

ACCION International

Meeting of the Board of Directors
Monday, December 11, 1967
12:30 P.M.

AGENDA

1. ACCION International - 1967 Report
2. ACCION en VENEZUELA
3. 1968 ACCION International Program
4. 1968 Budget
5. Board Resolutions

Board Changes

ACAO COMUNITARIA do BRASIL/RIO

ACAO COMUNITARIA do BRASIL/SAO PAULO

Film to ACAO

ACCION INTERNATIONAL
1968 BUDGET

	<u>1967 Budget</u>	1967 Estimated Expenditures (on basis of actual expense through Nov.30)	1968 <u>Proposed Budget</u>
OPERATIONS			
1) Recruiting & Orientation	\$35,640.00	\$26,663.64	\$25,825.00
2) Fund Raising, Public Relations & Promotion	36,471.00	22,499.25	62,000.00
3) Administration	18,267.00	16,295.69	13,600.00
4) International Travel, Project Initiation & Development Training	47,519.00	30,712.30 (+2,022 tickets)	<u>71,400.00</u>
Total Operations	\$137,897.00	\$96,170.88	\$172,525.00
 SPECIAL PROJECTS			
5) ACAA Comunitaria do Brasil	\$31,550.00	\$67,791.80 (+4,850 tickets)	\$52,184.00
6) Field Workers Fellowship Exchange	4,630.00	2,108.65 (+1,332 tickets)	15,920.00
7) ACCION en VENEZUELA			15,934.00
8) ACCION in the UNITED STATES			<u>16,300.00</u>
Total Special Projects	\$36,180.00	\$69,900.45	\$100,338.00
Final Totals	\$173,477.00	\$166,071.33 (+11,404 tickets)	\$272,863.00
		Plus 10% salary increase	12,000.00
		Plus 5% contingency	<u>14,200.00</u>
			\$299,063.00

(1) RECRUITING

	<u>1967 Budget</u>	<u>Estimated 1967 Expense</u>	<u>1968 Budget</u>
Salaries and Related Expenses	\$15,315.00	\$17,894.85	\$11,625.00
Domestic Travel	4,000.00	1,683.55	1,000.00
Furniture & Equipment	300.00		100.00
Telephone & Telegraph	2,000.00	1,705.52	2,000.00
Postage & Delivery	1,000.00	478.42	750.00
Office Supplies	1,025.00	491.09	750.00
Stationery & Printing	750.00	318.93	750.00
Advertising & Promotion	2,250.00	220.68	2,500.00
Orientation	7,800.00	3,547.35	4,500.00
Special Recruiter	1,200.00	323.25	600.00
Rent			1,000.00
Equipment Rental			250.00
TOTALS	<u>\$35,640.00</u>	<u>\$26,663.64</u>	<u>\$25,825.00</u>

(2) FUND RAISING, PUBLIC RELATIONS & PROMOTION

	<u>1967 Budget</u>	<u>Estimated 1967 Expenditures</u>	<u>1968 Budget</u>
Salaries & Related Expenses	\$19,691.00	\$17,783.68	\$43,000.00
Domestic Travel	3,700.00	1,820.28	4,000.00
Foreign Travel	4,500.00		
Furniture & Equipment	300.00		300.00
Telephone & Telegraph	1,750.00	1,427.60	2,000.00
Postage & Delivery	1,750.00	212.65	1,000.00
Office Supplies & Expenses	1,250.00	648.82	1,000.00
Stationery & Printing	750.00	462.50	750.00
Advertising & Promotion	2,250.00	47.12	6,000.00
Professional Services	230.00		
Taxes & Permits	50.00		100.00
Dues & Subscriptions	250.00	96.60	250.00
Rent			1,600.00
Equipment Rental			500.00
Executive & Funding Conference			<u>1,500.00</u>
TOTALS	\$36,471.00	\$22,499.25	\$62,000.00

(3) ADMINISTRATION

	<u>1967 Budget</u>	<u>Estimated 1967 Expenditures</u>	<u>1968 Budget</u>
Salaries & Related Expenses	\$ 5,747.00	\$ 4,911.66	\$ 6,350.00
Furniture & Equipment	175.00		100.00
Telephone & Telegraph	1,750.00	1,184.26	1,500.00
Equipment Rental	125.00	1,008.05	200.00
Office Supplies	750.00	281.04	500.00
Postage & Delivery	100.00	125.36	150.00
Stationery & Printing	300.00	42.46	100.00
Rent	6,300.00	6,371.26	1,600.00
Utilities	200.00	203.67	250.00
Maintenance & Repairs	520.00	272.34	500.00
Professional Services	2,250.00	1,180.00	2,250.00
Miscellaneous	<u>50.00</u>	<u>15.59</u>	<u>100.00</u>
TOTALS	\$18,267.00	\$16,295.69	\$13,600.00

(4) INTERNATIONAL TRAVEL; PROJECT INITIATION & DEVELOPMENT

	<u>1967 Budget</u>	<u>Estimated 1967 Expenditures</u>	<u>1968 Budget</u>
Salaries & Related Expenses	\$35,419.00	\$26,975.43	\$35,000.00
Foreign Workers Travel & Expenses	7,200.00	71.29 (+5,022. tickets)	
Travel to ACAO, AeV, C.A.B.E.	4,000.00	2,665.58	2,000.00
Travel to Europe	900.00		900.00
Grant to AeV		1,000.00	
Executive Directors Travel			1,000.00
Other Foreign Travel			1,000.00
Training			<u>30,000.00</u>
TOTALS	\$47,519.00	\$30,712.30 (*5,002, tickets)	\$71,400.00

(5) SPECIAL PROJECTS - ACAA COMUNITARIA do BRASIL

	<u>1967 Budget</u>	<u>Estimated 1967 expense</u>	<u>1968 Budget</u>
Executive Director's Travel	\$ 3,300.00	\$ 2,425.98	\$ 3,000.00
Recruiting Non-Brazilians	2,000.00	9.80	
Translation of Training Materials	1,400.00		
Language Training	5,400.00	268.00	500.00
Transportation & Expenses Non-Brazilians	4,850.00	1,609.67 (+ 4,850. tickets)	4,000.00
Partial Salaries, Non-Brazilians Staff & Advisory	10,800.00	11,175.19	21,684.00
Transportation & Expenses Program Consultants	3,800.00	2,223.88	3,000.00

(New Items Set Up During Year To Support ACAA)

Film		\$13,132.69 [#]	
Training Course		636.00	
Miscellaneous & Contingencies		226.00	500.00
Public Opinion Survey (Rio)		4,000.00 ¹	
Public Opinion Survey (S.P.)			4,000.00 ¹
Telephone & Telegraph			500.00
Brazilian Training Center			15,000.00 ¹
Grants		<u>32,084.59</u>	
TOTALS	\$31,550.	\$67,791.80 (+ 4,850. tickets)	\$52,184.00

[#] Tinker Foundation donated \$11,000.00 for this film.

¹ Foundation Support being sought to cover this expense.

(6) FIELD WORKERS FELLOWSHIP EXCHANGE

	<u>1967 Budget</u>	<u>Estimated 1967 Expenditures</u>	<u>1968 Budget</u>
International Travel	\$ 1,600.00	\$ 231.55 (+1,332. tickets)	\$6,600.00
Receptions/Entertainment	300.00	237.69	900.00
Domestic Travel	1,200.00	958.20	3,600.00
Living Expenses	1,280.00	538.35	4,320.00
Administrative Expense	<u>250.00</u>	<u>142.86</u>	<u>500.00</u>
TOTALS	\$ 4,630.00	\$ 2,108.65 (+1,332. tickets)	\$15,920.00

BOARD RESOLUTIONS

1. RESOLVED, that Mr. William E. Barlow and Mr. Henry R. Geyelin, be, and they hereby are, elected Directors of the Corporation to serve until the next Annual Meeting and until the next Annual Meeting and until their successors shall have been elected and shall have qualified.

RESOLVED, that the resignation of Mr. Richard C. Fenton be, and hereby is, accepted; and that the letter of resignation of Mr. Fenton, dated August 15, 1967, be filed with the records of the Corporation.

2. RESOLVED, that certain payments to ACAO COMUNITARIA do BRASIL/GUANABARA in 1967 equaling \$22,173.41, minus the sum of \$5,116.94 representing local expenditures by ACAO Rio on ACCION International 1967 budget items, and determined now to be a grant to ACAO COMUNITARIA do BRASIL for general operating expenses against which no further accounting to ACCION International is necessary, be and the same hereby is ratified, confirmed and approved.

3. RESOLVED, that certain payments to ACAO COMUNITARIA do BRASIL/SAO PAULO in 1967 equaling \$15,007.44, and determined now to be a grant to ACAO COMUNITARIA do BRASIL for general operating expenses against which no further accounting to ACCION International is necessary, be and the same hereby is ratified, confirmed and approved.

<u>Transfer of money to ACAO/Guanabara and ACAO/Sao Paulo</u>	
<u>ACAO/Guanabara</u>	
March 29, 1967	\$ 1,873.41
June 28, 1967	5,000.00
October 16, 1967	300.00
October 26, 1967	5,000.00
November 16, 1967	3,000.00
December 17, 1967	7,000.00
	<u>\$22,173.41</u>

over...

<u>ACAO/Sao Paulo</u>	
September 6, 1967	\$ 2,000.00
October 30, 1967	5,000.00
October 13, 1967	2,000.00
December 11, 1967	6,000.00
	<u>15,000.00</u>

4. RESOLVED, that copies of the film made in Rio in 1967 (as yet untitled), which film is the property of ACCION International, be made available to ACAA COMUNITARIA do BRASIL/GUANABARA and ACAA COMUNITARIA do BRASIL/SAO PAULO, for use in the furtherance of their respective programs, be and the same hereby is ratified, confirmed and approved.