

Chanco on the James, Inc
Board of Directors

April 24, 2009
Friday, 4pm at Chanco
Minutes

Members present: Jim Bradberry, the Rev. Robert Johnson, Michael Kellam, Ann Krannitz, Charles Porter, Tater Roberson, Art Spooner, Tom Summerlin, Sarah Scott Thomas, Jim Thurmond, , Melissa Thomas, Karen Witherspoon, Terry Wolak, Julie Young. Sarah Scott Thomas, president of the corporation, presided and Karen Witherspoon, secretary pro temp, recorded the minutes.

Members absent: Talley Banazek, Jim Camp, Mary Lou Crifasi

Also present: Jim Sitzler (Camp Director), Stacey Richards (Retreat Center Director)

At 4:00 pm, Sarah Scott Thomas called the meeting to order, with Robert Johnson offering the opening prayer.

On motion made and duly seconded, the Minutes of the February 27, 2009 meeting were approved subject to correction of four typos.

Reports:

President's Report:

- Sarah Scott discussed the different committees. The group will break into different committees and set goals and strategies for the year. We will share our goals tomorrow.
- Capital Projects Committee: Sarah Scott Thomas announced that the members of the committee are including herself, Robert Johnson, Talley Banezak, Jim Camp, Art Spooner, and Terry Wolak. The committee is to determine the projects and improvements based on Tom Tingle's report.
- Shanna Matthews, a contractor was hired to do housekeeping approximately 3 days a week or as needed. This should save approximately \$20,000 a year. Linen service is still in effect.
- The Retreat is a work day, on Saturday, and the Board members will be assigned to tasks based on what committees they are members. The project is to landscape the Watson Lodge.

Treasurer's Report:

Art explained the revenues and expenses, year-to-date and itemized a few items including the housekeeping service and telephone service. Art noted that there are two grants made to youth program by the Diocese in the amount of \$20,000, which are not yet reflected under Revenues. Art also explained that due to a change in bank accounts (separating Chanco from the diocesan bank account), the Revenues and Expenses Report appears

different than the previous report: “MTD last year”, “YTD last year” are missing due to the separation of the accounts.

A Board member inquired about Sarah Scott’s compensation and Art noted that the amount is included in the Marketing expenses, but he will separate the amount so that it is transparent.

Executive Committee Report:

Art reported that the Executive Committee reviewed YTD Revenue and Expense Report, and discussed the Camper numbers, selection of the Chaplain (Jennifer Kimball) and that we are still looking for a nurse. The Executive Committee also discussed Tom Tingle’s report – Tom felt some of the estimated costs to build some of the proposed projects are inflated and may be less than projected. The Committee discussed other positive items including building a chapel and moving Building D.

Camp Report:

Jim reviewed his Camp Report:

- Camper numbers overall are up over last year. Jim and Julie Young reviewed the staff applications and made offers to the majority of the applicants. Camp still needs one male counselor, an RN (post listing on ACA Website), and a ropes course director.
- 15 returning staff and 23 new staff.
- 6 CITs (3 male, 3 females) unpaid; room and board is provided
- The first Open house was held on April and 20-22 families showed up. The next Open House is scheduled for May 2.
- Campers: 274 registered campers this year compared to 191 YTD last year!!

Conference Center:

Stacey reported that business is down for the first three months of the year as compared to last year, but still looking okay.

Development Committee:

Talley’s written report had been distributed.

Marketing Committee Report:

- Last week, Camp Brochures were finished and mailed to all churches and campers going back to 2005. Cost was approximately \$6000 including postage, mailing, envelopes. Sara Scott Thomas is currently working on making it a downloadable document. Lori Bidgood designed the 2009 brochure.
- Postcard campaign is beginning with card going to all campers.
- Website. Chanco on the James will be one site. There will be a photo area; parents can purchase photos of their kids and have pictures sent to them. The estimate date is to go live on May 30th. Sarah Scott is working on a new logo, to update the Indian.
- CPR program is WORKING great!!

Properties:

Terry reported that Tom Tingle, the architect, met with Sarah Scott and Art regarding the chapel, dining hall and lodges. Terry requested to be present at the next meeting with Tom.

Terry discussed that Tater has a brother-in-law who will be installing heaters in the bathhouses. The Board approved the project.

Old Business:

- Sarah Scott discussed the retreat and breaking into workgroups.
- CCAA will have a work weekend coming up in May. Brad and Jim are developing a list of items that need to be done during the weekend.
- Jim discussed the bathroom floor resurfacing. One bathhouse has been resurfaced with a grey epoxy-paint floor. The others will soon follow.
- Sarah Scott is currently working to update the websites so they are combined.
- The CCAA representatives will be discussing with Stacey their fall alumni reunion.
- Sarah Scott noted that she had not yet drafted a letter to Bill Taylor in response to his e-mail to Art.

Dates were set for the upcoming meetings:

June 16 th	2pm
Aug 18 th	2pm
Oct 20 th	4pm
Dec 1	4pm (Christmas dinner; those who want may stay overnight)

New Business:

- Tater discussed a “disabilities camp” as a possibly for a September session. Tater will put together a proposal including nurses and doctors, liability, etc.
- The Board will break up into Subcommittees to discuss strategies and goals.

The meeting was adjourned for dinner at 6:15pm.

Respectfully submitted,

Karen Witherspoon