**Present:**

His Eminence Archbishop Khajag Barsamian, Diocesan Vicar Father Simeon Odabashian, Father Vasken Kouzounian, Lydia Kurkjian, ACYOA Central Council Members: Chair Danny Mantis, Vice Chair Karen Dardarian, Secretary Gevork Vartanian, Public Relations Alex Ouzounian, Programming Coordinator Olivia Derderian, and Chapter Relations Coordinator Adrienne Ashbahian;

Executive Secretary Nancy Basmajian;

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**ACYOA Central Council Meeting**

**Saturday, June 25, 2011 – 9:15 AM**

**Diocese of the Armenian Church - Diocesan Center, NY**

1. **Opening Prayer**

His Eminence Archbishop Khajag Barsamian opened the meeting with a prayer and we all recited the Hayr Mer.

1. **Adoption of Agenda**

The agenda was adopted.

1. **Acceptance of April 30th Meeting Minutes**

a. Nancy asked Karen to please take out Attachment B on the April 30th meeting minutes

b. The April 30th meeting minutes were accepted.

1. **Treasurers Report**
   1. Suggestions From Auditing Committee
      1. George created integrated Excel Sheet to make job easier for future treasurers
   2. See attached report A
   3. Want to form a new fundraising Committee
      1. Surpazan suggested to contact Lori Onanian (Providence) who is a professional fundraiser - Gevork Vartanian
      2. Need to create relationships with alumni
      3. Wristbands- 140 Left
   4. Reimbursements
      1. Change to process
         1. Subject line of email should contain
            1. NAME, EVENT, TYPE
2. **Report Of Executive Secretary**

See attached report B

1. **Preliminary Report of SW Committee**

See attached report C

* 1. Suggestion to maybe combing SW and AYF Olympics
  2. More connection with CC and SW Committee to elevate issues
  3. Clergy signature discussion next meeting

1. **Report on World ACYO Assembly** 
   1. Suggestion to include FAR interns
      1. Gevork will coordinate
   2. By-laws need to be translated to Armenian
   3. Surpazan will pay registration fee for priests and CC for youth
2. **Far Children's Center Internship**
   1. Internship is going well
   2. Recommendation to continue
   3. Karine will do press release this week
3. **CC Job Descriptions**
   1. Chapter Relations Coordinator
      1. Establish and maintain contact with Pastors and executive member of each chapter
         1. Secure data: membership lists, contact information, etc
      2. Help and encourage chapters to have events and meetings
      3. Organize and inform liaisons on opportunities and issues in chapters
      4. Prepare a report for each Central Council Meeting
      5. Promote programs and events sponsored by CC
      6. Provide information to CC Pr coordinator
      7. Secure annual report from each chapter
   2. Programming Coordinator
   3. Public Relations Coordinator
      1. Oversee preparation and transmit monthly Eblasts
      2. Strike Hye Hokin
   4. Treasurer
      1. Strike parentheses form first list
      2. Cooperate with requests of the Auditing Committee
      3. Oversee fundraising
   5. Secretary
      1. Prepare meeting Hye-lights
   6. Vice Chairman
      1. Member of all subcommittees
   7. Chair
      1. Change Preside to Chair meetings
      2. Promote Collegiality
      3. Maintain relationships with other organizations whose goals are consonant with ACYOA and other diocesan organizations.
4. **Website**
   1. New photos were added for Sports Weekend
   2. Alex has information to enter website
   3. Armenian Service Program was removed
   4. Philly SW info removed
   5. Find out how to change background and get information on hits etc and find monthly charts
5. **Other**
   1. Tenafly
      1. Want to create chapter
   2. ASP Committee
      1. Nancy will draft a plan
   3. Alumni Association (Gev and Lydia)
6. **Update from Jerusalem**
   1. Karen and Alex
      1. Recommendation to go again to do service
      2. Do bi yearly trip
7. **Election of Cc was approved by Primate and DC**
8. **Setting the stage**
9. **Strategic Plan**
   1. How to engage young people in the Armenian Church through ACYOA (Short Term)
      1. Analyze and identify strengths and weaknesses of chapters and provide programming and tools accordingly. (Chapter Development)
      2. Create a Christian educational curriculum from cradle to adulthood (Long Term)
         1. Building Bridges
         2. Encourage Inter-Diocesan Communication
      3. Provide programming (spiritual ) to a wider audience (Short Term)
         1. Leadership Conference
         2. Regional Retreats
         3. Mid 20s and Above
         4. Faith Based Service Projects
      4. Reach out to Alumni (Short Term)
         1. Mentoring
         2. Fundraising
         3. Support
      5. Reach and organize events with other orthodox Churches (Short Term)
         1. Parish
         2. Regional
         3. National
      6. Reach out to Non Armenian Community (Service)
      7. Promote Parish Leadership (Long term)
      8. College Ministry (Long term)
         1. Local Focus
      9. Internships (Short)
10. **Find new ways to evaluate programming.**
11. **Executive Secretary Job Description**
    1. Develop, coordinate and promote programs that focus on the importance of Christian Service
    2. Target appropriate parishes for chapter building (visits from Central Council, Formation, fellowship and educational opportunities with local young adults, interaction with parish leadership and community)
    3. Other- Evaluate CC/ACYOA
    4. Engage ACYOA member alumni and CC alumni
12. **Closing Prayer**

His Eminence Archbishop Khajag Barsamian closed the meeting with a prayer and we all recited the Hayr Mer.

**ATTACHMENT A**

**ACYOA Central Council Financial Report**

As of June 23,2011

**Financial Reporting**

* Auditing committee suggested a line item layout of income and expenses along with the check-stub records.
* I created an integrated multi sheet excel spreadsheet to make record keeping accurate and efficient. (Integrated charts coming soon).
* Transparency: As treasurer I believe in 100% financial transparency. If you have any questions or care to see any expenditures or income entries I would be more than happy to go through them with you, step by step.

**Finances**

Income Highlights

* ACEF Interest surpassed the budgeted amount by $3384.28. This is due to the fact that the interest for 2010 does not include holdings from the recessionary years of 2008, and the first half of 2009.
* Donations surpassed the budgeted amount by $8,000
* Midterm fundraising gross income is $1,575.33. Consists primarily of merchandise (clothing, wristbands). This is more than in previous years, but it still needs to improve.
* Dues received this year totaled $1310.
* The “other income” line item is gross income from the Alumni Ball.

Expense Highlights

* Religious/Educ Programs actuals have been overspent by $2812.
* Diocesan Assembly and General Assembly travel expenses have been overspent by a total of $2959.06. This is due to the fact that Diocesan Assembly was under budgeted for in 2011.
* CC travel expenses have increased, primarily due to the rising costs of fuel. However, the remaining amount in the budget should be sufficient to cover traveling costs through the end of the year.
* Sending a council member to Armenia for ACYO Conference, costing $1390.
* Expenses under Fundraising Initiatives are all Alumni Ball expenses.

Overall Financial Situation

* With increases in donations and fundraising income from previous years, and with normal spending patterns, we are in a good financial position to take on fall and winter programming.
* We should be very thankful for the financial support of the Diocese and the Primate, and it is crucial for us to continue to maintain their support.

**Fundraising**

* Formation of a new fundraising committee.
* What can you do now?
  + Promote wristband sales for chapters. Currently we’ve made a profit of approximately $470. With 144 wristbands left and an average selling price of $3, it leaves a potential for $432 more profit. Since we’ve passed the break-even point on this product, every bracelet we sell is 100% profit!

**Reimbursements**

* **New form when emailing receipts:**
  + Subject: IN ALL CAPS (YOUR NAME,NAME OF EVENT, DESCRIPTION)
    - I.E. in the subject line (KEVORK VARTANIAN,JUNE CC MEETING, FLIGHT)
    - NOT ~~(Fwd: Delta Airlines Flight 4523168795)~~

**ATTACHMENT B**

**REPORT OF ACYOA EXECUTIVE SECRETARY**

**Central Council Meeting**

**June 25, 2011, Diocesan Center, NYC**

**May-June Activities**

1. **2011 General Assembly (May 26-27):** Recruited and confirmed attendees, follow-up phone calls and emails to clergy and Chapter Chairs, finalized directory, prepared Bible study/small group discussion handouts and facilitators, contacted two youth for personal testimonies, prepared delegate materials for both bylaws and general sessions, worked with host committee on logistics, made arrangements for Sunday *hokehankisd* and Central Council installation service, etc. Info for news release provided to PR department for publicity. 68 delegates/observers from 18 parishes were present, including 12 clergy. Attendance at Sports Weekend exceeded 400.
2. **FAR/ACYOA Partnership:** Coordinated summer internship at FAR Children’s Center with FAR and Birthright Armenia. Three young women—Crystal Densmore, Tatevik Khoja-Etnatyan and Krista Tyner—left on June 11 for 8-week program. Early news is that the interns have settled in and their work is progressing beautifully.
3. **ACYOA Revitalization:** Worked with Diocesan Executive Director on ACYOA renewal.

**Other Activities**

* ***DYE:*** Ongoing work assignments and meetings with colleagues and supervisors.
* ***Diocesan/AGBU Summer Internship***. Working with AGBU intern Coordinator Michael Hovsepian on 5th year of partnership. Confirmed three interns—Andrea Gumushian, Melanie Panosian, Melanie Quinn—for 8-week program at Diocese. Organized calendar, which includes worship, Bible study, language instruction, clergy lunches and “field trips.”
* ***Youth Pilgrimage to Jerusalem***. Attended a meeting on June 21 to discuss the follow-up strategy to the June 2011 trip to the Holy Land.
* ***International ACYO***. Secured flight for Gevork Vartanian, who will represent Eastern Diocese at July 8-10 International ACYO Assembly in Etchmiadzin. Continuing to liaison with Fr. Avedis Avdoian, who is coordinating the North American participation.
* ***Publicity:*** Continue to provide information to Diocesan PR department for inclusion in weekly e-newsletter.

Respectfully submitted,

Nancy Basmajian

**ATTACHMENT C**

**Sports Weekend Preliminary Report**

**1)** Numbers still are not finalized, but there were approximately 465 people in attendance throughout the weekend, which was well above our predicted attendance. (we guessed about 350-375)

- As of May 15th, we had 198 people registered for the weekend. Despite giving a May 20th deadline along with a "no tickets sold at the door" rule, more than half of the participants not only registered late, but we had several people just "show up" to the hotel wanting to participate in the weekend.

     - We allowed them to participate in the weekend because we wanted to avoid the people staying in the hotel and just hanging out and/ or causing trouble. People who show up at the door obviously do not have clergy signature. How do we avoid this "privilege" ?

**2)** There were a lot of questions/problems with the Clergy Signature. I think we have reached a point where this is no longer a reliable system in order for participants to attend the weekend. There were a lot of priests who just signed off for anyone who asked, were signing off people who were underage, and there were people who FORGED PRIESTS SIGNATURES. (I called them out on it, btw haha) There were also people who felt they were "special" or exempt from the signature process.  A lot of college kids had a hard time going back home, or people didn't live in the same city as their home parish anymore. It really got to be messy.

**Suggestions:**

- Perhaps having a Master List that gets passed down from committee to committee, and if they've already had a signature, they don't have to have it signed again. If they are a new participant, then them must have it signed. That way, those who do not need to get a signature can fill out an online form and their information can be processed more quickly and efficiently. If someone caused a problem, they will be put on a blacklist of some sort, and THEN be required to re-sign? (or not be allowed to come back) I'm not sure, but whatever it is now is messy and confusing.

**3)** I personally was not there for most of sports as I was in the hotel, but I do know that our Sports Committee had problems. It was mostly due to lack of organization. People outside of our committee had offered help and advice, and I personally think they just did not take it seriously.

**Suggestions:**

**Take it seriously. In fact, if they offer to do it, let them.**

**4)** Things at the hotel ran smoothly for the most part. We had a hired security guard for Saturday and Sunday nights. He was easy to work with and helped us stay organized to keep any problems at a minimum. There were definitely a few noise complaints, and luckily, the hotel staff handled it really well.

A problem I had was with hotel reservations. I had missed a total of 3 people's reservations- 2 of which were solved, 1 had a problem and I believe did not attend the evening she had planned to come to. While problems happen, I believe if we had the online registration process, it would eliminate mistakes and take a lot of pressure off of whoever was handling registration. Hotels tend to not offer as many double beds as we want in a block, and people are going to get annoyed by it and you have to be prepared to hear it.

Suggestions:

**I don't know. Sorry.**

**OVERALL:**

Planning Sports Weekend was extremely overwhelming. We have over 35 members in our ACYOA, yet only 5 people cared to participate and very few people additional people volunteered throughout the weekend which was disappointing. It's so much work to put on so few people. Luckily we had fantastic advisors support us, as well as our Parish Council who backed us up 100% on everything we did. Our PC and church were able to give us loans on a lot of our down payments - you don't see most of the money until the weekend of.

Our hotel was great to work with. They were very supportive in all aspects of our weekend. We went over everything with them, and whenever there were problems, they helped try to find a solution. There were times that they solved the problem before I even knew about it. When we were having our problems with Sunday evening's venue, they helped bump things earlier for the After Hours which was EXTREMELY helpful.

\*Note having an After Hours is the best thing you can do for yourselves. Although it may be an added cost, it's worth the stress and aggravation of having 300+ people wandering through the hotel and hanging out. When they have nothing to do, that's when trouble happens. Plus, who doesn't love dancing around in their sweatpants?

Fundraising was a difficult task for us because we had AYF Olympics in the same year and we have blended communities. (I know Chicago may experience the same problem) We tried to fundraise and hold events early on, but AYF was still fundraising as well, so things got pushed back and we fell behind schedule quickly. We really pushed to do hold events so that people didn't feel like they were just giving money- We hosted breakfasts at church once a month, we held our annual holiday dance, we put together our Palm Sunday Variety Show. We even held a BBQ at our Treasurer's house and had everyone pay a donation. We wanted to bring people together while we raised money and show the church that we care and that our church is important to us.

Despite deadlines, people are going to send in their information when they want to or feel like it. Some people don't realize they are able to come until the last minute. You have to go with the flow. It's hard to work with the hotel that will only hold your block of rooms until May 8th or when your caterer wants final numbers a week beforehand. You have to guess without overestimating because you don't want to pay for people who don't show up, and you also don't want to be short on food or drinks.

#1 Tip: Always have a lawyer on call. You never know who is going to screw you over. :)