

Camp Mitchell Board of Trustees

April 30, 2020 Minutes

\*meeting held via Zoom

Members Present: Michael Briggs, Craig Douglass, Olivia Goza, Hannah Hooker, Jenny Knight, Robert Seibert, Greg Warren, Marcia Williams

Members Absent: Sam McCracken, Linda Brown

Non-members Present: The Rt. Rev. Larry Benfield, Duncan Ely, Larnie Hughes

Meeting called to order at 1:03pm

Michael Briggs opened in prayer

1. PPP loan
  - a. *Greg moves that we give the Bishop permission to sign documents on behalf of Camp Mitchell until further notice (in order to receive money from the federal small business loan program).*
  - b. *Craig seconds*
  - c. *Motion Passes*
2. Larry's Financial Report:
  - a. Had to return \$18,000 of camp registration fees
  - b. Camp has lost \$100,000 this year
  - c. Expecting money from the loan to come mid-late next week.
    - i. About 70k, will be forgiven if we keep the same number of full-time employees as we had the same time last year. But even part time workers fall under the loan (check in at 8 weeks)
  - d. Larry plans to get us a draft of the financial impact if camp has no further activity in 2020 but continues to pay employees.
3. Duncan's Report
  - a. Bookings:
    - i. All events through May have been cancelled, costing over 100k.
    - ii. None are currently rescheduled for 2020, though most are annual events already on the 2021 calendar
    - iii. Weddings are the big loss, only one of them has rebooked for 2021.
  - b. Shutdown/Reopening:
    - i. Duncan has been keeping up with state and federal policies about businesses like ours about when we can re-open, if we can open for single family units, etc. (Larry let us know that churches in the diocese will not be open at least through May, and Michael suggested that Camp should follow the diocesan protocol.)
    - ii. In the meantime, catching up on inventory, deep clean buildings, check HVACs, fire extinguishers, smoke alarms, etc.,
    - iii. Lots of working in the garden, volunteers are mostly individually, so social distancing is in play, PPE has not been necessary.

- iv. Duncan hasn't been able to find a place to donate food that is going bad, but Greg suggested asking local churches who have food banks
- 4. Larnie's Report
  - a. Keeping the focus on how to maintain the Spirit of Camp Mitchell virtually and without in person opportunities. Here are some of her ideas:
    - i. Camp in a Box
    - ii. PenPal Network
    - iii. CIT/Camper Big Buddy program
    - iv. Senior Check-In
    - v. Robert R. Brown/Dick Johnston Phone Tree
    - vi. Camp Mitchell Birthday Cards
    - vii. Virtual Store, including 2020 Camp Shirt (offered to us at cost)
    - viii. "Be the Missing Piece" - essentially getting puzzles of Camp as a huge fundraiser
  - b. Greg: How will you pull this off alone?
    - i. Larnie: utilizing the summer staff that had already been hired, and session directors who had signed up to do a week for free.
- 5. Future meetings
  - a. Michael would like us to get back together on May 14 at 1pm
    - i. Larry, Ted Gammill, Duncan, Larnie will talk between now and then about whether or not we could keep Cameron Haag on board for the summer to help Larnie out. They'll get a job description together for the bishop.
- 6. Final Note: Hannah has to sign off on the board's permission for Larry to sign off on the PPP loan

Meeting adjourned at 2:06pm

Respectfully submitted by  
Hannah Hooker