

Camp Mitchell Board of Trustees
March 14, 2019 Minutes

Members Present: Michael Briggs, Linda Brown, Olivia Goza, Harold Hedges, Hannah Hooker, Marcia Williams

Members Absent: Chuck Chapman, Craig Douglass, Will Lowry, Robert Seibert

Non-members Present: Duncan Ely, Executive Director; Doug Combs, Program Director; Tammy Garner, Food Services Director

Meeting called to order at 1:15pm by Michael Briggs

Hannah Hooker led Noonday Prayer

1. Election of Officers

- a. Hannah volunteered to be both secretary and finance officer, Olivia seconded, and Hannah was elected unanimously.
- b. Michael Briggs nominated Harold Hedges to continue as vice chair and Harold was elected by acclamation.
- c. Linda volunteered to be chaplain, Michael seconded, and Linda was elected unanimously.

2. Executive Director's Report

- a. In Robert's absence, Duncan gave the Board of Visitor's report, which was that the road from Keller Way to the kitchen and log cabins had been paved, but the project cost around \$5k more than was raised. Duncan and the BOV worked with Mary Jane to piece together the balance from several funds.
- b. Site Development
 - i. Completed Projects
 1. The kitchen renovation was completed ahead of schedule and looks and functions fabulous.
 2. Seibert Cabin got updated heating/cooling and new floors.
 3. A Mustard Seed grant has paid for renovations to Burke which is almost complete and look wonderful.
 - ii. Upcoming Projects
 1. Floors and HVAC need to be replaced in both H and L cabins, fundraising will begin soon for whichever is in most need.
 2. Plans are in the works to turn Newport into a conference center and maybe a workout center, but moving forward is dependent upon the sale of a house in Newport, AR.
 3. Duncan plans to apply for a Mustard Seed Grant and potentially a UTO grant for a high and low ropes course which could be installed in the woods between the tennis courts and the gate house. Expected cost \$80k.
 4. Signage: repairs to the ground sign at the entrance are upcoming, as well as new banners for the iron gate and Hoke.

5. Duncan would love for camp to be more economical with our energy use, but it is expensive to do things like switch over to LED bulbs in every room on campus. The idea was suggested that groups staying at camp, as well as summer campers, take part in a BYOB (bring your own bulb) campaign.
 - iii. Duncan thanks Harold and his team of volunteers for their unwavering dedication to grounds upkeep at camp, and shared that recent groups have given positive feedback about the look and cleanliness of camp.
 - c. Staff Introductions. Duncan introduced Doug Combs (Program Director), (Shelley Hanry (Office Admin/Schedule), Julie Westbrook (Assistant Director/Facilities Manager), Tammy Garner (Food Services Director) Zach (maintenance), and Tasha (housekeeping).
 - d. Community Outreach. Duncan has been elected to the board of the Petit Jean Community Association. The PJCA, which runs the Petit Jean farmer's market, has agreed to maintain Camp Mitchell's garden as a community garden, even growing produce from our requests, provided that Camp Mitchell cover capital costs. Local community members have already secured plots and committed to responsibilities such as monitoring for freezing pipes/hoses/etc.
 - e. Rates update. The staff discovered that the price of meals did not cover the cost of the food, and that the lodging rates were not sufficient either. In addition to raising both rates, Camp Mitchell will soon be listing Gifts Cabins (with the addition of mini fridges and small microwaves) and Hamilton House on Airbnb, and hopes to be able to list Canterbury in the near future.
3. Program Director Report
 - a. We have tomahawks at camp now! Good thing? Terrifying thing? We don't know!
 - b. Doug has begun making the rounds to Episcopal churches throughout the diocese to promote camp and gather feedback and ideas for programming.
 - c. Has also been in contact with a group of yoga instructors in Central Arkansas to work on hosting yoga retreats.
 - d. Camp has introduced a new pricing system for summer camp, with tiered pricing options: \$475, \$440, and \$405. As of this meeting, 72 kids have registered for summer camp. 2 opted for \$405, 10 opted for \$440, and 60 opted to pay full price.
 - e. Spring Break camp begins next week. So far, Doug has 17 kids signed up, 14 staff members, a registered nurse, and a chaplain, and is confident that Camp Mitchell will make money on this camp session.
4. Food Services Director Report. Tammy is thrilled with the kitchen remodel and thrilled about her job. She has introduced a 3-tiered menu option, ranging from casual to upgraded to deluxe, and groups can select the package on a meal by meal basis. Tammy is excited to experiment with kitchen programming this summer and is working on ideas for a culinary camp. She is also working towards a nut-free kitchen and is focused on "building a team."
5. Budget

- a. Mary Jane has tasked Michael, Duncan and Doug, over the next couple of years, to come up with a number for the cost of a non-summer camp event at Camp Mitchell, as well as think about the amount of non-summer camp reservations needed to turn a profit.
 - b. Ted Gambill, diocesan treasurer, will also be running numbers to compare with what Michael, Duncan and Doug find.
 - c. The board will need to monitor the budget closely in order to lower the deficit next year.
6. Communications
- a. Website updates are in the works but very slow-going. Duncan is working with James in the diocesan office when he can.
 - b. Doug suggested he might like to get together with the deans of each convocation at diocesan convention to discuss promotion, communications and fundraising
 - c. Michael suggested printing the Camp Mitchell newsletter for churches to put out with their bulletin boards/other brochures. NOTE: there is money in the diocesan budget for camp mitchell printing at the diocesan office.
 - d. The group debated the value of sending shortened newsletter blurbs to churches for their own newsletters, as well as to the communique, but then the group couldn't come to a consensus about whether or not people read email communications like e-news and the communique.
 - e. It was suggested that alumni involvement should be ramped up, including asking for small (or large!) donations, to be celebrated with the gift of a CM+ bumper sticker.
7. Next Meetings
- a. Thursday, May 16, 1pm
 - b. Thursday, August 22, 1pm
 - c. Thursday, November 21, 1pm
8. Meeting adjourned at 2:58pm.

Respectfully submitted by
Hannah Hooker