

**Tall Oaks Camp and Conference Board**  
**June 29, 2019**

**Present:** Kristin Dow, Chair, Donna Rose Heim, Sandy Allen, Martha Pierce, Annette Hollingsworth, Stacey Kearney, Bill Rose-Heim, Dan Merrick, Beth Brock, Bill Rose-Heim, Kirby Gould, Suzi Goldt

**Welcome and Prayer:** Bill led us in prayer

**Minutes of March meeting:** Minutes were approved with one minor amendment regarding employment manual.

**Executive Director Report:** Martha distributed a written report. Highlights

- Concerns regarding staff morale as it pertains to the transition.
- A workshop regarding approaching corporations for donations and feels certain that we can raise major funds in the next 18 months. She has joined the National Association of Non-Profit Organizations and Executives that has a database to target companies who would be amenable to donating to our cause
- Fund raising in the short term. Changes have been made that have reflected positively in less financial loss.
- Presentation to Sunday School classes at Country Club Christian Church.
- Presentation of the maintenance issues that are getting serious. It could easily cost \$100,000 for everything.
- First Responders group that will be there at least twice a year.
- Successful summer solstice event
- Question regarding extra pay for summer for "appreciation" for the summer staff. We suggested a treat from Sonic, ice cream day, etc.
- She shared John Denver's "Higher Ground" lyrics

Questions:

- How many monthly donors do we have? (numbers are coming from Disciples Treasury Service). Currently around \$4,700 approximately year to date per the general ledger.
- Numbers distributed regarding monthly projected income is the MINIMUM amount expected.
- Request for part-time maintenance assistant at probably \$9 - \$10 per hour. Marvin's health is flagging. Volunteers suggested for mowing, weeding, etc. A system for allowing volunteers to know when to show up and what to expect. Perhaps a regular once-a-month date that could come out.

**Committee Reports/Pending Issues**

- A. Fundraising Committee (Stacey Kearney)
  - o Gala preparation –
    - Planning is going well. Invitations are being mailed in mid-August. Early solicitation of donations for the auction will be going out, and some nice donations have already been made. Decorations and atmosphere have been discussed. It will be in the north tower of Arrowhead instead of the area we've used before. Stacey will be there with a laptop to solicit and help people sign up for sustaining membership of regular donors.
    - Suggested to put stickers on nametags for sustaining members as well as recognition at the dinner.
    - Suggested to make a tiered system of sustaining members
    - Stickers and t-shirts are being made to sell. Eventually there will be a camp store.
    - The proceeds will be used for Tall Oaks operations. This should be stated through the publicity and the website.
  - o Fundraising Initiative
    - The Last Swim event is being promoted to give recognition to pastors who participate as well as for the church that brings the most people.
    - The Pizza Street Fundraiser brought in approximately \$500. Winners will be sent their gift cards soon. Final numbers will be available soon. The Board expressed their gratitude.
    - Still working on other fundraising things. One is a spring fund raiser – dates being investigated.

- A specific fundraising letter has been developed to be sent out ASAP. It is going out from the Region. The funds will be split 50/50 between the Region and Tall Oaks. Hillcrest will print the letters. Jim Muiller will be approached about printing the envelopes and response card. The goal is \$300,000. The cost of the mailing needs to be covered.

#### B. Compliance/Risk Management Committee

- 1. Employee Manual (Annette Hollingsworth)
  - Question regarding vacation amount per year.
    - Suggesting raising vacation accruals. What used to be available at the 10 year label will be moved to 15 years
    - We will have Greg Lam look at the revised manual
  - Need a document retention policy that Greg Lam might have
  - Do we need active shooter training. ACA provides a manual that provides policies, but Martha suggests they need to be revised. Do we think we need more? The county sheriff department does patrol the camp. Martha will arrange training. This could be part of the strategic plan. Volunteers might be available to audit the site. Church Mutual suggests going through the camp site on a regular basis to audit. Annette will gather a group of insurance individuals to help with an internal audit
  - Bill Drake sent a document regarding camp safety to Annette for this group to use
  - Bill asked if we have a doctor of record. Jan Brooks does have someone she consults. Bill is willing to serve in this capacity should it be desired. We suggested he speak to the Camp and Conference Committee since this relates only to DoC camps.
- 2. Insurance Coverage (Bill Rose-Heim)
  - We are awaiting the results of the insurance audit to determine what the amount would be for Tall Oaks policy beginning January 1.

#### C. Marketing Committee (Suzi Goldt)

- The committee members currently are Debbie Herrick, Hanna Lammers, Lanette Carder, Paula Lafferty and Suzi Goldt.
- Debbie has added the video to the front page of the

#### D. Finance Committee (Beth Brock)

- 1. Regional Board acceptance of 2019 Budget
  - The Regional Board approved our deficit budget as submitted.
- 2. Review of DTS Financial Statements
  - Income is over last year and expenses are under
  - The Region finance committee has applied the balance of the Empowerment Fund to the deficit
- 3. Separation of Assets from GKC Region/Resolution of indebtedness
  - The Region's Finance Team is working diligently to determine this amount. The Region and Tall Oaks Executive Committees will be consulting that everyone agrees regarding the separation of assets.
  - We would like to set up a separate checking account using the income from permanent endowment funds. The September deposit could be used for this. We discussed perhaps just using the account for donations. Our Executive Committee will meet with the Region Executive Committee to discuss the mechanics of this.

#### E. Equestrian Program Review

- Beth reported that the information received at the last meeting is not as cut and dried as we first thought. The initial report about usefulness/non-usefulness of each horse from December has been revised (both from Barb Deavers, head of the equestrian program). So there is no clear-cut definition because all of them have some use. Some of them they only use for anatomy lessons for Girl Scouts for instance. There was \$5,000 in income was not attributed to the equine program that should have been. Yearly income is approximately \$16,000 per year. The expenses are currently tracking less than budgeted, but they don't include staff salaries.
- We agree that we want to keep the equine program, but we do want to keep better track of the expenses, including staff expenses, so we know what our actual losses are. We are asking Martha to ensure that there is no overstaffing i.e. 2 people to feed the horses.

## New Business

### A. Report on DoC Camps to date (Shandra Soltani via Kristin)

- There are 141 and 26 staff in Jr.1, CYF, Equestrian 1, Day Camp 2 and Grandparents Camp 2
- Two counselor trainings and 1 director's training
- Attended weekly meetings at Tall Oaks
- Published Tall Oaks Schedule
- As of 6/27 there are 336 campers registered (including those above)
- Over 55 volunteer staff for the summer
- Coming up: Chi Rho Fina Arts, Eighters and Day Camp 3 next Friday/Saturday
- Following week Jr. 2 and Grandparents 3
- Creating a counselor database we can draw on when we need counselors

## Next Meeting

Sunday, September 8, 2019 from 2 – 5 pm. at Merriam Christian Church

Respectfully submitted,



Secretary