

Tall Oaks Board Minutes - September 8, 2019

Present: Board members: Kristin Dow, Chair, Sandy Allen, Annette Hollingsworth, Donna Rose-Heim, Suzi Goldt, Dan Merrick, Jeff Hon, Stacey Kearney, Dr. Bill Drake

Absent: Kirby Gould, Annetta Vertreese, Board members and Kelly Lee, advisor

Others present: Debbie and Dale Herrick, Martha Pierce (Tall Oaks Director), Matt Wilburn (National Association of Non-Profit Organizations) Bill Rose-Heim (Regional Minister)

I. **Welcome & Prayer**

Kristin opened the meeting at 2:05 pm. Donna led us in prayer

II. **Matt Wilburn, National Assoc of Non-Profit Organizations Presentation**

Martha introduced Matt. She attended a NANO conference and asked Matt to help us the approach the association takes for fund raising.

He presented a Major Gifts Ramp Up diagram. He talked about organizational strengths and weaknesses. "If you have a great dream backed by a sound plan, your position changes." They help outline the plan and lay the foundation of building the case. It is an 18-month process. They use Experian database to identify potential high-dollar givers and do awareness events to create relationships that leads to donations with people who may not know our cause. Since Martha is a member of NANO, any one of us can attend the training for free.

After Matt's presentation and his departure, we decided to defer any follow-up on this proposal until after the UCCR assessment is received.

III. **Approval of Minutes from June Meeting**

Correction of minutes: To remove second listing of Bill Rose-Heim and addition of Bill Drake. Bill Drake moved, Donna Rose-Heim seconded to approve the minutes as amended. Motion carried.

IV. **Executive Director's Report (see attached)**

Martha presented a written report. (See attached.) She reviewed staff concerns. She added that Steve Root (maintenance) has been quite ill but is recovering and will be returning for ½ days next week. Marshall Hollingsworth is going to help repair a fence where trees have fallen. The note in her report regarding the DOC camp income was addressed by Bill. He said that Shandra Soltani and Disciples Treasury Service are working together to make sure all funds are collected. The Last Swim brought in approximately 25 people.

V. **Committee Reports/Pending Issues**

A. **Fundraising Committee (Stacey Kearney)**

1. Gala—SAVE THE DATE! October 25, 2019

Digital invitations have been sent. Invitations will be mailed soon.

A new Gala director will be needed for 2020 as Jenna Beck is pregnant. (Due in March)

There was a discussion of a way to recognize sustaining members at the Gala

2. Fundraising Initiatives

3. April 25 – Wild Dinner is being planned at Tall Oaks

4. May 3 – A spring event is being planned with setup on May 2 at Tall Oaks. Ginny Pemberton is in charge.

B. **Compliance/Risk Management Committee (Annette Hollingsworth)**

1. Employee Manual

The Employee Manual is with Greg Lam. We have not heard back from him yet but know he will be making some suggested changes.

2. Property inspection

Valerie Kyle and Annette Hollingsworth went to Tall Oaks with the Church Mutual assessment for our property. After they finish with their findings they will report back with any major issues. So far there have not been any items of serious concern. She reiterated that it is important for a member of the Board to inspect from time to time for our due diligence in spotting any major issues. Kristin asked Annette to thank Valerie for her assistance.

C. Marketing Committee (Suzi Goldt)

Debbie Herrick has a meeting scheduled with Gary Sievers to improve the website as a place for communication, and as an e-mail source to contact people regarding upcoming events. Kristin suggested that Debbie contact Shandra asking for the camper parents e-mails. She would also like e-mail information from Gala participants last year. We thanked Debbie for her work on the logo.

D. Finance Committee (Kristin Dow)

1. Review of DTS Financial Statements, including Martha's overview

Martha explained her summary that she mailed previously. We still aren't where we want to be, but we're better than we were. The total numbers for lodging are up. Our donation level is up over what it was last year. As of August 31, the Tall Oaks staff shows our income for August is just over \$98,000 and expenses are under \$60,000. Total income for the year is over the \$645,000 mark projected. They are fighting to keep expenses as low as possible to attempt to come close to breaking even. We're booking more groups and still are booking for the fall. Most of the 2020 summer bookings are finalized, including DoC camp dates. They are tweaking them but they will be available for the Gala.

There is some confusion regarding the DTS financials and to how much of the DoC camp revenues have been already recognized and what has been booked to Accounts Receivable.

2. Nominations for new Treasurer

It was suggested that we recruit someone not already on the Board to fill this position. We discussed several people for the 4 vacancies that are going to be opening on the Board on January 1. We must submit these names by November for the December Regional Board meeting, as the Regional Board must elect members of the Tall Oaks Board.

3. Separation of Assets from GKC Region/Resolution of indebtedness (Notes from Joint Executive Committees meeting on 7/30/19 are attached)

We reviewed the record of this meeting. This meeting resulted in the UCCR assessment process.

4. Report from Kirby Gould on Saller Fund and miscellaneous See attached.

5. Exploratory Committee for Gift Acceptance Policy

A draft was submitted by Bill Rose-Heim to an attorney but has not been returned yet. We need a policy to be established. Jeff, Bill Rose-Heim, Donna and Annette have agreed to be on a committee to look at this. Annette will convene a meeting sometime in November.

E. Equine Program Review

Martha suggests developing two different positions to run the program. She is hoping to look for two part-time positions: one to run the barn and horse health and one to run programming aspects. Beth Brock is helping to find these people. Barb Deaver is set to retire next spring.

VI. New Business

A. UCCR Feasibility Study (Bill Rose-Heim/Martha Pierce)

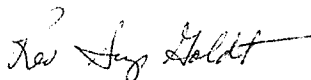
Bill Rose-Heim gave an overview of the hiring of United Camp, Conference, and Retreat to do assessment of Tall Oaks. The initial assessment was that the property has a lot of potential. Bill Rose-Heim said that other Regions that have worked with UCCR have been impressed. The report

will be available before the end of the year. Martha thought that Mike Carr from UCCR was quite knowledgeable and helpful.

VII. Adjournment

The meeting was adjourned after Donna Rose-Heim led us in prayer

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Rev. Suzi Goldt".

Rev. Suzi Goldt
Secretary

Tall Oaks Executive Director Board Report

September 8, 2019

It's been a wonderfully full and busy summer. I am very proud to state that we have had 5,479 "heads on beds" for May, June, July and August. That is number in the group multiplied by the nights they stayed with us. This is a healthy amount for Tall Oaks. We are looking forward to a September with an estimated 949 heads on beds!

Because summer is so busy, we don't have time or person power to tackle big projects. The fact that the buildings were cleaned, equipment maintained, activities provided and food served without any major issues is a testament to what a great staff we have. This is the best team I've had the blessing to work with.

Hannah has been working with the Lineman school and has September now as the set up for the new high ropes course poles. Our plan is to unveil the new high course in spring of 2020! She has recreated 4 of the older low course elements that will be new to many of our fall and spring groups. She has been attending career fairs at several colleges. Our goal is to have most of our 2020 summer staff lined up by winter.

Steve Root has been working with me to plan a multiple team volunteer project that will replace the foot bridge behind LLC. At one time, there was a lovely path that connected with the pond area. A tree came down and took out the bridge. EOYC adults are going to come in and remove the broken and damaged material September 13. They will also help set the replacement telephone pole. On October 11, from noon – 4pm, a group with Youth Volunteer Corps will arrive and install the hand and foot boards on the bridge while more of their groups build benches and replacement swings for our 6-sided swing set near LLC. The partnership with Youth Volunteer Corps is from Camp Encourage!! Steve Root has become seriously ill. For almost 2 weeks, he has been going in for tests with no positive results. We could be looking at a fairly long-term absence. I am currently looking for a part time maintenance person to come in, possibly replacing Marvin when Steve gets back on his feet.

Sharon and Marie keep the buildings clean. We've had quite a few compliments on the state of our facilities. Sharon is also learning from Marvin and developing a notebook with lists and diagrams for all emergency shut offs: propane, water and electric. She works on mowing as well. Sharon had Koinonia carpet professionally cleaned – a great improvement!

Lanette stays busy booking groups, communicating with existing groups and working on so many behind the scenes details! We have discussed having one of our summer interns come in one day a week to help her with the organizational areas. We are very pleased that summer 2020 is in the books! Working with Shandra and the leaders of our main groups, Lanette has the schedule ready to roll!

We had too many failures with One Talk, so decided to move back to desk top phones. In arranging that, Heather managed to reduce our phone bill by another \$50/month. She spent 2 days making sure that all phones were active and functioning – 8 lines.

Nichelle Fletcher has the kitchen running smoothly. We have had the kitchen and dining hall floors professionally cleaned. She has been doing a top down clean throughout. We have staff and all are working together harmoniously. We are continuing to utilize our summer interns, Samantha Barclay and Cora Ezell. They help with Equine, lawn maintenance, some office work, etc. They will be helping with outdoor programming throughout the season. The short grass prairie restoration project in my front yard is quietly moving forward. The Forest School will assist in planting seeds Sept. 19, weather permitting. If this is successful, I will be working with KU to plan similar restorations in other areas of Tall Oaks. Short Grass Prairie plants are only ankle deep and require no watering or mowing. The more areas of our facility that we can introduce these plants, the less man hours mowing will be necessary – as well as returning those areas to a natural environment and being a location to display and educate schools and other visitors. The Forest School has moved into APCR, bringing in furnishings and supplies. Working with Lanette, they will clear the APCR when groups come in that will be using it over weekends. They are using Equine Programming every week. We are very proud to be home to this organization.

I am working with Beth Brock to develop job descriptions for personnel to take on the Equine Program. My plan is to have one person responsible for the care and well being of horses and facility. Another person will focus on program. These two will be responsible for scheduling Equine staff. I believe this focus will allow Tall Oaks to offer high quality programming in a well-run facility with less hours involved. Once ready, I will send the new job descriptions to the Board.

Other work items Barb has been doing are being spread through staff. I will take care of all American Camp Association work. Hannah has already taken over summer staff scheduling. Lanette will be responsible for booking/scheduling all Equine programming interfacing with the Equine staff.

The DeSoto Chamber of Commerce will have their monthly luncheon meeting at Tall Oaks Thursday, Sept. 12. This is becoming an annual event and well received.

I am communicating with the Leavenworth County Sheriff's Dept to set up an evening emergency training. It will include active shooter training and all staff will be involved. They are going to be sending me dates for us to choose. Looking at the July financial report I would like to point out that there will be \$78,214.00 income from DOC camps that have not been transferred in this document. We have received additional \$7,500 in donations, bringing our donations for the year to \$15,153, \$3000.00 over budgeted income for that area. Total lodging amount through July 31 is up \$5,358 over budget for the year to date. We may not yet completely meet all expenses, but our income is up and we are working toward that goal.

I am excited about the future of Tall Oaks.

Submitted by Martha Pierce, Director

Report from Kirby Gould
Tall Oaks Board Meeting
September 8, 2019

Fundraising Appeal: The letters went out in mid-July. Many thanks to Suzi Goldt, Bill Rose-Heim, Jeff Hon, Gerry Jones, Rob Carr, Ginny Pemberton, Donna Toombs, John Gould, and Katie Gould for their help in addressing, stuffing, and stamping. After cleaning the list of duplicates, deceased, and other errors, we mailed to app. 1,126 households. About 150 were returned, and about 100 were re-sent. To date we have received 35 gifts totaling \$10,975 (Bill and Jessica can confirm). The gifts ranged from \$25 to \$3,000. There were five responses which indicated they would continue to support Tall Oaks through the Gala. Three indicated they were interested in putting Tall Oaks or the region in their estate plan.

To date, three board members have responded to the appeal. Tall Oaks Camp and Conference Permanent Fund: The Christian Church Foundation received notification of another distribution (and most likely final one) from the George Saller estate in the amount of \$76,166. This will be added to the permanent fund and will bring the total of the fund to around \$240,000. Income generated each year will increase to around \$9,600 starting in late 2020. Capital needs: With the continuing need for major capital expenditures, I encourage us to consider exploring a major gifts fundraising campaign. There are several donors who gave to the fundraising appeal who could be core leaders for such a campaign. A good next step would be to engage some of these donors along with board members in a conversation about the current and future needs of Tall Oaks.

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MEETING OF THE EXECUTIVE COMMITTEES OF THE CHRISTIAN CHURCH (DISCIPLES OF CHRIST) OF GREATER KANSAS CITY AND TALL OAKS CAMP AND CONFERENCE CENTER INC.

July 30, 2019

Present: Mary Lou Kegler (Regional Moderator), John Steinmetz (Regional Moderator-Elect), Kristin Dow (Chair of the Tall Oaks Board), Suzi Goldt (Secretary of the Tall Oaks Board, Martha Pierce (Executive Director of Tall Oaks), Mark Willis (Secretary of the Regional Board), James Vertreese (Treasurer of the Regional Board, Bill Rose-Heim (Regional Minister and President)

The meeting began with prayer by Suzi Goldt.

Participants discussed the essentials that may need to be included in a legal agreement between both Boards which included but were not limited to:

Possible commercial lease by our Region to Tall Oaks for \$1 and other considerations

Fixed Assets: Buildings, Land - Region assumes responsibility for major repairs Other Assets -

Tall Oaks manages use, repairs and replacements of all other assets Routine Maintenance - Tall Oaks would assume responsibility

Insurance: - Tall Oaks would carry its own insurance A clause for periodic review and revision

Capital Fundraising will be done by each

Unresolved: what would happen if either party to the agreement were to pull out?

How much freedom would Tall Oaks have to liquidate or exchange or spend? Suggested a fixed amount

Below this amount - no need for consultation Above this amount - mutual agreement

If a new building is needed, the Region would need to be a party to that decision Region cannot tear a building down without Tall Oaks Board approval.

Questions remained about how to pay for major repairs required immediately since neither Tall Oaks nor our Region has a readily available reserve of unrestricted or undesignated funds

Sale of part of Tall Oaks - how much of the property is not considered essential for all the current and potential programming?

Reaching this point in the discussion it became clear that it would be helpful to bring in an impartial third party with significant camp and conference management experience to provide an assessment that could guide future conversations and creation of the agreement between both Boards.

Executive Committee members of both Boards agreed to invite United Camp, Conference and Retreats to do an on-site assessment at a cost of under \$3500, proceeds to be taken from recently donated funds. UCCR has been endorsed by three current Regional Ministers and one retired Regional Minister whose camps were/are managed by UCCR.

Bill Rose-Heim will invite UCCR COO Mike Carr and Tina Heck to a conference call with Suzi Goldt, James Vertreese (and Bill) on August 1st to learn what information and preparation would be required and to get clarity about exactly what the assessment can and will provide. Results of that call will be shared with both Executive Committees before any contract is finalized.

The hope is to have the assessment done as quickly as possible and the recommendations and report

made available to both Boards shortly thereafter. Thereafter a draft agreement between the two Boards will be prepared for review and approval before seeking legal counsel for the final documentation.

We were reminded and all concurred that it is the intention of our Regional Board and our Tall Oaks Board that we are part of one larger effort as the Church and take all near and long- term action mindful of our covenantal relationship and devoted to the success of both Tall Oaks and Region.

Mary Lou Kegler closed the meeting in prayer.

Respectfully submitted as unofficial notes by Bill Rose-Heim