

Chanco on the James, Inc
Board of Directors

August 18, 2009
Tuesday, 2 pm at Chanco
Minutes

Members present: Talley Banazek, Jim Camp, Mary Lou Crifasi, Michael Kellam, Ann Krannitz, Charles Porter, Tater Roberson, Art Spooner, Sarah Scott Thomas, Melissa Thomas, Jim Thurmond, Karen Witherspoon, Terry Wolak, Julie Young.

Members absent: Tom Summerlin, the Rev. Robert Johnson

Also present: Jim Sitzler (Camp Director), Stacey Richards (Retreat Center Director), and Jenny Alfano and Chuck Alley (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 June 16, 2009 meeting were approved.

Reports:

President's Report: Sarah Scott discussed her plan to implement Robert's Rules of Order into this meeting. The committee and subcommittee reports are filed by title. If questions or clarifications are required, then this may be requested at the meeting. All questions need to be directed to the Chair of the Board (Sarah Scott), not to the Chair of the Committee. If there are changes needed, then a resolution needs to be submitted to the Board. If you have a resolution to the Board, send it to the Board Secretary (Talley) and then Talley will send it out to the Board. No new matters will be brought to the board for actions without a resolution being submitted first. Only Board members have voice and vote. If you are not on the Board, you cannot speak. The Board is open to observers who are welcome. The Chair may invite a guest to speak. If you would like someone to speak, then you may let the Chair know and she will invite him/her. Any issues involving contracts or staff require the Board to go into Executive Session. Anything that is said in Executive Session is absolutely confidential. It is not in the minutes. If you are involved in a relationship involving a person being discussed by the Board and cannot act in your fiduciary responsibility to Chanco, then you may excuse yourself from the meeting.

It was moved and seconded to go into Executive Session at 2:18 pm. It was moved and seconded to come out of Executive Session at 2:35 pm.

Treasurer's Report:

As of July 31, 2009, we are still in the black for revenues. We need to consider a slight increase in our room rate (once the rooms are improved). We need to consider a slight increase in camp fees and a \$25 capital fee per family.

Executive Committee: Minutes have been distributed. No questions.

Camp Director's Report: It was suggestion that Jim S. get with Terry W. regarding the property issues addressed in his report.

Conference Center: Generally, we receive about 90% of our surveys back from conference center guests. There is significant black mold in Conference Room D. This issue is to be addressed with the property committee. Jim Bradberry is aware of someone who may do a knitting program at Chanco. Jim B. is to get with Mary Lou of the Program Committee regarding this idea.

Committee reports filed by title.

Camp Committee: There were some clarifying questions regarding the dates set for summer camp 2010. Jim clarified that camp cannot begin any earlier due to Richmond schools getting out on June 22, 2010. On financial assistance, this will be coordinated with the finance committee. No further questions.

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

Development Committee Report: Art had a couple of questions regarding the Change for Chanco program for 2010. **ACTION POINT:** Talley is to make a resolution regarding the Change for Chanco program for 2010 for the next Board meeting.

Marketing Committee Report: No questions.

Personnel Committee Report: No questions.

Properties: A resolution will be made regarding the sale of the donated boat as is. **ACTION POINT:** Terry and Jim C. to write a resolution regarding this to be submitted to SST via email for Board vote so that the boat may be sold as soon as possible. It is also recommended that a resolution be submitted regarding an irrigation system.

Program Committee: Has not met.

Old Business:

- A. **Director's duties and responsibilities** – Charles Tucker was unable to attend the meeting as scheduled to review this due to illness. Art reviewed the memo previously circulated to the Board regarding the responsibilities of the Board of Directors. For example, there was a questionsregarding changing policies and

issues which require a board vote and those that do not require a board vote. Art gave some examples such as a contract does not require a board vote and the budget does require a board vote. Resolutions require being reviewed by a committee, recommended by the committee, then resolutions are presented to the Board. If there is an issue that needs to be reviewed by the Board, then an individual can contact the Board Secretary (Talley) to put an item on the agenda as new business. Jim Bradberry indicated that the basic responsibility of the Board is to set policy and establish a fiduciary responsibility for the organization. Tater emphasized the importance of being able and allowed to ask questions and discuss.

- B. **Duties of the officers and directors:** Passed out the job description of the Board Members and Job Description of the President. Please review and it will be an item for discussion at the next Board meeting.
- C. **Board fall retreat or work day:** Sarah Scott indicated that no date has yet been set. **ACTION POINT:** Sarah Scott will circulate date options for this to the Board once available dates have been determined.

New Business:

- A. Conference Center rates, camp rates and fee for 2010: Camp rates be increased by 2010 by \$6 camper and \$25 per camper capital fee. Friendly amendment for camp rates for 2011 and friendly amendment if you pay this year you lock into these years rates.

On motion duly made and seconded it was resolved that the per night rate for a room in the Conference Center lodges A, B, C, and D be increased by Ten Dollars (\$10.00) per person effective January 1, 2011, provided that the lodge has been re-built or renovated.

On motion duly made and seconded it was resolved that the camp rates be increased by Six Dollars (\$6.00) per camper plus a Twenty-five Dollar (\$25.00) capital fee per family commencing with the 2011 camp season, and

Resolved further that any individual paying in 2010 for the 2011 camp shall be charged the 2010 camp session fee, and

Resolved further that the Camp Director and the Marketing Coordinator are to inform all potential campers of the above.

There were some questions regarding existing contracts. These will be honored.

- B. Meal rates for 2010:
- C. Resolved that Attachment B be approved by the Board. Moved and seconded passed.

Next meeting: October 20th, 2009 at Chanco at 4 pm.

The meeting was closed with prayer led by Talley Banazek at 3:27 pm.

ACTION POINTS:

- The Camp Committee is to draft a revision of the Chanco financial assistance policy, review with the Finance Committee and then submit it to the Board.
- Talley is to make a resolution regarding the Change for Chanco program for 2010 for the next Board meeting.
- Terry and Jim C. to write a resolution regarding this to be submitted to SST via email for Board vote so that the boat may be sold as soon as possible. It is also recommended that a resolution be submitted regarding an irrigation system.
- Sarah Scott will circulate date options for this to the Board once available dates have been determined.

Respectfully submitted,

Talley Banazek
Secretary