

ACC Board Meeting Minutes – September 2023

September 13, 2023

ACC Board Meeting CCS 10:00am – 11:30am

The meeting was called to order by ACC President Linda Bowers. She also conducted the opening prayer.

1. Approval of the May 2023 ACC Annual meeting and luncheon minutes.
 - a. The May 2023 minutes were approved.
2. Mary Roddy, ACC Treasurer, reviewed the Treasurer Report for August.
 - a. A few deposits were made during the summer.
 - b. The full report is available online.
 - c. \$80,000 is available for Fall funding.
3. Linda introduced the new Board members present at this September meeting.
 - a. Shannon Crowley (Francis Hoffman Circle).
4. Board Meeting Details and Discussion:
 - a. Should the meetings be in person, via Zoom, or a hybrid?
 - Decision: Meetings will be in person, with a Zoom link available for those who have an unavoidable conflict or travel.
 - Will invite Circle Chairs and one additional per Circle.
 - Will try the format of Meeting with Zoom link at the October 11th meeting.
 - Mary Roddy has a Zoom account, and we will utilize her account for October.
 - b. The Board meetings have been moved to the second Wednesday of each month.
 - All the 2023-2024 meetings will be held 10:00 am -11:30 am; no evening meetings.
 - Open to feedback.
 - c. These changes will create a temporary fundraising gap, so the ACC Board will be focusing on the Endowment Fund and Circle fundraising events.
5. Fundraising:
 - a. Reminder that there will be no Fundraising event this Fall of 2023. Therefore, the focus will be on Membership.
 - b. Circle Fundraising plans need to be submitted to ACC by October 31st.
6. Database Upgrade - Little Green Light (Heidi Bruch):
 - a. The option of Little Green Light database is being considered by the ACC Board as it is used by all Catholic schools. It is a web-based database.
 - b. Issues/Details to consider:
 - The CCS IT staff will not be available to train Heidi
 - The cost is \$486 annually so will need Board vote
 - Evaluate budgeting, and also including training to the annual cost. (Example: train two people for two years)
 - c. Linda Bowers presented a motion to:
 - Initiate an annual subscription of Little Green Light

- Inquire and check on possible annual subscription cost increases
- Inquire if we can request training dollars

The Board voted in Favor of Linda's motion.

- d. Information update: Heidi is to check:
 - the by-laws regarding Board Members
 - the current ACC website list of Board Members
 - and who are listed as voting Board Members

7. Communication/Calendars (Heidi Bruch):

- a. Heidi informed the Board that the Calendars would soon be available.
- b. Heidi also highlighted that the School Supply Drive is currently in process, but details are not available.
 - Appears that the drive is creating enough supplies.
- c. Heidi gave an overview of the Orientation Packet and that it is now to be available online.
 - Creating the physical packet was too time-consuming and the Board agreed last Spring.
 - Using her laptop, she provided the steps to retrieve the Orientation Packet and any other information online through the ACC Home Page.

8. CTC Team update re plans so far:

- a. The date will be April 12, 2024.
- b. Location: Embassy Suites near the Seattle sports stadiums; lot of available parking.
- c. Target cost per person: \$110-115
- d. The minimum fee for the venue is \$20,000.
- e. Board suggestion: create a small CTC group to obtain feedback from Circle members.
 - This discussion will be a priority at Oct 2023 Board Meeting.

9. Membership: (Tara O'Conner):

- a. Tara O'Conner Slader provided a handout and overview presentation.
- b. ACC membership represents legacy/talent/and fundraising. We all need to promote ACC. Focus is on new members or new circles for the 2023-2024 year.
- c. Membership information is available on the ACC website. Please contact Tara if you have questions or suggestions.
- d. Key membership steps and goals:
 - Invite people to your Circle meetings.
 - Invite people to coffee.
 - Reach out within your Parish.
 - Find Legacy people.
- e. New Member Event is confirmed for October 2023.
 - Date will be October 12 or October 19. Tara prefers Oct 19 for mailing.
 - Goal is to have 30-40 people attend (Board members; Circle chairs; 2018-2019 new members, interested persons)
 - Location is Wedgewood Café from 6:00-8:00 pm.

10. Memorial Mass: Katherine Meloy Circle will host.

- a. At: Our Lay of Fatima on Nov 2, 2023, at 11am.
- b. Reception after the Mass, with coffee and finger food.
- c. Request is to assign Readers before the Mass date.
- d. The Circle is interested in knowing the number of attendees as soon as possible.

11. Other Circle Events:

- a. Cosmos for Cause: May 16, 2024.
- b. St Louise (Father Mychal Judge Circle) will continue to be the hosting circle.
- c. Francis Hoffman Circle Bulb sale:
 - Mary suggested other Circles to offer to lead (visibility opportunity).

12. Next Board Meeting: October 11, 2023; 10:00 – 1:30 am; CCS Great Room

Submitted: Glynis Carrosino, ACC Secretary