



## **2022 ANNUAL REPORT FOR GENERAL DISTRIBUTION**

*Approved by ALIRP Board January 23, 2022*

The Alabama Interfaith Refugee Partnership received Internal Revenue Service approval for 501C3 tax-exempt status on October 16, 2019. Since that time, the 11-member board has worked hard to develop and approve policies and procedures, create a website and other social-media platforms, recruit and orient volunteers, and implement our three-part mission of supporting refugees and asylum-seekers locally and globally through advocacy, education, and direct assistance.

This report highlights the major accomplishments of the 2022 year. The first section discusses overall accomplishments of the organization and the board, and subsequent sections highlight accomplishments of our seven committees (Communications, Direct Support, Education/Advocacy, Finance, Fundraising, Outreach, and Volunteer).

### **Summary of General Accomplishments of the Board and the Organization**

- Updated and approved a Strategic Plan and Evaluation Plan for 2023
- Approved a vision statement which was posted on the [website](#): “A world where all refugees and asylum seekers find safety and live with dignity.”
- Revised [policy](#) related to maintaining safety for volunteers and Partners in light of the COVID pandemic
- Updated ALIRP Policy and Procedure Manual
- Recruited and hired two AmeriCorps VISTA Service members (Jay Townsend and Taryn Johnson) through a partnership with the University of Alabama at Birmingham (UAB)
- Supervised three UAB Pediatric Residents doing their global health field placement (Abby Davidson, Hillary Vaughan and David Taylor), and one UAB MPH student (Agok Ayuen)
- Revised committee structure to combine Advocacy and Education committees into one committee and updated [description of committee responsibilities on website](#)
- Approved a budget for 2023 and approved policies for committee chairs to assume responsibility for approving budgets for their committees
- Elected new board members to replace those whose terms ended in September. The list of current board members is posted on the [ALIRP website](#). The September 2022-January 1, 2024 board members are:
  - Meredith Gartin (President)
  - April Jackson-MacLennan (Vice-President and Co-Chair of the Education/Advocacy Committee)
  - Allison Cobb (Treasurer)
  - Divya Annamalai (Secretary and Chair of Communications Committee)
  - Donna Dahl (Co-Chair of the Direct Support Committee)

- o Jonathan Diaz (Co-Chair of the Direct Support Committee)
- o Elishua Markham (Chair of the Fundraising Committee)
- o Rachel Hagues (Chair of the Volunteer Committee)
- o Danielle Gomez (Chair of the Outreach Committee)
- o Amy Cottrill (Co-Chair of the Education/Advocacy Committee)
- Lynda Wilson assumed the position of Executive Director as of September 2022
- Held Zoom Stakeholder Update meetings in January and August 2022
- Held a board retreat in December to review direct support processes
- Began renting office space at Trinity West United Methodist Church in August

## **Summary of Major Activities of ALIRP Committees**

### **EDUCATION/ADVOCACY**

- Participated in 5 Virtual Advocacy Days in February, May, June, August, and September, partnering with the Refugee Council USA, Lutheran Refugee and Immigration Services, Allied Shepherds, and We Are All America.
- Published a statement supporting the Afghan Adjustment Act and the Ukrainians on the [ALIRP website](#)
- Hosted a Virtual Book Discussion on “When Stars are Scattered” for International Children’s Day
- Hosted a Refugee Simulation for World Refugee Day
- Hosted a table focused on the impact of Climate Change on Global Migration at the Birmingham Botanical Gardens

### **COMMUNICATIONS**

- Patti Steelman (volunteer) continued to assume responsibility for managing web page and newsletters in collaboration with Taryn Johnson and Divya Annamalai.
- Completed an audit of the ALIRP communications strategies.
- Updated and maintained [website](#), [Facebook page](#), [Instagram platforms](#) and ALIRP [YouTube channel](#), and initiated a [Twitter account](#) with the following analytics. A “unique view” does not include individuals who view the same post multiple times.
  - o The website had 5,417 unique visits, which is a 1,447% increase from 2021
  - o The Facebook page reached 7,300 unique pages, had 724 unique visits and gained 76 page likes

- o The Instagram page reached 2,000 unique pages, had 661 unique visits, and gained 116 followers
- o The YouTube channel gained 3 subscribers and videos posted on the channel had 562 views, which is 108% more than in 2021.
- o The Twitter account has 34 followers.
- Produced [newsletters](#) in February, April, June, August, October, and November. Newsletters were distributed to 503 ALIRP friends via Mail Chimp
- Sent 27 additional email announcements and messages via Mail Chimp
- Updated Volunteer Orientation videos ([Part 1](#) and [Part 2](#)) and posted on website
- Updated Spanish version of the website
- Prepared a series of articles for emails and [blog posts](#) about challenges faced by asylum seekers to support Fall Fundraising campaign (barriers to accessing education, finding housing, obtaining a driver's license, and obtaining asylum)

### DIRECT SUPPORT

- Offered updated Parts 1 and 2 Volunteer Orientation in April 2022 in partnership with St. Stephen's Episcopal church. These two orientation programs are available on the [ALIRP website](#) and all new volunteers are required to review them;
- Coordinated direct support to 32 families (104 individuals) during 2022
- Sent surveys to 31 immigration attorneys in the Greater Birmingham area, including several in Atlanta. Based on responses, we prepared a list of immigration attorneys in [English](#) and [Spanish](#) which is on the ALIRP website, with a disclaimer that ALIRP does not endorse any particular lawyer.

### FINANCE

- Managed all finances and maintained records on spreadsheet in secure folder on Google Docs accessible only to the Treasurer, Vice President, President, and AmeriCorps/VISTA Service Members;
- Followed all financial control procedures including maintain records of financial request forms, invoices, receipts, donor information, and thank you letters sent to donors as the donations are received;
- Accountant Bruce Downes reviewed financial spreadsheet and financial control procedures and advised us that all accounting procedures are excellent. He prepared our 2022 income tax returns on a pro-bono basis

**Balance January 1,2022 \$54,954.91**

**Income January 1, 2022 – December 31, 2022**

Foundations	\$ 48,250.00	( 40.87 %)
Corporations	\$ 770.00	( 0.65%)
Religious Institutions	\$ 27,825.71	( 23.57%)
Individual Donations	\$ 40,662.84	( 34.44%)
Fundraising Events	\$ 316.18	( 0.27%)
Other	\$ 229.27	( 0.19%)

TOTAL INCOME \$118,054 (*Note: 2021 income was \$78,880.80*)

**Expenditures January 1, 2022-December 31, 2022**

Direct Support	\$65,862.76	(78.09%)
Rent	\$30,365	
Utilities	\$959.44	
Legal	\$28,350	
Medical	\$751.16	
Transportation	\$54.94	
Other	\$5,382.22	

Education \$35.30 (.04%)

Advocacy 0

Administrative	\$18,441.62	( 21.87 %)
Liability Insurance	\$ 1148.20	
Equipment	\$ 191.79	
Supplies	\$ 413.13	
Staff Development	\$ 40.00	
Printing/Copying	\$ 50.81	
Software	\$ 10.00	
IT/Telephone	\$ 889.88	
Postage/Delivery	\$ 25.04	
Fundraising Fees	\$ 557.04	
Other	\$ 1283.13	
Staff salary/wages	\$ 13000.00	
Background Checks	\$ 832.60	

Total Expenses \$84,339.68 (*Note: 2021 expenses were \$56,592.71*)

**Ending Balance (December 31, 2022)** \$ 88,669.23

Outstanding Commitments \$ 15,600

## Net Balance

**\$ 73,069.23 (Note: Net balance 12/31/21 was \$42,941.31)**

## FUNDRAISING

- A total of 112 people made individual donations to ALIRP;
- Held an inaugural ALIRP celebration event on November 5 to kick off the Fall Fundraising campaign featuring cooking demonstration and music by an ALIRP Partner and a silent auction, which netted a total of \$1546.26
- Exceeded \$30,000 fall fundraising campaign goal and raised a total of \$36,348.
- Board approved seeking grant funding to hire a full time bilingual case manager/administrator
- Director purchased a total of 40 “Buy One, Give One” announcements about ALIRP on WBHM public radio station during the fall fundraising campaign;
- Hosted an event at Johnny Ray’s Barbeque in March and earned \$64.76.
- We also created ALIRP t-shirts and sold the online via [Bonfire](#), earning a total of \$372.78 in 2022
- Submitted a total of 23 grant proposals to companies, foundations, and religious organizations
  - Seven of the 23 proposals submitted in 2022 were funded (total of \$97,121; \$48,161 of this will be awarded in February 2023)
  - 10 of these 23 proposals were rejected
  - Six proposals are pending

## OUTREACH COMMITTEE

- The Outreach Committee made a total of eight presentations to other faith-based groups in the Birmingham community (Prince of Peace Catholic Church, Tuscaloosa Unitarian Universalist Church, Unitarian Universalist Church of Birmingham, Ismaili Civic Organization, Independent Presbyterian Church, Birmingham Friends Meeting, Temple Beth El, Samford University Spanish Club). The committee also had tables or booths at several community events (Birmingham Botanical Gardens Earth Day Celebration, Hoover Ahead, Cahaba Medical Care Hispanic Health Fair, Ukrainian Freedom Festival, and World Games).
- Three organizations were designated as Organizational Sponsors of ALIRP (St. Stephen’s Episcopal Church, First United Methodist Church of Birmingham, and Unitarian Universalist Church of Birmingham).

## VOLUNTEER COMMITTEE

Barbara Bonfield continues to serve as Volunteer Coordinator, working with AmeriCorps/VISTA Service Member Jay Townsend to coordinate the volunteer engagement process. Because of problems with gathering accurate data from volunteer time sheets, the board decided to discontinue asking volunteers to submit time sheets. As of December 31, 2022 there are a total of 110 active volunteers serving on the following committees:

1. Communication----- -6
2. Direct Support -----41
3. Education/Advocacy—25
4. Finance----- 0
5. Fundraising----- 13
6. Outreach----- 9
7. Volunteer ----- -0
8. On Call ----- 16

We continued to recognize volunteers whose contributions on behalf of our partners go beyond their regular assignments through Volunteer Spotlights in our newsletters (Agok Ayuen, Donna Dahl, Brad Dahl, Clemencia Robledo, Jane Vines, Barbara Bonfield, Patti Steelman, Lynda Grooms, and Anne Ledvina ). In addition, we initiated an annual Volunteer Recognition process and gave small gifts to the seven volunteers who were recognized in June 2022 (Clemencia Robledo, Jane Vines, Barbara Bonfield, Patti Steelman, Donna Dahl, Lynda Grooms, and Anne Ledvina).

We updated procedures for engaging volunteers and assigning them to committees. AmeriCorps/VISTA Service Member Jay Townsend worked with Volunteer Coordinator Barbara Bonfield to manage this process.

The Volunteer Committee also developed a survey which was sent to all ALIRP volunteers in May 2022. A total of 25 responses were received. Responses reflected that overall the volunteers are satisfied with their experience volunteering with ALIRP.

Results of the survey indicated that most people learned about ALIRP through word-of-mouth, usually from a friend. The second most frequent source of information was through Social Media (Facebook or Instagram). The website, through a Google search, was the third most frequent access point.

Of the responding volunteers, 44% indicated that they were serving on the Direct Support Committee and 28% had been serving more than 2 years, representing strong retention of volunteers for an organization that at the time of survey was finishing its 2nd year. Volunteers were satisfied with the quality of information available on the ALIRP website, and with the response to their completion of the volunteer interest form, with 91% reporting that they received a reply within 2 weeks. 100% reported high levels of satisfaction with the quality of their interaction with the Volunteer Coordinator. Volunteers generally reported high levels of satisfaction with Part 1 (for all volunteers) and Part 2 (for Direct Support volunteers) of the Volunteer Orientation (76% and 74%, respectively). A total of 75% of respondents reported high levels of satisfaction with their volunteer experience. Positive responses included the ability to make a tangible difference in people's lives, learning more about immigration issues, interacting with Partner families, and interacting with other volunteers. Suggestions for improvement related to improving the quality of the orientation video, improving the social media communications strategies, and providing guidance for volunteer language partners. These issues are being addressed by the relevant ALIRP committees.