

# **Polish American Congress**

# **Executive Committee Bulletin**

December 2016

*The Executive Committee Bulletin is a summary report on the topics discussed and the actions taken by your National Executive Committee this fall.*

*This report will be posted to the PAC website and published in the next PAC newsletter. The PAC Executive Committee (EC) believes strongly in creating a culture of transparency and wants Members to know what issues the EC deals with and the reasons behind its action on particular issues. We encourage you to read the report carefully and to contact any EC member or PAC President Frank Spula if you have any questions, comments, or concerns about the items or actions contained in this report.*

*Since the last meeting of the PAC Council of National Directors the PAC Executive Committee met twice telephonically for a conference call as well in person, on November 2-3, 2017 in Pittsburgh. Below is the summary of issues that were discussed during those sessions.*

## **Financial Report**

Micheline Jaminski, Treasurer, reported that she is in a transition period with the financial data of the PAC. She is making arrangements to change banks for the PAC. She added that she will be much more involved in the financial reporting for the organization and will begin to issue quarterly financial statements beginning in the first quarter of 2017.

## **PAC Manual and Code of Ethics**

The Executive Committee reviewed comprehensive proposals for creating a PAC Manual as well as a Code of Ethics. The PAC Manual will contain a wider range of organization-specific information and operational procedures. The Code of Ethics, once finalized, will help define roles and responsibilities for officers and members in the PAC at all levels. A draft of the Code of Ethics will be distributed to all PAC Divisions and Officers for input and feedback. This will be done in early January and the final document will be completed soon thereafter. The PAC Manual will be completed by the end of March 2017.

## **Committees**

The PAC Committees were reviewed by the EC. After discussion, President Spula stated he will make all Committee appointments as soon as possible. A complete list of all Committees and appointments will be sent to all Divisions as soon as it is complete, as well as posted on the PAC website.

First Vice President Rick Pierchalski suggested that a detailed policy be established for the handling of grievances in the future.

Also, a motion was approved to create a Budget Committee whose purpose shall be to establish an annual operating budget for the PAC beginning in 2017.

### ***Tax Status***

Primarily to assist in fundraising efforts, there was an extensive discussion to change the tax status of the PAC from 501 (c) (4) to 501 (c) (3). The primary reason for the change is that the new tax status will allow donors to the PAC to deduct those donations from their income taxes. The current tax status does allow for this. A motion was approved to proceed with the project. The final decision, and any related amendments to the Bylaws, must be approved by the National Council of Directors before a filing is made to the IRS.

### ***Fundraising***

Vice President of Financial Development Hubert Cioromski reported that he has been in contact with potential donors to the PAC. Other ideas were also discussed but no specific action was taken at the meeting.

### ***PACCF***

In relation to fundraising, a motion was approved to send a letter to the Polish American Congress Charitable Foundation requesting a donation to the PAC. The funds will be used to establish a social media strategy, new website, updated printed promotional materials and interns for the office in Washington, D.C. Secretary Timothy Kuzma and First Vice President Rick Pierchalski drafted the letter. The matter is currently being discussed with the PACCF.

### ***Communications***

Ideas were shared about improving communications within the PAC. A report summarizing Executive Committee meetings was discussed and will be started. In addition, a new website will be unveiled in the near future.

Executive Director Barbara Andersen presented a proposal for creating a PAC “branding campaign” for the organization that will include an updated PAC logo as well as a standardized format for PAC business cards, letterheads, etc.

First Vice President Pierchalski stated that the PAC must create a comprehensive Awareness Campaign using the Internet and Social Media. The purpose is to establish a better understanding of the PAC and its mission. In addition, the campaign would focus on new members, divisions, and donations to the PAC.