

Anchors Aweigh Club, Inc.
Steering Committee Meeting
Minutes of the August 27, 2013

Meeting called to order by Birch O., Treasurer, in the absence of Chairperson Steve I. at 7:00 PM. Followed by Serenity Prayer.

Steering Committee Members Present: Birch O., Mike G., Joe P., Dan R., and Arlette W. Not in attendance were Steve I., Sam K., Pony C. and Katie F. Also present were: Club Manager; Mark S., Office Manager; Judy B., Club Maintenance; Mike L. and Tom G. and Chris S.

Requests for any additional items for discussion or motions to be added to the agenda, please contact Kathleen F., Secretary [AACI @ford7thpower@bellsouth.net](mailto:AACI@ford7thpower@bellsouth.net) or call 305.294.7443/305.304.7711 or Steve I. Chairman @ kwatty82@gmail.com or 305.849.5418.

Chairperson's Welcome stated by Birch O.

July minutes were unanimously accepted as submitted by Secretary, Katie F., with **Motion #1** made by Dan R. and seconded by Mike G.

Club Manager's Report- Mark S. proposed a new phone system carrier at a lower rate than our present one. He was instructed to handle the matter in the way he ascertains is the best situation for the good of AACI.

- Floor maintenance, specifically sealing the floor was mentioned. The product cost is \$160.00. **Motion#2** by Mike G., seconded by Dan R. and approved unanimously to approve the manager to schedule, organize and accomplish the job as he sees appropriate while keeping the steering committee informed.
- Manager Mark S. inquired about controlling the situation of people hanging out on AACI property who do not participate in our program/functions. Mike G. interjected that the Manager shall deal with the people in a kind, respectful manor and should request of them to do certain chores around the premises being supportive of our cause and property.
- Mark is researching T-Shirts and will bring in samples next meeting.
- Mark requested hosting a "Fantasy Fest Survivor Party" in the garden on Sunday, October 27th which was unanimously accepted by all present.
- He next inquired about hire/fire policy of counter help. It was stated that he is to dismiss any volunteer who is disobeying AACI rules and policies. Paid staff members who are not cooperating with policy are to be written up and infractions are to be documented and brought to the attention of the Steering Committee. Judy B. will write a policy as soon as she can.
- Mark is promoting the visibility of AACI to the community and it was well received that he has met with two judges as well as the sheriff and has

scheduled meetings with other public officials. It was specified that any community service hours being executed at AACI are to be done by people with substance abuse violations.

- Trimming of trees was discussed and bids of \$1K were received. Mark would like to have utilizers of our premises to work together to accomplish this task for \$300.00. Mike G. and Mike L. are to be conferred with on this project.
- Community Service hours can be used to paint the AACI facility having seven guys available at this time. This proposal was favorably received and they are to pressure wash the exterior and proceed with painting under the supervision of Mark.
- Mark will expand the volunteer hours with three days per week beginning at 11 AM.
- A few other matters Mark revealed were tabled till next meeting.

Office Managers Report: Judy B. stated that membership is up and this is largely due to Manager Mark keeping up with members statuses and requesting renewals.

- Utilization Report was recorded at its peak July 2011, at that juncture the supplied data showed a decrease, but has been climbing steadily since. Judy will reconstruct the Utilization Reports for March to June of this year as we are unable to locate them.
- The Profit and Loss statement indicates a \$7,000 dollar shortfall. This is due to insurances being paid from the operating account. A fund transfer from the escrow account to the operating account will cover most of this shortfall.
- Taxes are finalized and all insurances for this year are paid up. Judy requested that the escrow amount be increased from \$750 to \$950 to bring this figure to authenticity.
- The application for the HSAB is completed and Judy plans to have the Sheriff Grant forms finalized tomorrow.
- Judy did a comparison study of purchases from supplier GFS and determined that it is more profitable, by several thousand dollars, for us to purchase from the store rather than from the truck, therefore she will excursion to the store to purchase as needed.

Motion #3: Mike G. moved and Dan R. seconded to accept Office Manager; Judy B's. reported conclusions and discoveries as submitted, and was passed unanimously.

Treasurer's Report: Birch O. mentioned various items that were discussed at the previous Finance Committee Meeting.

Committee Reports:

- House Report: Mike L. The AC in the main room went out last week and it was discovered that ants had entered one of the relay contacts and the issue has been resolved. He stated our ladder is a safety issue and discussion followed with a conclusion that Mike G. will see about locking it up. Chris S. shared that she is researching an architect for the garden shed project drawings and continues to work on this matter.
 - Fundraising Report: Birch reported in the absence of Pony, that there will be a Labor Day Party at Ft. Zach the contact for this is Steve I.. The next fund raiser is being developed by Pony will be the showing of the movie "Sordid Lives" at the Tropic Cinema, with a White Trash dinner to follow. Assisting with this event is Lori; for details contact Pony.
 - Governance: Dan R. reported nothing new has taken place.
 - Garden: On this matter Chris S. believes we need a license to cut the trees followed by discussion and Mike G. will assist on this matter.
 - The Holiday Yard Sale will be headed up again by Katie F. and Chris S. will again head up the Silent Auction. Goods are being collected and stored at homes until we can find a location for storage of the items. A Volunteer Committee will need to be formed.
- Grant Administrator; Joe P. submitted a "Grants Report". See attachment. Various discussion of the grant's in process were conferred upon.

Unfinished Business: none was discussed.

New Business: Birch talked about our Pet Policy being no pets except service animals and submitted a new proposed Pet Policy, which is attached. Various discussions took place including a possible liability issue which Judy said she previously looked into and this is a non-issue per our insurance company.

Motion #4 was made and approved that the Policy submitted by Birch be endorsed and that the Club Manager has authority to have staff deal with this issue on an individual basis, however no pet is to be unattended.

Respectfully submitted by
Arlette Wagoner, Acting Secretary AACI

Pet Policy at the AACI Clubhouse

AACI realizes that pets are an important part of people's lives. This policy paper will outline AACI's policy on pets at the club. All pet owners who bring their pets to the club shall abide with the following.

1. Pets are not allowed in 12 step meetings unless a group conscience has been taken (i.e. for example "Pet Friendly Meetings").
2. Owners shall clean up after their pets.
3. Owners and their pets shall be respectful of those entering and exiting the club. They shall be aware that some people are allergic to pets or fear pets. Owners shall be aware of this at all time and if a member is uncomfortable, remove his pet.
4. Pets which bark or bite are not welcome.
5. The counter person (Office Manager, Club Manager or Volunteer) may ask that a pet owner remove his pet from the premises for any reason he deems necessary for the comfort and safety of the club.
6. Pets are welcome in the garden and at the counter area and porch. ~~In general they are not allowed passed the Men's bathroom entrance.~~
7. Pets shall not molest the cat "Socks".
8. Pets shall be leashed at all times.