

Chanco on the James, Inc
Board of Directors

June 16, 2009
Tuesday, 2 pm at Chanco
Minutes

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

Members absent: Jim Bradberry, Mary Lou Crifasi, Tom Summerlin, Jim Thurmond

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

At 2:05 pm, Sarah Scott Thomas called the meeting to order, with Talley Banazek offering the opening devotion and prayer.

On motion made and duly seconded, the Minutes of the April 24, 2009 meeting were approved.

Reports:

President's Report:

- Darlene has left and is replaced by Kim Lombardo.
- We are investigating doing our own laundry at Chanco, as the laundry service has never been satisfactory.
- Dave Belote, Chanco alumni will be featured in Diocesan e-news.
- Sarah Scott asked that Committee Chairs to submit their reports to Talley one week ahead of the Board meeting. This will allow reports to be sent to the Board members in a timely fashion giving Board members time to read the reports ahead of the meeting.

Treasurer's Report:

Camp is doing very well with camper numbers. Conference Center is down about \$33,000 in lodging the first four months of 2009. Meals are down \$20,000. One weekend conference group was lost due to bad weather. The economy is likely a factor for other decreased/cancelled bookings. Two grants (\$10,000 and \$8,000) have been given and are not reflected in the budget. One of the grants is from the Diocese and is designated for the CPR program/financial assistance. The \$8,000 grant is unrestricted. Chanco is pretty much within the budget. Art reviewed the recommended revised budget. There was significant discussion regarding compensation/ expenses for marketing and the President.

ACTION POINT: Art, Sarah Scott, and Karen will work on a paper to present at the next Board meeting regarding the responsibilities of development, marketing and the President as well as the budget, expenses and compensation of these areas.

Art reviewed the financial statements and results of the 2008 Audit Report to the Board of Directors by Cavanaugh, Nelson, and Co., PLC, Certified Public Accountants and Consultants and all Board members were given copies of the reports (see attached).

Incentive Compensation Plan (ICP): Art reviewed the terms of the proposed ICP.

Art moved the Incentive Compensation plan be adopted. It was moved, seconded, and the Plan was approved.

CCAA request for a special rate for the Alumni Reunion in 2009: The finance committee recommends: 1) \$80 per lodging room in Buildings A, B, C, D the Manor House, the Watson Lodge, and the Infirmary for the weekend. 2) 80% of any additional amounts collected (from chalet rentals, net tee shirt sales, etc.) will be contributed to Chanco without any restrictions (e.g. not specified as to use). 3) The remaining 20% of any additional amounts collected will be contributed to Chanco and may have restrictions (as to how the funds will be used), and 4) all checks should be made payable to Chanco on the James. Art agreed with a friendly amendment to the motion that with the modification of needing 45 days in advance notice of rooms being used and that checks may be made payable to CCAA or Chanco on the James.

On motion duly made and seconded, the CCAA's request for a special rate for the 2009 Alumni Reunion as written above was approved.

There was some discussion regarding the plan for Chanco to begin doing its own laundry versus utilizing a laundry service which has had repeated problems.

On motion duly made and seconded, the Board approved \$3,000-\$5,000 for the purchase of a commercial grade washer and dryer for Chanco.

Executive Committee Report: Minutes of the committee meeting will be sent out to the Board.

Camp Director's Report:

Jim reviewed his Camp Report:

- Camp registration to date has increased 34% compared to 2008 camper numbers. If you compare current registration to complete 2008 camp registration, we've already increased 21% from last year. The ACA does not have a bracket for camps that have grown more than 7%. Chanco is off the ACA charts for camp growth! We have a wait list for first Session. We have 151 campers for First Session.

- We still do not have a Registered Nurse, but Jim S. has a couple of leads. Two applications were reviewed: Laura Delaney, RN and Mary Peyton Miller, a paramedic with pediatric specialty. Laura would be driving from California. The Board addressed the ACA guidelines which have changed for Chanco since last year due to the area EMT arrival time changing. (It used to take paramedics 20 minutes to arrive at Chanco; it now takes 6 minutes for response). However, Chanco has advertised a full time RN for this summer and therefore must hire a full time RN for this summer.
- Chanco has a full time Chaplain coming again this summer.

ACTION ITEM: Sarah Scott requested that Jim S. amend his report to include the full summer camp staff list (only program staff and camp staff are currently listed and administrative staff needs to be listed as well).

Conference Center: (see attached report)

Stacey reported that recently three groups cancelled due to budget constraints. For the next three months the conference center is booked every weekend. Many of the weekends are completely full. There is some space for small groups in some weekends. There was some discussion regarding the fact that the roofs are leaking in some conference rooms. The mold is another issue with conference buildings (Conference rooms A, B and D).

ACTION POINT: The Property Committee is to meet to address the issue of the leaking roofs in Conference rooms A, B, and D and make a recommendation to the Board.

Trash and toilet paper needs to be addressed on weekends as the rooms have not had sufficient toilet paper or trash disposal on weekends.

Camp Sub-committee: No report. Tater stated that the committee is working on revising the policy of financial assistance to campers. The committee's proposal will be reviewed and affirmed by the finance committee and then submitted to the Board.

ACTION POINT: Camp committee to draft a revision of the Chanco financial assistance policy, review with the Finance Committee and then submit to the Board.

Development Committee Report: (see attached) Talley reviewed the highlights of the Development report, specifically the newly instituted "Change for Chanco" program begun this summer for campers to contribute to Chanco for a specific item/project (this year, the Revolution) and the largely increased Annual Fund drive (from 135 Annual Fund letters sent in 2008 to 728 Annual Fund letters and packets sent in 2009). Talley is more specifically tracking the results of these development actions this year compared to last year's efforts.

Marketing Committee Report: (see attached). Sarah Scott reported a current need to focus more specifically on marketing the conference center. Sarah Scott updated the

Board on the website and e-news projects which are still underway and not yet complete. The new website is not yet live. It still needs a new logo and a color scheme. The photos and copy have been done. Photos can be uploaded on the new site. Subscribing to e-news has been done. The camp store will be on line on new site. The goal was to have the new website live by the time camp opened. However, if the website is not ready by the first day of camp, then it will not become live until after camp to avoid potential problems during the busy and high website traffic camp season. Sarah Scott noted there were a couple items missing in the Marketing report due to Talley's recent computer problems and the Marketing Committee report will be revised with Talley's information.

ACTION POINT: Tater can determine how to upload photos to the old site and will get with Jim S. about uploading photos.

ACTION POINT: Sarah Scott to revise the Marketing report to include Talley's information.

Personnel Committee Report: Karen reviewed her report (attached). The Board meeting/ working Retreat in the spring was so successful that there has been discussion on holding another Board retreat in the fall. The Board agrees with this idea. Karen and Sarah Scott will work to set a date for a Board meeting/ retreat in the fall for a Friday – Saturday. Karen reviewed her plan to develop some Leadership Training for the staff and counselors.

ACTION POINT: Sarah Scott will review the conference center calendar with Stacey and then email the Board with several date options and the date with the most Board members able to attend will be set.

Properties: (see attached)

Terry reviewed his report. Jim S. and Brad have discussed that they would like to replace the van, but it will not be able to be replaced before it is needed. Therefore, the van will need to be repaired. It is currently used for moving boxes and luggage. Terry brought some plants for Brad to plant – thank you, Terry!

Program Committee: Has not met.

Old Business:

The Bill Taylor letter – Sarah Scott reported that her response to his letter has not been written. There was some discussion regarding the need to respond at this point. Bill Taylor has met with the Bishop and the Board agreed that there is no need to respond.

New Business:

Next meeting: August 18th at 2 pm at Chanco.

The meeting was closed with prayer led by the Rev. Robert Johnson at 4:15 pm.

ACTION POINTS:

- Art, Sarah Scott, and Karen will work on a paper to present at the next Board meeting regarding the responsibilities of development, marketing and the President as well as the budget, expenses and compensation of these areas.
- Sarah Scott requested that Jim S. amend his report to include the full summer camp staff list (only program staff and camp staff are currently listed and administrative staff needs to be listed as well).
- The Property Committee is to meet to address the issue of the leaking roofs in Conference rooms A, B, and D and make a recommendation to the Board.
- Camp committee to write draft proposal of Chanco financial assistance policy, review with the finance committee and then submit to the Board.
- Sarah Scott to revise the Marketing report to include Talley's information.
- Sarah Scott will review the conference center calendar with Stacey and then email the Board with several date options and the date with the most Board members able to attend will be set.
- Tater can determine how to upload photos to the old site and will get with Jim S. about uploading photos.

Respectfully submitted,

Talley Banazek
Secretary