

# **ACBC Minutes from SPECIAL Meeting August 28, 2024**

Call to Order – 5:16 PM.

## **Serenity Prayer**

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

## **New Business:**

Daniel Jones Resignation—The board acknowledged the resignation of Daniel Jones sent via email. The topic of filling the secretary position was discussed and Kira volunteered to fill this role temporarily while candidates are explored. This is to be discussed further at the next board meeting.

## **Grants**

- Opioid Settlement Funds Grant
  - Fernando made a motion to accept the \$65,000 grant that was approved for the Alano Club of Battle Creek. Scott seconded the motion; the motion was approved by the board.
  - The board agreed to move forward with a discussion about the proposed use of the grant funds to fill two new employment positions which are discussed later in the meeting.
- Battle Creek Community Foundation Grant
  - Brandi shared information about an upcoming grant through the Battle Creek Community Foundation with a proposal due date of September 18, 2024. Brandi made a motion to develop a proposal for the grant with the assistance of Alicia Berry. Kira seconded the motion; the motion was approved by the board.

## **New Employment Positions, QuickBooks Software, and Supervision**

- Employment Positions: Recovery Center Coordinator
  - Brandi proposed to create the position of Recovery Center Coordinator and hiring Dan Schell to fill this position.
  - The board reviewed the proposed part-time job description and salary of \$22,000 annually.
  - The board discussed using existing funds for the first month of employment and Opioid grant funds for the rest of the year.
  - The board discussed the pros and cons of filling the position as an employee versus as an independent contractor.
  - The board discussed the oversight of this position and Fernando proposed that Brandi fill the role of supervising this position.
  - Scott made a motion to approve the proposed position creation, as well as hiring Dan Schell at the proposed salary as a part-time employee of The Alano Club of Battle Creek, utilizing the use of funds as proposed with Brandi overseeing the position. Fernando seconded the motion; the board approved the motion.
- Employment Positions: Outreach Specialist
  - Brandi proposed creating the position of Outreach Specialist and hiring Alicia Berry to fill this position.
  - The board reviewed the proposed part-time job description and salary of \$10,000 annually.
  - The board discussed using existing funds for the first month of employment and Opioid grant funds for the rest of the year.
  - The board discussed the pros and cons of filling the position as an employee versus as an independent contractor.

- The board discussed the oversight of this position and Fernando proposed that Brandi fill the role of supervising this position.
- Kira made a motion to approve the proposed position creation, as well as hiring Alicia Berry at the proposed salary as a part-time employee of The Alano Club of Battle Creek, utilizing the use of funds as proposed with Brandi overseeing the position. Fernando seconded the motion; the board approved the motion.
- QuickBooks Software
  - Brandi proposed to add payroll services to the existing QuickBooks account.
  - The board reviewed the proposed quote for the upgraded features and what is included with the product.
  - Fernando made a motion to approve the proposal. Ron seconded the motion; the board approved the motion.

#### **Bylaw Revisions: Article XII—Meetings and Elections, Section 3**

- Brandi proposed to revise the bylaw by changing “**Club members in good standing are invited to attend regularly scheduled Board of Directors meetings as observers**” to “**Board-appointed Committee Chair Members in good standing are invited to attend regularly scheduled Board of Directors meetings as observers**”.
- Ron made a motion to approve the proposed changes. Kira seconded the motion; the board approved the motion.

#### **Security Camera Upgrades**

- Brandi shared the House Committee recommendations and inquiries proposed on August 15, 2024, related to the security camera system. Including:
  - Upgrading the current camera system in place, as well as switching to ADT.
  - Determination of storage type and size (cloud versus onsite storage and two weeks versus 30 days of storage)
  - Who should be allowed remote access to the system
- The board discussed the recommendations and inquiries from the house committee and collectively decided that Dan Schell, Fred Evans, and Fernando Rosa should be the individuals to have remote access to the system and for Dan to get quotes for different storage types and capacities.
- The board agreed to table the decision about storage until the next meeting when quotes provided by Dan could be reviewed and discussed.

#### **New Website**

- Kira provided the rest of the board with a presentation and demonstration of the new website and asked for approval to publish.
- Fernando made a motion to approve the website and move forward with publishing. Suzanna seconded the motion; the board approved the motion.

**The board meeting adjourned at 6:55 PM.**

Submitted by Kiral J., ACBC Board Vice President