

**Amigos Center Advisory Board Minutes
St. Michael's Lutheran Church & School
July 18, 2005 - 4:00 PM**

Present: Bob Selle, Jon Zehnder, Julio Estremera,
Telephone Conference Call: Marve Ann Alaimo, Leonardo García, & Veronica Culbertson
Excused absence: Denny Brown, Charles and Audrey Mueller, Eulalia "Lala" Troncoso
Special Guest: Donna Selle

- Opening prayer/oración de abertura – **Led by Pastor Selle**
- Our Misión Statement / El propósito del Amigos Center
 - **Amigos Center's mission statement is to provide the Hispanic immigrant community and migrant workers of Southwest Florida with the tools necessary to succeed in the USA.**
- Minutes from last meeting / Acta de la última reunión – **Reviewed and approved without change**
- 2005 Financial and Statistical Report / Informe financiera y estadísticas - **See attached reports. Balance after first half of 2005 is + \$27,083. Financial report approved.**
- Director's Report / Informe del Director Ejecutivo

Past business

Contract with City of Bonita Springs – **Contract was executed by city attorney and Pastor Selle. Contact will reimburse Amigos Center for immigration services rendered to residents of Bonita Springs up to a maximum \$7,500. After first six months we provided immigration services to 130 unduplicated Bonita Springs residents. That more than exceeds the \$7,500. City says that the check is in the mail. Marve Ann reports that city is sometimes late making payments. We should call them if check doesn't show up soon.** Agreement to bond employees (Travelers Insurance: ProSure Group, Inc.) – Bonding of all employees was a requirement of contract with City of Bonita Springs. Bonding limit of \$25,000 cost us \$84.

Audit finalized for 2004 – **Mario Juarez and Denny Brown came up with audit report with footnotes. This is available for review by any board member.**

Accreditation renewal for Christina Leddin rejected – **Marve Ann reports that this is not a mark against Christina, rather it is a technical administrative glitch. BIA initially said we need to have each branch office recognized by BIA before Christina can be accredited to work out of the office. Marve Ann has spoken with BIA authorities and has sent requested information. We are hopeful that this will settle the matter and that Christina's re-accreditation will be forthcoming.**

Status of Community Outreach Liaison – **Sarah is in Dominican Republic upgrading her language skills. Will return to USA on August 7.**

5 de mayo at Cantina Laredo (Violation of Florida Beverage Law) – **Pastor Selle applied for a one-day liquor license for May 5 fund raising event at Cantina Laredo. Inspector from Division of Alcoholic Beverages and Tobacco found numerous violations committed by Cantina Laredo and the Beer provider. Amigos Center was also in violation because we did not have a representative on site once the event began. We were not fined and the event was allowed to continue with a warning that "Further violations may result in administrative charges." We ended up receiving \$500 profit from the event. Five \$50 gift certificates from Cantina Laredo were distributed by Pastor Selle to Amigos Center staff members.**

Marve Ann, as our legal advisor, recommends against sponsoring events where alcohol is sold because it opens us up to liability claims by drunken participants. Board consensus is not to sponsor events with sale of alcohol.

United Way allocations committee report – Pastor Selle reports that United Way allocation team recommended an increase to \$20,000 for 2006 for the Amigos Center immigration work (2005 allocation is \$15,000). Allocation team report states: “The Advisory Board members present at the presentation appeared to be knowledgeable, supportive and very involved in the operations of the agency.” Thanks to all board members who participated in our presentation to the Allocation team.

Golden Gate Amigos Center now open two days per week – As of July we are open in Golden Gate office on Monday and Thursday.

Ongoing business

Concordia Plan requires enrollment of Part-time employees (Retirement and Disability) – This requires enrollment of Eulalia and Donna. The cost is around 2% of their salary. This increase cost will be easily absorbed into our budget.

Thrivent Financial GivingPlus program and special allocation of \$800,000 – All we need is 25 Thrivent members who contribute to Amigos Center, any amount. Membership costs \$10.

Collier County Community Foundation Outcome Evaluation Process – Amigos Center is one of 5 Collier County nonprofit agencies that were selected to participate and awarded a \$25,000 grant. Denny Brown, Kathy Donlan (Volunteer Language Director) and Pastor Selle are required to meet with Foundation leadership for 20 hour instruction on developing a strategy statement using Outcome Evaluation Process. We have already started our training.

Future business

Hispanic 101 (Cross-cultural training seminar – September 23 -24) – Amigos Center is hosting this event along with other non-profits from across the state of Florida. Purpose is to train and encourage Churches that want to begin cross-cultural ministries of their own. Topics will include Immigration Law, Social Services for Immigrants, ESOL, and others. Board members are invited to participate.

New Language semester begins (September 12) – We are planning 9 ESOL classes and 8 Spanish classes.

Staff retreat at Diamondhead (September 16-18) with Richard Herman (Wheat Ridge) – Since staff has grown by three new members this year, this retreat will help staff members understand our mission statement and to bond together as a working unit. Richard Herman of Wheat Ridge Ministries will facilitate the retreat.

2005 Newcomer’s Guide will go to print August (Minuteman Press) – We are on tract.

Amigos Gathering (August 27) – This is a breakfast gathering at Hope Lutheran Church where we will seek to increase financial, prayer and volunteer support for Amigos Center. This kind of event will be organized by our Community Outreach Liaison each month in other churches and organizations that support us.

Mexican Mobile Consulate (July 23) – Board members are welcome to volunteer. Julio E says he will come help.

Personnel policy concerning vacation time and sick days – Donna will study personnel and policy of St. Michael’s Lutheran School, Lutheran Services Florida, and LCMS FL –GA District guidelines concerning vacation, sick days and personal leave time. She will submit an evaluation and recommendation to Exec Director, staff will review and make a recommendation to the Advisory Board for our next meeting.

**Next Meeting / Próxima reunión: Monday, October 31 / Lunes, 31 de Octubre, 2005
4:00 PM**

Grants 2005 Amigos Center (06/30/05)	Approved	Rejected	Pending	To Be Sent
Bonita Springs Community Foundation				\$3,000.00
City of Bonita Springs	\$7,500.00			
Community Foundation of Collier County	\$25,000.00			
Community Found. of Collier Techno	\$2,000.00			
Covenant Presbyterian Church	\$1,800.00			
Community Foundation WTR Fund	\$10,000.00			
FEMA	\$3,039.00			
Gannett Foundation				\$5,000
LCMS: FL-GA District	\$5,000.00			
Lee County Human Services				N/A
Levinson Foundation		\$15,000.00		
Luth Immigration & Refugee Services				\$5,000.00
McNew Foundation	\$1,000.00			
Price Foundation		\$5,000.00		
Thrivent Financial	\$15,000.00			
Thrivent F. (Charitable Gifting Initiative)				\$25,000.00
SW FL Community Found. (Founders)				\$5,000.00
SW FL Community Found (Winter Cycle)	\$15,000.00			
SW FL Com Fd (W C) Newcomer's Guide	\$5,000.00			
World Relief: LCMS			\$10,000.00	
United Christian Giving 2005		\$5,000.00		
United Way of Lee County 2005	\$15,000.00			
Wheat Ridge - Major Grant				\$10,000.00
Total	\$105,339.00	\$25,000.00	\$10,000.00	\$48,000.00

Thrivent Charitable Gifting Initiative grant will be sent September 15. Request \$25,000 to help support work of our Community Outreach Liaison.

Wheat Ridge Ministries grant for \$10,000 will be sent before August 1 deadline.