

# Honduras Agape Foundation Board Meeting

May 19, 2010

First Presbyterian Church, Conference Room

Attendance: Allen Blancett, June and Ken Blohm, George Dewhirst, Karen Livingston, George Sewell, Randy Shelley, Roxanne Turnipseed, Sam Turnipseed, Jerry Taylor

Excused: Bill Bengtson, Tommy Thompson

Guests: Michael Norton (former HAF President), Maynor Castillo (Administrative Assistant from Honduras)

1. **Meeting opened at 6:58 pm with a devotional and prayer by George Dewhirst.**
2. **Meeting agenda was approved as written.**
3. **All motions from the Consent Agenda except for item #3e (regarding transport of BSF molds) were approved as written. Item #3e was removed so that it could be discussed in greater detail as part of the Construction Committee report.**
4. **Committee Reports—questions, motions, actions**
  - Finance** (See Attachment #1)
  - Integrated Planning (IPC)** (See Attachment #2)
  - Construction** (See Attachment #3)
    - Discussion of Motion #3e from Consent Agenda:** George Sewell explained the proposed plan to transport the BSF molds to Honduras during the June 23 mission trip and the need to identify local leaders to be trained in the fabrication and use of BSF's in Tejerer (or other communities). The \$400 requested for this project is in addition to the \$310 already donated and designated for construction of BSFs. The \$400 would be used to pay for initial costs such as supplies (wood, gravel, sand, concrete, etc.) and labor fees associated with setting up the program and training the locals. Further work is necessary in order to identify the location for such an effort, the individuals to be trained, and the recommendations for continuation of a BSF initiative in the near future. The committee is assessing the feasibility of using the individuals from Santa Clara who were trained in the construction of another style of BSF in the Fall of 2009 to help train new community workers. At the end of the discussion, Board members voted unanimously to pass motion #3e as written in the consent agenda.
  - Medical/Health** (See Attachment #4)
    - Medical Brigade Patient Fees:** June clarified that the Medical Committee will be working with the Drs. who assist with our medical brigades to determine an appropriate fee for providing medical brigade services (which include doctor consultations and meds) to patients in outlying communities. In addition, the Drs. will work with local leaders to identify those patients who may not be able to afford the fee. As was the practice at the Agape Clinic, no patients will be turned away for lack of funds.
    - Focometer:** Randy provided a brief update regarding the use of a focometer as an alternative to the auto-refractor for use during future mission trips. The focometer is a portable, handheld optical equipment piece of tool that is used by mission organizations in many developing countries to determine eyeglass prescriptions. The focometer costs \$500 and can be purchased from a company in Houston, TX, but the training (approx. 2 days) they provide costs \$75. The Medical Committee will continue to research this option to determine whether HAF would benefit from using a focometer as part of our eye clinics and whether training might be obtained locally from the doctor in Augusta who owns one and has used it effectively as a part of medical mission trips.
  - Evangelism and Nurture** (See Attachment #5)
  - Travel** (See Attachment #6)

At the present time, the number of team members signed up for our three summer teams remains critically low. George D. and Roxanne met to review mission team expenses for the 2010 teams to determine whether the summer team expenses can be covered by the daily fees provided by the small number of team members. They determined that the team members and those purchasing supplies for the team must be frugal and diligently adhere to the set budget for food (recommend \$110 per person per trip compared to the \$120 spent in Jan., \$160 spent in Feb., and \$135 spent in April). They recommended that the daily fees should be sufficient to cover the cost of a single translator, but additional translator fees should potentially be paid for by committee funds based on the type of project requiring the additional support. Another area of concern that will need to be closely monitored is the cost of transportation for the team in-country.
  - Fundraising** (See Attachments #7 and #8)
  - Agape Promises** (See Attachment #9)

### **Agape Promises Higher Education (See Attachment #10)**

Ken and June requested feedback from Board members regarding the proposals from the committee. No comments were provided; therefore, concurrence with their direction was presumed.

### **Highway (Tejeres) Ministry (See Attachment #11)**

Discussion focused on the need to identify community leaders in order for HAF to effectively partner with this village with BSF initiatives or other future projects. All of the summer teams have been asked to conduct assessments in this village and work with the people there to identify current and potential leaders and areas of greatest need and concern among the residents. George D. recommended that we continue to reinforce training in health needs (sanitation, clean water, etc.). Sam reiterated that the people have expressed concern regarding the safety of the children and more needs to be done to address this need. Concern was expressed with giving them solutions which they do not want.

## **5. Unfinished Business**

**A Ride to the Park**—Sam reported that 27 riders are currently preregistered for the ride, and he predicts that 15 to 20 additional riders may sign up to participate on or before the day of the ride. So far, the reported expenses for the event are \$515 and \$1450 has been deposited to date. Additional pledges are expected to be collected the day of the ride or after the ride has been completed, but the total amount is not yet known.

## **6. New Business**

**Fundraising Challenges**—Ken expressed concern that there appears to be a decrease in the “spark” that has fueled support among churches and individual patrons in the past couple of years. He emphasized the need to increase the awareness of the HAF ministry among our donors and in the community at large so that they stay informed about potential upcoming projects, trip dates, financial needs, and ways to be personally involved. It was recommended that we improve our methods and frequency of communication using (1) email updates; (2) more frequent (quarterly?) newsletters containing personal stories, pictures, blog excerpts, projects, mission team updates; (3) website updates and links to allow online donations, and (4) active participation by BOD members and mission team members at church meetings to foster excitement and spread the word about the ministry on a more personal level. Ken, who chairs the Fundraising Committee, emphasized that all Board members need to be fundraisers and we must actively work to grow our donor base and increase the number of missionaries participating on our trips. He recommended that a discussion of fundraising become a regular part of all Board meetings. In addition, he is planning a fall fundraising letter campaign using feedback from the summer mission teams. Sam Turnipseed volunteered to serve on the Fundraising committee.

## **7. Topics for “I want ...” discussion, continued from April (See Attachment #12)**

**--Backlog of Requests for Funds**—Allen, Jerry, and George S. will meet to discuss the backlog of requests that have come in over the past two years and have not been officially addressed. They will present a proposal for inclusion on the consent agenda for June containing a list of requests that should be dismissed and those that are currently being addressed or should be considered for future action. Once the Board has approved the list of items to be dismissed, Allen will write a formal letter explaining the position of the Board to be sent to Maynor and communicated to the individuals and groups who have requested assistance.

**--Communications with Maynor**—June expressed a desire to incorporate this topic into the category of committee autonomy. Maynor was asked whether it is confusing to him to get input from different people and he responded that it is not a problem at this time.

**--Relationship with Starkville**—No additional comments or feedback received.

**--Financial Reports & Budgeting**—Roxanne provided an in-depth overview of the spreadsheets used to track donations and expenditures and their links to the current monthly report format. All the financial details are accessible from those records and can be presented in whatever format the Board prefers. She stated that she will continue to use the current format until she receives feedback from Board members listing additional items that need to be included or a different style of report. It was noted that the draft budget being referenced in the reports is based primarily on the input received from committee chairs, but this proposed budget has not been officially approved by the Board.

**--Role and Functioning of Committees Relative to BOD**—An additional “want” identified was to have each committee submit as part of its monthly report a project list showing the status of current projects along with budget items pertaining to each project. Concern was voiced that committees are not held to the same standards of autonomy and decision-making, but there was not enough time to resolve the apparent discrepancy or determine if further action should be taken.

--Construction Practices—No discussion yet.  
Further discussion of “I wants” was postponed to future meetings.

8. **Motion from IPC regarding team leader for first summer mission team: Appoint Roxanne Turnipseed team leader for the June 9-19 trip.—Motion passed.**
9. **Next Monthly BOD Meeting: June 16, 2010—Trinity United Methodist Church**
10. **Meeting adjourned at 9:14 pm**
11. **Closing prayer given by Allen.**

## **Consent Agenda**

### **General Motions:**

1. **Approve the minutes of the April 21, 2010 meeting as written.**

### **Committee Motions:**

2. **Integrated Planning:**
  - a. **The IPC recommends the Board approve Texoxengales as to benefit from a Holistic Approach Project. This village is benefitting from numerous projects and will not be an excessive added demand.**
  - b. **The IPC recommends that the house for Sandra Rojas be constructed using funds provided by Starkville First Pres. The following limitations will apply:**
    - **a maximum budget of \$5500, unless other funding is provided to meet contingencies**
    - **clear title to the land is obtained and proof of this is provided to HAF****Construction Committee to manage the project and report any contingency funding to the BOD**
  - c. **The IPC requests BOD approve the following expenses:**
    - **\$75 for beans and rice for relational evangelism activity during the June 19 mission trip.**
    - **\$150 for VBS in La Montanita during June 23 mission trip.**
3. **Construction:**
  - a. **See IPC motion #2b regarding house for Sandra Rojas. Construction will make maximum use of volunteer labor.**
  - b. **Once the BOD approves stoves and/or latrines and/or BSF's for a location, the Medical Committee and the Construction Committee may utilize designated funds for installation as they are received, but will keep the BOD advised of progress.**
  - c. **Once the BOD approves a construction project and approved funds are depleted, work may continue without further BOD approval if additional designated funds are received. The BOD will be immediately informed of this situation.**
  - d. **The BOD approves installation of latrines in La Montanita and Texoxengales as designated funds are available.**
  - e. **The BOD approves the transportation of BSF forms to Honduras during the June mission trip. Plans are to construct units and train locals in the use of the new forms. Details of this work in Honduras are being developed between the Construction Committee and the Medical Committee. Funds of up to \$400 are approved for miscellaneous expenses directly associated with this activity.**
4. **Medical Health:**
  - a. **Approve charging a nominal fee for patients treated by the medical brigade.**
  - b. **Approve agreement between Quimistan Medical Center-Gracias a Dios and the Honduras Agape Foundation.**

Respectfully submitted,  
Karen Livingston, Secretary

Committee Reports Follow as Attachments

**Attachment #1**  
**Finance Report**

	January	February	March	April	May	Sum, 10/1/09- 9/30/10	Sum since 1/1/10
<b>Beginning each month</b>							
Cash on hand	\$ -	\$ -	\$ -	\$ -	\$ -		
Cash in Checking Account	\$ 11,299.40	\$ 5,018.28	\$ 10,296.74	\$ 5,676.06	\$ 5,479.38		
Cash in Vanguard Account	\$ 19,222.73	\$ 16,223.21	\$ 4,223.31	\$ 15,529.45	\$ 10,529.45		
Cash in Quimistan Bank	\$ 218.34	\$ 219.00	\$ 2,608.75	\$ 262.54	\$ 5,321.22		
<b>Total Cash--Beginning Month</b>	\$ 30,750.47	\$ 21,460.49	\$ 17,328.80	\$ 21,468.05	\$ 21,330.03		

**Deposits to Checking Account**

	January	February	March	April	May	Sum, 10/1/09- 9/30/10	Sum since 1/1/10
<b>Designated</b>							
Agape Promises	\$ 2,334.00	\$ 1,120.00	\$ 984.01	\$ 400.00	\$ 1,944.00	\$ 17,264.01	\$ 6,482.01
Mission Trips	\$ 2,033.00	\$ 1,110.25	\$ 4,196.39	\$ 1,562.39	\$ 1,727.65	\$ 23,475.19	\$ 10,649.88
Home Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65.00	\$ -
School Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Meds, Anti-parasites, fluorides	\$ -	\$ 30.00	\$ 420.00	\$ -	\$ 170.00	\$ 1,120.00	\$ 620.00
Adopt-a-Village	\$ -	\$ -	\$ 250.00	\$ -	\$ -	\$ 1,500.00	\$ 250.00
Higher Education Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Children's Home Fund	\$ -	\$ -	\$ -	\$ -	\$ 39.00	\$ 228.00	\$ 39.00
Highway Ministry	\$ 1,215.00	\$ 315.00	\$ 245.00	\$ 2,215.00	\$ -	\$ 4,705.00	\$ 3,960.00
Benevolence Fund	\$ -	\$ 100.00	\$ 100.00	\$ -	\$ -	\$ 200.00	\$ 200.00
Santa Clara ministry	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ -	\$ 2,157.00	\$ 200.00
Travel Scholarship Fund	\$ -	\$ -	\$ -	\$ 845.45	\$ -	\$ 745.45	\$ 845.45
<b>Undesignated</b>							
General Donations	\$ 450.00	\$ 4,710.00	\$ 784.00	\$ 1,850.00	\$ 1,200.00	\$ 16,061.25	\$ 8,774.00
Newletter Response	\$ 375.00	\$ 100.00	\$ -	\$ 50.00	\$ -	\$ 3,295.00	\$ 825.00
Fundraising Campaign Response	\$ 1,070.00	\$ 825.00	\$ 440.00	\$ 45.00	\$ 1,070.00	\$ 5,365.00	\$ 4,350.00
Misc.	\$ 60.25	\$ (461.00)	\$ 2,380.50	\$ 4,390.00	\$ -	\$ 6,764.75	\$ 6,369.75
<b>Total Deposits</b>	\$ 8,467.25	\$ 7,899.25	\$ 9,529.90	\$ 11,027.64	\$ 6,150.65	\$ 82,943.65	\$ 43,095.09

**Disbursements from Checking Account and Vanguard Account**

	January	February	March	April	May	Sum, 10/1/09- 9/30/10	Sum since 1/1/10
<b>"Nondiscretionary Recurring Expenditures"</b>							
Agape Promises	\$ (5,318.00)	\$ (2,544.01)	\$ -	\$ (2,500.00)	\$ -	\$ (14,069.34)	\$ (10,362.01)
Mission Trip Expenses	\$ (4,858.66)	\$ (3,236.39)	\$ (3,820.00)	\$ (422.90)	\$ (1,765.10)	\$ (27,822.57)	\$ (14,103.07)
Medical Support (Inc. Doctor & Nurse)	\$ (1,500.00)	\$ (1,629.29)	\$ -	\$ (1,784.69)	\$ -	\$ (5,130.03)	\$ (5,063.66)
Administrative Exp. Honduras	\$ (1,040.00)	\$ (181.25)	\$ (1.25)	\$ (1,252.25)	\$ -	\$ (3,409.75)	\$ (2,474.75)
Administrative Exp. USA	\$ (369.89)	\$ (144.38)	\$ -	\$ (78.52)	\$ (498.15)	\$ (2,733.84)	\$ (1,868.72)
Evangelism	\$ -	\$ (148.00)	\$ (24.94)	\$ (35.18)	\$ -	\$ (253.80)	\$ (207.11)
<b>Discretionary Expenditures</b>							
Building Homes	\$ -	\$ -	\$ -	\$ (5,000.00)	\$ -	\$ (5,000.00)	\$ (5,000.00)
School Projects	\$ (1,000.00)	\$ -	\$ -	\$ -	\$ -	\$ (3,771.00)	\$ (1,000.00)
Other Community Projects	\$ (1,500.00)	\$ (3,054.50)	\$ -	\$ (3,400.00)	\$ -	\$ 8,954.50	\$ (7,954.50)
Highway Ministry	\$ (1,285.00)	\$ (590.00)	\$ -	\$ (1,473.00)	\$ -	\$ (3,868.00)	\$ (3,318.00)
Misc. cost	\$ -	\$ (2,581.07)	\$ (204.39)	\$ (148.00)	\$ -	\$ (2,851.73)	\$ (2,833.46)
<b>Other Designated Funds</b>							
Higher Education Fund	\$ -	\$ (142.93)	\$ -	\$ -	\$ -	\$ (523.98)	\$ (142.93)
Benevolence Fund	\$ -	\$ (100.00)	\$ (100.00)	\$ -	\$ -	\$ (200.00)	\$ (200.00)
Travel Scholarship Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (100.00)	\$ -
Santa Clara Ministry	\$ (657.00)	\$ (100.00)	\$ -	\$ (150.00)	\$ -	\$ (1,257.00)	\$ (1,107.00)
Children's Home Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total Disbursements</b>	\$ (17,728.37)	\$ (14,620.79)	\$ (4,150.58)	\$ (16,224.54)	\$ (2,291.25)	\$ (79,765.54)	\$ (54,965.53)

**Deposits to Vanguard Account**

Wechovia Checking to Vanguard	\$ 12,000.00	\$ -	\$ 10,000.00	\$ 10,000.00	\$ -	\$ 51,000.00	\$ 32,000.00
Donations to Vanguard Account			\$ 1,305.48				\$ 1,305.48
Interest Earned on Vanguard Deposits	\$ 0.48	\$ 0.10	\$ 0.69	\$ -	\$ -	\$ (2.10)	\$ 1.24

**Disbursements from Vanguard Account**

Vanguard Wires to Quimistan	\$ (15,000.00)	\$ (12,000.00)	\$ -	\$ (15,000.00)	\$ -	\$ (50,000.00)	\$ (42,000.00)
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**Other wires to Quimistan**

Western Union Wires to Quimistan						\$ 1,030.00	\$ -
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**End of Month**

Cash in Checking Account	\$ 5,018.28	\$ 10,296.74	\$ 5,676.06	\$ 5,479.38	\$ 9,368.96		
Cash in Vanguard Account	\$ 16,223.21	\$ 4,223.31	\$ 15,529.45	\$ 10,529.45	\$ 10,529.45		
Cash in Quimistan Bank	\$ 219.00	\$ 2,608.75	\$ 262.54	\$ 5,321.22	\$ 5,321.22		
<b>Total Cash--End of Month</b>	\$ 21,460.49	\$ 17,328.80	\$ 21,468.05	\$ 21,330.03	\$ 26,219.63		

**Attachment #2**  
Integrated Planning (IPC)  
Meeting May 6, 2010

Opened with Prayer

**Motion: The IPC recommends the BOD approve Texoxingales as to benefit from a Holistic Approach Project. This village is benefitting from numerous projects and will not be an excessive added demand.**

**Motion: The IPC recommends that the house for Sandra Rojas be constructed using funds provided by Starkville First Pres. The following limitations will apply:**

- a) a maximum project budget of \$5500, unless other funding is provided to meet contingencies and
- b) clear title to the land is obtained and proof of this provided to HAF.

**Construction Committee to manage the project and report any contingency funding to the BOD.**

**Motion: The IPC requests BOD approve the following expenses:**

- a) \$75 for beans and rice to for Relational activity during the June 19 mission trip.
- b) \$150 for VBS in La Montanita June 23 trip

IPC Guidelines for Planning Activities:

The IPC agreed on the following guideline for planning activities;

1. We will not allow any committee or activity to exceed their available funding.
2. HAV goals and status will have priority over other projects.
3. We will make recommendations to the BOD then follow directions of the BOD.
4. Goals will be assigned to committees for implementation.

Long Range Goals and Exit Strategies: (from April meeting)

The IPC agreed that the next step in our process is to develop long range goals and from them to create exit strategies for each Holistic Approach Village (HAV). It was also agreed that each HAV will have an individual set of goals based on perceived needs of the village people and decision of the BOD, based on IPC recommendation. After these goals are established, the natural result will be a plan of execution with proposed timetable and exit criteria.

Project Assignments for upcoming Mission Trips (June):

The IPC agreed on assignments for the June 19 and 23 mission teams to be discussed with the assigned Team Leaders (TL). All Assignments are subject to the judgment of the TLs based on transportation, time and availability of resources or schools.

Team Assignments:

All teams will be asked to continue data collection and leadership assessment of HAV villages, with a primary goal of identification and confirmation of village leaders, their viability and commitment to HAF and secondary goal of development of long range goals based on village perceived needs and HAF capability and interest.

June 19:

Relational Activity with beans and rice provided during visitation.

June 23:

VBS La Montanita

Evangelical Assessment

Other possible activities suggested by Medical Committee:

Reinforce dental training with Community Health Workers and teachers (those who will train the children) - \$0

Children as available

Conduct near vision eye exams and fitting \$0

Note: has been done in Teo, La Montanita (partial), Tejeras and Banderas

Fluoride and deworming – approx \$700

La Montanita, Luz de Valle and Teo were done in January

Water testing – cost of kits approx \$50

Justa stove follow up, La Montanita and Teo - \$0

Participate in medical brigades - \$0

Latrines

Follow up on La Montanita original 4 - \$0

Possibly participate in construction (No excavation greater than 5 feet depth below ground elevation without meeting OSHA requirements for proper shoring to prevent cave-in! If in doubt don't get in the hole.)

Submitted by Jerry Taylor

May 14, 2010

### **Attachment #3**

#### Construction

Local field inspections are important. Several options are under review. Daniel is still a possibility, and we may want to approach locals for suggestions. Martha and Gary may know of a candidate, and Arturo and Jose Mejia were discussed as possible sources.

Water projects in La M and Teo are functioning well.

A leader in Jicaro has been asked to develop a simpler and less expensive bridge alternative than Jose Pinto's \$3k proposal.

We have received no negative comments on the CC's operating guidelines that were sent out in last month's CC report to the BOD and again recently as a separate item. The CC will operate as stated.

Ron Livingston and his son, Joshua, are prepared to take new BSF forms to Honduras on their June23 trip. Construction and deployment of new units is being negotiated with the Medical Committee.

A total of \$2910 has been donated and designated for stove construction. La M has completed 11 and has defined another 9 that are badly needed. Teo now has 2 in their school kitchen and another 8 in homes. A total of 25 have been identified as badly needed. This leaves construction of 15 to be done in Teo.

Progress is being made in Sandra's house. Volunteer workers are being identified, material costs are \$3200, Starkville has committed \$5500, and arrangements have been made to pay off her loan and get a clear title. A resolution for the BOD on this construction is being prepared.

Need for internal Justa Stove construction to strengthen these units and extend their life was discussed. Will check with Maynor to see if this has been addressed as yet.

Latrines are needed at La Montanita and Teo. CC is determining if an improved design is available at reasonable cost.

Committee Motions:

**Resolved:**

**That the BOD approves construction of a house for Sandra Rojas. Cost not to exceed the funds committed by Starkville church of \$5500. Construction will make maximum use of volunteer labor. Work will not begin until a clear title to property is in our possession.**

Additional Information:

Jose Pinto asked to develop volunteer list and cost estimate using available workers. No positive response to date. Sandra's pastor of La Cosecha is recruiting volunteers. April 5, 2010 estimate of material costs were \$3200. Total cost with labor for roof and brick is \$4950. I do not see a contractor profit in these numbers. Material costs at this point were lower than previously. Some variability here, but it appears the \$5500 is a safe number.

**Resolved:**

**That once the BOD approves stoves and/or latrines and/or BSF's for a location, the Medical Committee and the Construction Committee may utilize designated funds for installation as they are received, but will keep the BOD advised of progress.**

Background:

During work on projects, additional designated funds are sometimes received and use is entirely consistent with BOD intent. Delaying of work to get further BOD approval for the additional expenditures is not desirable. Installation of these facilities will be recommended by the Medical Committee and carried out by the CC.

**Resolved:**

**That once the BOD approves a construction project and approved funds are depleted, work may continue without further BOD approval if additional designated funds are received. The BOD will be immediately informed of this situation.**

**Resolved:**

**The BOD approves installation of latrines in La Montanita and Teo as designated funds are available.**

Background:

Initial plan was for 4 latrines in defined homes in La Montanita where assistance was needed. Two of these were installed, one of which was in an incorrect location. An additional 2 were installed in unapproved locations. Funds exist for about 4 more at this time. Special attention will be given to see that they are placed in most needed locations.

**Resolved:**

**The BOD approves the transportation of BSF forms to Honduras during the June mission trip. Plans are to construct units and train locals in the use of the new forms. Details of this work in Honduras are being developed between the CC and the Medical Committee. Funds of up to \$400 are approved for miscellaneous expenses directly associated with this activity.**

Background:

Ron and Joshua Livingston have the forms for delivery to Honduras and are prepared to train locals. We need to get these forms to Honduras. There are some problems determining who to train and where and how many of these units will be installed in homes. First priority is to get the forms to Honduras. Suggested persons to train could be from Santa Clara, or Tejas if such persons can be defined, or possibly persons working for Martha. The BOD will be kept informed of plans as they develop.

Submitted by George Sewell  
May 14, 2010

**Attachment #4**  
Medical/Health

Obtain lower cost meds

- Through Roger Carr of GlaxoSmith Kline, Karen has a list of meds which they might supply. She is focusing on the dental items and the vitamins.

Dental care / prevention – cleaning and fluoride:

- So far this year over 2000 children have received dental hygiene training, toothbrushes and paste. Fluoride and deworming were included in this outreach.
- Randy recommends reinforcing the dental hygiene training when administering fluoride treatments. Additionally we plan to encourage the teachers and Community Health Workers to stress the importance of regular brushing.
- Another recommended area for focus is nutrition. We will ask the Quimistan team for their recommendations on how to implement.
- We continue to follow up on the donated dental chair and lights in an effort to transport these items to the Quimistan Hospital. Charlie Wyont has a set of lights which he will speak with Chip Still about getting to Honduras.

Preventive medical health work in the aldeas

- Training Community Health Care Workers
  - The team is working to bring Teo and La Montanita up to roughly the same level of training. They have recommended a meeting of all CHCW to reinforce the training and share among the workers.
  - Teo – the nebulizer and inverter have been placed in Teo to enable rapid response to respiratory problems.
  - Dr. Constantino and Maynor recommended dropping El Pinal and Jicaro from the list of 6 villages due to proximity to the Quimistan Public Health Center (both) and a lack of cooperation/interest in the case of El Pinal. The Medical Committee has approved this recommendation and will be working with Maynor on a letter to the aldeas explaining the reasoning.
- Charging for medical services performed by the brigades in the aldeas. The Committee agreed we should charge a nominal fee. No one will be denied care if they cannot pay. Historically we charged 20 Lempira (\$1USD) for a consultation with meds at the Agape clinic. We are waiting on feedback from Dr Constantino on a recommended amount. **Motion: Approve charging a nominal fee for patients treated by the medical brigade.**
- Latrines – The Community Health Care Workers in Teo reported there are 45 families without latrines and 10 families with latrines in poor repair. See joint resolution with the Construction Committee.

Eye clinic

- The team continues to pursue the repair of the auto refractor. Randy recommended we research a focometer which could do the job, is very portable, durable and relatively cheap. Initial research indicates this is a promising solution. Further work required.
- During this time when the auto refractor is not available we are using near vision eye charts to continue this ministry.

Nurse Edith's son continues in and out of the hospital for treatment of his cancer. Her participation remains unknown.

Agreement with the Quimistan Hospital

- The Medical Committee has reviewed the draft agreement and recommends approval by the Board. See separate attachment. **Motion: Approve agreement between Quimistan Medical Center – Gracias a Dios and the Honduras Agape Foundation.** (see below)

*Draft Agreement with Gracias a Dios Hospital and HAF*

*Agreement between the Quimistan Medical Center – Thanks to God and the Honduras Agape Foundation*

*Last year and this year the Medical Center and the Honduras Agape Foundation have worked together to provide medical services to the people of the Quimistan Valley, this continues being a mutually beneficial relationship.*

*In the spirit of comradeship and cooperation this agreement identifies the working relationship between both groups.*

*The Quimistan Medical Center provides the facilities for the dental and other brigades that HAF can obtain in the future. Also, HAF will look for suggestions and advice from the doctors and other support as necessary and agreed.*

*The Honduras Agape Foundation will donate some medical supplies, will look for support of Doctors and local medical institutions in the United States and other requests as necessary and agreed.*

*All of the services mentioned between both institutions will be provided without any cost.*

*For surgical brigades at the Quimistan Medical Center, one month before they occur we will agree the recovery quota and establish the prices for the surgeries. The surgical brigades will be scheduled throughout the year.*

*Periodic meetings between both parties will be scheduled to revise this agreement and to discuss whatever change and additions that may be necessary.*

*Signatures*

*Dated*

Tejeras

- Last month we talked with Dr Constantino about the suggestion of determining which meds the folks in Tejeras couldn't obtain from the Quimistan Public Health clinic. He recommended they conduct another medical brigade to determine the meds dispensed vs. what is available in the Public Health clinic.
- Maynor and Dr C conducted the brigade last month. Dr C reports that all of the meds dispensed during the brigade are available in the Public Health Clinic. That being the case we won't pursue providing meds from Maynor's inventory.

Respectfully submitted,  
Ken and June Blohm  
May 15, 2010

**Attachment #5**  
Evangelism and Nurture  
May 2010

Plans for evangelistic outreach opportunities during each summer mission team are being finalized, but will be of a smaller scale due to the small number of team members currently signed up for each team and the uncertainty of the receptivity to evangelistic programs in the holistic approach villages at this time.

Proposed evangelistic activities for summer teams include:

- Participation with the AP students' Sunday afternoon Bible study—assisting with snacks and other activities dependent upon makeup and desires of team members (each team)
- Participation with Martha's children's Sunday school class (each team)
- Home visitations and relationship building in Tejerer community (or other identified community) with distribution of beans and rice (June 9-19 team)
- Evangelistic assessments (meetings with church leaders and community leaders) in Texoxengales and La Montanita to determine current level of church activity in the villages, interest in outreach programs (e.g. VBS, children's after-school Bible programs, etc.) and opportunities to partner with local churches to minister to community members ( June 23-July 3 team)
- Assistance with the Friday evening children's feeding program at Tejerer (all teams)

- Worship at La Cosecha church in Quimistan (all teams)
- Other spontaneous opportunities to share God's love with community members that God brings along our path.

Feedback from summer teams will help provide guidance regarding future opportunities for partnership with local churches and recommendations for Christian materials (Bibles, curriculum, etc.) and children's outreach programs to be used in local villages.

Respectfully submitted,  
 Karen Livingston  
 May 15, 2010

**Attachment #6**  
 Travel Update

We all need to increase our recruiting efforts for the summer trips. Now that the IPC has assigned projects for the various teams you can now advertise project to interest missionaries. There a lots of opportunities for folks to contribute during their trip.

To date we have only five people signed up for the 9 – 19 June trip, six for 23 June – 3 July, and three for 6 – 16 July.

The SAPC bus has been reserved for the trips this summer, I need help recruiting drivers.

Respectfully Submitted,  
 George Dewhirst  
 Travel Coordinator  
 May 15, 2010

**Attachment #7**  
 Fundraising—Contribution Summary

Contributions – October 2009 – May 4, 2010

- The total contributions for the above period were \$37,063.
- The breakdown by contributed amount is as follows:
 

- Less than \$50	23
- \$50 to 100	7
- \$100 to \$500	20
- \$500 to \$1000	10
- \$1000 to \$2000	4
- Over \$2000	3

The amount contributed by sponsoring churches:

(Does not include individual contribution unless noted)

- |  |         |
|--|---------|
| - First Presbyterian<br>(Does not include \$6000 contributed by an individual donor)                     | \$6,150 |
| - St. Johns<br>(Includes contributions from 2 Sunday School Classes)                                     | \$2,100 |
| - South Aiken Presbyterian<br>(Includes direct contribution of \$725 plus \$1500 via Trinity Presbytery) | \$2,225 |
| - Trinity Methodist  | \$0     |

Submitted by Ken Blohm  
 May 15, 2010

**Attachment #8**  
Fundraising Report

2010 Fundraising Observations

- Lack of participation on mission trips
- Limited response to fundraising efforts
- Limited participation on the part of our sponsoring churches
- Inconsistent communication to our patrons

2010 Fundraising Objectives

- To reignite enthusiasm with our sponsoring churches
- To reconnect with our patrons
- To create excitement in our mission trips
- To provide a communication to all on a regular basis

2010 Critical Activities

- Now that the IPC and committee chairs are managing the day to day activities in Honduras, the Board must aggressively focus on increasing involvement/commitment in HAF and pursuing all opportunities for growing financial contributions
- To begin immediately to issue a quarterly newsletter to our patrons
- To schedule an update in each church on our new direction and the community oriented opportunities on our mission trips
- To send "thank you" notes to every contributor
- To fill open Board positions with people skilled in estate planning, financial planning and legal skills
- To agree on a fundraising plan for 2010 and get every Board member actively involved in carrying it out. Fundraising is a Board activity, not an individual responsibility!
- To increase HAF awareness in Aiken and in other places in the country.

Suggested Fundraising Program for 2010

- Letter fundraising campaign beginning in September to include past donors, plus 10 – 15 personal new names from each Board member
- Add pay pal to our web site. Use for donations and an opportunity to sell cookbooks, tortilla cloths, and logo wear, etc
- Contact executives of US companies who have a presence in Honduras
- Expand giving opportunities to include stock, annuities and other financial instruments
- Request each Board member to make an annual contribution, if not already doing so and influence another person each year to make a contribution.
- Attend local craft shows to promote the foundation and sell Honduran crafts and cookbooks
- Perhaps have a golf tournament in the fall. Every Board member will have to help get hole sponsors, raffle donations etc. It involves a lot of work but generally has large financial rewards. I have a crazy idea. If the Board thinks this is reasonable, I will contact several of the Hispanic golf pros to see if they will help us for a day. If they show up, we may be able to convince one of the prestige golf courses to host. This could be "the impossible dream."
- All other suggestions are welcomed

Thanks to Sam for his support with the Bike ride.

Respectfully submitted,  
Ken Blohm  
May 15, 2010

**Attachment #9**  
Agape Promises

Current AP Sponsorship Status

- All AP children currently have sponsors. Naomi Beers was kind enough to sponsor our three students who were without a sponsor. She has been a strong supporter of the AP program for which we are truly grateful. We have 46 children in the program.

#### Delinquent Sponsors

- We have three sponsors who have not made their 2010 payments. Personal letters have been sent to each encouraging them to send in their money.

#### Reinstatement of Daisy

- After the April trip, we received a request from Jeff Ray to reinstate Daisy into the AP program. She voluntarily dropped out after her parents wanted her to change her course of study and attend a special school. Jeff had sponsored Daisy for a number of years before she left. Based on those circumstances, she was reinstated. She is currently in the 8<sup>th</sup> grade.

#### AP Higher Education Committee

- See separate report.

Respectfully submitted,

June and Ken Blohm

May 15, 2010

### **Attachment #10**

#### Agape Promises Exploring Higher Education Committee

#### Committee Members:

- June and Ken Blohm, Joan Graham, Nola and Alan Radcliff. Maynor joined us and provided excellent feedback.

Purpose: To explore providing higher education funding for AP students.

Status to Date: Our current thought process is to give the Board of Directors a "heads up" on our progress to date and to ensure we are on an agreed path. Further work is to be done before we will present a final plan for approval.

- Initially, the financial aid program will apply to AP graduates only
- All prospective AP applicants must submit an application including last full year grades and statement of financial needs.
- If possible, the per annum costs will be shared by the AP program and the student. We would like them to have some skin in the game, e.g. 75%/25%.
- During their participation in this program, they must agree to support a community service project within HAF.
- After graduation, they will be required to sign an agreement to pay an amount back, over time, to help support future AP graduates.
- After each semester, grades must be submitted before paying for the next semester.
- Until we gain experience, we will want them to maintain at least a "C" average.
- Our plan is to develop a "pot" of money to support this program. Sources may be their current sponsor, a surcharge on the annual AP payment and private donations.

Submitted by Ken and June Blohm

May 15, 2010

### **Attachment #11**

#### Highway (Tejeras) Ministry

1. Activities in Honduras
  - a. The Friday and Sunday feedings of Tejeras Community children continue.
  - b. HAF has received a significant contribution designated for Tejeras feeding which will allow continuation of the second feeding each week.
2. The April team attempted to conduct an eye clinic (reading glasses only) during their trip with a very low turnout. This may have been caused by poor communication; I will investigate need and conduct another during my trip in July.
3. I am hopeful that we can obtain and demonstrate several BSF in Tejeras this summer.

Very Respectfully Submitted,  
George Dewhirst  
May 15, 2010

## **Attachment #12**

What do we want?

Notes from HAF BOD Meeting April 21, 2010

We began something in our April BOD meeting that I would like to continue, at least for awhile. We spent about an hour talking about what each of us wants HAF to do and how we want HAF to function. This was just a beginning; only eight of us were in attendance. But it allowed those eight to express our wants without need for rebuttal or argument or pressure to prevail among differences.

I had shown five topics for discussion initially. We chose to skip around as we expressed our wants, because the topics had some overlap and because we wanted to express a want before adjournment. That worked OK, in my opinion. Some of us had more difficulty than others in expressing our thoughts as wants, but I insisted that if you say "We need to . . ." or "We ought to . . ." or "We've always . . .", I would hear that as an "I want us to . . ." That enabled us to express our wants without concern of disagreement.

We agreed that this is only a start, but I believe we also agreed that it's a good start and that we want to continue it. So Karen and I have tried to capture the "wants" that were expressed, and to list them here as an idea stimulator for further such input and discussion. Roxanne's e-mail input prior to the meeting was also included.

Here are some of the wants we heard, grouped under general topics where possible. The two topic areas dealing with finances have been combined. In each area the "I want" statements are shown, followed by a red italicized statement with Allen's judgment of what the statements say.

We appear to be in general agreement on three areas, and we need more input and discussion on three other areas. The three areas of apparent agreement deal with (1) Communications with Maynor, (2) Requests for assistance, and (3) Relationship with Starkville. The unsettled three areas are (4) Committee autonomy, (5) Construction, and (6) Financial practices.

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### **1. Communications with Maynor**

- a. I want committee chairs to be able to communicate directly with Maynor regarding projects and programs within their scope of responsibility.
- b. I want to ensure that no committee chair communicates with Maynor regarding projects and programs not within their scope of responsibility without the request or permission of the responsible committee chair.
- c. I want to avoid giving Maynor conflicting guidance from mission team leaders or from others who disagree with guidance he has received from properly authorized contacts. I want the provider of the initial guidance to participate in the change of guidance.
- d. I want copies of email communications between committee chairs and Maynor sent to the President, Secretary, and other committee members.

*We agree that each committee chair will communicate with Maynor to provide guidance on activities within the scope of that committee's responsibility, via e-mail with courtesy copies to the HAF secretary and president. We also want everybody to avoid giving Maynor conflicting guidance in areas outside our area of responsibility.*

### **2. Requests for assistance**

- a. I want requests to come to HAF typically via our administrative assistant (Maynor).
- b. I want someone to provide accurate translations (paraphrases) of requests.
- c. I want us to receive requests from Martha Scarlett Thomsen directly.
- d. I want us to keep a running log (database) of all requests, actions, and responses.
- e. I want requests to come to the HAF secretary to be "logged in", then sent to the appropriate committee chair.
- f. I want requests to come directly to the appropriate committee chair.
- g. I want requests to come to the IPC and then be forwarded to the appropriate committee.
- h. I want committees to document their recommended response to each request in their area of responsibility and present it to the BOD for approval, disapproval, or reprioritization.
- i. I want HAF to respond to every request for assistance—yes, no, or decision pending.
- j. I want us to respond within two months of receiving a request.

- k. I want the notification to be done by including the decisions in the BOD meeting minutes.
- l. I want to ensure that no committee will dispose of or deny a potential project request without final review from the rest of the BOD.
- m. I want Maynor to receive notification of the decisions of the BOD from the HAF President or Secretary and communicate those decisions to the individuals who presented the original request.

*I think we can agree on a process for handling requests for assistance:*

1. *Requests will preferably come to HAF from Maynor. Because of our relationship with Martha, we will also accept requests from her.*
2. *Every request will come to the HAF secretary, who will log it in and forward the request to the chair of the IPC and the chair of the appropriate committee, plus a courtesy copy to the HAF president.*
3. *Each request will be discussed by the IPC, resulting in a timely IPC recommendation for BOD approval, disapproval, or reprioritization.*
4. *The BOD will decide on an HAF response in light of available funds, priorities, prior agreements, and any other important considerations.*
5. *The HAF president will notify Maynor of the decision by the BOD. If the BOD approves the request, the HAF treasurer will make funds available and will notify the appropriate committee chair. If no decision is made within two months after receipt of the request, the HAF secretary will notify the HAF president who will notify Maynor of its status and outlook.*

### **3. Relationship with Starkville**

- a. I want us to rebuild and maintain a close working relationship with Starkville.
- b. I want us to solicit participation from Starkville, both financial and personnel.
- c. I want to ask for Starkville input in developing priorities for HAF expenditures which will include the funds they provide.
- d. I want us to invite Starkville to participate in projects, especially those which they have funded.
- e. I want us to make our plans and invite Starkville to participate if they wish.
- f. I want us to continue to work with Starkville to construct a home for Sandra Rojas using funds designated for that purpose.

*We generally agree that we want to strengthen our relationship with Starkville. This includes inviting them to participate in HAF mission trips, working with us on projects and other team activities. We welcome their financial support, both designated and undesignated, and we welcome their participation in our planning and priority-setting. We have said before, and they have agreed, that when they participate with us, everybody abides by HAF practices.*

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### **4. Committee autonomy: How do we want the committees to relate to the BOD, regarding their independence of operation, reporting, and requirements for prior discussion and approval?**

- a. I want committees to fulfill their functions according to their charters in HAF Bylaws.
- b. I want the BOD to be clear regarding the decision-making latitude delegated to each committee.
- c. I want committees to handle their routine functions without need for BOD intervention
- d. I want committees to bring motions to the BOD for approval, and then to carry out the actions that have been approved by the BOD.
- e. I want committees to conduct a prior review for BOD approval before communicating any proposed changes in pay, personnel selection, and stated or implied future new HAF commitment.
- f. I want committees to submit timely monthly reports of their key activities.

*This question needs more input and discussion. We are not together in our wants about how much we want to delegate to committees, and what we want to reserve for active, ongoing guidance by the BOD. Some of us seem to want to be involved in most decisions, and some want to be involved in only the nonroutine decisions or those which involve changes in pay, personnel changes, or future commitments.*

### **5. Construction: What do we want to do, and how do we want to do it?**

- a. I want us to build houses, classrooms, bathrooms, etc. and make sure there are projects of this type available for mission team members to participate in.
- b. I want us to maximize the participation of the end users in any construction project.
- c. I want us to continue to pay laborers for their time and work on projects, especially when it takes them away from normal, everyday income-producing work.
- d. I want us to assure satisfactory quality in our construction by having competent oversight and competent laborers.

- e. I want us to include at least one inexperienced laborer during the building process, to provide an opportunity for skill development and broader economic impact to the community.
- f. I want us to build to community standards.
- g. I want us to build to neighborhood standards.
- h. I want us to take time to plan our projects adequately before starting them.
- i. I want us to identify a local contact who can work with our Construction Committee to develop scopes of work, identify competent bidders, get estimates, and work with the contractor to assure satisfactory work.
- j. I want us to get multiple qualified bidders where possible.
- k. I want us to accept designated funds for construction within the bounds of our mission statement. If the designation is outside, I want us to attempt to get the funds redesignated to be within our mission statement.

*This question needs more input and discussion. We seem to agree that when funds are designated for building a structure that fits within our mission, we will do that. We seem to agree that we want direct beneficiaries of our help to be actively involved somehow in the efforts that are benefiting them. We haven't yet agreed on*

1. *Whether to use neighborhood, community, or U.S. standards of construction.*
2. *Whether to seek competitive bids*
3. *Whether to encourage the use of unpaid volunteers in house construction as we have done with desks/benches, stoves, and water systems.*
4. *Whether to pay an additional construction coordinator (e.g., Daniel)*

#### **6. Financial practices: How do we want to handle HAF finances?**

- a. I want us to set an annual budget and manage expenditures to meet that budget.
- b. I want committees to forecast realistic expenditures for each year's budget, to interact with the Finance Committee in overall budget preparation, to monitor their monthly expenditures, and to stay within their budgeted amount—within their adjusted budget amount if donations fall off.
- c. I want committee chairs to be accountable for staying within budget.
- d. I want the Treasurer to be the person who says what money we do and do not actually have in our accounts, and when money will be available for project expenditures.
- e. I want to know what we have received, what we have spent, how much total money we have in our accounts, how much has been designated for what, and how much undesignated money we have.
- f. I want an easier way to keep track of designated gifts.
- g. I want us to develop a policy encouraging our donors to trust us with how we allocate undesignated donations.
- h. I want us to issue a statement to our list of donors to explain how designated donations complicate our planning, but also provide us good information about what donors believe is important. I want us to explain our overall direction and ask that the donors trust us to make appropriate decisions on how to allocate the donations for the greatest good to fulfill our stated mission as we meet the needs in Honduras.

*This topic needs further input and discussion. We all want a budget and we all want expenditures to stay within the budget. Some of us want each committee chair to track and control the committee's expenditures. Some of us want HAF to ask our donors to donate general funds versus designated funds. We haven't yet told the HAF Treasurer what financial information we want, in what form.*