anonymity.
 - Grant officials notified Brandi C. that the first quarter payments are expected to go out around October 1, 2024.
 - Fernando R. proposed a question about how to track grant funds for reporting purposes.
 - Brandi C. shared that Grace at Stone Hedge recommended creating a tagging system within QuickBooks to decipher and track grant sources.

New Business:

- Alano Club Branding/Logo
 - Brandi C. shared that it has been suggested by select members of the Alano Club that the board consider implementing a new logo and uniformed branding for all media and materials. It was also proposed to hold a “logo design contest” that would be open to anyone in the Alano Club of Battle Creek community.
 - Roy T. shared information about the history of the current logo in place and concerns about changing it.
 - Fernando R. expressed concerns about costs related to updating all materials that have the current logo if it is changed and proposed fundraising for the cost if it is decided to re-brand.
 - Fred E. proposed that this topic be tabled until a later date. –the board agreed.
- Beautification Project
 - Brandi C. shared that the proposal for the Senior Mileage Grant, for the amount of \$5,000, has officially been submitted.
 - Brandi C. shared that she and Alicia B. met with the BCCF to discuss potential grant funding opportunities. BCCF notified them that funds for the fiscal year have been exhausted and will re-open in April of 2025.
 - BCCF notified Brandi and Alicia about the Donor Advised Newsletter Fund that is available three times per year. The current application is due by October 11, 2024, and will be pursued by Brandi and Alicia.
 - Brandi C. proposed that the board consider allocating funds toward the beautification project which would include updating décor.
 - Ron F. suggested that the house committee compile a list of updates and changes proposed for the building, as well as a cost proposal that includes materials for the board to review before approving an allocation.
 - Fernando suggested that the proposal for updating the décor, including cost and material be presented before deciding on allocation.
 - Brandi C. to prepare.
- Fundraising and Donor Management Software
 - Brandi C. presented information about a free-to-use fundraising and donor management software called “Give Butter” that provides donor and member tracking.
 - Ron F. moved to approve; Kira J. seconded; Motion approved.
- Legacy Giving Opportunity through Battle Creek Community Foundation
 - Brandi C. presented information obtained at the BCCF about linking the website to the club's legacy giving program.
 - Brandi C. to implement linkage on the official website.

- Battle Creek Community Foundation Organizational Support Fund
 - Brandi C. shared about a potential opportunity to move funds from the club's regular savings account into an Organization Support Fund that provides a higher yield than a savings or endowment.
 - The board discussed the potential pros and cons of moving the funds.
 - Fernando R. proposed that the board obtain information from Raymond James to compare it with the information from BCCF before deciding where to move funds.
 - The board agreed to table the topic until further information is received about options.

Committee Reports:

- Fundraising Committee
 - Reported preliminary number of \$12,904 for Golf Outing and the final number is to be reported at the October Board meeting.
 - Kira J. is working on organizing the club's social media, including the implementation of post-approval for all pages. Further discussion on the management of social media is to be had at the October Board meeting.
 - The committee is proposing to hold a Grand Reopening event at the club in January to provide a tour of the building, information about the club via speakers, and lunch for large donors within the community.
 - The board is requesting a cost proposal for the event from the committee before approving a budget.
- House Committee
 - Dan S. shared updates about the flooring project and its completion
 - Brandi C. proposed providing an official gift of thank you to the volunteer who replaced the flooring.
 - Ron F. proposed gifting the volunteer one year of membership to the club with an official letter and certificate.
 - Fred E. moved to approve; Ron F. seconded; approved.
 - Dan S. reported that 16 security cameras were installed around the club with access available on mobile devices.
 - Quote from Lorex submitted that totals \$1,707.72
 - Fred E. moved to approve; Ron F. seconded; Motion approved.
- ACE Committee
 - Reported record for events, expenses, and receipts; reported \$406.00 cash balance.
 - The committee is requesting funding from the board to purchase a popcorn machine and Blackstone Grill for the club.
 - Roy T. motioned to approve up to \$500 toward the purchase of the popcorn machine; Fred E. seconded; Motion approved.
 - Ron F. stated he has a brand-new Blackstone Grill that he is willing to donate.
 - The committee is requesting \$100 toward the deposit priority seating at the Tigers game.
 - Fred E. moved to approve; Ron F. seconded; Motion approved.
- TGAA Steering Committee
 - Steve reports that the TGAA Committee is officially a full committee that includes a new treasurer and co-treasurer.
 - Reports being short on rent for the current month
 - Reports the AA room has been cleaned and reorganized.

- Membership Committee
 - Lisa D. reports the committee had their first meeting on September 16, 2024.
 - Reports the committee has three new members and needs three more to be a full committee.
 - Brandi C. proposed the board approve a small petty cash fund for the committee to purchase membership plates for plaques.
 - Lisa D. is to provide more information about costs at the October meeting before a decision is made.
 - The committee is proposing the development of a member newsletter.
- Executive Committee
 - Brandi C. Shared that Dave G. is proposing that the monthly board meeting be moved to a different day.
 - Consensus is to keep the meeting at the current day and time for the time being.
 - Brand C. shared that Suzanna W. will be joining the committee.
- Finance Committee
 - Fernando R. to represent the board.
 - Still awaiting the appointment of the chairperson.

Board meeting adjourned at 7:38 PM.

Submitted by Kiral J., ACBC Board Vice President