

**Amigos Center Advisory Board Minutes
St. Michael's Lutheran Church & School
April 24, 2006 - 4:00 PM**

Members/Miembros: Bob Selle, Jon Zehnder, Diego Grisales, Denny Brown

Present by telephone: Julio Estremera, Eulalia Troncoso

Excused Absence: Marve Ann Alaimo, Leonardo García, Charles and Audrey Mueller, Veronica Culbertson,

Special invited guest: Sarah Paganes and Walt Reidel

- Opening prayer/oración de abertura: prayer led by Sarah.
- 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: Read and approved
- 2005 Financial and Statistical Report / Informe financiera y estadísticas: Denny reports 22% higher number of clients than anticipated for Q1. First quarter income was \$36,353 to the good. Reports attached.
- Written conflict-of-interest policy: Marve Ann gave a cursory review and all seems okay. Denny suggests to add employees and Advisory Board added to 2.a. Interested Person. 5. Policy violations use "interested person" instead of committee member, "member's". Julio will compare the proposed policy with one he prepared for us last year. He will report at next meeting his findings.
- Director's Report / Informe del Director Ejecutivo
 - Past business**
 - Accreditation renewal for Christina Leddin approved.
 - Fundraising Banquet, Friday, March 24, 2006 : 248 people in attendance, grossed over \$27,000 with expenses of \$4,002.
 - Personnel policy concerning vacation time and sick days:
 - 2006 Newcomer's Guide will go to print soon, it is now with graphic artist at Allegra Printing
 - Endowment funds: Presentation by Walter Reidel about establishing an Endowment Fund. Handout attached. Bring Steve Cechetti to give a framework for setting up endowment funds with LCMS Foundation. Steve will be here May 9.

New business

Immokalee Ministry Center: LCMS Foundation has located a donor who will give \$75,000 for down payment. We still need \$162,000 of the \$362,000 for operating costs during first 12 month period. We have done a commercial inspection of building, and have contracted for a commercial appraisal. Our engineer has raised a concern about the occupational License. LSF has done paperwork for one. There is no current valid occupational license for current use (office space). If we need to get our own all new code restrictions would apply to us and make it very hard to comply (70 parking spots).

Hire new Administrative Assistant: Selle thinks this is a priority over hiring Office Manager. He is actively seeking to fill Admin Assistant position.

Rent new ministry office: Selle has asked Pastor Hess to find out if Zion Lutheran has office space available for Amigos ministry. If not we may need to rent somewhere because the office in Selle's home is too small for their needs, especially if additional administrative assistant is hired.

United Way of Lee County site visit: May 9 at 11:15 a.m. in Bonita Springs office

United Way of Collier County meeting May 3

Next Meeting / Próxima reunión: Monday, July 31 / Lunes, 31 de julio, 2006