

Malawi Orphan Care Project
Member Meeting – First English Lutheran Church – 5:30 p.m.
Minutes for October 23, 2012

Present: See attached spreadsheet

TOPIC	DISCUSSION	FOLLOW UP/ACTION
Welcome and Introductions	Ken Ekegren welcomed the members present. Ken opened the meeting with prayer.	Ken made introductions Minnesota people introduced Ken opened with prayer
Approval of Minutes	Minutes from the September 18, 2012 were. Approved as amended.	
Financial Report	<p>Reported by Andy in Jeannie's absence. Joy noted that we have not seen the 5% taken. Ken feels that Mission Support listed is our operating expense - \$1104.68 Joy stated she would be willing to wait until the 5% adds up to get paid back the \$850.00. Ken also stated he can wait for reimbursement for computer - Amt. needs to be added to financial report. Ken wants to be solvent ASAP. We need to develop a chart of accounts. Need a balance sheet at the end of the year that is not bankrupt. Any donations for operating expense would therefore not have the 5% taken out. Currently taking \$.25 for each bracelet. New motion to now take 5% of all fund raising donations for operating expenses to keep in line with what we decided last meeting. All in favor - Motion passed. Once we have 501(c)3 - can get copy of Quick Books. Susan's sister wants to sell bracelets at her ski shop. Will include brochure. May not therefore have any to send back. Susan will send lanyard for us to see. Any word on the well? Latest is that the government is now done with their drilling Kanyenyeva should be done in October. We are all waiting to hear.</p>	Susan requested copies of brochures - Joy will email the master - Asked Immanuel to then send a check request for printing. Ken will send a brochure in regular mail so they can see type of paper. Ken will look into creating a chart of accounts.
Old Business:		

Bracelets:	Joy reported that the actual number of bracelets provided was 613-ish.	Minutes amended to reflect actual number.
New Business		
Website	Website management:	We have the paypal button on website. Ken will get routing numbers for our bank account to open .
Committees	<p>Outline was sent out with minutes. We would like to now have people volunteer to convene subcommittee meetings to review the outline, modify as needed, and elect a chair. Their proposals will then be brought to the next meeting. Conveners can also solicit members</p> <p>1) Service Trip Coordination: Andy - could convene and solicit other members. 2) Membership Committee: Ken will convene 3) Small business: Joy 4) Fund raising: Susan (convene) and Angie, Barb (grant writing) 5) Marketing: Angie (convene)and Joy 6) Finance: Ken (convene) and Paul</p>	Penny will send list of conveners to members to help solicit members for subcommittees.
Vendor License Discussion	Joy - check into getting one so that we can actually sell things. Cost = \$25.00 Will then need to add sales tax. Be then able to sell things online. Can this be done at craft fair? Paul mentioned that we could ask for a gift donation - Ken motioned that this concept be forwarded to the finance committee	Request that the financial committee look into relationship between non-profit and vendor license.
Website	4malawi.org domain name already owned. Could this domain be used separately as a merchandise site. Ken made motion to use this. Will Brad host this site also? Small business and support - will use this for merchandising. Small business development committee will oversee both businesses in Malawi and state side.	Ken will approach Brad regarding his hosting the 4malawi.org site. Joy will be contact person for websites. Ken will also talk to Brad about email account.
Business Cards	Joy would like cards for craft shows. Can get Avery templates for free. Use perforated paper.	Joy will formulate a general card and send sample to Immanuel.

Thoughts about a 2012 trip	Any interested people for next year? Paul stated they have a doctor with her son. Immanuel think perhaps every 2 - 3 years.	
	Jill just arrived	
	Jill and Paul will not be going in 2013. Perhaps the medical officer from Salima? FELC has not thought about it yet.	Andy will discuss with committee.
Other	Paul wrote to World Vision - re: MOCP project. Look at developing a pipeline/conduit cooperatively with them. Ken talked with gentleman in Indianapolis re: shipping corn sheller. They will not be shipping in the near future. Mr. Stephen - will stay in touch and will work with him in the future for shipping containers for bulk items.	
	Jill - postal rates are approx. \$200.00+ for 40 pounds. Looking at shirts. Two sewing machines have been purchased at the project. Have not been taken to the village yet.	Need to contact Shadreck and Yami re: desire for shirts.
	The Malawi Project has a Facebook page. = Good page. They have a hospital outside of Lilongwe that they work with. Should we "like" their page?	
	Susan - talked about raising money to purchase beef for Christmas dinner. They will do a wire transfer to Yami. Next wire transfer will be in November. She will add the 5% (ask for 105%). Angie - two daughters have small ideas for small - lemonade stands etc. Suggested donation. Also face painting at Halloween fair.	
	Ken sent a little mini CD to Paul. Paul needs to share will Jill.	
Next Meeting	November 27 th . At 7:30 p.m. at Angie's house. To work with Worship Committee.	
	Close in Prayer: Jill.	