LWI Meeting

October 15, 2017 3:00 to 5:00pm at 7218 Marla Drive, Indpls 46256

Present: L Cowan, P Strother, A Lanteigne, K Caplinger, M Gordon (via conference call)

Absent: H Worl, R Worl

Mary will work on order form per requests from Patty:

Delivery: Add Shirley to Washington/Shortridge and delete Shirley I465 and Pendleton Pk.

Instructions: top of order form page. Delivery restrictions/choices

Bag # off form but leave box there. Patty will fill in when processing

Success note: generalize time frame, call when ready, after multiple attempts, bags returned to stock.

Size of order larger to read more easily OR add POC name larger anywhere on ½ sheet. Add order #.

Board minutes and financial do not have to be on website. Exec Board will decide if that will be done.

ALL members need to refresh their bios and give to Mary for website update. Provide photo if not posted.

Heidi Taylor should be off website admin(Mary)& dropbox (Katie) if not yet done.

Mary is officially Committee Chair for IT/Technology.

Patty is officially Committee Chair for Operations.

Lynne is officially Committee Chair for Finance

Fundraising committee still not assigned.

Marketing committee still not assigned.

Define committees –Lynne (Finance Committee) Pay the bills, make bank deposits, and submit all related financial records to the Treasurer. This position is needed per accounting principles to keep a separation of duties from the one who handles the money and the treasurer who does the bookkeeping.

Rob, Katie, Patty, and Aaron need to submit ideas of each committee’s roles and ALL need to input on other committees that they are not directly serving on.

Marketing Committee-Facebook and social media updates, Fundraising printouts, design of letterhead fliers and business cards, radio/TV blurbs.

Fundraising Committee-Find resources to donate money and services and community events, ideas, networking.

Technology committee-web design, upkeep and update. Database design, upkeep and update. Email administrator. L inkedIN.

Operations committee-inventory in and out, resources for outgoing. Management of building and grounds. Resource of volunteers. Volunteer events hosting/instruction. Phones/voice mail/email orders and inquiries.

Katie and Rob need to list volunteers of times they’ve helped with contact info so we can reuse them to get regular help.

Keys-Patty will control and record who gets keys and keep board advised.

Security camera for Warehouse?

Warehouse available hours to be set. Now it is Tues 5 to 7, Friday 10 to 1, and Sunday 1 to3. Tues not well visited so time may change. Evening hours or Saturday.

Socktober going well. Needed to have some printed ahead.

Christmas season, ask for tax deductible donation.

Revamp Clothe a Child.

Retail store.

Kids Connect and LWI warehouse sale scheduled within next few weeks.

Patty working on efficiency of warehouse and order processes.

Lynne stepped out and returned within 3 minutes. Board held discussions until her return.

Rob to disregard contacting Midwest Food bank re: Hurricane relief link on LWI site.

Mary was asked to post the tallies of monthly orders and volunteer hours. Patty will provide Volunteer hours and Mary has access to order totals.

Heather will be asked to be the mail pickup/delivery person since it is largely financial or fundraising items. Katie may create mail slots in warehouse?

Noted that Mary left the conversation.

Banking-Katie has the only charge card. Heather’s has expired. Heidi’s was not renewed. Patty will be added to account and given a charge card for warehouse/operations purchases under direction of Finance Committee Chair, Lynne. Heather, Patty and Katie will get that done at bank.

Patty okayed to purchase 1 year’s supply of packing bags and will pick them up downtown since Cash & Carry will not deliver unless someone at warehouse. No home deliveries. Lynne approved $600+ expense for this year.

Bags with logos are considered taxable and therefore not an option to defray costs.

Who is our competition? Or who can supply when we can’t get delivery there?

Heidi’s list was given. Possibly we can partner with another organization for delivery or resources like ours.

Westside is a difficult place for us to serve. No delivery person. Too far for families to drive.

Next meeting: Nov 12 th 3-5pm at 218 Marla Drive

Executive Board meeting October 26th 6pm at Thrivent office 6801 Lake Plaza Drive Suite A104