

## Honduras Agape Foundation Board Meeting

October 21, 2009  
First Presbyterian Church—Aiken

Attendance: June Blohm, Ken Blohm, George Dewhirst, Karen Livingston, Ed Norton, George Sewell, Randy Shelley, Jerry Taylor, Tommy Thompson, Roxanne Turnipseed, Sam Turnipseed

Excused: Allen Blancett, Anne Buffington, Bill Bengtson

Guest: Ron Livingston

1. **Meeting was opened at 7 pm with a devotional reading from Eph. 4:1-16 (from the Message paraphrase) and a prayer by Roxanne.**
2. **Meeting agenda was reviewed and approved.**
3. **Consent Agenda** (See Attachment #1)  
Item #9 motion was removed from the consent agenda and moved to the Travel Committee section for further discussion. The remainder of the consent agenda was approved by single Board vote.
4. **Committee Reports—questions, motions, actions**
  - a. **Executive—Jerry** No report.
  - b. **Nominating—Ed** (See Attachment #2)  
**Urgent need—HAF Treasurer to succeed Tommy**  
Ed Norton stated that Jack Gilbert is not interested in the position of HAF treasurer, but is still considering the possibility of serving as a Board member.
  - c. **Awareness and Development—Roxanne**  
Roxanne mentioned that HAF needs to send out a newsletter since the last one was sent out a year ago. She requested that various Board members submit information to her by Nov. 1 so that the newsletter can be completed and mailed out before the end of the year. A few of the topics to be highlighted include the highway feeding program (George D.), the field day in Santa Clara conducted during one of the summer mission teams (Karen L.), the AP program and medical outreach (the Blohms), other feedback from summer mission teams, and anticipated mission trip dates for 2010. Photos and write-ups will be included.
  - d. **Construction—George D.** (See Attachments #3, #4, and #5)  
**Biosand Water Filter Project:** Ron Livingston presented feedback regarding the biosand water filter training he recently completed at Equip International in October and opportunities to apply this training to future HAF projects. He highlighted the importance of integrating any biosand filter initiatives into a broader community health initiative involving sanitation and hygiene education in order to ensure maximum, lasting impact to improve the health of the targeted communities. The Board agreed that it would be necessary to coordinate efforts between the medical committee and the construction committee to accomplish the larger program goals, and it may be necessary to create a subcommittee to appropriately handle these tasks. Implementation of any biosand filter project will allow for coordinated input from both HAF mission team members as well as local village leaders, and appropriate training will be essential to the process. Ron agreed to provide a seminar to help train interested HAF individuals and team members about the basics of biosand water filter technology and construction. In addition, Joshua Livingston is doing a Boy Scout Eagle project to construct actual biosand filters to be used by HAF to show what a filter looks like, how it works, what it costs, etc. Further in-depth planning will be addressed more at the visioning conference and by committee members chosen to help plan and implement this program. Attachments #4 and #5 explain many of the details and steps that have been identified and will be discussed in future planning sessions.  
**El Porvenir Kitchen:** The question was asked whether Gloria has been able to use the recently completed kitchen at El Porvenir (Sra.Umanzor's kindergarten) to prepare the meals for the Sunday afternoon AP program, as this was one of the original intended uses of this facility. June Blohm agreed to follow-up on this question and report back.
  - e. **Medical—June** (See Attachment #6)  
June reviewed the factors affecting the decision of the medical committee to recommend discontinuing use of the Agape clinic for three hours twice a week. While complete details are found in the committee report, the two primary reasons discussed were the recurring problems involving lack of access to the clinic facility for our doctor and nurse during the past year and the fact that there are several other sources for medical care presently available to the Quimistan community—the walk-in public health center, the new 24/7

emergency public hospital scheduled to open by the end of this year, and the private hospital which opened this summer. HAF will continue to provide medical service for the Agape Promise children and will continue to provide the glucose testing and medical support for the patients in the diabetic program.

**MOTION: The Medical Health Committee moves to discontinue the use of the Agape clinic coincident with the end of the school year / Compassion closing for the holidays.—Motion passed.**

**f. Evangelism and Nurture—Roxanne** (See Attachment #7)

Roxanne asked for feedback regarding the two monthly prayer focuses and the October prayer calendar that had been sent out to Board members to be used in preparation for BOD meetings and the visioning meeting. The Board expressed an interest in continuing this practice and requested that the committee continue to send out a monthly prayer calendar via email. Another suggestion was to incorporate prayer requests into HAF newsletters or emails to supporters. Roxanne agreed to work on this (with the help of the committee).

**g. Travel—Roxanne** (See Attachment #8)

**Urgent need—Travel Coordinator to succeed Roxanne**

Roxanne presented two motions submitted by the travel committee as guidelines for future mission teams and the rationales behind each of them. For the first motion, Board members discussed the pros and cons of requiring a current Board director to be a part of every scheduled mission team. While several advocated this individual could most effectively address any administrative needs or issues that might arise during a trip, others voiced concern about the practical implementation of this or the necessity of this for every team. Some asked if it would be possible for a former director to serve in this capacity, but it was argued that the purpose of the motion is to insure that there is someone available who is knowledgeable of the current decision-making, goals, concerns, and policies of the Board and who can evaluate the issues at hand and communicate with the rest of the Board as necessary.

**MOTION: At least one director must accompany each mission team. This director does not have to serve as the Team Leader, although he or she may be asked to do so.—Motion passed (6 yes, 5 no).**

Many Board members provided opinions regarding the second proposal to require every team to hold at least two pre-trip meetings. While most members agreed that these meetings are a good way to develop interpersonal relationships and help coordinate and plan group activities, there was not a consensus about the best way to handle these, how many were necessary, or who was responsible. Several suggested that this should be left up to the individual team leaders. Roxanne reminded the Board that past teams had been expected to hold four meetings, but that practice has fallen by the wayside in recent years. Another concern voiced was that new mission team members are placed at a disadvantage if they are denied these meetings by others who have been down repeatedly on previous mission trips and may not feel the need to hold as many meetings. The motion was amended and passed as amended.

**MOTION: Require each team to have a minimum of two pre-trip meetings in the town where the majority of the members reside. (Note: Those who live out of town will be encouraged to attend at least one meeting but will be excused if it is not possible.)—Motion amended.**

**AMENDED MOTION: Recommend that each team have a minimum of two pre-trip meetings in the town where the majority of the members reside. (Note: Those who live out of town will be encouraged to attend at least one meeting but will be excused if it is not possible.)—Motion passed (9 yes, 1 no).**

The consent agenda motion #9 regarding the increased love offering for the hospitality ladies was discussed. The Blohms requested that the Board conduct an evaluation to compare the love offerings being provided to all of the individuals who assist with HAF's various programs and provide team support. The decision was made to table the motion until the evaluation can be done and the comparison can be presented and discussed at the November Board meeting. The Blohms agreed to collect the data and put together the comparison chart.

**MOTION: Increase the love offering for the two hospitality ladies from the current rate of Lps. 250/day (\$13.23) to Lps. 275/day (\$14.56).—Motion tabled pending comparative evaluation of love offerings of all support personnel.**

Roxanne read the email received from Anne Buffington several hours prior to the Board meeting stating that the mission team from First Presbyterian Church, Starkville previously scheduled for Dec. 29, 2009-Jan. 8, 2010 is now down to only 6 potential team members. None of these individuals have tickets booked to go down for these dates, although several of them have tickets left from last August's cancelled trip that have to be rebooked at current airfares. Of these six individuals, several of them are unsure about

their participation due to the political instability in the country and the current price for airfares. At the recommendation of Anne Buffington and the travel committee and given the fact that the current airfares for other individuals who might want to participate at the current time are prohibitive, the Board made the decision to cancel this trip and recommend that former team members from Starkville consider participating on the Feb. 4-14 team.

**MOTION: Cancel the Dec. 29, 2009-Jan. 8, 2010 mission trip.—**Motion passed.

**h. Fundraising—Ken** (See Attachment #9)

**Cookbook Project:** Ken stated that they have only received 43 recipes for the cookbook project, and they need around 300 or so before it can be published. They would like to have it ready for sale around Thanksgiving. Assuming the cookbooks can be printed and assembled at a cost of \$5 each, the profit margin is expected to be approximately \$10 per cookbook with a selling price of \$15 per cookbook.

**MOTION: Each BOD member must obtain 10 – 15 recipes by November 1, 2009.—**Motion amended.

**MOTION AMENDED: Each BOD member must obtain 10-15 recipes by November 1, 2009 or the cookbook project will be cancelled.—**Amended motion passed.

**Holley Heating and Air Contest:** Ken requested that Board members once again participate in Holley Heating and Air's charitable organization contest by encouraging friends, co-workers, and churches to vote online in support of HAF during the month of November. The charitable organization that receives the most votes will win \$500. A flier promoting this contest was handed out to all Board members.

**i. AP—Ken** (See Attachment #10)

The Blohms reported that two of this year's AP graduates appear eligible for the QVS program and are pursuing this. In addition, they are looking at the potential for expanding the AP sponsorship program beyond the high school level to allow continued support for college education. Finally, the Blohms reported that the schools have closed down for the remainder of the year to get ready for the elections scheduled for the end of November. It is unknown at this time what the final effect will be on the children, many of whom have already missed a large percentage of this school year as a result of recurrent school closures.

**j. QVS—Sam** No report.

**k. Highway Ministry--George D.** (See Attachment #11)

George Dewhirst expressed his gratitude to Dr. Shelley for his recent donation toward the feeding ministry, stating that we are now providing food for the children two days each week. Current funds will support the second feeding for 17-18 weeks. Additional funding is needed to continue this second feeding. George mentioned that this would be a good opportunity for small groups or Sunday School classes to become involved. The long term goal is to promote sustainability by working closely with village leaders and community members to eventually help them grow the food necessary to support the nutritional needs of the children without dependence on outside sources. With the assistance of Omar Matute, several key village leaders have been recently identified, and the community continues to demonstrate an interest and initiative necessary to work on future projects in partnership with HAF. Community members built the feeding shelter, the women continue to be actively involved in cooking the Sunday morning meal, and a biosand filter has been installed at Omar's house as a first step toward a potential biosand filter project here. George hopes to spend some time working with this community during the upcoming Feb. 2010 mission trip.

**5. Unfinished Business**

**a. Mission Trip Planning Updates**

**Dec. 29-Jan 8 (Team Leader--Anne Buffington)—**This trip has been cancelled.

**Jan. 14-24 (Team Leaders--Ken and June Blohm)—**There are fifteen confirmed, ticketed team members for this trip. June mentioned that the group will resume pre-team meetings again soon.

**b. HAF Registration as Honduran NGO—Karen**

Due to the political instability in the country, Allen was not able to personally deliver the papers to the lawyer, although they did make phone contact. The registration paperwork was given to Suyapa to deliver to the lawyer. As soon as it is safe to do so, the lawyer will deliver the papers to the appropriate government office in Tegucigalpa to undergo the final approval process. At this time, we do not yet have an estimate regarding the time frame required to complete the process.

**c. Integrated Long-Range Plan—Jerry**

Jerry is planning to meet with the long-range planning team to prepare the agenda for the upcoming visioning (long-range planning) conference.

d. **Upcoming Events--Karen**

**Fall Visioning Conference—October 31--9 am until 3 pm at First Presbyterian Church Room #3**

**6. New Business**

Ed Norton mentioned that Lauren Norton has talked about possibly holding a garage sale with some friends sometime in the near future to raise support for HAF. The Board agreed that this seemed like a great idea and encouraged the Fundraising committee to support the effort where possible and perhaps have Board members obtain donated items for the sale.

**7. Next Monthly BOD Meeting: Nov. 18, 2009 First Presbyterian Church Aiken--Conference Room**

**8. Meeting Adjourned at 8:43 pm.**

**9. Closing Prayer**

## **Consent Agenda**

**General Motions:**

1. Approve the minutes of the Sept. 16, 2009 meeting as written.
2. Approve the Financial Status Report through Sept. 30 as written.

**Bylaw Policy on Email Voting:**

3. As presented at the Sept. 16 BOD meeting: *Change the bylaw policy for email voting (as recorded in Article 3.8) to read as follows: The Board may take action without a formal meeting if consent is obtained in writing or by email, setting forth the proposed action to be taken, and approved by all Directors. Consent may be executed in one or more communications, all of which together will constitute a consent of the Board. Two or more objections or non-votes would defer the motion until a meeting of the Board. The Secretary shall file the consent with the minutes of the meetings of the Board. Such consent shall have the same force and effect as a vote in session and may be stated as such in any articles or documents filed with the State of South Carolina, as required by law.*

Amend the motion from the Sept. meeting to read as follows and add it to the November 18 Consent Agenda for final vote of approval: *Change the bylaw policy for e-mail voting (as recorded in Article 3.8) to read as follows: The Board may take action without a formal meeting if consent is obtained in writing or by email, setting forth the proposed action to be taken, and approved by the Directors. Consent may be executed in one or more communications, all of which together will constitute a consent of the Board. Two or more objections or any combination of three non-votes and objections would defer the motion until a meeting of the Board. The Secretary shall file the consent with the minutes of the meetings of the Board. Such consent shall have the same force and effect as a vote in session and may be stated as such in any articles or documents filed with the State of South Carolina, as required by law.*

**Motions from Construction Committee:**

4. That HAF Board authorize Allen Blancett's \$1,000 contribution to the Santa Clara BSF project be considered a tax-exempt contribution coming through HAF channels.
5. Approve the nomination of Ron Livingston to serve on the Construction Committee.

**Motions from Travel Committee:**

6. Approve the appointment of Karen Livingston to serve on the Travel Committee.
7. The daily fee will be increased to \$35/day in-country. This will take effect with the Dec. 28-Jan 8 trip. If the increase creates a hardship for any member of this team or the Jan. 14-24, 2010 team, a scholarship may be awarded upon request for said member.

8. **The Turnipseed vehicle will be utilized by each mission team if it meets the needs of the team at reimbursement rate of the GST – currently \$0.55/mile.**
9. **Increase the love offering for the two hospitality ladies from the current rate of Lps. 250/day (\$13.23) to Lps. 275/day (\$14.56).—Note: This motion was removed from consent agenda and placed under travel committee report section for discussion during meeting.**
10. **Approve the change in the current role of the in-country travel coordinator [currently Ana Gallardo] to include two days work prior to each team’s arrival in preparing the menus and purchasing of the food; and one day’s work on the day of departure to assist in the cleanup of the living quarters for a love offering of \$25/team.**
11. **Approve Abigail Ray’s participation on a 2010 mission team with her father, Jeff Ray.**

Respectfully Submitted,  
Karen Livingston, Secretary

All Committee Reports Follow as Attachments

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**Attachment #1**  
HAF Financial Status through September 30, 2009

	June	July	August	September	Sum since 10/1/08
<b>Beginning each month</b>					
Cash on hand					
Cash in Checking Account	\$ 15,520.86	\$ 8,382.18	\$ 5,167.22	\$ 10,429.55	
Cash in Vanguard Account	\$ 5,747.07	\$ 18,720.44	\$ 8,722.80	\$ 8,724.34	
Cash in Quimistan Bank	\$ 3,906.39	\$ 2,774.40	\$ 713.82	\$ 714.91	
<b>Total Cash--Beginning Month</b>	<b>\$ 25,174.32</b>	<b>\$ 29,877.02</b>	<b>\$ 14,603.85</b>	<b>\$ 19,868.80</b>	

**Deposits to Checking Account**

**Designated**

Agape Promises	\$ 558.00	\$ 696.00	\$ 510.50	\$ 80.00	\$ 18,661.00
Mission Trips	\$ 2,921.82	\$ 970.00	\$ 10.00	\$ 4,100.00	\$ 39,142.73
Home Construction	\$ -	\$ -	\$ -	\$ -	\$ 4,134.41
School Construction	\$ 3,000.00	\$ 1,300.00	\$ -	\$ -	\$ 13,600.00
Meds, Anti-parasites, fluorides	\$ 75.00	\$ -	\$ 660.00	\$ -	\$ 960.00
Adopt-a-Village	\$ 875.00	\$ -	\$ 2,453.65	\$ -	\$ 5,068.65
Higher Education Fund	\$ -	\$ -	\$ -	\$ -	\$ 1,126.00
Children's Home Fund	\$ 300.00	\$ -	\$ -	\$ 300.00	\$ 6,156.84
Highway Ministry	\$ 285.00	\$ 1,115.00	\$ 215.00	\$ 285.00	\$ 3,265.00
Benevolence Fund	\$ -	\$ -	\$ 150.00	\$ 305.00	\$ 1,978.00
Santa Clara ministry	\$ 100.00	\$ -	\$ 50.00	\$ 50.00	\$ 8,892.00
Travel Scholarship Fund	\$ -	\$ -	\$ -	\$ -	\$ 300.00

**Undesignated**

General Donations	\$ 5,125.00	\$ 1,200.00	\$ 3,103.00	\$ 960.00	\$ 22,950.21
Newsletter Response	\$ -	\$ -	\$ -	\$ -	\$ 1,455.00
Fundraising Campaign Response	\$ 360.00	\$ -	\$ -	\$ -	\$ 4,300.00
Misc.	\$ 70.00	\$ 556.70	\$ 110.00	\$ 73.27	\$ 468.38
<b>Total Deposits</b>	<b>\$ 13,669.82</b>	<b>\$ 5,837.70</b>	<b>\$ 7,262.15</b>	<b>\$ 6,153.27</b>	<b>\$ 132,458.22</b>

**Disbursements from Checking Account and Vanguard Account**

**"Nondiscretionary Recurring Expenditures"**

Agape Promises	\$ (1,000.00)	\$ (1,140.00)	\$ -	\$ (3,000.00)	\$ (21,429.52)
Mission Trip Expenses	\$ (5,224.34)	\$ (3,970.05)	\$ (851.99)	\$ (394.70)	\$ (36,471.04)
Medical Support (inc. Doctor & Nurse)	\$ (980.00)	\$ (2,250.00)	\$ (51.30)	\$ (2,750.00)	\$ (15,731.15)
Dental Incl. Fluorides	\$ -	\$ -	\$ (496.69)	\$ -	\$ (4,196.19)
Administrative Exp. Honduras	\$ -	\$ (995.00)	\$ (587.98)	\$ (688.00)	\$ (7,833.97)
Administrative Exp. USA	\$ (22.25)	\$ (280.25)	\$ (11.86)	\$ (617.27)	\$ (2,774.36)
Evangelism	\$ (581.91)	\$ (152.93)	\$ -	\$ -	\$ (1,173.03)

**Discretionary Expenditures**

Building Homes	\$ -	\$ -	\$ -	\$ -	\$ (7,194.41)
School Projects	\$ -	\$ (7,503.07)	\$ -	\$ -	\$ (17,156.58)
Clinic Upgrades	\$ -	\$ -	\$ -	\$ -	\$ -
Community Projects	\$ -	\$ -	\$ -	\$ (1,400.00)	\$ (4,649.55)
Vehicle Expense	\$ -	\$ -	\$ -	\$ -	\$ (1,200.00)
Highway Ministry	\$ (1,140.00)	\$ (1,434.66)	\$ -	\$ (360.00)	\$ (3,234.66)
Misc. cost	\$ 1,140.00	\$ (891.70)	\$ -	\$ 6.00	\$ (1,851.09)

**Other Designated Funds**

Higher Education Fund	\$ -	\$ -	\$ -	\$ -	\$ (1,445.46)
Benevolence Fund	\$ -	\$ -	\$ -	\$ (498.00)	\$ (1,978.00)
Travel Scholarship Fund	\$ -	\$ -	\$ -	\$ -	\$ (850.00)
Santa Clara Ministry	\$ -	\$ (435.00)	\$ -	\$ (190.00)	\$ (8,842.00)
Children's Home Fund	\$ -	\$ -	\$ -	\$ -	\$ (2,000.00)
<b>Total Disbursements</b>	<b>\$ (7,808.50)</b>	<b>\$ (19,052.66)</b>	<b>\$ (1,999.82)</b>	<b>\$ (9,891.97)</b>	<b>\$ (140,011.01)</b>

**Deposits to Vanguard Account**

Wachovia Checking to Vanguard	\$ 18,000.00	\$ 7,000.00	\$ -	\$ 8,000.00	\$ 99,000.00
Interest Earned on Vanguard Deposits	\$ 3.37	\$ 2.36	\$ 1.54	\$ 1.73	\$ 109.77

**Disbursements from Vanguard Account**

Vanguard Wires to Quimistan	\$ (5,000.00)	\$ (17,000.00)	\$ -	\$ (8,500.00)	\$ (96,520.00)
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**End of Month**

Cash in Checking Account	\$ 8,382.18	\$ 5,167.22	\$ 10,429.55	\$ 7,190.85	
Cash in Vanguard Account	\$ 18,720.44	\$ 8,722.80	\$ 8,724.34	\$ 8,226.07	
Cash in Quimistan Bank	\$ 2,774.40	\$ 713.82	\$ 714.91	\$ 712.62	
<b>Total Cash--End of Month</b>	<b>\$ 29,877.02</b>	<b>\$ 14,603.85</b>	<b>\$ 19,868.80</b>	<b>\$ 16,129.54</b>	

**TOTAL OF DESIGNATED FUNDS \$ 26,906.93 \$ 17,913.88 \$ 22,224.22 \$ 22,461.52**

**UNDESIGNATED, DISCRETIONARY FUNDS \$ 2,970.09 \$ (3,310.03) \$ (2,355.42) \$ (6,331.98)**

**Attachment #2**  
Nominating Committee Report for Board Meeting—October 21

The Nominating Committee consists of Ed Norton, Chairman, Bill Bengtson, and Tommy Thompson.

The following Board members are serving the 3<sup>rd</sup> year of their 3-year term.

Allen Blancett, Jerry Taylor, June Blohm, Ken Blohm

I have contacted each of these Board members concerning their interest in serving an additional 3-year term and each have agreed to serve an additional 3 year term.

In addition to these board members, the following persons have been contacted concerning their interest in serving on the Board. They are thinking about it. If there are others that should be considered, please let me know.

Michael Norton, Jack Gilbert, Brian Eberhard, Beth Eberhard, and Carolyn Caswell

No progress on finding a Treasurer for 2010.

Respectively Submitted,  
Ed Norton, Chairman

**Attachment #3**  
Construction Committee Report--21 October 2009  
Submitted by George Dewhirst

1. Activities in Honduras
  - a. Construction of the cafeteria building in Santa Clara is complete. They are working to install screen doors and screens for the windows as well as completing a counter top, drawers, and sink. The classroom will be completed by the end of the month. (Although not stated I believe that the slowdown on these two projects has been caused by the high tempo BioSand Filter construction program.)
  - b. The kitchen/pantry at Senora Ada Umunzor's kindergarten is complete. See picture below.
2. The BioSand Filter (BSF) initiative in Santa Clara has completed 15 filter housings with the initial \$1000 provided by HAF. Those funds also purchased the tools plus truckload quantities of gravel, sand, and selected filtration material for another 85 filters. The remaining 85 can be constructed for \$2,000 additional funding, which has been provided by two separate contributions. Of the 15 BSFs made with HAF funds one has been delivered to Quimistan and place at Omar's home and two have been placed at Lencho's and Rosendo's homes. There are currently 83 Santa Clara homes signed up to receive BSFs. **Motion: That HAF Board authorize Allen Blancett's \$1,000 contribution to the Santa Clara BSF project be considered a tax-exempt contribution coming through HAF channels.**
3. During his visit to Honduras, Allen, met with Jose Pinto to discuss several construction-related items: A) His willingness to train construction workers on HAF funded projects. B) His availability and willingness to be more proactive to identify local needs, consider all requested we might forward to him, and submit recommendations to HAF. C) His recommendations regarding the bridge requested by the Jicaro community. Mr. Pinto stated he would be willing to train construction worker on HAF funded projects. Concerning becoming a community advocate he seemed pleased to be asked to be more assertive in identifying local needs and recommending priorities for our construction projects. He recommended the bridge in Jicaro as top priority because of safety issues with children trying to cross the stream during the rainy season.
4. A separate report on the BioSand Filters (BSF) Program Plan will be submitted when completed.



**Attachment #4**  
Minutes of Meeting on Biosand Filters  
October 15, 2009

Meeting: 7:00 at Jerry Taylor's  
Attendees: Jerry Taylor, Chair  
Allen Blancett  
Ron Livingston  
George Sewell

George Sewell also represented the Medical Committee.

The meeting was opened and closed with prayer.

Ron Livingston was asked to describe the Biosand Filter (BSF) and Construction as presented in the training he attended.

- Construction of the BSF was presented along with materials which make up the mechanical filter and flow adjustment. The biologic layer atop the sand was also discussed and maintenance of this important part of the system.
- Mold was discussed and a local project to create a mold and build a few BSFs in Aiken as an Eagle project.

Allen was then requested to describe the process as observed in Santa Clara.

- Construction in Santa Clara included positioning of a PVC pipe section held in place with a bolt during pouring of the filter housing. This is a particular weak point which has caused problems.
- In Santa Clara the men who trained have been the exclusive builders of BSF filter housing units, which are then transported to the home and filled by the people who will use them. Filling is done under supervision of the construction team as part of the training of the homeowners. The homeowners were also responsible for transportation of the materials needed to fill the unit.
- It was agreed that a trained supervisor must be hired to lead people of the village through the process of construction and setup.

Details of BSF gleaned from Ron and Allen:

- Current design of BSF in use at Q and SC:
  - The BSF in use right now in Q and SC is about 14 inches square by 37 1/2 inches tall. The inside is about 12 X 12 X 35 with a slight taper, top to bottom, for mold release.
  - Current design about 170 pounds
  - Molds about \$1000 each
- Round design learned by Ron at recent class
  - Near same dimensions
  - Uses 50% less concrete
  - Weight about 90 pounds
  - Molds cost about \$100, out of sheet metal
  - Probably can take molds on plane
- Upper level sand is not replaced, but stirred and dirty water scooped out. This is necessary only when flow rate becomes unacceptably low.

- Current recommended filtration rate 0.5 liters per minute (old rec. was 1.0)
- Routinely back flush tubing with chlorine. Also collection tubing if any. Timing to be determined by visits.
- Diffuser plates constructed locally
- Changing source of water can kill current bacteria. Therefore, do not switch to rainwater sporadically.
- Water can be purchased in Quimistan in 5 gallon containers, with a deposit for the container. These could be used as clean receptacles for the BSF system with some collection modifications. Other collection containers may be locally available with bottom spigots.

Other Information:

- About 90 homes in Santa Clara. Most have now indicated a desire for the BSF's.
- Group agreed that a knowledgeable, conscientious and detail oriented supervisor is needed for construction of the BSF's. Sweat equity would be in moving, mixing materials and building the units, then transporting filter housing to the new owner as well as loading materials into the unit. Poor attention to detail in construction can be a serious problem.
- It takes about 28 days to reach about 98% effectiveness, but significant improvement in effluent quality may be seen in 2 weeks.
- The stirring and removal of dirty water after low filtration rates has a small, short term effect of effluent quality but does improve flow rate.
- The recommended location of the BSF is in the kitchen, but this must be the decision of the homeowner.

There was discussion concerning the process and it was agreed that a list of activities associated with the installation of BSF's would be made and the responsibility for each should be proposed for recommendation to the BOD:

- Test water at potential installation towns to determine need for BSF (MC)
- Work with town persons to develop interest and their involvement (HAF programmatic process – not one committee)
- Assemble materials and forms at a construction site (CC)
- Construct units (Homeowners or community under CC supervisor)
- Transport units to users (Homeowners or community)
- Load stone and sands into units at user home (Homeowners or community)
- Set up collection system and instruct how to use. (CC supervisor)
- Stress hygiene (shared, based on personnel available. Primarily MC)
- Visit 2 to 4 weeks later to test output and review usage procedures (MC)
- Incorporate town hygiene program to support clean water availability (primarily MC for Hygiene, but total program incorporation is HAF programmatic process which should include health, evangelism, self-sufficiency and closure)

Submitted by Jerry Taylor

**Attachment #5**  
HAF BioSand Filter Program Plan  
Submitted by George Dewhirst

Objective – To provide a reliable source of “clean water” to individual homes in communities we serve.

Process – Approach each community and determine via input from the identified “Community Leaders” the priority of the need for “clean water” for their community. If “clean water” is listed as a community priority, identify the primary source of communities' water supply and test it for contamination. Once need is determined (community water source is contaminated) conduct community meeting to explain the BioSand Filter (BSF) Program to the community and survey families to determine level of interest (make sure that as many mothers as possible are present). If sufficient interest is determined have the community leaders develop a priority list of interested families that are to receive a BSF. Community leaders and an HAF representative shall determine how each family unit will contribute to (sweat equity either work or \$\$\$) their attainment of BSF.

Assignment of Responsibility – As a general rule responsibility for the determination of need for “clean water”, community and in-home training, and in-home follow-up will be the responsibility of a properly trained team or person provided by the medical committee. The responsibility for construction or procurement from an outside source of BSFs, transporting to home, and loading with filter material will be the responsibility of a properly trained team or person provided by the construction committee.

Obtaining Filters – Once the clean water needs for a community has been established, determine how filters will be obtained, build locally, build at remote site and transport to community, or purchase BSFs from available sources.

Once BSFs are available conduct individual family training for receiving families may be done for multiple families at one time but probably should not be conducted as a community wide effort.

Follow-up – Once BSFs have been provided to a community there will need to be follow-up visits to the receiving family units to ensure that the BSF is in use, is working properly, and being properly maintained and that an adequate home hygiene program is in place.

Training Requirements – It is clear that we will need to invest in the training for the following:

- a) Team or person to conduct water testing.
- b) Team or person to conduct community meeting and to conduct in-home training of BSF filters.
- c) Community expert – person within the community who will conduct periodic in-home follow-up to ensure long term proper operation.
- d) Additional BSF construction teams or well qualified BSF construction supervisors for various communities. This team or supervisor will also be responsible the proper loading of filter material into BSF once filter has been transported to the user site.

For this additional training should we pay to send others to training or can those who we have already paid to train develop a training program to train those who need training?  
(I would ask Ron Livingston to consider these requirements and provide recommendations.)

Questions - Can HAF obtain one or more BSF construction molds? Again Ron Livingston described a round BSF which he learned to build during his training which is less expensive to construct and seemed to use a simpler mold which is less expensive and might be obtained and transported to Honduras for use there.

There is an alternative to constructing BSFs which I believe we should investigate, which is purchase HydrAid plastic BSFs that are readily available in San Pedro Sula. We should purchase several and conduct side-by-side testing with locally constructed BSFs.

The Medical Committee will have to develop a community wide hygiene program which is essential to continued supply of “clean water” and will need to train key community personnel to continue the program within the community.

Do we need to test each BSF after it begins operation to ensure proper operation? I would think that some output water testing of each BSF is essential to maintain program integrity.

Is BSF construction a reasonable community micro-enterprise that HAF should consider supporting?

#### **Attachment #6**

Medical / Health Committee  
October 2009 Board Report

- Eye video – we will have a preview of the English version of the eye video ready for the next Board meeting.
- Water filters - George Sewell sent George Dewhirst our Committee's input dated October 12, 2009
- Work in the aldeas
  - Focus on Las Montanitas – The Quimistan team is planning the training and equipment required
  - Working with other 5 aldeas to identify village leaders and folks to be trained.
  - Karen is determining training available in Honduras we might utilize.
- Going forward using the Quimistan hospital for brigades (3 planned)
  - The Doctors have agreed we can use the hospital for the planned clinics. Next steps include working on a written agreement.
- Obtain lower cost meds – Alan has unearthed several potential sources for lower cost meds including a grant from Glaxo Smith Kline. Next steps include mailing the previously approved letter to 2 or 3 drug companies to determine results.
- Dental care / prevention – cleaning and fluoride :
  - Photos of the dental room at the Quimistan Hospital have been sent to Randy and Anne.

- A proposed instruction sheet for flossing and brushing is under review by Randy.
  - Consistent with our long range plan, the Committee does not want to invest in bricks and mortar.
  - Pending further input regarding a partnership with the Pueblo Nuevo clinic we do not plan to utilize the clinic for the next two upcoming dental brigades.
  - We agreed on the desirability of maintaining dental records for the AP youth. Each of us will contact our dentists and obtain a copy of their patient record info in an effort to design a simple easy to use form..
  - We discussed the desirability of having all of the AP youth teeth cleaned in December and rechecked in March by Randy's team. Next steps include getting feedback from Randy on this idea.
- Agape clinic recommendation

**Background:**

For many years HAF has supported the Agape clinic staffing in a variety of ways e.g. love offerings to the Compassion nurse. In the summer of 2007 we arranged for Dr Elsa Avila and nurse Edith Magana to offer their services at the Agape clinic from 1 - 4 pm on Mondays and Fridays. HAF supported their efforts with love offerings. Visits to the clinic during these times are free for the Agape Promises youth and 20 Lempira for those who can afford the cost, free to all others. Medicines are provided free of charge. A program for diabetics is also supported through the clinic.

When, in 2008, the Agape compound was no longer accessible by some of our staff we made arrangements with Brother Rene for Dr Elsa and Edith to continue to use the Agape clinic as a base on Monday and Friday afternoons. Additionally we have utilized the clinic for dental brigades. While this arrangement has worked reasonably well our team in Quimistan continues to experience problems being locked out of the clinic for a variety of reasons (school holidays, staff with key unavailable, compound rented out to others, etc...). This has occurred with increasing frequency. As a result they are not able to offer their services to the community as scheduled.

In the spring of 2009 the private hospital opened in Quimistan. The hospital provides a full range of services 24/7. The Agape Promises youth utilize the hospital in emergencies. The cost for these services is covered by the AP program. Additionally the public health clinic is scheduled to open a 24/7 facility late this year or January 2010.

**Recommendation:**

Strategically our committee wants to move from places where other options are available to places where no options are available. Since a variety of options (public health clinic, private 24/7 hospital and soon public 24/7 clinic) are available to the population in Quimistan, discontinue the use of the Agape clinic by Dr Elsa and Edith. Continue to pay for medical services required by the Agape Promises youth and the patients in the diabetic program. Utilize the Quimistan Hospital for the dental brigades. Timing for discontinuing the use of the Agape clinic is when the current school year ends and the Compassion program closes, approx. December 1, 2009.

**Motion:**

**The Medical Health Committee moves to discontinue the use of the Agape clinic coincident with the end of the school year / Compassion closing for the holidays.**

Respectfully submitted,  
June Blohm  
October 16, 2009

**Attachment #7**

Agape Evangelism and Nurture Committee  
October 7, 2009

1. Opening prayer
2. Motion to approve minutes from previous meeting.
3. Monthly prayer focus:  
Ed has volunteered to be responsible each month. Due for email on Oct. 18<sup>th</sup>.
4. BOD devotional:  
We will rotate this responsibility.  
October – Roxanne  
November – Karen  
December – Ed

5. New Business:
  - a. Devotional for October 31, 2009 meeting  
Ideas were brainstormed.
6. Next meeting: November 4, 2009 at 10AM at SAPC library if needed.
7. Closing prayer.

Respectfully submitted,  
Roxanne Turnipseed, Chair

Committee members:  
Karen Livingston, present; Ed Norton, absent; Beth Purvis, excused.

<b>2008 – 2009 Evangelism Events</b>			
<b>Trip Dates</b>	<b>Location</b>	<b>Activity</b>	<b>Evaluation</b>
Jan-08	El Pinal School	VBS- Fruit of the Spirit (AP)	Very successful
	Luz de la Valle School	VBS- Fruit of the Spirit (AP)	Very successful
	Agape Church	VBS- Fruit of the Spirit (AP)	Very successful
	Jicaro School	VBS- Fruit of the Spirit (AP)	Very successful
Jun-08	Quimistan	Game day with speakers	Event occurred but w/t evangelistic speakers
Jul-08	Banderas	Bags of beans and rice delivered with Gospel of John, Making Peace w/God by B. Graham	Well received by recipients, involved only a few team members during actual delivery but many to prep.
July-August 2008	Luz y Amistad Kinder	Bible Story, bubbles and snacks	Very successful
	Ricardo Moduro Kinder	Bible Story, bubbles and snacks	Very successful
Jan-09	Luz de la Valle School	VBS - Salvation Bracelet	Very successful
	Jicaro School	VBS - Salvation Bracelet	Very successful
	El Pinal School	VBS - Salvation Bracelet	Very successful
	Santa Clara	VBS - Salvation Bracelet	Very successful
Jun-09	Martha's Sunday School	VBS - Salvation Bracelet	Very successful
	Banderas	VBS - Salvation Bracelet	Very successful
Jul-09	Highway Ministry children	VBS - Salvation Bracelet	Very successful
	Santa Clara	Field day (Christian music, meal, outreach)	Very successful

1. Opening Prayer
2. **Motion: To accept Karen Livingston as a member of the travel committee.**
3. Motion to cover increasing travel expenses:  
**Justification:** Having closely examined the minimum daily costs required to support our mission teams from 2009, and evaluating the current costs required to support the work of 16 member mission teams over a 10-day period, we have determined that it is necessary to increase the daily fee to a minimum of \$35 to help cover the cost and prevent recurring deficit to the foundation. This figure is based on costs required to support a complete team and will not entirely cover the added cost. For teams with fewer than 16 members, the foundation may continue to incur a greater deficit due to fewer members paying for those services provided at a set fee not dependent upon the size of the team (translators, cooks, housekeepers, etc). Our committee is looking for ways to cut other expenses in an effort to reduce potential overage.  
**Motion: The daily fee will be increased to \$35/day in-country. This will take effect with the Dec. 28-Jan 8 trip. If the increase creates a hardship for any member of this team or the Jan. 14-24, 2010 team, a scholarship may be awarded upon request for said member.**
4. Motion regarding BOD for each trip:  
**Justification:** The travel committee feels it is important for a Board Director to be in-country to address any administrative issues which may arise or other decisions which may need Board attention.  
**Motion: At least one director must accompany each mission team. This director does not have to serve as the Team Leader, although he or she may be asked to do so.**  
  
**Motion: The Turnipseed vehicle will be utilized by each mission team if it meets the needs of the team at reimbursement rate of the GST – currently \$0.55/mile.**
5. Support staff –
  - a. Gloria – continue to utilize
  - b. Sandra- continue to utilize  
**Motion: To increase the love offering for the two hospitality ladies from the current rate of Lps. 250/day (\$13.23) to Lps. 275/day (\$14.56).**
  - c. Ana- Due to a conversation which she initiated with Roxanne in August, the travel committee would like to renegotiate the responsibilities and pay for the position of in-country travel coordinator.  
**Motion: To approve the change in the current role to include two days work prior to each team's arrival in preparing the menus and purchasing of the food; and one day's work on the day of departure to assist in the clean up of the living quarters for a love offering of \$25/team.**
6. Housing – Thomsen's Ranch
  - a. Internet issues- this issue was tabled for future discussion.
7. Orientation manual – will review for accuracy.
8. Motion regarding team building activities  
**Justification:** To facilitate team building, to coordinate activities, and to assign tasks.  
Note: A member of the travel committee will attend the first meeting to address any travel issues.  
**Motion: To require each team to have a minimum of two pre-trip meetings in the town where the majority of the members reside. (Note: Those who live out of town will be encouraged to attend at least one meeting but will be excused if it is not possible.)**
9. Travel Coordinator  
**Recognizing that the board still needs to be actively seeking someone to fill this position**, the travel committee has divided the responsibilities as follows:
  - a. Karen is handling booking the flights.
  - b. The treasurer will pass info to Tommy to track the money.

- c. Recommendations for the TL for each trip – The travel committee will wait until each team is almost full to evaluate the makeup of the team; then review and ask the person the committee thinks best to be the team leader.
- d. Travel Insurance – After some evaluation, it is decided that for now we will continue to use Medex .
- e. Responsible for transportation for each group to and from airport – As noted in the chart below, Roxanne has reserved the van of SAPC for all summer dates except one for which it was not available. The team leader will be asked to assist in lining up a driver for the van and other vehicle if needed.

10. Review trip dates and flights purchased:

Trip #	Departure Date	Return Date	Openings	Males	Females	Van reserved to ATL	Van reserved from ATL
1	12-29-09	01-08-10	Full-no	5	10		
2	01-14-10	01-24-10	Full-no	7	8	SAPC 4A-12P	SAPC 2P-11P
3	02-04-10	02-14-10	Yes	2	1	SAPC 4A-12P	SAPC 2P-11P
4	March	Specific dates to be announced					
5	04-03-10	04-10-10	Yes	3 (+1pend.)	9 ( 4 youth) (+1 pend.)	SAPC 4A-12P	SAPC 2P-11P
6	06-09-10	06-19-10	Yes			SAPC 4A-12P	
7	06-23-10	07-03-10	Yes	2 ( 1 youth)	2 ( 1 youth)	SAPC 4A-12P	SAPC 2P-11P
8	07-06-10	07-16-10	Yes	1		SAPC 4A-12P	SAPC 2P-11P
9	07-28-10	08-07-10	Yes			SAPC 4A-12P	SAPC 2P-11P

11. New Business

--Delta is now charging \$25 for a second checked bag for all travel on or after October 13, 2009 for tickets purchased on or after Sept. 19, 2009. The travel committee will recommend to the board that items taken with each team will need to be evaluated for cost vs. importance. It may be necessary for team members to pack team supplies in their personal baggage.

--Jeff Ray and his 13-year-old daughter Abigail ("Abby") have applied to go on the April 3-10 trip. According to travel committee policy, Abby's age requires her to be accompanied by a parent, and her participation must be approved by a vote of the BOD.

**Motion: Approve Abigail Ray's participation on a 2010 mission team with her father, Jeff Ray.**

Respectfully submitted,  
 Roxanne Turnipseed, Chair  
 Committee Members: Tommy Thompson and Karen Livingston

**Attachment #9**  
 Fundraising Report  
 October 2009 Board Meeting

**Cookbook**

To date, a small number of recipes have been received – perhaps enough to fill a tri – fold! To put it in perspective, about 5% of the 100+ letters we sent have responded and 50% of the BOD have submitted recipes. We either need a full court press, getting the BOD to participate, those who have submitted to do more and friends and family to join the party or

forget the idea. Time is running out if we expect to have a product we can begin selling for the Thanksgiving and Christmas holidays.

Motion: Each BOD member must obtain 10 – 15 recipes by November 1, 2009

### **Holley Heating**

#### **Once more for the Gipper!**

The month of November will be our last hurrah for trying to get the \$500 from Holley Heating. I am asking each Board member to put up a HELP WANTED poster in their church, office, business or wherever. Additionally, I am requesting each Board member to send out the poster to at least 10 of their family and friends.

### **First Presbyterian Church**

As part of the World Wide Communion Sunday Service, FPCA has a special collection for world missions. This year, HAF was selected to share in the offering. June and I did a Minute for Mission promoting ECO Stoves for the two aldeas sponsored by FPCA. The final results are not in, but we will let you know the amount when received.

Respectfully Submitted,

Ken Blohm

October 16, 2009

### **Attachment #10** Agape Promises October 2009 Board Report

Linkage between the Quimistan Valley Scholar Program and Agape Promises

- This academic year we have two promising Agape Promises youth graduating from high school. Both currently meet the criteria for a Quimistan Valley Scholar award.
- Contacts have been made and the necessary information obtained so that they may apply for the scholarship.
- Another positive outcome is the research into the costs for attending college and the potential for sponsorship beyond high school. We are grateful to Richard Mullenax for his initiative in this area.

School situation in Quimistan

- The political situation has resulted in frequent school closings. The Teacher's union in Honduras supports Zelaya. As a result most teachers will go along with the school closing rather than face possible recriminations downstream.

Bible Study attendance

- Unfortunately 2 students have failed to meet the Bible study 40% attendance criteria and have been dropped from the program. Homes were visited and parents advised when the problems first arose. However the situation deteriorated in both cases.

New sponsors

- We are grateful for the Men's group at Trinity Methodist and Tommy Thompson's advocacy for their sponsorship of a new child.

2010 Sponsor renewals

- Shortly we will be sending out letters to sponsors for renewal for 2010.

Respectfully submitted,

Ken and June Blohm

October 16, 2009

### **Attachment #11** Highway Ministry Committee Report 21 October 2009

1. Activities in Honduras

- a. The Friday feedings of Highway Ministry children continue.

- b. As the result of a significant gift we have been able to start a second feeding of the children every week which is being prepared by the mothers of Tejeras. These feedings are occurring on Sundays. The second feedings are costing \$53/meal. We have enough to feed for 17 weeks. **Here is a wonderful opportunity for a Sunday School Class or an individual to sponsor one feeding per month.**
2. The BioSand Filter (BSF) delivered to Quimistan from Santa Clara has been placed at Omar Carcamo Matute's home. It is in operation and is providing clean water for families from Tejeras until additional BSFs can be obtained. We still need to sample the river water which is the primary water source.
3. Arturo and Sixto with assistance from Omar will hopefully be building a stove at the new meeting/feeding area in Tejeras this week.



Very Respectfully Submitted,  
George Dewhirst  
14 October 2009