

**Chanco on the James, Inc.
Diocese of Southern Virginia**

**Board of Directors
Minutes
February 17, 2009
Tuesday, 2:00 P.M. at Chanco**

Members Present: Talley Banazek, Jim Bradberry, Jim Camp, the Rev. Robert Johnson, Michael Kellam, Ann Krannitz, Charles Porter, Tater Roberson, Art Spooner, Sarah Scott Thomas (President), Jim Thurmond, Tom Summerlin, Melissa Thomas, Karen Witherspoon, Terry Wolak, Julie Young

Members Absent: Mary Lou Crifasi

Also Present: Jenny Alfano (CCAA Vice President); Rick Mason (Interim Youth Missioner), Jim Sitzler (Camp Director), Stacey Richards (Retreat Center Director); Brad Cunningham (Facilities Manager)

At 2:00 p.m., Sarah Scott Thomas called the meeting to order. The opening devotion was led by Talley Banazek and prayer was led by the Rev. Robert Johnson.

The Minutes of the December 2, 2008 Board of Directors meeting were approved as written.

Election of Officers: The Board discussed nominating officers in December for the upcoming year. It was agreed that beginning this process in December would allow interested persons to consider running for office and make their interests known to the Board prior to the election process.

On motion made and duly seconded, Sarah Scott Thomas Jim Bradberry, Talley Banazek, and Art Spooner were elected President, Vice-president, Secretary and Treasurer, respectively, for the upcoming year.

On motion made and duly seconded, Talley Banazek and Art Spooner were elected as at large Directors.

The Executive Committee includes the President, Vice President, Secretary, and Treasurer. On motion made and duly seconded, Jim Camp and a Properties Committee member, to be appointed by Terry Wolak, were elected to serve on the Executive Committee.

Sarah Scott appointed the following individuals to chair the following Board committees: Camp Chanco – Tater Roberson; Development – Talley Banazek; Finance – Art Spooner; Marketing – Sarah Scott Thomas; Personnel – Jim Bradberry; Programs – Mary Lou Crifasi; and Properties – Terry Wolak.

Reports (distributed prior to the meeting):

President's Report: Sarah Scott reported that Berkeley Bidgood resigned from the Board of Directors. Sarah Scott introduced the new Board members and the new staff. Brad Cunningham is our new Facilities Manager. Darlene Grady has been hired to host the conference guests on the weekends. Julie Young, Melissa Thomas, Tom Summerlin, and Ann Krannitz are welcomed to our Board.

Treasurer's/Finance Committee Report: (See attached report) Art reported that everything is looking very positive financially and reviewed his report indicating a surplus at the end of 2008 of \$12,610.

Executive Committee Report: Jim Bradberry reported that marketing and development issues were a focus of the Executive Committee meeting and progress toward Strategic Plan goals was reviewed.

Camp Director's Report: (see attached report). Jim Sitzler reported there were 22 campers registered at this time in 2008 and there are currently 30 campers registered thus far for this summer. Jim reviewed the re-vamped Out Trip sessions for 2009. The individual Out Trips have been re-structured to be "theme trips" including Sail Camp, and Land, Sea and Air Adventure Out Trips. Justin Young will be running the Out Trips again this summer. At the beginning of March, there will be a full itinerary posted on the website for each out trip so that families can see exactly what their camper will experience. As age groups have opened up for each session, every activity will be tailored to the specific age. The new website will have daily photos posted for parents during the sessions. As of today, Jim has ten returning staff confirmed and five new applicants. Camp needs between 35-40 staff total. Jim is returning to the ODU summer job fair to recruit counselors as well. Chanco will have a full time Chaplain and Registered Nurse again this year. Open House dates are set for April 19th from 2-5 pm and May 2nd from 9-4 pm. Jim is attending the ACA Tri-State Conference from March 17-20, 2009. Six of the damaged sailboats have been repaired with none yet over estimated cost. Insurance is paying 100% of the repairs. The sailboats will be finished well before camp. CCAA has scheduled a work weekend from May 15-17. Brad and Jim will have a specific job list for the volunteer work days. Brad and Jim will be meeting about having the bathhouse floors needing resurfacing. The ropes course and zip lines will be repaired and enhanced. There are three elements that are "half built" and will be completed this year. Chanco will begin use of telephone poles for elements rather than trees as this requires less maintenance. Chanco will sell the large motor boat. It will be repaired and sold. The plan is to replace it with a more practical boat for camp's purposes.

Conference Center Report: (see attached) Stacey reported group revenue by category indicating that we are not yet able to compare revenue to this time last year due to money not being collected in a timely fashion until March of 2008. The Board determined to not host a Fall Fest hosted this year and instead to focus on expanding the Open House events

in the spring that promote camp. CCAA will meet with Stacey to discuss the alumni reunion.

Marketing/Development: Talley reviewed Christmas cards sent to all 2008 donors as well as to all campers and conference guests. Thank you letters were written to all 2008 donors thanking them for their financial support of Chanco's ministry and asking for continued support in 2009. Talley reviewed revisions done to the CPR packets of information and the fact that new Reps have been recruited for this year. The Chanco Open Houses are beginning in parishes all around the diocese. Talley handed out copies of the 2008 Annual Report to all board members. Talley discussed Chanco's presence at including the Council address on behalf of Chanco. Jim and Talley worked the Chanco booth for the weekend showing the DVDs, handing out fliers, and recruiting campers and Chanco Reps. It was a very positive weekend. Talley wrote an article for the JTC highlighting Chanco's successes in 2008 "It's a New Year at Chanco" and a color ad announcing summer camp 2009 sessions and dates. Alumni Mike Summerlin represented Chanco at a summer camp fair in North Carolina soliciting a great deal of interest as Chanco is closer and less expensive than other camps in his area. Sarah Scott reported that the website will be updated and e-news will begin for Chanco.

Personnel: No report. Staff evaluations were completed in December.

Properties Committee: (see attached report) Terry reported that the shed construction has begun. They are working on a plan for Lodge D renovation/construction. Dining Hall expansion needs to be researched. Electrical estimate for heat in the bath houses is being researched. Brad has begun work on the retaining wall at Watson. Plans for the chapel also need to be researched. The landscaping contract has been eliminated and Brad will take over these duties. The road to the river is holding up well.

Program Committee: No report.

Old Business:

2009 Budget: Art reviewed the 2009 budget and narrative that were handed out to the board members. Chanco is budgeting for a higher camper number this year – 425 campers. *On motion made and duly seconded, the 2009 budget was passed unanimously.* Talley thanked the Board members again for their 100% participation in the Annual Fund for 2008 and was proud to announce this in the Annual Report, in the *Jamestown Cross* and in her address at Council.

Board Retreat: A committee including Karen, Ann, Rick, and Sarah Scott was formed to determine the Board retreat dates and schedule.

Curtis Group Report:

On motion made and duly seconded, it was unanimously agreed that a committee be formed with Sarah Scott Thomas as Chair to work on Chanco's needed capital projects.

Sarah Scott is given the authority to appoint members to this committee and to spend up to \$30,000 in architect fees in order to bring back designs to the Board for approval.

New Business:

Bill Taylor's email: Art reviewed the issues regarding Bill Taylor's complaint. The Board agreed that Sarah Scott will write a response to Bill Taylor on behalf of the Board.

Meeting dates and time. The next meeting will be the retreat and will be in April. The meeting in December will be the first Tuesday of the month and will be our Christmas party. The Board discussed the time of our meetings (2, 3 or 4 pm) and deferred any decision on this until the retreat.

Sarah Scott announced that if anyone would like something to be added to the agenda, contact Talley, Art or Sarah Scott to be included in the meeting agenda.

The next Board meeting will be the retreat.

Meeting adjourned with prayer at 3:44pm.

Respectfully submitted,

Talley Sale Banazek, Secretary

ACTION ITEMS:

- Brad and Jim to develop a work list for the CCAA work weekend.
- Brad and Jim to meet about bathhouse floor resurfacing.
- Stacey and CCAA will meet to discuss the fall alumni reunion.
- Sarah Scott to coordinate the work to update the website and the e-news.
- Sarah Scott to form a committee to work on capital projects.
- Sarah Scott to write a response on behalf of the Board to Bill Taylor.
- Sarah Scott to form a committee to plan the Board retreat. The time of our meetings is to be discussed and determined at this retreat.