

Chanco on the James, Inc Board of Directors

April 20, 2010

Minutes

FINAL

Members present: Conor Alexander, Talley Banazek, Kate Bobbitt, Jim Bradberry, Jim Camp, Mary Lou Crifasi, Angie Lowry, Robert Johnson, Art Spooner, Tom Summerlin, Sarah Scott Thomas, Melissa Thomas, Jim Thurmond, Terry Wolak, Karen Witherspoon, and Julie Young

Members absent: Michael Kellam, Sven vanBaars

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 Talley. Sarah Scott welcomed Ashley Scruggs, newly hired Diocesan Youth Missioner, and all present introduced themselves.

On motion made and duly seconded, the Minutes of the February 23, 2010 meeting were approved with the adding of the names of the members who resigned.

President's Report: Sarah Scott reported that the committee system is working well and commended the board for their hard work in committees. Sarah Scott noted property improvements such as the leaves cleaned up from around office and mulch has been put down, the Manor House painted, the bathhouses renovated and painted. Sarah Scott announced that the camp office has its own phone number which is different from the Conference Center phone number. **The camp office direct line is: 757-294-3012.** As internet access has been spotty in Flournoy, there will soon be a separate card for Flournoy for internet access for all users of this conference room.

Treasurer's Report: Art commented on select expenses, explaining them. He also reviewed some recommended adjustments to the 2010 budget (see report), including converting the Housekeeper to employee status. The resulting surplus of budget adjustments is \$6,974.83 (correction from written report). The actual cost of the repair of the sailboats will be re-submitted to the insurance company in hopes of receiving the difference (cost of repair of sailboats was \$16,216.39 and insurance proceeds thus far are \$13,736.00).

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

Camp Director's Report: Jim Sitzler summarized his report and also shared the current camper numbers compared to camp registration numbers this time last year. In total, we

have 299 campers registered which are 69 campers more than this time last year and 125 more campers than this time in 2008. There was a question regarding the possibility of a summary of information learned/new ideas from the ACA Tri-State conference Jim attended. **ACTION POINT:** Jim will type up a summary to share with the Board. Jim discussed the success of the open house last weekend which went well and he estimated at least 60-70 people attending. One suggestion from the open house was to have a chalet staged as if campers were staying in the chalet. Jim is still looking for 4 male staff and a Ropes Course Director to complete his staff.

Conference Center Report: Stacey Richards summarized her report. She commented on the recent surveys which contain a majority of ratings in all areas as above average to excellent in ratings. She also noted the property improvements and financial savings.

Development Committee Report: Talley highlighted several items from her report including the financial savings with the “stuffing committee” preparing the Annual Fund mailing versus Printegration (savings of several thousand dollars); printing at Chanco the two new brochures (Annual Fund and Scholarship Campaign) versus professional printing (savings of \$300-\$500) and mailing the Change for Chanco letter/donation packets with the camper packets versus a separate mailing (savings of about \$378.00). The new brochures designed by Talley were shared with copies to all the Board. The Board discussed adding to the brochures the Episcopal Diocese of Southern Virginia. The new 2009 donor recognition poster was displayed for the Board members and will be in the entryway to the dining hall.

Marketing Committee Report: No written report. Sarah Scott reported that the Marketing Committee met immediately prior to the Board meeting. The new website was reviewed at this meeting as well as the Strategic Plan. The new website is now up and live at www.chanco.org. The committee found some glitches with tweaks needed and this work is still in progress. The Marketing Strategic plan has been updated and will be sent via email to the Board.

Finance Committee Report: Art reviewed his report and discussed the endowed funds and the recommendation to not draw from funds until the individual fund has reached a principal of at least \$10,000. Art discussed the suggestion of a separate line item for Change for Chanco item cost and revenue.

Resolved that the \$25 family capital fee be used each year for a camp capital project and that the president be directed to communicate how the funds were used. On motion duly made and seconded, the resolution passed by acclamation.

Resolved that the youth rates be set at \$34 per youth for the Conference Center lodging room and \$10 per youth for the chalets. There was significant discussion regarding the proposed resolution. On motion duly made and seconded, the board voted to table this resolution for further review by the finance committee.

Personnel Committee Report: Karen discussed the work the committee has recently done to review the camp employee structure plan (see attached staff flow chart) with changes in the reporting structure, review of summer camp staff salaries and work to keep a focus on staying within budget for camp staff salaries. The listing on the staff chart includes the maximum salary for each position and some salaries will be entry level and not at highest pay level. Jim is keeping a close focus on salaries and budget in his hiring process for summer camp.

Properties Committee Report: Terry Wolak summarized his report. Terry recently toured the property with Robbie. The bathhouses are significantly improved with Robbie's work to renovate them. Negotiations are underway on the price of a Carolina Skiff chase boat. This boat is well suited for camp's needs. Paint is recommended for the bottom of the Boston Whaler to avoid barnacles and to alleviate the wear and tear on the boats during summer use. A question was asked about the ownership of the Cursillo shed and the responsibility of the upkeep of the shed. The shed is the property of Cursillo. The floor in the kitchen has been repaired. The kitchen looks beautiful and is ready for the health inspection. The boat house has three holes in the roof from storm damage and Robbie is going to repair this. There was a question regarding the responsibility of the boats. The boats are the responsibility of camp. The grounds are looking beautiful.

Program Committee Report: Mary Lou Crifasi summarized her report, including the Music Fest that has been announced. The committee has committed to three programs between July and February. The Music Fest is in July. A one day Advent retreat is in December. A mid-week Women's Retreat at the end of February will be held. The committee needs to complete some research for longer range planning, specifically regarding what is needed in the way of staffing and resources for future programs. The committee feels that it needs to wait until the conference center renovations are completed for future programs planning. The next program committee meeting is May 17th at 7 pm at Eastern Shore Chapel in Virginia Beach and all are welcome.

Under Old Business, Sarah Scott noted that the board retreat will be held on May 1st led by the Rev. Jay Magness and will be from 9 am – 4 pm. The retreat will be in Conference Room C. Also under Old Business, the Scholarship Endowment Campaign discussion was deferred.

Under New Business, it was *resolved that the 2010 budget line items be adjusted as described in the submitted finance committee report. On motion duly made and seconded, this resolution was approved.*

It was noted that the board needs to begin thinking about a transition plan for the change in board president as Sarah Scott has reported that this is her last year as president. It was agreed that this needs to be a topic of consideration.

Next meeting will be June 15th at 4 pm at Chanco.

On motion made, and duly seconded, the meeting was adjourned at 5:51 pm.

Respectfully submitted,

Talley Sale Banazek
Secretary

ACTION ITEMS:

1. Jim Sitzler is to type up a summary of information learned/ideas gleaned to share with the board from his attendance at the ACA conference.
2. Finance Committee to review youth lodging rates.
3. Talley is to revise Scholarship Campaign Brochure and Annual Fund Brochure to include the fact that Chanco is a ministry of the Episcopal Diocese of Southern Virginia.
4. Sarah Scott is to further review the new website for needed revisions.