

Camp Mitchell Board of Trustees  
November 21, 2019 Minutes

Members Present: Michael Briggs, Linda Brown, Chuck Chapman (via telephone), Olivia Goza, Harold Hedges, Hannah Hooker, Sam McCracken, Robert Seibert, Marcia Williams

Members Absent: Craig Douglass

Non-Members Present: Duncan Ely, Mary Jane Hodges

Meeting called to order at 1:00pm

Linda opened us with a devotional by Henri Nouwen followed by four minutes of silent contemplation and the Lord's Prayer.

1. Skipped passing last month's minutes because Hannah needs to send a new link. Will do so by the end of today.
2. Duncan's report:
  - a. Introduced Rita Westbrook as the new guest services director, who came from Heifer
  - b. New program director effective December 1 is Larnie Bosmyer Hughes.
  - c. Volunteerism is up! Harold's group is still wonderful and effective. There are also some individual volunteers, and some State Park Americorps volunteers on loan.
  - d. Bookings update:
    - i. ARKYPAA and the guitar conference were hugely successful and have confirmed for next year.
    - ii. Duncan has been connected with a women looking for a new place to host her fourth grade camp from the Van Buren school district, and is looking for similar connections
    - iii. Brought back a baptist church to take up the 4th of July week
  - e. Programming:
    - i. Duncan and Larnie have been brainstorming and are crowdsourcing about what kinds of programs folks in the diocese would like to attend.
    - ii. The summer schedule is almost set
      1. Still working on what to do about arts/adventure camp
      2. Dick Johnston Camp would like to be a Camp Mitchell program
        - a. Michael would like a cost-benefit analysis before a vote
    - iii. Larnie and Duncan would like to use Campbrain
    - iv. Spring break camp is on for 2020
  - f. Facilities
    - i. Howe and Log both need significant construction, Duncan would like to do one of them before Summer Camp 2020
    - ii. We're going to have to comply with a new dechlorinating waste water law and it will cost about 30k
  - g. Fundraising letter: Duncan is going to send out a fundraising letter to individuals in the next couple of weeks in hopes of bringing in more cash by the end of the year.

3. Site Development and BOV report:
  - a. Newport conversion still waiting on eviction of tenants in Newport, AR for the house to sell
  - b. Burke looks FABULOUS thank you Harold and your volunteers
  - c. BOV had a very successful meeting, raised 5k more than last year, and the upcoming project will be a remodel of the chapel.
  - d. Thinking about changing the event program next year to a one day vs. an overnight event
  - e. We've got kayaks now.
4. Marketing Committee Update
  - a. Hannah read Craig's email to the group outlining the steps towards identifying target audiences, building the database of potential donors, and identifying and prioritizing capital projects
5. Finance and Budget Report
  - a. We still have accounts receivable from Summer Camp and we need a plan to try to collect before we write it off
  - b. Mary Jane presented a proposed 2020 insurance premium cost subsidy
  - c. Hannah presented a partial 2020 budget with an expected deficit of 150k before projected revenue from donations, merch sales, and funds transfers.
    - i. Hannah would like to hear from Duncan about capital projects and staff insurance benefits, from Michael about congregational donations, and from the fundraising committee about individual donations, before presenting a final budget for the board to pass.
  - d. While it is projected for the budget deficit to be smaller than in the past, we need to be more stringent in 2020 about keeping to the budget if not keeping under it. This may mean exerting more authority over spending.
    - i. Michael proposed that any spending over budget needs approval from the board.
    - ii. Hannah suggested that she monitor the finances and flag line items that get close to their YTD limit.
    - iii. *Proposal: Any staff member with permission to incur expense on behalf of Camp Mitchell must receive written permission in advance from the Executive Director to spend more than \$200.*
      1. Robert moved, Hannah seconded, approved unanimously.
    - iv. *Proposal: Any projected expense which exceeds a monthly line item budget by 10% or more must receive written permission in advance from the Board Chair, with discretion given to the Board Chair to collaborate with the full Board.*
      1. Harold moved, Olivia seconded, approved unanimously.

Meeting adjourned at 3pm

Respectfully submitted by  
Hannah Hooker