



Evergreen Christian Ministries
An Ontario Corporation Without Share Capital

Board of Directors' Meeting
MINUTES

Meeting to be held at Collaborative Structures Ltd offices in Cambridge Ontario or via 'go-to-meeting'
On Monday, June 19, 2017 at 7:00 pm

Previous BoD meeting held at Collaborative Structures Ltd offices in Cambridge Ontario on Monday, April 10, 2017 at 7:00 pm

Present: Executive Director: Tim Loveday, Chair: David Timlock, Vice-Chair: Ralph Morby, , Treasurer: Darrell Sleep, Secretary: Sandra Sherk, Cal Knights, Richard Kinsman, Angela Shantz, Glenn Svarich, Esther Braun

Regrets: Lori Hotson, Andrew Sawatsky

Via Conference Call: Steve Loback

Courtesy Minutes: Kervin Raugust (EMCC President), Gavin Wark (EMCC Communications)

- 1. Call to Order: Quorum David Timlock, Chair
- 2. Invocational Prayer: David Timlock, Chair
- 3. Declaration of Conflict of Interest: none David Timlock, Chair
- 4. Adoption of Agenda: Items to be added to agenda - none David Timlock, Chair

Motion:

BoD 17.06.01

"Motion to adopt agenda as printed."

MSC

- 5. Approval of April 10, 2017 minutes: David Timlock, Chair

Motion:

BoD 17.06.02

"Move to approve the April 10, 2017 minutes as printed."

MSC

- 6. Financial report: Darrell Sleep, Treasurer
Darrell delivered his report revealing 15k to the good into early May
Cal mentioned that bills relating to the projects need to be clearly marked for Verlie and sent to her in a timely fashion
- 7. Follow-up of April 10, 2017 BoD meeting Action Items:
 - a. Updated membership application form Ralph Morby, Vice-Chair
Ralph distributed 8.0 membership policy having inserted under section 8.06 Termination of Membership the following:
'(c) the renewal application has not been submitted. '



Evergreen Christian Ministries

An Ontario Corporation Without Share Capital

He further reworked the membership application to be used this year. Several changes were suggested by Ralph and additional changes suggested by board members. Ralph and Sandra to finalize based on suggested changes for membership renewals this year.

Motion:

BoD 17.06.03

"Motion to accept the changes to the membership policy and the accompanying membership application as amended and present as a motion to the AMM."

MSC

b. Update on developing team and projects for 2018 – Stayner (deferred to next meeting)

Rich Kinsman

c. Update on Cottager agreement revisions (deferred to next meeting)

Glenn & Cal

8. Email motion(s) ratification:

David Timlock, Chair

Adoption/Ratification of Motion:

BoD 17.06.04

"That the resolution of the Motion approved by email dated April 13, 2017 be adopted:

'Move to appoint Esther Braun to the ECM board of directors for the remainder of 2017 and that her name be presented for election to a regular term at the next ECM AMM.'"

MSC

9. Motion re Tim's resignation:

David Timlock, Chair

Copies of resignation letter distributed to board members.

Motion:

BoD 17.06.05

"Move to accept Tim Loveday's resignation given to David Timlock, Chair April 4, 2017. Tim's employment with ECM will continue to end of 2017 camping season, specifically August 31, 2017."

MSC

10. 2017 (May 28 to June 9) Mishewah Missions Trip Report

David Timlock, Chair

High voltage electrical work planned was completed. Kitchen ceiling completed with new lights, bulkhead around hood. Two decks completed (without ramp) and retaining wall. Ramp not put in as Mishewah not considered a handicap-accessible facility. Posts put up around septic to protect. Pressure treated retaining wall with deck to the kitchen. Reworked and rebuild of stairs and deck at boathouse. Replaced main beams Noah's Ark, new deck done on one end, completion to be done in 2018. Lots of clean-up. Importing 40 loads of sand and 3 loads of granular A. More work to be done next year on this project. Lots of miscellaneous projects done.

If we can get the EMCC money before the fall, possibility to go up in fall to do underground feeders, vaults to be hooked up before the camp season next spring resulting in elimination of all over-head wires.

11. ED Report/Update:
Stayner:

Tim Loveday, ED

- Program, staffing and facilities (refer to #15)
 - Donations received for sending kids to camp re Tim's address to Oasis senior's ministry last week,
 - weekend retreat bookings going well,
 - HOTM – arts week 62 kids so far, sports week about the same with 30 overnight campers,
 - Family camp registrations up 5% over last year
 - Civic Long weekend (80-100 people from Philippine church, thanks to Jeff Bowman) will participate in our camping program
 - Dan and team taking care of guests and grounds. Dan giving weekly report of his hours, what he's doing, etc. Strong team in kitchen headed up by our cook, Lori Bates. Lori is also working as retreat co-ordinator.



Evergreen Christian Ministries

An Ontario Corporation Without Share Capital

- Facilities – adjustments to the retreat booking package for 2018. Smoke detectors to be replaced in cabins.
- Great improvements to fire pit last year. Playground improvements and “slow-down” signage for entryway. Rogers Business installed to lodge, savings of about \$100/month.

Mishewah:

- Program, staffing and facilities
 - Family camps up 35%. 63 children registered so far for Scamps and Champs of which 13 from FACS – increased their rate. JR. Teen - 45 so far, 8 from FACS. Sr. Teen starting to fill. Staffing set and arriving. New signage based on less lifeguards. Safety equipment needing to be replaced. Two shifts for kitchen staff.
 - Tim’s working on accommodations for ministry staff
 - Facilities at Mishewah – Explornet - three dedicated lines, one for office and two for the grounds.
 - Number of deep freezers needing to be replaced. 4 new donated from man from Lindsay and one from Bethel New Dundee.
 - New National Director visited Oasis Senior’s Retreat at Stayner last week and plans to visit family camps at Mishewah and Stayner this summer.
 - Support calls coming in following promotion for sending kids to camp – specifically a call from Elders at Evangel church in Kitchener. Stan Starky, Ivan Preston – wanting to support our camps.
 - Having Rob Dilts at Mishewah has been a great help for Allan.

12. Transfer of information, etc. re Louise’s contract expiry June 30/17: Darrell Sleep, Treasurer
Darrell has received information from Louise. He needs to go through it with Tim to see if there are any gaps. Louise has provided an outline with important tasks to be completed for each month. There are still some procedures that we need documentation for which will be coming from Louise as well as all e-files in her possession.

13. ED search update: David Timlock Chair
Three candidates:
- Steve Hahn
 - Kerry Reyes
 - Dan Walker
- Interviewing committee: Ralph, Darrell, Cal, Richard, David
Proposed interview date: Sunday, June 25 (4pm, 6pm, 8pm)

Following interviews, make an offer, conduct second interview prior to the end of June, early July. Offer that person employment to start first of August. One month overlap with Tim, include that individual for majority of Stayner camp.

Motion:

BoD 17.06.06

“Move to appoint the following board members to the Executive Director Interview Committee: Ralph Morby, Darrell Sleep, Cal Knights, Richard Kinsman, David Timlock.” MSC

14. Planning of ‘Thank you’ receptions for Louise at both Mishewah and Stayner:
- Stayner – Monday afternoon, August 7 – 2pm. Rich and Esther to organize. Slab cakes and decorations, etc. All board members encouraged to take part. Glenn to express thanks on behalf of the board.
 - Mishewah – Louise requested no formal recognition/reception at Mishewah. It was decided to acknowledge her contribution and years of service during each week of Mishewah family camp.



Evergreen Christian Ministries

An Ontario Corporation Without Share Capital

Angela will prepare a 'thank you' to be delivered in one of the main sessions of both weeks of family camp.

15. Stayner:

- a. Progress re booking Stayner Ministry for 2018

Tim Loveday, ED

No report

Stayner - retreat policy amendment re secular groups – effective 2018

David Timlock, Chair

- Tim presented minor changes to 2018 retreat booking package as follows:

2017 package reads:

'I agree with the statement of faith as above. Our retreat purposes to lift honor the Word of God, glorify Him and grow believers in the faith. We will also abide by the policies and procedures given for our retreat.'

2018 package reads:

'I/we accept the ECM statement of faith as above. I/we agree not to promote or teach contrary to the above statement of faith. I/we will also abide by the policies and procedures given for our retreat.'

- Groups expected to pay \$200 non-refundable deposit,
- Continue to offer secular and sacred retreat bookings at Stayner, secular group bookings to be limited to 15% in keeping with CCCC guidelines,
- Secular retreat bookings during the week to be allowed insofar as they don't interfere with weekend bookings. Tim to inform Lori of this.

- b. Stayner – power upgrades (Jeff Bowman)

David Timlock, Chair

No report

- c. Central server for quickbooks and other e-files

Rich Kinsman, Sandra Sherk

Need presented to have quickbooks, office and other programs on a central server/computer located at Stayner which can be accessed by Verlie, Lori and others authorized. Electronic files/data will be stored on this computer and all data will be backed up regularly, ideally backups to be stored off-site. Rich presented Stayner PC inventory report. Rich and Cal to bring proposal to September meeting for a decision on how to proceed.

16. Mishewah:

- a. Rachel Jessup's letter

David Timlock, Chair

- Camp closing procedure was discussed, all of what was done in the past may not be necessary,
- Cal to speak with Rachel to discuss procedure for this year given the Biker's weekend timing ie. after camp staff have finished for the summer,
- We may need to increase rate for biker's weekend to compensate for closing up the camp in future years,
- Cal to give update to the board throughout the summer re progress,
- Tim to request detailed 'closing up camp' list from Rachel and let her know that Cal will be in touch with her regarding her letter.
- Tim to request kitchen staff to do preliminary camp shut down prior to leaving camp.

17. Planning of AMM:

Ralph Morby, Vice-Chair

(Nov4/17 – Bethel, New Dundee)

Ralph not ready to take lead role in planning. David willing to take the lead with the help of Esther and Sandra. Ask for other volunteers when sending out minutes.

18. New Business:

- Truck for Mishewah - purchased

David Timlock, Chair

- Deep freezers for Mishewah – 5 donated to be delivered to camp prior to family camp

Tim Loveday, ED



Evergreen Christian Ministries

An Ontario Corporation Without Share Capital

- Letter regarding flood, Mishewah
Communication issue, problem solved
- Convection oven / hood for Stayner

Tim Loveday, ED

- Hood not long or deep enough for the appliances (18"). It is galvanized and should be stainless steel. Replace 36" oven with convection oven. De-commission 36" working oven, leave the 5' non-working oven with usable griddle to get us through the summer. Get letter of approval for meeting code requirements. Buy convection oven \$3500 plus \$1000 to install. Some reserve in R&M to cover, additional \$500 donated specifically for this purpose. Hood to be replaced within two years.

David Timlock, Chair

Motion:

BoD 17.06.07

"Move to proceed with the purchase of a convection oven at a rate of approximately \$4500 including the purchase and installation." **MSC**

- Email from Roger Braun – Stayner back corner (6 sites) requesting to be put on sewer, cost to be borne by campers (\$2300). One additional camp sewer site. Requesting seasonal site fees to be fixed for 5 years or so to compensate for outlay.
As this is something that needs a building permit and needs to fall within long range plan, we cannot agree to this project at this time. Our goal is to pay down debt and embark on new project to include kitchen and sewer. Debt to be retired by 2020 as per Darrell's calculation.

- OCA membership
Little gain from being a member, not required. Agreed to cancel.
- Website update – wait for new ED

Tim Loveday, ED

David Timlock, Chair

19. Next Meeting: Monday, September 11, 2017

20. Adjournment:

Dave Timlock, Chair

Motion:

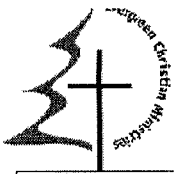
BoD 17.06.08

"Motion to adjourn".

MSC

ACTION ITEMS

Agenda/Motion Number	Name	Action Item
7(a)	Ralph, Sandra	Finalize membership application
12	Darrell	Review information received from Louise with Tim to see if any gaps
12	Darrell	Receive all e-files, paper files, documentation in Louise's possession
13	Interview committee	Interviews, second interviews and offer
14	Rich, Esther	Organize 'thank you' for Louise at Stayner August 7 – 2pm
14	ALL BOARD MEMBERS	Plan to attend 'thank you' reception at Stayner – Louise
14	Glenn	Present 'thank you' address to Louise at reception
14	Angela	Present 'thank you' address in honor of Louise at both family camps at Mishewah
15(c)	Rich, Cal	Central server – proposal for Sept 11 mtg
16	Cal	Speak with Rachel re close down of Mishewah & give update to board



Evergreen Christian Ministries

An Ontario Corporation Without Share Capital

16	Tim	Get detailed list from Rachel re camp close up & request kitchen staff to do preliminary camp shut down prior to leaving
17	David, Sandra, Esther	AMM planning
18	David	Get code requirement approval letter re Stayner ovens/hood, oversee purchase and installation of convection oven
18	Tim	Cancel OCA membership
	ALL BOARD MEMBERS	MARK YOUR CALENDAR FOR NEXT BOARD MEETING – SEPTEMBER 11, 2017

These minutes were approved at a meeting of the BoD, held September 11, 2017.

ECM Executive Secretary – Sandra Sherk

David Timlock, EMC Chair