

NACBA – Alamo Chapter
Minutes of April 11, 2013 – 11:30 a.m.
Coker UMC, San Antonio, TX

Officers Attending: David Thomas, President; Darla Nelson, Vice President; and Butch Gerfers, Treasurer.

Members Attending: Karan Clark, Sharon Hardie, Dale Hendrix, Becky Kirbo, Donna Shreve, Gerrie Smith, Michael Willert, and Allen Young.

Others Attending: Naome Allen (Genesis Full Life), Tammy Dorsey (St. John's Lutheran), Shawna Hajali (Waddell & Reed), and Patti Malott (Upright Ministries).

President Dave asked for Joys and Concerns then opened with prayer.

Report/Action Items:

1. Minutes of March 21, 2013 were reviewed and approved by consensus
2. The Financial report for March was presented by Butch. Received \$320.00 in membership dues. One expenditure for \$45.00. Checking account balance: \$1,023.10; Savings account balance: \$903.50; Total cash balance: \$1,926.60. Darla made motion for approval, Allen provided the second. Report unanimously approved.
3. President Dave announced that a nominating committee of current officers will meet to prepare a new slate of officers. Elections will be held in May with officers to be installed in June.
4. The Meeting Schedule was reviewed through June 2013

Program: “Before You Plan That Event”

Patti Malott, Upright Ministries

- Patti provided an excellent PowerPoint presentation with 10 steps to use when planning an event for your church. As Church Administrators, we need to take on a Risk Manager's hat. (I will try to obtain the PowerPoint slides and forward to those in attendance.)
 1. Establish Goals – is this within the vision of the church?
 2. Get Organized – assign directors
 3. Focus on Safety – assets, people, property, reputation
 4. Identify and Evaluate Risk of Event – obtain releases/waivers (including possibility of death)
 5. Avoid, Modify, and Share Risk – food license, entertainment
 6. Emergency Response Plan – key leaders; who will notify police, medical, fire, etc.?
 7. Contracts and Insurance – riders, waivers, hold-harmless
 8. Document the Plans – key leaders and CFO to sign off
 9. Communicate Concerns – brief to the full staff
 10. Assess the Event – after action report

Next Meeting: May 9 at First Baptist Church, New Braunfels.

- Program: Christian Financial Assoc. of America
- We will also consider our annual distribution of funds to local non-profits

The meeting was closed with prayer.

Respectfully submitted,

David Thomas