

## **Minutes of the 31<sup>st</sup> Annual General Meeting of Arusha Community Church, 29 January 2017**

Attendance: Heather Bengtson, Moira Brehony\*, Mary Bura\*, Cifa Chalo\*, Daniel Charles\*, Esther Charles\*, Fitsimt Dejene\*, Christine Ebong\*, Jimmy Ebong\*, Rogers Eliau\*, Peter Feer Msumari\*, Gabriel Francis, Elizabeth Hudgin\*, Linda Jacobson\*, Mark Jacobson\*, Goodluck Kaaya\*, Stella Karumuna\*, Theo Karumuna\*, Margaret Kenyi\*, Brenda Kimaro, Angelika Kinsey\*, Erwin Kinsey\*, Edmund Pius Kisombe, John Kraft\*, John Langoi, Raymond Lema\*, Monica Lengere, Max Boniface Magafu, Innocent John, Asha John Maluku, Samuel Fabian Masaro, Irene Joel Mchomvu\*, Lotha Rogath Metili\*, Sharon Mkisi\*, Narola Mollel\*, Olivier Muhoza\*, Grace Mukoyogo\*, Joseph Mwangi Smith\*, Wilson Mziray, Rebecca Ndorosey, Edmund Ntwale\*, Aloyce Olmoth, Lisa Peterson\*, Christy Rowe Miller, Neil Rowe Miller, David Sambai, Ingrid Sangiwa\*, Angela Schramm\*, Stephan Schramm\*, Travis Silveus, Johan Sundqvist\*, Neema Swai\*, Pelista Testa, Margaret Thompson, Deborah Troester\*, Joe Troester\*, Mark Tumaini\*, Catherine Gatua Tumaini\*, Perpetua Urioh, Martijn Veen\*, Ombeni Victor.

Apologies: Martine van Wolfswinkel\*

\* *Indicates Voting Member*

### **31.1 Welcome and opening prayer**

ACC's Council Chair, Erwin Kinsey, opened with welcoming words and prayer at 12.15pm. Attendance sheets were passed around and signed by all participants. Green voting cards were distributed to voting members of ACC.

### **31.2 Approval of provisional agenda**

No observations were made on the proposed 2017 AGM agenda. Joe Troester raised a motion for approval of the agenda, seconded by Linda Jacobson, all voted in favor.

### **31.3 Correction and approval of 30th AGM minutes – February 2016**

No comments were made on the minutes of the 2016 Annual General Meeting (AGM) of ACC, held on 7<sup>th</sup> February 2016. John Kraft raised a motion to approve the AGM 2016 minutes, seconded by Moira Brehony. Approved unanimously.

### **31.4 Introduction of Council nominees and distribution of 2017 Council election ballots**

ACC had nine people on Council last year: Moira Brehony, Jimmy Ebong, Elizabeth Hudgin, Linda Jacobson, Erwin Kinsey, Irene Mchomvu, Olivier Muhoza, Narola Mollel, and Martijn Veen. All Council members presented themselves to the congregation. The terms of Moira Brehony, Elizabeth Hudgin, Erwin Kinsey and Olivier Muhoza are coming to an end. People half way their 2-year term that would be continuing are Jimmy Ebong, Linda Jacobson, Irene Mchomvu, Narola Mollel and Martijn Veen. As 8 to 12 Council members are required, we need at least three new Council members. Five candidates are running: Moira Brehony, Elizabeth Hudgin, Erwin Kinsey, Johann Sundquist and Deborah Troester. Johan Sundquist and Deborah Troester introduced themselves as new candidates for ACC Council. Voting ballots were circulated among ACC voting members. Scrutinizers assigned were Olivier Muhoza (outgoing Council member), Stephan Schramm and John Kraft (former Council members).

### **31.5 Matters arising from 2016 ACC AGM minutes**

Erwin Kinsey indicated not to have any lists of matters arising from these minutes, as all matters were dealt with this year and are reported in the Booklet as presented to the congregation. No comments were received from the congregation, so we proceeded with the agenda.

### **31.6 Collection of 2017 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.

### **31.7 Year 2016 reports – Presentation and Approval**

The ACC Council chair, Erwin Kinsey, kicked off the presentation of 2016 annual reports, inviting all to read the Council chair report as presented in the AGM Booklet. Without repeating the same words written in the report, Erwin expressed thanks to all members of the congregation for what was achieved in 2016, and for the role ACC has been able to play in the broader community of Arusha, thanking each and every committee and member for their contributions this year. A special thanks was expressed to Brenda, Neema and all support staff for their excellent job done this year.

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 Jimmy Ebong, Lisa Peterson, Olivier Muhoza and Elizabeth Hudgin respectively. All committee reports are included in the 2017 AGM booklet as shared separately, mentioning the highlights for 2016. The work of all ACC committees is highly appreciated and committee members received public recognition for their service done in 2016.

A common denominator in the reports was the need to keep the committees running, and a call was done upon ACC members to volunteer for one or more of the committees. Particularly the Worship Committee expressed the need for more volunteers to assist in their duties. Christian Education Committee indicated the need for support particularly in running the crèche. Erwin Kinsey as Council chair confirmed those needs, inviting all ACC members to come from the periphery to the center of ACC operations.

Brenda Kimaro did her second Administration Report as ACC's new Facilitator, as she took over from Susan Simonson during 2015. The Administrator Report is included in the 2017 AGM Booklet as well.

### **31.8 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. The Time and Availability Forms were collected by Brenda Kimaro for further processing.

### **31.9 Presentation and approval of Year 2016 financials**

#### **A. Treasurer and Financial report**

The Finance Committee chair, John Kraft, presented the financial report for 2016, which was printed separately as Appendix B to the 2017 AGM Booklet. Total income for 2016 amounted to TZS 135 million, while we spent a total of TZS 138 million, the difference coming from ACC reserves. Compared to the 2016 target, TZS 147 million, we have fallen short in income by TZS 12 million, while spending TZS 9 million less than expected. Open Plate offerings were 11 % less compared to 2015, while church attendance decreased to 60% over the past few years. Meanwhile, three families in our congregation represent 30-40% of ACC income, which is a risky basis for our income– ACC budget would drastically decrease in case part of these sources would fall out.

Johan Sundquist reflected that if church attendance went down to 60% and offerings only by 11%, it means that average giving per head actually has increased. Erwin Kinsey requested if clarity could be given on Advent Giving, Linda Jacobson clarified it was around TZS 2 million (and later confirmed by email: given to Faraja Pallotti Centre TZS 1,110,000/= and given to NICU at ALMC: TZS 1,000,000/=). Total TZS 2,110,000/=).

## **B. Year 2016 Financial Audit**

John Kraft indicated our internal auditing has been completed, but that the external audit still needs to be finalized – it is expected a few weeks from now. John indicated that an Extraordinary Meeting will need to be called once the external audit report has been received, and apologized for this.

## **C. Appointment of Auditor 2017**

John Kraft commented that legally we are entitled to have the same auditing company for 6 years. Although we are very happy with Mwema & Company, according to ACC policy and good practice it is suggested to proceed with the recruitment of a new auditing company. Finance Committee recommended that Sadiq Mehoboob & Company from Moshi be appointed to carry out the 2017 Financial Audit at the end of this year. Asked on the costs by Linda Jacobson, John Kraft indicated these to be similar (TZS 1.8 million, including VAT). Martijn Veen asked if different quotations were requested. John answered this was not done, as the main consideration has been to find a reliable, trusted auditing company willing to do this within a budget of 1.5M (excluding VAT). Wilson Mziray asked why a company from Moshi was suggested (far away), a Muslim company as well, while good alternatives are present in Arusha. John Kraft confirmed his earlier answer (the company was recommended as a reliable, trusted auditing company), while the Muslim background might only increase the level of independency of the audit. Daniel Charles indicated that normally 1% of the annual budget would be charged for an audit, so considers the estimated cost to be high. He recommended a minimum of three quotations to be requested. John Kraft indicated that Finance Committee will accept recommendations from congregation members, but cannot commit to due diligence of three different auditing companies. Finance Committee will come back on this matter during the Extraordinary Meeting which will need to be organized soon for review of the external audit report.

### **31.10 Presentation and Approval of 2017 Budget proposal**

John Kraft referred to the budget included in Appendix C, which was approved by Council to be shared with the congregation. The same budget is proposed for 2017 as for 2016, totaling TZS 147 million, with an aim to achieve this as income this year as well. More than 50% of our expenses are known, and we need to continue to pay for those. Other expenditures depend on actual income we receive in 2017. Internal expenditures are planned to remain roughly the same as actual expenditures in 2016.

John Kraft encouraged the congregation to increase our Open Plate giving, in order to reduce our dependency on Direct Deposits, and to actually be able to achieve the budget as presented. John indicated we have always maintained a tradition of giving externally at least 50% of our income, which is not the case with this budget – we would need more income for that.

Johan Sundquist reflected that the total amount of additional needed giving might be overwhelming, but that it actually means an increase per member of around TZS 1,000 per Sunday, which should be manageable. Peter Feer recommended to make posters, invite friends and others to increase attendance and solve the income issue.

John Kraft indicated we have roughly 35 voting members present during the AGM [actually 40, after counting] who would be committing to this budget, while we are in fact committing for all attending members of ACC. We have a task to bring others on board in this goal and inform everybody properly.

Stephan Schramm reflected that we might in fact over time need to reduce our income targets, due to lower attendance. Erwin Kinsey and Martijn Veen mentioned we discussed this in Council as well, and agreed to engage in this matter on a positive note, encouraging members to bring in more people to ACC. Bringing in more people and giving more will definitely make it possible to meet the proposed budget. Stella Karumuna urged members to bring in other people for growth of ACC.

A motion was submitted by Elizabeth Hudgin, seconded by Moira Brehony, to accept the 2017 ACC budget as proposed by the Finance Committee. The motion was accepted by voting ACC members.

### **31.11 Announcement of 2017 Council elders**

Erwin Kinsey announced that the following voting members were elected to ACC Council, surpassing the required minimum of two thirds of the votes of ACC voting members: Moira Brehony, Elizabeth Hudgin, Erwin Kinsey, Johan Sundquist and Deborah Troester. Together with the continuing Council members: Jimmy Ebong, Linda Jacobson, Irene Mchomvu, Narola Mollel and Martijn Veen, these will form the 2017 ACC Council. AGM participants applauded the outcome of the voting.

### **31.12 AOB (Any Other Business)**

No inputs during AOB.

### **31.13 Closing prayer**

Neil Miller closed with prayer. Afterwards we continued fellowship over lunch.

Submitted as record of the proceedings.

\_\_\_\_\_ Chair: Erwin Kinsey

\_\_\_\_\_ Secretary: Martijn Veen