

St. Andrews Guild – E-Meeting

Date 9/26/2018

Meeting open by the President – Morris

In attendance – All accounted for

Topics:

1. E-Board Meetings
2. Supporters
3. The Military, Veterans, Volunteer Services, Eagle Scouts, Boy & Girl Scouts
4. Cooking Dates
5. Delivery Dates
6. Projects
7. Volunteers at the Food Bank/Center
8. Logo

Topic:

1. **E-Board Meetings** – As most of our Board members work full time, we are incorporating modern technology to allow more Board Members and Volunteers to take part in giving back to the community. E-Board meetings will be opened by the president and closed by the Treasurer. The president will cover a variety of topics and each Board Member and Volunteer has the opportunity to reply and add additional information. Remember, our books, including all emails are open to the public therefore please do not include any personal or classified information. Utilizing electronic meetings will provide members more flexibility in supporting St. Elisabeth's Andrews Guild. Members and volunteers can also use this method to maintain their hours for acknowledgement to their organization. How? Great question. Let's say you work during the day but have begun collecting used inkjets for us. Or you've started a fund drive, researched something, sent out funding or donation requests. Each of these activities is creditable time we will account for on your volunteer recognition certificate.
2. **Supporters:** US Navy Mid-South Naval Command, Atoka Chiropractic Clinic – we have received both financial support and other donations.
3. **The Military, Veterans, Volunteer Services, Eagle Scouts, Boy & Girl Scouts.** We are inviting the Military, Veterans, Volunteer Services, Eagle Scouts and Boy's & Girl Scouts to volunteer with us, develop a program or take on one of our established programs to acquire reportable volunteer hours.
4. **Cooking Dates & Volunteer Dates for the Center:**
***Weekend Dates are available, contact Morris. Current dates are:
Oct 12 – 10 am – location 5596 Autumn Valley Drive.
Oct 26 – 10 am – location 5596 Autumn Valley Drive.
Nov 9th – 10 am – location 5596 Autumn Valley Drive.
Nov 23 – 10 am – location 5596 Autumn Valley Drive.

Dec 7th - 10 am – location 5596 Autumn Valley Drive.

Dec 21 - 10 am – location 5596 Autumn Valley Drive.

5. Delivery Dates:

Oct 13 at 0700 -location 5596 Autumn Valley Drive.

Oct 27 at 0700 -location 5596 Autumn Valley Drive.

Nov 10 at 0700 -location 5596 Autumn Valley Drive.

Nov 24 at 0700 -location 5596 Autumn Valley Drive.

Dec 8th at 0700 -location 5596 Autumn Valley Drive.

Dec 22 at 0700 -location 5596 Autumn Valley Drive.

6. Volunteer at the Center:

The center can use 10-12 volunteers on any given day. The following dates are available:

Sunday, October 14

Sunday, October 28

Monday, November 12, Veterans Day, thinking folks might be off

** Volunteers need to arrive 8:15 and plan to stay until just after 11am.

7. Projects:

1. **Inkjet Recycling Project** – We recycle all makes and models of inkjet and laser jet cartridges. From these funds we are able to purchase food to feed Veterans and those in Need in the Greater Memphis Area. Weekend dates and times are available – contact: Morris 901-409-8705.
 - A. Logistics – Picking up large numbers of used inkjets and laser jets from donors and delivering them to our staging site (5596 Autumn Valley Dr.).
 - B. Inventory inkjet donation by make and model number. Report quantities to project manager Deb Pelt or Mr. Morris. Volunteers will be given pad and paper to record inventory.
 - C. De-box inkjets. After volunteers provide the inventory of items they will then need to remove the items from their container. Each item will then be repacked and boxed for shipment to the processor. Each volunteer will be instructed in this process. Volunteers will pack the boxes, tape, and place shipping labels in the boxes. The shipping boxes and shipping labels will be provided.
 - D. This project may not seem like a lot of fun but it is the means of feeding those in need and keeps these items out of landfills, city trash and the environment.
2. **Box Recycling Project** – boxes, packing and other items found inside the inkjet boxes are also recycled.
 - a. Break down the boxes and stack them for delivery. We now return all cardboard to the Mid-South Naval Command collection stations near the Commissary. Weekend dates and times are available.
3. **Handmade baby blankets for area hospitals Project.**
 - a. We always need donations of yarn. Last year we made 980 blankets. White yarn is mostly needed. We need people to find donations through family and friends and other contacts. Again we provide these blankets free to the hospitals. We do get some donations of yarn but we are always in need.

- b. If you know how to crochet then your set, come join the group every second and 4th Friday at 10:30 various locations volunteers will be informed where to meet. We also now have weekend dates and times available, contact Morris at 901-409-8705, don't know how to crochet or so, come on anyway we love to teach folks new skills.
- c. If you specialize in sewing by hand or quilting, please feel free to come and sew with us, we also get donations of fabric for making baby blankets.
- d. We deliver blankets to area hospitals once every month or so. The baby gets to take the blanket home with them when they leave the hospital.

4. **Feeding Veterans and those in Need.**

- a. We can arrange for volunteers to help cook at the Soup Kitchen and serve. Please provide Morris with your contact information and dates you can assist and he will make arrangements for you. Please keep a record of your time so that we can appropriately acknowledge to time.
 - b. Or, you can cook with us. We cook twice a month at a local church and at volunteers homes. They provide us with a meeting place. We need:
 - c. People to mix meat loaf (we will teach you). Peel and boil potatoes, mash, season and pan cooked items. If you want to cook at home and fill one of our pans from "Lit Jr." we will provide you the pan, you will fill it with whatever is your best, freeze it then bring to a meeting or drop it off. Please keep your hours in a note book so that we can give you credit.
 - d. All the food we cook is then frozen. We schedule drop off dates and times with the soup kitchens. We need people to fill their cars and deliver the goods (usually deliveries are on a Saturday at 0730).
 - e. **Where do we get the food** – from donations? We are 100% volunteer and donation operated. Some food comes from local donations, churches, friends of the Guild and businesses. They call us when they have a donation; we arrange to have it picked up. We then take the donations to the cooking location and prepare the food.
 - f. We get most of our aluminum pans from "Lit Jr." they are the best, strong.
 - g. If you wish to donate food, please keep in mind that meat products are the most difficult for the soup kitchens to come by. Hamburger is always welcome, easy to use in meat loaf, mc and cheese etc.
 - h. Stews – in cooler months we make great pots of stew – keep your receipt so that we can provide you with a donation letter. Also keep a record of you time. Regardless what you are doing to help, please keep a note book of those hours so that we can give you credit.
- a. **Donation Project** – Each volunteer is asked to help raise funds whenever possible. We provide the following letter. The volunteer might place it in their office, school or church. Once the funds are collected and turned into Andrews Guild, we will provide the donor with a letter of acknowledgement.

8. **Logo** – we now have a great logo, you will be seeing on our letter head.

E- Meeting Closed - Frederick Von Thrauthemburg Morris, COL Ret., EIN 83-1336712 - www.stelisabethsandrews.com/