

Chanco on the James, Inc Board of Directors

June 15, 2010

Minutes

FINAL

Members present: the Rev. Conor Alexander, Talley Banazek, the Very Rev. Kate Bobbitt, Jim Bradberry, Jim Camp, Mary Lou Crifasi, the Rt. Rev. Holly Hollerith, Angie Lowry, the Rev. Robert Johnson, Michael Kellam, Art Spooner, Tom Summerlin, Sarah Scott Thomas, Melissa Thomas, Jim Thurmond, the Rev. Sven vanBaars, Terry Wolak, Karen Witherspoon, and Julie Young

Members absent: No absences

Also present: Stacey Richards (Retreat Center Director), Jim Sitzler (Camp Director), Jenny Alfano (CCAA Board Member) and Ashley Scruggs (Diocesan Youth Missioner)

At 4:05 pm, Sarah Scott Thomas called the meeting to order and the meeting was opened with a prayer and devotion led by Karen.

On motion made and duly seconded, the Minutes of the April 20, 2010 meeting were approved as written.

President's Report: Sarah Scott reported that the Change for Chanco program is raising money for the climbing wall. Jim is in the process of researching this project. The rock climbing wall will likely not be ready for First Session. Chanco currently has 531 campers registered including Jr. Sr. High and Chanco registrations are ahead of this time last year. The health inspector is on site currently. Shanna Matthews (housekeeping) is now a full time employee. The new Chanco Camp and Conference Center website is up and live. The new website address is www.chanco.org. The old sites all redirect to the new site. There is a "donate now" button to donate on line.

Treasurer's Report: (see attached report) Art commented that all revenues are down compared to what is estimated. Camp fees will be coming in now to end of August and will put camp revenue in the black. Chanco should be in the black for camp revenue by \$15,000 once all camp fees are collected. Conference center lodging is down primarily due to weather (winter snow storms) and the economy. Conference Center groups are frequently cutting back in their registration numbers. Art met with Stacey and if her projections hold based upon what we expect, Chanco Conference Center revenue should be at \$180,000 at year end and thus Chanco could end the year in the black. Of course, this depends closely on staying within budget on all expenses. The money owed the diocese for 2009 and 2010 (\$87,639.48) should be paid back to the diocese once all camp revenue is collected. The Executive Board has tabled the idea of forgiving Chanco's debt to the diocese of \$564,808.00.

For clarification, Art is the treasurer of the diocese and is financially responsible for all diocesan finances and will continue in this capacity for Chanco despite his resignation as Chanco treasurer.

Executive Committee Report: (see Executive Committee minutes) Jim Bradberry addressed the issue of conference center groups booking for large numbers of guests and bringing significantly smaller numbers. This is creating a problem in our conference center revenue. The Rt. Rev. Hollerith suggested that Chanco research what other camp and conference center groups are doing with their reservation process. Stacey indicated that in the last three months, three groups reserved 100 people and brought only around 30. One group had hit a guest registration of 80 in the past (New Birth Ministry) and only 30 from this group utilized Chanco this year. There should be a formal policy in place as to reservations and actual booking numbers. The board referred the writing of this policy being to the finance committee. Sarah Scott appointed Jim Camp as Chair of Finance Committee with Tom Summerlin and Michael Kellam as members.

Camp Director's Report: (see attached report). In Jim Sitzer's absence, Jim Camp reported that the Camp Committee met today and next year's summer camp dates were set. Talley will develop a flier with camp dates/ages to be handed out to campers at pick up day. The majority of area schools are finishing around June 17th or 18th next year. The bath house renovations are complete and look beautiful. All camp staff is hired. With First Session having a wait list, Jim has creatively placed a one week session for Fourth Session (our lowest camper session last year). Jim would like to advertise this program for Fourth Session next year.

Conference Center Report: Stacey Richards summarized her report.

Development Committee Report: (see attached report). Talley highlighted the Annual Fund solicitation effort and recognized the financial savings in utilizing volunteers for the solicitation effort this year compared to contracting with Printegration for the Annual Fund printing/mailing in 2009.

Marketing Committee Report: (see attached report). The new Chanco website is up and live. The picture of the day during camp will continue this summer. Please let Sarah Scott know if you see any issues that need to be corrected. An article written by Talley about the Jr. Sr. High Conference last year will be in the next edition of the JTC in an effort to market the Jr. Sr. High Conference this year. Sarah Scott highlighted a goal to research the marketing of comparable camp and conference centers.

Finance Committee Report: Committee did not meet. No report.

Personnel Committee Report: (see attached report). Karen is working on job descriptions for the Out Trip Coordinator and Out Trip staff.

Properties Committee Report: (see attached report). Terry highlighted the fact that Dixie Excavating filled, graded and seeded the septic drain field area in front of the

infirmery. Robbie is to get an estimate for the roof of the boathouse and is going to do the work himself. The skiff boat is on site with a motor. The bottoms will be painted for both boats. ACA standards require two motorized boats on site. Pool maintenance will be Jim Sitzler's responsibility. The bathrooms and pool house both need to be winterized to avoid pipes freezing and this will be done for 2010. It was noted that the grounds look beautiful. It was suggested that smaller trees be cut down around the walking paths in order to allow the larger trees to thrive.

Program Committee Report: No report. Mary Lou Crifasi is advertising for the Music Fest weekend program at Chanco this July. Mary Lou has a facebook page for this event and more folks have indicated that they are attending on the fb page than are registered. It was suggested that the brochure be mailed to the Shrine Mont participation list.

Under Old Business, Sarah Scott discussed the Strategic Plan update. Sarah Scott is tasking the committees to review and update the respective section of the Strategic Plan. The Chairs will then meet and implement the update and re-send the updated Strategic Plan to all board members. Please have updated strategic plan section to SST by July 20th. The Board President transition plan will be discussed in a meeting with Sarah Scott and Bishop Hollerith and then the plan will be then shared with the board. The finance committee tabled discussion on rates for chalets versus conference center lodging for youth. Some research still needs to be done on this issue. This will be revisited in the next finance committee meeting. It was suggested that Action Points be placed in Old Business in each Board meeting agenda and this suggestion was accepted by the board. . Jim to type up learnings from conference.

Under New Business, Sarah Scott addressed fact that there have been issues raised about the Board of Directors bonding more with the camp counseling staff. Camp Staff Week is next week. Thursday is usually a big dinner for the staff. Sarah Scott's husband has offered to get crabs and clams for dinner by the pool. The dinner will be at 6 pm on Thursday, June 24th and all board members and spouses are invited. Please respond to Sarah Scott by email as to whether you can come by June 18th.

Bishop Hollerith expressed gratitude to the board of directors. Bishop Hollerith shared his plan to be at Chanco at least three days this summer while camp is in session. He also plans to interview all staff members individually. Bishop Hollerith plans to visit Chanco in July and would like to attend an Indian Night. The Board expressed gratitude for Bishop Hollerith's presence at our meeting.

Break

The Board moved, seconded and approved entering Executive Session at 5: 26 pm to discuss Chanco Board Retreat Report offered by the Rev. Jay Magness and Woodi Sprinkel, LCSW.

The next Chanco board meeting will be August 17th at 4 pm at Chanco.

On motion made, and duly seconded, the board came out of Executive Session and the board meeting was adjourned at 7:08pm with a closing prayer and devotion led by Karen Witherspoon along with the board singing the Chanco song.

Respectfully submitted,

Talley Sale Banazek
Secretary

ACTION ITEMS:

- The Finance Committee (along with Stacey) are to review the policy for Conference Center registration and attendance numbers.
- Finance Committee (along with Stacey) to review the policy/pricing for conference center versus chalet lodging for youth groups.
- Jim Sitzler to develop a report on ideas gleaned from attending the conference and share this information with the board.