



**ACTS BIENNIAL
BOARD MEETING 2005
Winston-Salem, North
Carolina,
Jan 1-2 2005**

Participants:

1. Dr. Lucas Shallua, President (North Carolina)
2. Anderson Kashaa, Vice-President (Alabama)
3. Jackson Molllel, Secretary (Minnesota)
4. Dorothy Shallua, Advisory and Social Serv. Department (North Carolina)
5. Banjelister Qamunga, Fund -Raising Department (Minnesota)
6. Faith Mmanywa , Comm. Network & Intercessory Department (Georgia)
7. Angela Kileo , Advisory and Social Services Department (Missouri)

Agenda:

1. ACTS Vision
2. ACTS Leadership Structure
3. Meetings & Conferences
4. AOB

ACTS executive board members would like to thank God for good time and successful historical board meeting we had at the very beginning of the year. On behalf of my fellow board members from other states I would like to thank our hosts, Dr. & Mrs. Shallua and entire fellowship of Winston-Salem for their kindness and hospitality.

Opening remarks from the President

The president officially opened the meeting at 10.00 am on Saturday Jan. 1st 2005 by recognizing and welcoming board members.

He encouraged and challenged participant that we should not underestimate the work that is ahead of us. After sharing the scriptures from Jer: 1:4-10, he asked every participant to share expectation and how they see ACTS on their perspectives.

First Agenda: ACTS Vision

The President and all other board members review the Vision of the organization and agree on the followings;

- ACTS vision is remaining to be Evangelization, Discipleship and networking all Christian Tanzanians in United States.
- ACTS will continue to work together with all fellowships in states in executing its vision.
- ACTS philosophy regarding existing fellowships is to help them growing up, planning together and networking one to another joining efforts to achieve the common goals.
- ACTS will not interfere the internal affairs of the fellowships, but will work together with the leadership in solving problems upon request.
- ACTS will help fellowships to publicity and communication of the infos to others upon request.
- It is solely a fellowship decision to start/transform into a church as they feel like, ACTS can only advise if necessary.
- Fellowships can plan and conduct their own meetings and conferences as they want to and it is their choice to involve ACTS leadership on this.
- ACTS will work with collaboration with other organizations, churches and ministries in achieving the goals,
- ACTS will consider a person, as member only if is a born again Christian and Swahili speaking Tanzanians or/and having Swahili Tanzanian's parents. Must be Tanzanian by nationality.
- An ACTS membership fee is still waived for two more years from now.
- ACTS will involve in providing advisory, counseling and social services by providing supportive material and information in the areas of profession, immigration, legal, educational, financial and investments guidance.
[See the social services department's goals and strategic plans]
- ACTS will provide leadership training to all fellowships and other Tanzanians organizational leaders in states.
- ACTS is to assist all Tanzanian newcomers who are immigrating to/visiting United States by providing with all necessary information needed to achieve what they came here for. Bulletin will be sent to the port of entries.
- [See Comm. and Networking Department's strategic plans and goals]
- ACTS is to provide humanitarian services to members and non-members who seek medical informations or suffering from diseases i.e. AIDS, Cancers etc whenever possible in terms of material, moral and spiritual support.
- ACTS will support some Tanzania's based ministries morally, spiritually and materially whenever possible at its own discretion.
- Mission statement of the organization will read as follows;-

“Reaching-out, Discipleship and Networking Tanzanian Christian in States...”

Agenda 2: LEADERSHIP STRUCTURE

The Board members restructured the ACTS entire leadership as follows:-

- There are three new departments formed to assisting the existing board in carrying

on the daily responsibilities effectively and efficiently as follows:-

1. **Department of Communication, intercessory and Networking.**

This Department will be responsible for all communications, networking and prayers tasks in daily basis internally and externally, maintaining database and website, mailing lists and handling the flow of organizational information.

****See the Departmental Responsibilities and Tasks Folder**.**

The Head of this Dept. will be Faith Mmanywa and will be assisted by Samuel Mfinanga.

2. **Department of Fund-Raising and Treasury.**

This Dpt. Will be charged with all responsibilities and duties of fund-raising. It will suggest and implementing the creative means of raising funds to meet all organizational financial obligations together with providing the audited certified financial report to the board in annual basis.

****See the Dpt Responsibilities and Job description Folder****

Banjelister Kamunga will head this department working hand to hand with Rev.Ole, Treasurer.

3. **Advisory, Counseling and Social services Department:**

This Dept will provide all members and non-members with all advice, counseling and humanitarian services in terms of information, moral and material whenever possible in all areas of their needs.

The head of this department will be Angela Kileo and Dorothy Shallua.

*****See Departmental Job description Manual for more infos******

- All Departmental leaders will be seating in all board meetings.
- Departmental leaders are empowered by the board to choose up to two persons that they might need to assist in their respective departments except that these appointees will not seat in the board meetings.
- Board has confirmed Mr. Anderson Kashaa to handle the Vice President office.
- The Board has agreed to have a Chief Executive Officer who will be full time in charge of all organizational duties and responsibilities in daily basis.
- He basically will oversee all departments, supervising daily organizational operations and liaison between the board and the fellowships.

He/she will be reporting to the ACTS secretary.

*****See CEO qualifications and Job description manual****.**

- The board agreed that in any circumstances where the consensus hasn't been reached, the President word/opinion will be considered as a final decision.
- All departments is to provide the report to the board for assessment and review twice a year[In board meetings]
- Mr. Elisa Mangesho has been appointed to handle all Video graphing and photographing responsibilities in all events ,
- Mr.Fidelis[Alabama] has been appointed to co-coordinating all music responsibilities in all ACTS events,
- These changes will carry on immediately.
- The President and all other board members will remain in their positions till further notice.

Chief Executive Officer [CEO]

ACTS Executive board is looking for a person who will work fulltime or part time who will serve under the board as the chief executive officer as a salaried or volunteer personnel.

Qualifications:

- Born again Christian
- Swahili speaking or interested to learn Swahili and ready to work with Tanzanian or other Swahili speaking communities,
- Ability to travel within and outside US,
- Fluently English speaking and good communicational skills,
- Computer and writing skills,
- Working experience with multi-cultural organization or Para-church orgs,
- Willingness and readiness to serve God,
- A Bachelor degree of any faculty/field, or higher
- Ability to work with people from various religions and believes backgrounds.
- Three letters of references including from his/her own Pastor,

Board will post the Job Vacant and issue application forms to the interested ones and review applications before hiring.

All applicants will go through interview and will receive the outcome in writing.

Note: The Executive Board reserves the right to deny application requests.

Agenda 3: Meetings & Conferences:

The board discussed critically about meetings and conferences before reaching the following agreement:-

- There will be one National Conference in a year and several specific topical seminars/workshops as needed.

The board has defined the qualification/criteria of hosting fellowship as follows:-

1. Willingness and interest to host the conference,
 2. Well organized fellowship with a good stable leadership,
 3. financial resources and provision to support the Conference,
 4. Geographical location [zones] and accessibility
 5. Fellowship relational status with ACTS and its compliance to the membership.
- The board will be meeting not less than twice a year as follows:
 1. The week-end of Martin Luther King [January] of every year,
 2. During the Annual National Conference [May] of every year.
 3. Any date that will be announced as needed.
 - Fellowships are required to send their meetings/workshops/seminars schedules to the Department of Comm. & Network in order to avoid conflicts.

ANNUAL NATIONAL CONFERENCE 2005:

The Board review and discuss critically about the forthcoming Annual Conference as follows;

1. The Meeting will be held at Dallas Texas on May 26-30th 2005.
2. There will be one or two speakers ONLY at this conference.
3. Mr. & Mrs. Mwakasege and Krystaal band confirmed that they will come to minister to this conference.
4. Projected budget for the conference is \$.14, 000 that does not include boarding.

*****See itemized budget for more info***

5. There will be time for special sessions/specific burning issues topical workshops as time allows.
6. Dallas fellowship has to raise some funds at least 40% of the entire budget,
7. We should give people some times to digest teachings instead of chaining-up sessions back to back.

8. The conference timetable will be reviewed by the board before put into use.
9. Fund raising activities should start right away in order to meet estimated budget.
10. The President and Secretary will visit Dallas fellowship sometimes on February 2005 in the effort to encourage and supporting the steering preparatory committee.
11. People are encouraged to register with Comm.Dept. Or through Wakati website to confirm their participation on this conference.
12. Mr.Mangesho was assigned to deal with video shooting in collaborating with Dennis Massawe if available.
13. The plan is to have every body stay at the same place where Conference will be taking place. Every thing under one roof system will make things run according to the schedule. Time and energy saving ideal. Therefore the Board suggested that we should look for Retreat Centers or other Christian facilities in Dallas.

Budget for the Annual Convention 2005
Dallas, Texas May 26-30 2005

Conference Hall	1200
Food and Drinks	3000
Flight ticket for speakers	4000
Honorarium	1000
Music (Krystaal from Canada)	2500
Photographs(video & photos)	1000
Rooms for speakers	500
Contingency Fund	800
Total	14000

Sources of income: [Revenues]

1. All leaders pledged to contribute a minimum of \$ 1000 per person. This money can be raised by the fellowship or an individual himself and must be submitted to the Treasurer by March 30th.
2. Dallas to raise at least 25% of the entire budget [\$3,500]!
3. Other Fellowships and churches should be asked to contribute some money towards the conference,
4. The Fund-raising Dept. will use some ideas to raise money for this Convention as they can
5. Identifying some few people who give at least \$ 100 each for this conference or some who may sponsor who are less privileged.
6. Involving all who will attend the conference to participate in giving in order to meet the convention financial needs.

Central Committee Goals 2005-2006:

- 1: Establish as many fellowships in various states and cities as possible in 2005. Our goal is to have at least one fellowship in every state or city in united state,
2. Hiring a fulltime minister as fully paid or under volunteering status to work as Chief executive officer to work with all departments as the board directs.
3. Training and recruiting leaders for all other departments, states as needed.
4. To organize a minimum of one conference every year at the place designed apart from the one those are locally organized by the fellowships.
5. To organize the “Global-conference” in Atlanta -Georgia whereby all Tanzanian Saints from other nations will come together to worship, praying and fellowship .It also serves as networking tool for the rest of the world.
6. To continue working with other ministries within and outside US partnering in serving the common goal especially Parachurh Organization and others.
7. To continuing to encourage, mobilizing, propelling and supporting all the efforts of the Tanzanians brethren living in other nations to establish fellowships, organizations for the sake of networking and outreaching to each other.
8. To supervise all other departments including CEO in an effort to achieve the goals and tasks as an organization.
9. Through Social services department, the board will provide advisory, social, spiritual and material support to members and other who are in needs.
10. To make special effort in reaching Tanzanians in the cities of New York and D.C Washington in this year of 2005!

The board suggested tabling a dinner event whereby all Tanzanians leaders, professions and others will be invited to come and listen to the word of God and Act’s vision.

Agenda 4: OTHER BUSINESS

1. The board had to negotiate with Minister Mwakasege and Krystaal about the traveling costs in an effort to adjusting the budget. Krystaal agreed right away the deal of \$ 2,500 instead of \$ 4000 Minister Mwakasege asked for some more time to work on it.
2. Banjelista is to open a new bank Account in Minnesota immediately before receiving the balance of the other account from North Carolina.
3. The board members saw seeds for the conference right after the meeting amounted to \$.750 fully paid.
4. Houston Fellowship is asked to join preparatory committee in Dallas to join effort of boosting the preparatory process. The board thinks will be a good idea if they will have at least one person as a part of the Dallas prep. Steering committee.

Comments and Questions concerning this report, please contact the Secretary

Endosed by the President Feb 2005