

Chanco on the James, Inc
Board of Directors

October 20, 2009
Tuesday, 4 pm at Chanco
Minutes

Members present: Talley Banazek, Jim Camp, the Rev. Robert Johnson, Michael Kellam, Ann Krannitz, Charles Porter, Tater Roberson, Art Spooner, Tom Summerlin, Sarah Scott Thomas, Melissa Thomas, Jim Thurmond, Karen Witherspoon

Members absent: Jim Bradberry, Mary Lou Crifasi, Terry Wolak, Julie Young

Also present: Stacey Richards (Retreat Center Director), Jim Sitzler (Camp Director) and Jenny Alfano (CCAA Board)

At 4:08 pm, Sarah Scott Thomas called the meeting to order.

On motion made and duly seconded, the Minutes of the June 16, 2009 meeting were approved.

Reports:

President's Report: Sarah Scott reported that there is a potential donor for a Chapel at Chanco. Art and Sarah Scott will be meeting with this person in the near future and designs for a chapel will be considered using the architect that Chanco has previously used. Sarah Scott, Art and Talley have visited Shrine Mont recently to discuss their organization (both staff and Board of Directors) as well as to tour their property and discuss their Marketing and Development efforts to develop ideas for how Chanco can continue to improve in these areas. Sarah Scott signed the FCG Agreement; FCG has not yet returned a signed copy.

Treasurer's Report: Chanco is close to being in the black; Art has placed a freeze on discretionary spending in hopes of achieving this. The Executive Board of the Diocese has a genuine interest in Chanco. They see the Financial Reports and financial statements regularly and have an opportunity to ask questions. Art reviewed Chanco's investments and noted that Chanco is recouping its losses in the market. Regarding the FCG Contract, the contract extension is a 16 month contract. A meeting is scheduled for November 4th with the architect regarding plans for Chanco's renovations/improvements with respect to a Chapel, the Dining Hall and year-around youth lodging. The Bishop, Sarah Scott and Art will meet on Nov. 30th with the architects regarding the conference center lodging designs. Bishop Hollerith is supportive of tearing down the conference center lodges and building lodges with screened in porches. The Board of Directors will have an opportunity to see the designs.

Art received a call from someone who wants to donate a boat to Chanco. This person is a long time Chanco supporter and this has been referred to Jim Camp and Terry Wolak.

Executive Committee: Minutes have been distributed. No questions.

Camp Director's Report: Art asked about Jim's work on youth retreats and youth retreat fliers. Jim's idea is that the flier would go out with information provided to youth groups that have requested information or who have already booked to use Chanco. This flier could also go out with the data-base developed for the conference center marketing. Tater suggested that the brochure could have quick bullet points of offerings to choose from when booking the use of Chanco for retreats. Sarah Scott suggested that Jim come to the next marketing committee meeting to address this and implement this program. Art inquired about the idea of marketing to the schools. There was also an idea of offering the program for free to teachers here at Chanco. Sarah Scott directed Jim to solidify program ideas with Mary Lou, chair of the Programs Committee. The Camp staff reunion is occurring soon and Sarah Scott suggested that staff applications and job titles be available for the staff reunion. Job descriptions have been revised last year by Jim S. These will be available for the reunion. Jim S. has identified projects around Chanco that need work. Camper information packets and staff packets will be done by 1/1/10. The 2009 videos are being uploaded by Tater to the website by October 23. There are ropes course repairs that are needed and the expense needs to be run by the Finance Committee in order to be sure we are budgeted for this.

Conference Center: Art asked Stacey about re-booking for the conference center. When guests leave, there is no staff person present to re-book. There is always a follow up with these groups who often don't have a definite date for their next event when they leave.

The following committee reports were filed by title:

Camp Committee: Art asked about pick-up times for camp. Sarah Scott asked about how many surveys have been received and there have been 66 received to date. There was discussion regarding the number of families that picked up before lunch, during and after lunch in 2009. The Financial Assistance policy will be reviewed with the Finance Committee prior to it being presented to the Board. There are fewer questions about Financial Assistance and our policy and protocol for this now than there were previously. The Out Trip loss was discussed and is being reviewed. The expenses for Out Trips are being investigated versus the cost. The committee will be making a recommendation regarding this in the future. There was some discussion regarding assistance for Stacey prior to and during camp busy season with phone calls, emails, registrations. Stacey indicates that her need for assistance during camp more than prior to camp. The bathhouses need major, major renovations. Art asked Jim Sitzler to contact a contractor to come out and look at the bathhouses and give an estimate for needed renovations. The bathhouses are the biggest complaint in surveys. Sarah Scott asked that the camp committee and property committee get together and make a recommendation to the Board for the needed renovations to the bathhouses. Change for Chanco: Jim has

recommended that field games for the front field area more attractive to campers – soccer goals, tether ball, etc. Talley asked Jim to get actual photos of the items for her Change for Chanco letter. This letter will go out with camper packets beginning January 1, 2010. The item for Change for Chanco will be deferred to the Development Committee; a rock wall and some other items were discussed as being great additions to camp that the campers would be excited to raise money toward. The CITs were not paid this past year. There was discussion regarding a gift card at the end of summer as recognition for service. Camp Committee does not recommend paying CITs as there are more teens interested in these positions than there are spaces for CITs. They are willing to work for free. The idea was suggested that the camp summer staff could be involved in contributing to the CIT gift card at the end of summer for their help to the counselors throughout the summer.

Development Committee Report: Art had a couple of questions regarding the Change for Chanco program for 2010 and the proposed resolutions regarding the recognition of volunteers and significant donors. These points will be clarified with the Development Committee and then the resolutions brought back to the table at the next Board meeting.

Marketing Committee Report: Tater asked that Chanco Chatter be included in every e-news. Sarah Scott indicated that she attempts to have it in every edition of e-news though there are times that there is not enough space. There was some discussion regarding the logo development. There was some discussion regarding the fact that there is 40 years of branding regarding the Indian. Talley asked about the Conference Center brochures going out to area churches. Regarding the brochures, Stacey indicated that 39 of the 180 mailed thus far have been returned as “not deliverable” to that address because the address used is the physical address and not the P.O. Box address. There are some Camp store issues regarding changing the camp store from summer camp versus items for the conference center season. The website will not be done until the logo is finalized. Some forms for the website are still needed. On-line donation will also be available. There is some minor tweaking that will still be needed once the logo is confirmed. The new camp conference center brochures will be developed by Sarah Scott and Lori Bidgood and will not have 2010 dates so that they may be used without being outdated. Instead, a one page flier will be created to go with the brochures with the 2010 dates. These are scheduled to be done by November.

Personnel Committee Report: There were some questions regarding the role of the caretaker. We will still need a caretaker once Robbie is hired. The Employee Policy Manual has been revised. Charles indicated that Robbie and Shanna have been a delight as he has interacted with them the last two weekends at Chanco and their service has been stellar.

Program Committee: No report.

Properties: The lodges will need to be designed and approved by the Board and then we will need to determine the length of time to build each lodge. The Executive Board will be asked to approve mortgaging the property and tearing down lodges A, B, C and D.

Tearing down the property and re-construction would not likely begin until December of 2010. The Dining Hall and the retreat house need roof repairs. Jim C. has a friend that can patch repair the roofing, but we still need to look at re-roofing in the long term. Chuck Alley may be an option for services as he is an alumni and roofer. Jim C. spoke with the person that is interested in donating a boat – a 17 foot bay sailor, suggested that this boat is not useful for Chanco's needs and recommends we thankfully decline the offer.

Old Business:

- A. **Camp Rates** – The following resolution was moved, seconded, and approved:
Resolved that for 2010, the camp fees be adjusted so that for a one-week session, the fee is \$410 per camper and for a two-week session, the fee is \$720.00 per camper, and
Resolved further that the 2009 rates will apply for any camper who registers and pays the fee prior to December 31, 2009.
- B. **Board fall retreat or work day:** Sarah Scott indicated that there was only one day available and it was too short notice to have a fall work day.
- C. **Job descriptions:** Questions regarding Job Descriptions were deferred as Board members had not had a chance to review the descriptions; Sarah Scott will email the job descriptions to the Board.

New Business:

- A. Suggested meeting dates for 2010: The Bylaws indicate that we meet quarterly - but we need to decide about meeting times. After discussion, the general consensus was that we continue to meet every other month. Therefore, we will meet the third Tuesday of the month and we will meet at 4 pm consistently.
- B. 2010 Budget - \$15,000 increase in camper revenue is budgeted. The Lodging was scaled back by \$50,000 and we are projecting \$180,000 for 2010. The Annual Fund will be budgeted at \$60,000 which we will clear this year. We are cutting back on the marketing expense. The full time paid staff left the meeting to discuss staff compensation. The Compensation plan for all full time staff was reviewed as a break down for the 2010 budget. Karen and Sarah Scott will review the compensation plan for 2010 with full time staff. Karen and Art are to work on the reporting structure. It is important to have accountability and transparency in the reporting structure. The retro-compensation for Stacey for 2009 for duties performed that were budgeted for was discussed. ***It was moved, seconded and approved that Stacey is paid the \$6,000 for work done and it will be paid pending the October 31, 2009 review of the budget. It was moved, seconded and approved that the 2010 budget be approved as presented.***
- C. Proposed amendment to Bylaws resolution: Tater reviewed his proposed amendment that key positions are hired and terminated by agreement of the full Board. Art is in disagreement with the amendment as it is the task of the President to have the final say as to the hiring and firing of employees. There was significant discussion regarding the pros and cons of the Board being involved in

hiring and firing. The resolution wasn't seconded. It was discussed that the hiring and firing of key employees would best have the full Board's blessing and that the Employee Policy Manual be reviewed and if necessary, revised regarding employment and termination of employees. Karen, Sarah Scott and Art are to work on this.

- D.** Re-stated Bylaws: Art reviewed the re-stated Bylaws. There was some discussion and it was *moved, seconded and approved that the Bylaws be approved as drafted.*

Next meeting: Tuesday, December 1st at 4 pm. This is a Board meeting followed by our annual Christmas party.

The meeting was closed with prayer led by Talley Banazek at 6:54 pm.

ACTION POINTS:

- Jim S. to attend the next marketing meeting to discuss his program ideas for youth retreats and best how to market these ideas (i.e. the flier, who to distribute the flier to, etc.)
- Jim S. to have camper information packets and staff packets done by 1/1/10.
- The 2009 videos are being uploaded to the website by October 23 by Tater.
- There are ropes course repairs that are needed and the expense needs to be run by the Finance Committee in order to be sure we are budgeted for this. Jim S./Camp Committee to review needed renovations and costs and to run the estimates by the Finance Committee.
- Talley/Development Committee to review Change for Chanco resolution and resolution to honor volunteers/donors and present to the Board.
- Talley/Development Committee and Jim S./Tater/Camp Committee to review and decide upon the Change for Chanco item for summer 2010.
- The Camp Committee and Marketing Committee are to finalize the logo within the next two weeks and then the new website is to go live.
- The camp/conference center brochures are to be mailed to the rest of the non-Episcopal Church database. (Sarah Scott/Stacey)
- The new camp/conference center brochures are scheduled to be done by November 2009.
- Sarah Scott is to review the 2010 compensation plan with the full time staff.
- Art and Karen are to review and revise the Employee Policy Manual – in particular, the reporting structure and accountability are to be clarified.

Respectfully submitted,

Talley Banazek
Secretary