



ARTHINGTON RECONSTRUCTION AND DEVELOPMENT ASSOCIATION
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Annual State of ARDA Report Reporting Period: November 2016 – October 2017 Summary

To the Board of Directors, Executive Officers, and Members of the Arthington Reconstruction and Development Association (ARDA), it is with honor to submit this Annual report on the state of the association. I am pleased to report that ARDA is operational and is in a good state.

Report summary:

1. As of October, 2017, the Bank of America account, as reported in the Treasurer's report, carried a balance of \$7529.37. During this period total income was \$675.00 and expenditure was \$3326.46.
2. The General Monthly conference call meetings were held monthly, with a few exceptions, and averaged 10 participants.
3. The Library renovation project that was started in October of 2016 completed in December of 2017. The project work included:
 - a. Repairing of the damaged roof
 - b. Reconditioning of the floor
 - c. Repairing of sections of the ceiling
 - d. Treatment of wooden shelves
 - e. Purchasing of two 3x6x16 inch children tables
 - f. Purchasing of 12 children chairs

Total project cost was \$1624.62. A detail report describing work completed with corresponding pictures of finished work was received from the contractor, Mr. James Clemens, and forwarded to the Board of Directors for review.

4. 6 ORE International 5 Tier metal book racks weighing 14 lbs (11 x 26 x 64 inches) were shipped to Liberia in June of 2017. The book racks arrived in August of 2017. Arrangements are underway to transport and install these racks in the library when the Raining season ends. This would most likely be sometime in November or December of 2017.

Financial

Treasurer Report

The Bank of America account has been managed well with no major issues. The current signatories are: Mr. Maxwell Peal (Treasurer), Mr. Dak Lavala (President) and Mrs. Rosetta Clarke who remained from the Interim Government appointment.

ARDA Bank of America account balance was \$7529.37 as of October 16, 2017 as communicated in the Treasurer's report. The balance is based on the account balance reported as of November 1, 2016 and reconciled using financial records up to October 16th 2017. Figure 1 shows total income and total expenditures for this period.

Please reference the Treasurer's report for a detail breakdown on income and expenditures.

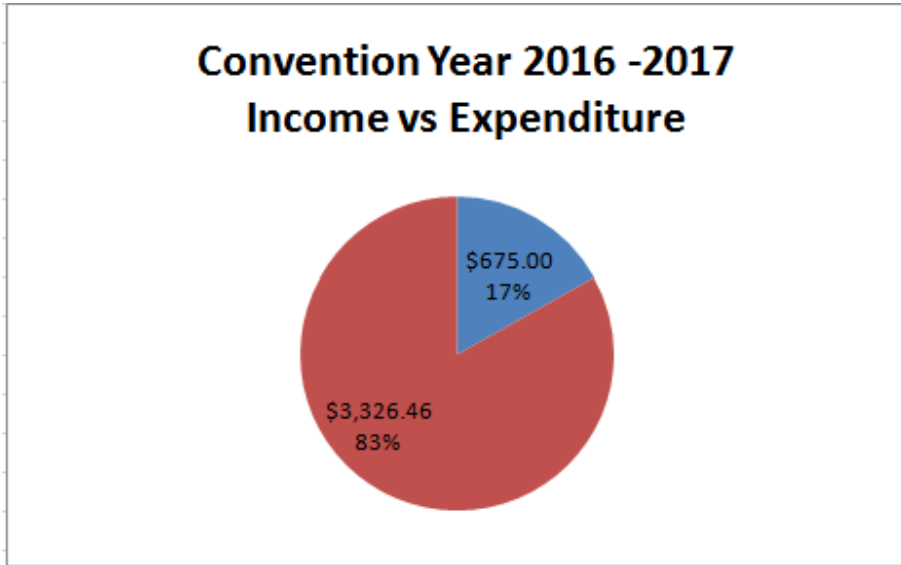


Figure 1

General & Executive Meetings

The Executive continued to organize and hold General Monthly meetings via conference call as specified by the constitution. Agendas were sent out prior to meetings; input was solicited and modification made prior to being adopted. Average attendance for the period November 2016 to October 2017 was 10 individuals with attendance ranging from 8 to 15 participants.

Below is an example of attendance records as recorded by the Secretary for the last quarter of the fiscal year 2016-2017: (P = Present, A=Absent)

First Name	Last Name	9/27/17	8/24/2017	7/30/2017
Dak	Lavala	P	P	P
Ceoah	Askie-Tarway	A	P	P
Elwood	Northam	A	A	P
Patrick	Flomo	P	A	P
Maggie	Oberly	A	A	P
Garmai	Gaye	A	P	P
Wokie	Stewart	P	P	P
Dewey	Gaither	P	P	P
Harmon	Warsaw	P	P	P
Lydia	Bracewell	P	P	P
Napoleon	Askie	P	A	P

Mother	Bryant	P	A	A
Rosetta	Clarke-Brooks	A	A	A
Spencer	Clarke	P	A	P
Maxwell	Peal	P	A	A
Mcleod	Darpoh	A	A	A
Walt	Wright	A	A	A
Leon	Wright	A	A	A
Ruel	Dumpster	A	A	A
Charles	Luke	A	A	A
Faith	Outland-Nimineh	A	P	A

The Executive held monthly meetings on either the second or third Sundays of each month. Matters particular to the operations of the association were discussed at these meetings. One agenda item was development of the General Monthly Meeting agenda.

Committees

The Executive in consultation with the Board formulated and confirmed five committees. The purpose of these committees was to assist the Executive in carrying out the operational responsibilities of ARDA. Names of committee members were submitted to the Board for confirmation.

Project Committee

The purpose of the Project Committee was to coordinate and plan all ARDA projects to ensure they were in line with the goals and objectives of ARDA. Members of this committee were as follows:

1. Mr. Spencer Clarke – Chair
2. Mr. Maxwell Peal – Member
3. Mrs. Mcleod Darpoh – Member
4. Mrs. Dennis – Member
5. Mr. Walt Wright – Member
6. Mrs. Faith Outland Nimineh – Member

Parthena Askie Library – The renovation of the library at the Arthington Central School was the major project undertaken by the association this year. ADRA received several reports, including one from the president when he visited Arthington in May of 2016, that the library was in need of major repairs. The renovation cost of the Library was estimated at \$2,500.00. This amount was proposed in the 2015-2016 budgets but only \$1500.00 was approved by the Board. The following were the identified renovation needs:

1. Treatment of wooden shelves
2. Creation of an arch door
3. Repair of damaged roof
4. Purchasing of 12 additional shelves
5. Repair of the library floor
6. Repair of the library ceiling

7. Repair of the library main door
8. Purchasing of two children tables
9. Purchasing of twenty four children chairs

The Executive in its 2016-2017 budget requested an amount of \$2,500.00 to finance this project. All necessary documents justifying the estimates were submitted with the budget. A total of \$1,500.00 was approved with an additional \$150.00 for transportation being requested and approved at the completion of the project. The work was done by the Modern Architecture Engineering Construction Company (MAECCO). This work started on November 4th 2016 and completed on December 28th 2016. Work completed based on the project completion report submitted by the engineer was as follows:

1. Purchasing of two children tables (3x6x16 inches).
2. Purchasing of twelve children chairs.
3. Treatment of wooden shelves, materials was bought and the wood was treated. But the shelves were badly damaged by the cause of the inserts.
4. Repairing of damaged roof.
5. Reconditioning of floor.
6. The changing of ceiling.

The project was completed at a cost of \$1624.62 which was \$124.62 over budget.

Shipment to Liberia – 6 ORE International 5 Tier metal book racks weighing 14 lbs (11 x 26 x 64 inches) were shipped to Liberia in June of 2017. These metal book racks are replacement for some of the wooden shelves that are currently installed in the library. Several efforts were made in the past to treat the wooden shelves due to termite damage. The metal rack is an attempt to provide a more permanent solution to the termite problem. Additional racks will be needed to completely replace all of the wooden shelves.

The book racks arrived in August of 2017. Arrangements are being made to transport and install these racks in the library when the Raining season comes to an end. This would most likely be sometime in November of 2017.

Mobile Clinic – This project was started as a 6 month pilot program to determine its feasibility of undertaking and weather it could be adopted as a long term ARDA project. A similar project was run by the Africa Humanitarian Aid (AHA) an NGO operating in Arthington and surrounding towns. The AHA program ended just before the Ebola crises started in 2014. The recommendation from Mrs. Darpoh was for ARDA to adopt this as one of its projects.

We were unable to start the 6 month pilot program for several reasons. The nurse at the clinic was on maternity leave for most of the year and the assistance needed from Mrs. Darpoh was limited due to her campaign for the House of Representatives. We will be revisiting this project in the 2017-2018 fiscal year.

Fundraising Committee

The purpose of the Fundraising Committee was to lead all ARDA fundraising activities. Members of this committee were as follows:

1. Miss Lydia Bracewell – Chair
2. Mr. Napoleon Askie – Member

3. Mrs. Jackie Askie - Member
4. Director Wokie Stewart – Member
5. Director Maggie Oberly – Member
6. Rev. Dianetta Bryant – Member

No fundraising activity was conducted in this convention year.

Grant and Documentation

The purpose of the Grant and Documentation Committee was to write grant proposals, and create and manage all ARDA documents. Members of this committee were as follows:

1. Mr. Patrick Flomo – Chair
2. Director Harmon Warsaw – Member
3. Mrs. Yvonee Hoggard-Kamara - Member

This committee was tasked with documenting ARDA history. This information will be vital to writing proposals if the need arises in the future and be available on the website as information to the public. This committee did not make much progress on this assignment during the fiscal year but the hope is that this will be accomplished during the 2017-2018 convention year.

Education

The purpose of the Education Committee was to organize and implement all educational programs including programs to be run through the Library. Members of this committee were as follows:

1. Dr. Garmai Hill – Chairman
2. Mr. Patrick Flomo - Member
3. Rev. Dianetta Bryant - Member

We are currently seeking additional members for this committee. Part of the initial work will be to develop programs for the library. What good is a library if it is not being used?

I was recently introduced to Mrs. Brenda Moore, founder and Executive Director of Kids Education Engagement Project (KEEP). KEEP is a Non-Profit organization with operations in Liberia. The objective of this organization is to provide educational support to children between preschool and 6th grade. Their main focus is building reading and vocabulary skills for children in this age group. KEEP currently operates several libraries in Mountserrado, Grand Gedeh and Gbarpolu counties. Their program includes Reading Literacy, Tutorial classes, Computer Training, and other skill training for girls.

We would like to propose to this convention the establishment of a collaborative relationship with KEEP to assist ADRA in starting similar programs at the library. We would like to start with a reading program and build from there.

Public Relations

The purpose of the Public Relations Committee was membership and the central source of all ARDA communications. Members of this committee are as follows:

1. Mr. Dak Lavala – Chair
2. Director Dewy Gaither – Member
3. Director Wokie Stewart - Member
4. Miss Lydia Bracewell – Member

Membership continues to be a challenge with two new members being added during this period. Current members of the organization are as follows:

First Name	Last Name
Dakollie	Lavala
Maxwell	Peal
Harmon	Warsaw
Maggie	Oberly
Garmai	Hill
Dewey	Gaither
Spencer	Clarke
Lydia	Bracewell
Patrick	Flomo
Dianetta	Bryant
Wokie	Stewart
Napoleon	Askie
Jackie	Askie
Ceoah	Askie-Tarway
Faith	Outland-Nimineh
Evelyn	Epple
Dale	Epple
Vangie	Lahai

Special thanks go out to the current Executive Officers for all of their hard work and support during the past year. Hats off to you guys:

1. Mrs. Lydia Bracewell – Vice President
2. Mr. Napoleon Askie – Financial Secretary
3. Mr. Maxwell Peal – Treasurer
4. Rev. Danetta Bryant – Chaplain
5. Ceoah Askie-Tarway - Parliamentarian

Respectfully Submitted,

Dak Lavala

ARDA President