**Alano Club of Kent County Regular Board Meeting Minutes**

**Date: June 20, 2023, Location: Alano Club Room 2 and/or Zoom Access**

Scheduled Start: 5:30pm Scheduled Finish: 7:30pm

Minutes taken by Ron Schroeder, Board Member.

In Attendance/Onsite: Elisha Ash, Brad Rose, Ron Schroeder, Amelia Mueller, Mike Giusto and

Lisa Derr, Executive Director.

In Attendance/Offsite (Zoom): Tim Coyle, Jackie Coombs, Erica Eldred, Lauren Frazier.

-Special Note: Zoom attendees were only able to stay on partial meeting as Zoom connection failed. Lauren provided her input in writing in advance of meeting prior to her joining.

Meeting called to order by Elisha at 5:45 PM.

Opening Serenity prayer led by Elisha.

The agenda for the meeting was distributed and accepted in advance by Elisha, Chairperson.

Minutes of previous (April) meeting not approved/not complete/no attendees listed/not previously approved. \*April minutes need to be updated\*

-Special Note: Discussion held with Jackie, board secretary (on Zoom, as she was driving) on her previous minutes and shortcomings thereof and her ability/willingness to perform the secretary functions. It was agreed that someone volunteer to take the minutes on an interim basis. Ron volunteered to do this.

 **Executive Director Updates: Lisa Derr**

 **Financial Update-Current finances:**

 ACKC Balance Sheet presented and reviewed by Lisa. Questions reviewed and discussed.

 (Also see New Business entry on finances.)

 Club Events:

 Spring Luncheon- considered successful but no longer cost effective. Will probably be discontinued in the future.

 Euchre Night-May consider scheduling on a monthly basis.

 DeFouw [Sp?] Memorial Golf Outing-Provided ACKC $1,015 donation.

 Recovery Bike Run-Scheduled for June 24th-plans proceeding well, hot dogs donated for afternoon cookout for attendees (riders and guests). Ron assisting with event planning. Also, Lisa has procured a “Liability Form” to be used as a best practice and to protect the club from exposure to risks.

 KCCO Spring Roundup-Very successful, hosted at ACKC; well attended (~400 people), Net income of $531. The KCCO feedback survey was extremely positive, would like ACKC to host next year’s event in 2024, (we will still need to bid on the project).

 Soberlicious Catering Event-Taco’s made in our kitchen. Revenue was $191.

 2023 Golf Outing-Plans are progressing well, donations are coming in as anticipated.

 \*Suggestion of donations contributed by each board member to show our support for the event was discussed. It was proposed and agreed that each member would donate either $25 cash or a Meijer $25 Gift Card to be used as golf raffle prizes. Donations to be made to Lisa by June 30th. \*

Other:

DEI--Lisa procured and developed a new document for ACKC use in “Diversity, Equity, and Inclusion” (DEI). It can be used for grant applications and will also be posted to our website. It was reviewed, discussed and approved by the board.

**Old Business:**

**Committee Updates:**

Communications-Lauren and Ron

 Lobby Schedule board has been updated as per prior committee Secret Shopper findings. Lisa and Megan did a wonderful job making it easier to find meetings for attendees. Kudos to them.

 Lauren’s updates included “Welcome Training” for club staff continuing to be developed, purchasing evaluation for cost effectiveness in progress. And Spanish AA literature being explored.

 Ron explained that the Zoom meeting connection is not adequate in room 2, we need to relocate the board meeting if we wish to continue offering Zoom communications.

 \*Ron will provide Wi-Fi analysis of building locations/rooms that can be used to support future Board meetings. \*

 Governance-Tim

-No report at this meeting. Tim’s previously submitted docs were briefly discussed.

**New Business:**

 Recent Incident Report (IR)-was reviewed and agreed to be monitored for any future action.

 Code of Conduct/Safety- Club to host panel to work on safety and security.

 Financial/Donations/Expenses/Revenue-Club currently in financial deficit of approximately $31K.

 Forecast is trending up since March 2023. The desired target of cash-on-hand in our checking account of $135K would make our financial condition more appropriate and comfortable going forward.

 Lisa is working on some large potential donors/contributors.

 Brad proposed an Executive Board meeting to discuss quantitative financial planning to more proactively address our current shortcomings.

 Lauren offered thoughts on other revenue ideas such as advising our club members of our situation and potential increase in contributions from them.

It was also clarified that our club’s financials are regularly posted on our website for member viewing and awareness.

 Meeting adjourned at 7:30pm by Elisha.

**Next Board Meeting will be on August 15, 2023, at 5:30pm at the North club, room to be announced.**

Meeting notes: \*Asterisk indicates follow-up action needed. \*

Minutes respectfully submitted by Ron Schroeder

Minutes approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.