

# Chanco on the James, Inc Board of Directors

February 23, 2010

Minutes

DRAFT

**Members present:** Conor Alexander, Kate Bobbitt, Jim Bradberry, Jim Camp, Mary Lou Crifasi, Michael Kellam, Angie Lowry, Art Spooner, Tom Summerlin, Sarah Scott Thomas, Melissa Thomas, Jim Thurmond, Terry Wolak, Julie Young

**Members absent:** Talley Banazek, Robert Johnson, Sven vanBarrs, Karen Witherspoon

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

At 4:00 pm, Sarah Scott Thomas called the meeting to order and the meeting was opened with a prayer. Sarah Scott Thomas welcomed the new members and each director introduced themselves.

On motion made and duly seconded, subject to corrections and revisions, the Minutes of the December 1, 2009 meeting were approved.

Sarah Scott Thomas noted that at this meeting, the directors elect the vice president and the secretary. Jim Bradberry and Jim Camp were nominated for vice president and Jim Bradberry was elected. Talley Banazek was nominated for secretary and was elected by acclamation.

**President's Report:** Sarah Scott Thomas introduced the diocesan Norms and recommended that the Board incorporate them in our meetings. She then reported on her Chanco presentations at the pre-Council Convocation meetings and her address at the 118<sup>th</sup> Annual Council; noted that two Board members had resigned; stated that staff performance reviews would take place next week; and, summarized the Member's meeting items. Sarah Scott briefly discussed the capital projects status and noted that the bishop needs to meet with the architect on the final drawings, after which the drawings will be reviewed by the Capital Projects Committee and then by the full Board. Once the Board approves the drawings, the matter will be forwarded to the diocesan Treasurer, who will obtain the approvals required by the diocesan Canons. Michael Kellam mentioned an alternative septic system and would forward the information.

**Treasurer's Report:** The Treasurer reviewed the 2009 year-end report, noting several accomplishments by management that have resulted in significant financial savings to the corporation. The 2010 year-to-date financial statement was reviewed briefly, with the treasurer noting that 2010 has potential for a good year from a financial perspective.

**Executive Committee Report:** Jim Bradberry summarized briefly matters reviewed at the prior Executive Committee meeting.

**Camp Director's Report:** Jim Sitzler noted that the camp enrollment was 109 campers as compared to 40 at this time last year. He did not know whether this is a result of camp being "sold out" last year or the desire for the early registration discount or new campers. Jim Sitzler stated that he has a full program staff and applications for counselors and CITs. He also confirmed that there are no changes in the camp program. A board member requested him to provide the Personnel Committee and the Finance Committee a flow chart, with salaries, for the camp staff, and to submit his report electronically. A board member asked if the Camp Office phone and fax numbers were listed on the website. A question was asked as to whether the Camp Office needed a separate line for the fax machine and a board member suggested software that would "transfer" the fax to the e-mail account.

**Conference Center Report:** Stacey Richards reported on the status of employing a weekend person (someone has been employed for two weekends a month and she is interviewing this week others). Her report reflects improved conference business use (as compared to last year) and very positive evaluations marks from guests.

**Development Committee Report:** Sarah Scott, in Talley Banazek's absence, noted that the *Annual Report* has been published and distributed a copy to all Board members. At the request of a board member, the Finance Committee is to consider and recommend to the board whether the \$25 per family capital fee should be invested in an endowed fund with the distributions being used for camp capital projects or simply held in a restricted account so that all of the funds are available for use. Assuming 400 families at \$25 each, the capital fee collected each year would be \$10,000.

**Marketing Committee Report:** Sarah Scott Thomas presented the committee's report, noting that the *Camp and Conference Center* booklet has been published and distributed a copy to all board members. Sarah Scott also summarized the status of the revised website; registration with additional search engines; publishing ads in magazines; and, a means to identify churches (potential users of the facilities).

**Personnel Committee Report:** Sarah Scott, in Karen Witherspoon's absence, noted that the staff performance reviews would be held next week.

**Properties Committee Report:** Terry Wolak reported that each meeting room will soon have its own TV, VCR, DVD equipment; that the bath houses will have heaters installed and vents; and, that two gators are being purchased, for use by Housekeeping and Camp, to replace two golf carts that are not longer working. One gold cart remains available for the Conference Center guests. The Whaler needs to be replaced and the Finance Committee was asked to meet with the Properties Committee to purchase a boat. Terry Wolak also summarized the Health Department's inspection and that Robbie is taking care of the items identified.

**Program Committee Report:** Mary Lou Crifasi summarized her report, including the Music Fest that has been announced. Her committee is reviewing other potential programs and has a question as to who can host these programs and the advertising of the programs. Sarah Scott Thomas responded that with respect to advertising, her committee would arrange for such. Art Spooner requested that the Programs Committee work with the Finance Committee to determine the registration fee, and reminded all that the programs need to be scheduled for weekdays since the conference center is fairly full on weekends. Further, use of the chalets in the spring and fall would generate additional revenues.

Under Old Business, Sarah Scott Thomas summarized that the scheduled board retreat cannot take place this weekend and the board concluded that too many activities were scheduled for March for a retreat to be scheduled; the earliest date would be April or May. Sarah Scott Thomas noted that the retreat should include how the board can be more effective, working together, and reviewing our mission and vision statements and our goals and strategic plans.

Also under Old Business, Sarah Scott noted that most of the interior of the Manor House had been painted and that additional work was being done to the kitchen floor, the upstairs floor, additional painting upstairs, and new bed spreads would be purchased. She is working with Lizzie Hollerith on this and welcomed Angie Lowry's assistance.

Under New Business, the dates of the board meetings were confirmed, with all meetings commencing at 4:00 pm.

On motion made, and duly seconded, the meeting was adjourned at 5:55 pm.

Respectfully submitted,

Arthur E. Spooner, Jr.  
Recording Secretary (Acting)

#### ACTION ITEMS

1. The Finance Committee is to review and recommend how to handle the \$25 per family capital fee.
2. The Properties and the Finance Committees are to arrange the purchase of a "chase" boat to replace the Boston Whaler.
3. The Camp Director is to provide the board a personnel organization chart, with salaries of all camp staff.
4. The Camp Director is to check on software regarding faxes.
5. The president is to review potential dates for a retreat and to determine the agenda.