

Minutes of the 30th Annual General Meeting of Arusha Community Church, 7 February 2016

Attendance: Christopher Ayo*, Mary Bura*, Anna Carlsson, Daniel Charles*, Edward Charles*, Rosemary Charles*, Hedrick Cristopher Chziwa, Kirstein Combrink*, Fitsimt Dejene*, Christine Derungs, Christine Ebong*, Jimmy Ebong*, Clare Edwards*, Eliel Gideon*, Elizabeth Hudgin*, Linda Jacobson*, Mark Jacobson*, Hans Jemtsy, Goodluck Kaaya*, Emmaculate Karumuna, Stella Karumuna*, Margaret Kenyi*, Brenda Kimaro, Andrew Kini, Erwin Kinsey*, Edmund Pius Kisombe, John Kraft*, Raymond Lema*, Max Boniface Magafu, Penina Makubi*, David Mariki, Irene Joel Mchomvu*, Lotha Rogath Metili*, Betty Jeremiah Mgaya*, Narola Mollel*, Sangingo Mollel, Daudi Msseemmaa, Olivier Muhoza*, Barbro Mushendwa*, Joshua Mushendwa*, Phillip Mvungi, Joseph Mwangi*, Riziki Mwangi, Martin Ndanshov, Eric Ngao, Julius Nguru, Atula Paul, Lisa Peterson*, Ingrid Sangiwa*, Nathan Simonson*, Steve Simonson*, Susan Simonson*, Angela Schramm*, Stephan Schramm*, Johan Sundqvist*, Deborah Troester*, Martine van Wolfswinkel*, Martijn Veen*, Charlotte White*, Thane White*, Wendy Willmore*.

Apologies: Mariam Kombe*

* *Indicates Voting Member*

30.1 Welcome and opening prayer

ACC's Council Chair, Christine Ebong, opened with welcoming words and prayer at 12.02pm. Attendance sheet passed around. All are to sign. Green voting cards were distributed to voting members of ACC. Scrutinizers assigned were outgoing council members Edward Charles, Stephan Schramm and John Kraft.

30.2 Approval of provisional agenda

No observations were made on the proposed 2016 AGM agenda. Susan Simonson raised a motion for approval of the agenda, seconded by Mark Jacobson, all voted in favor.

30.3 Correction and approval of 2015 AGM minutes no. 29 – February 2015

No comments were made on the 2015 Annual General Meeting (AGM) minutes. Wendy Willmore raised a motion to approve the AGM 2015 minutes, seconded by Johan Sundqvist. Approved unanimously by showing of green cards.

30.4 Correction and approval of 2015 EGM minutes – May 2015

No comments were raised on the 2015 Extraordinary General Meeting (EGM) minutes. A motion was raised by John Kraft to approve the 2015 EGM minutes, seconded by Erwin Kinsey. Approved unanimously by showing of green cards.

30.5 Introduction of council nominees and distribution of 2016 Council election ballots

ACC had ten people on council last year: Moira Brehony, Edward Charles, Kirstein Combrink, Christine Ebong, Elizabeth Hudgin, Erwin Kinsey, John Kraft, Olivier Muhoza, Stephan Schramm, and Martijn Veen. The terms of Edward Charles, Christine Ebong, John Kraft, Stephan Schramm and Martijn Veen are coming to an end, while Kirstein Combrink resigned. Moira Brehony, Elizabeth Hudgin, Erwin Kinsey and Olivier Muhoza are continuing. As 8 to 12 council members are required, we need at least 4 new council members. Seven candidates are running: Jimmy Ebong, Linda Jacobson, Penina Makubi, Irene Joel Mchomvu, Narola Mollel, Joseph Smith Mwangi, and Martijn Veen. After each of the candidates introduced themselves, voting ballots were circulated.

30.6 Matters arising from 2015 ACC AGM minutes

Wendy Willmore asked how ACC council is dealing with ACC Kesho follow-up, including the core values and vision defined for ACC. Do these need to be voted on? Christine Ebong responded that a status update on ACC Kesho is included in the AGM booklet. As for the core values and vision, these are still in draft pending final editing. They have included a revised draft preacher guideline that council has submitted to Worship Committee for feedback. More information on the roll-out of ACC Kesho will be provided later during this AGM (see agenda item 30.13).

30.7 Collection of 2016 Council election ballots

Voting ballots for the election of ACC council members were filled in by ACC voting members and collected. The scrutinizers proceeded to count the votes.

30.8 Communications preference survey – Communications Coordinator

ACC's Facilitator, Brenda Kimaro, introduced the topic by saying that ACC Kesho indicated quite a number of actions in the area of communications. Since Brenda came in as ACC Facilitator, and having extensive background in communications, she has taken on the role of communication coordinator. Brenda drafted a survey to be filled in during this AGM, as she is interested to know how to best respond to ACC member preferences in terms of communication. The survey was distributed among the members present, filled in and collected by Brenda. Next steps will be defined in coordination with ACC council.

30.9 Year 2015 reports – Presentation and Approval

The ACC council chair, Christine Ebong, kicked off the presentation of 2015 annual reports, reading the council chair report as included in the AGM 2016 booklet. Subsequently, reports from the Worship Committee, Christian Education Committee, Evangelism and Outreach (E&O) Committee and the Projects and Benevolence Committee (PBC) were presented by Angela Schramm, Lisa Peterson, Erwin Kinsey and Steve Simonson respectively. The reports of the Worship Committee, Christian Education Committee and E&O Committee are included in the 2016 AGM booklet as shared separately. The PBC was not able to submit a written report on time, for which the highlights are mentioned here separately. PBC, as a small but efficient committee, has used the benevolences from ACC to support people in need: people in hunger, medical needs, etc. It was not always possible to provide assistance in all cases, but many people were helped according to the possibilities.

The work of all ACC committees is highly appreciated and committee members received public recognition for their service done in 2015. A common denominator in the reports were the pressing needs to keep the committees running, and a call upon ACC members to volunteer for one or more of the committees. Particularly the Worship Committee and E&O committee need more members.

Brenda Kimaro did her first Administration Report as ACC's new Facilitator, as she took over from Susan Simonson during 2015. Extensive handing over support was provided by Susan, for which Brenda and ACC council are very grateful. The Administrator Report is included in the 2015 AGM Booklet. In addition to this report, Brenda thanked John Kraft's assistance in renovation of the toilets, which was one of the main visible achievements of 2015.

30.10 Distribution of Time and Ability Survey and invitation to join committees

Time and Availability Forms were distributed to gather information from ACC members on their time and availability to join one or more of ACC's committees, amongst other needs in ACC. Brenda indicated the importance to also add qualities such as first aid experience, plumbing, etc. The Time and Availability Forms were collected by Brenda.

30.11 Presentation and approval of Year 2016 financials

A. Treasurer and Financial report

The Finance Committee chair, John Kraft, presented the financial report, which was printed separately as Appendix C and D to the 2016 AGM Booklet. Although less income was received in open plate giving's, the overall income in 2015 was significantly higher than expected due to some unforeseen and significant donations in Q3/4, particularly individual tithes by two families. As a result, spending in 2015 was increased, primarily in external giving through the Projects & Benevolence Committee and Designated Giving. Still, ACC ended with a surplus of TZS 34 million. Further details are provided in the separate Finance Report for 2015.

Erwin Kinsey asked where the contribution to the diocese is figuring in the financial report. John Kraft clarified it went into designated giving, around TZS 2 million. From 2016 this will be a separate budget line.

Mark Jacobson asked what is defined by Designated Giving. John Kraft clarified it refers to money available for ACC Council to decide based on recommendation from the Finance Committee. For example, the income of Harvest Festival is spent as Designated Giving.

Daniel Charles asked clarification on the large surplus for 2015. Why did this happen? John Kraft clarified that ACC income is only predictable to a limited extent. The two large donations were only received by the end of 2015, which could then only be spent in part. Designated Giving was identified, recommended by Finance Committee and approved by ACC Council. However, there is still a balance.

B. Year 2016 Financial Audit

The 2015 financial audit report for ACC was received from our auditor Mwema & Company, a certified public accounting firm from Arusha. Hard copies of the report and the management letter are available in the church office or on request. The company found our financial statements for 2015 to be in order. Finance Committee recommended the audit report to be accepted by the voting members at this AGM. A motion was proposed by Erwin Kinsey, seconded by John Kraft, to accept the audit report to the financial statements of ACC for the year 2015. The motion was unanimously accepted by the voting ACC members.

Erwin Kinsey requested to have a copy of the audit report shared with ACC council. John Kraft will make sure to have this done.

C. Appointment of Auditor 2016

Finance Committee recommended to proceed with the same auditing firm Mwema & Company for 2016. Questioned on this by Erwin Kinsey, John Kraft indicated we are working already for 3 or 4 years with this same auditing company. Mark Jacobson commented that legally we are entitled to have the same auditing company for 6 years. Erwin Kinsey proposed a motion, seconded by Johan Sundqvist, to appoint Mwema & Company for 2016, with the provision to look for alternative candidates to be considered beyond 2016. The motion was unanimously accepted by voting ACC members.

D. Disposal of Year 2015 Surplus

In order to allocate more than 50% of its annual income to external ministries, which is according to ACC tradition, Finance Committee recommended that the 2015 surplus of +34 million TZS be directed as follows: 10 million TZS to Designated Giving, with a recommendation from Finance Committee to be approved by ACC Council; +9 million TZS to Operational Reserve; and the balance of +15 million TZS to our Capital Reserve. The Capital Reserve would then amount to a total of +78 million, which in USD is roughly the same amount (+36,000 USD) as the Capital Reserve ACC maintained for the past 7-8 years. For the exact amounts, please refer to the separate Financial Report.

Susan Simonson suggested to have the designated giving increased from 10 to 15 million. Mark Jacobson asked the justification for ACC to increase the capital reserve in TZS and/or to maintain such a significant reserve. John Kraft indicated this amount is available for the church council to define its use, including increased designated giving if needed. We should also look at the committee's capacity to increase spending. The Finance Committee therefore recommended to maintain the proposal as mentioned above.

Johan Sundqvist suggested to separate a capital fund valued at 2 years operations of ACC, and the remainder to be transferred to a building fund or similar. Susan Simonson commented we had something similar in the past. John Kraft responded the recommendation will be considered by the Finance Committee.

Motion from Erwin Kinsey, seconded by Wendy Willmore, to proceed with the Finance Committee recommendation for disposal of the 2015 budget surplus. The motion was unanimously accepted by voting ACC members.

30.12 Presentation and Approval of 2016 Budget proposal

John Kraft referred to the budget included in Appendix D. Based on a need to spend TZS 73 million internally, and TZS 74 million (at least 50%) externally, this arrives at a total budget of TZS 147 million. In order to reach this budget, and considering we cannot count on the extraordinary amount of direct deposits ACC received in 2015, Finance Committee proposed to increase our open plate giving with 15%, from TZS 79 million in 2015 to TZS 91 million in 2016.

Johan Sundqvist mentioned it is worth noting that the total budget for Christian Education amounts to only 1.5% of the total budget. While it is indeed good to maintain a minimum of 50% for external spending, is the importance of (internal) Christian Education reflected in the budget? John Kraft mentioned that the budget as mentioned per committee has been proposed by the committees and has not been altered by the Finance Committee. It is for Christian Education Committee to propose additional activities and subsequent budget. Susan Simonson added it is indeed possible to ask more budget per committee, but we should be able to spend it; it depends on people willing to implement an activity. Olivier Muhoza confirmed Susan's point, explaining his experience with youth work in 2015. Money is not so much the challenge; the challenge is more on capacity to implement new activities.

Motion by Susan Simonson to accept the 2016 ACC budget as proposed by the Finance Committee, seconded by Erwin Kinsey. The motion was unanimously accepted by voting ACC members. Susan gave a note of thanks to John Kraft for all his work as Treasurer in 2015.

30.13 ACC Kesho: updates on ACC's Strategic Plan 2015-2017

Christine Ebong shared the main outcomes and status of the action plan of ACC Kesho as summarized in Appendix B of the 2016 AGM Booklet. Christine indicated that the Worship Committee is looking at the core values to see how rephrasing can be done. On training, Susan accepted to be coordinating this from April 2016. For further information, see Appendix B of the AGM Booklet.

30.14 Announcement of 2016 Council elders

John Kraft, representing the scrutinizers as appointed at the beginning of the AGM, announced the outcome of the voting procedure. Elected to ACC council, with two thirds of the votes of ACC voting members: Jimmy Ebong, Linda Jacobson, Irene Joel Mchomvu, Narola Mollel and Martijn Veen. Together with the continuing council members: Moira Brehony, Elizabeth Hudgin, Erwin Kinsey and Olivier Muhoza, these will form the 2016 ACC council.

30.15 AOB (Any Other Business)

No inputs during AOB.

30.16 Closing prayer

Deborah Troester closed with prayer. Afterwards we continued fellowship over lunch.

Submitted as record of the proceedings.

_____ Chair: Christine Ebong

_____ Secretary: Martijn Veen

_____/_____/_____ Date