

AACI BOARD OF DIRECTORS MEETING 2/26/19 MINUTES

Meeting attendees: Judy B. Beth M., Lori M., Chad W., Tom S., Maria A., and Brigham T.

Maria email: mariaathanasia@gmail.com

Brigham email: BrighamThompson@Yahoo.com

Lori moved to approve the minutes from last month. Chad second. Motion carried.

Brigham voted in to be general board member.

Birch voted in to be general board member.

Judy nominated as board chair and voted in.

Board members are:

Judy Blumenkranz- Board Chair

Beth Moyes- Secretary

Leo Waters- General board member

Chad Will- Treasurer

Lori Marshall- General board member

Tom Swain- Board member (finance, grants)

Chris Stone- Garden committee

Brigham Thompson- General board member

Birch Oleander- General board member

Jim Keel moved out of state and is no longer on the board.

Club Manager's Report: Submitted to Judy by Tom G. (Judy reported on Tom's behalf). Narcon is kept at the counter in case of overdose. The men's bathroom is working properly and has hot water. Tom has invited other non-profits to come by and have a cup of coffee and check us out. Coffee profits are up. Events in the garden are encouraged. Two companies have been spoken to about the spalling but no quotes. There are multiple options for how to fix the spalling. Tom will continue working on getting this done.

Tom G. is working on the staffing for the counter. PTO for Mike. There is supposed to have filled out a form, and Chad approved the time off. Chad stated that there needs to be a process. Going forward, Chad will approve Tom's PTO and Tom will approve AACI staff. Current staff are Mike and Mark. Mark continues to only be approved through 3/31/19.

Human resources: Judy has written a draft of Tom's job description. He is reviewing and this will be discussed and approved or revised at the next board meeting.

Judy is compiling a list of local resources for those who come by and are in need.

Treasurer's report: \$37,398.06 in the bank.

Tom will approve AACI staff.

Finance report- Finance report submitted. Tom S. reports that the current financial plan is not sustainable. AACI is currently paying two counter staff. Previously, there was only one paid position. Mark was approved for paid work through March. If the current pay roll is to continue, then there will need to be an increase in fundraising to cover the cost.

Tom made an accounting proposal in which Maria will take care of financial statements, ledgers, cash reports, payroll, and any other basic financial responsibilities for a fee of \$650/month. AH Monroe had previously been given the responsibility, but it had not been done sufficiently. The new proposal is that Maria will complete basic financial responsibilities and AH Monroe will handle the taxes for AACI. Motion to table the proposal until the next board meeting was made and carried. Motion to pay Maria for the month of January so as not to fall behind on the paperwork made and carried.

Maria is working on multiple grants and she will give an update at the next board meeting. HSAB, Sheriff Grant, and CFFK have been submitted. Maria is checking if AACI is a fit for United Way and Red Cross grants.

New business: Red Hot Run raised approximately \$8,500

Judy will contact Sebago to schedule a moonlit sail fundraiser.

Tom needs to create a system for alerting members that alerts when membership is expired. TBD.

Lori suggested a St. Patty's day dinner in the garden. Motion approved. Lori will organize and be in charge.

Judy will look for the rules that AACI used to follow for monthly and annual memberships and complete the counter referral manual.