



# 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 conference call  
**On Monday, September 11, 2017 at 7:00 pm**

*Previous BoD meeting held at Collaborative Structures Ltd offices in Cambridge Ontario on Monday, June 19, 2017 at 7:00 pm*

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Present: Chair: David Timlock, Vice-Chair: Ralph Morby, , Treasurer: Darrell Sleep, Secretary: Sandra Sherk, Cal Knights, Richard Kinsman, Angela Shantz, Glenn Svarich, Esther Braun, Lori Hotson, Andrew Sawatsky

Regrets: Steve Loback

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

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1. Call to Order: Quorum David Timlock, Chair
2. Invocational Prayer: Angela Shantz
3. Declaration of Conflict of Interest: David Timlock, Chair  
Sandra Sherk and Glenn Svarich declares conflict of interest
4. Adoption of Agenda: David Timlock, Chair  
Items to be added to agenda:
  - Mary & Morris MacLean request
  - Board members terms

**Motion:**

**BoD 17.09.01**

***"Motion to adopt agenda as printed."***

**MSC**

5. Approval of June 19, 2017 minutes: David Timlock, Chair

**Motion:**

**BoD 17.09.02**

***"Move to approve the June 19, 2017 minutes as printed."***

**MSC**

6. Email Motion(s) Ratification:

**Adoption/Ratification of Motion:**

**BoD 17.09.03**

***"That the resolution of the Motion approved by email August 4, 2017, be adopted:***

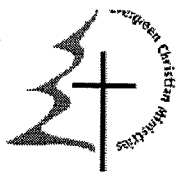
***"Motion to accept the draft financial statements for 2016 provided by BDO."***

***Motion made by Darrell, seconded by Sandra, in favour, Cal, Andrew, Esther, Lori, Richard, Angela, Ralph.***

**MSC**

**Adoption/Ratification of Motion:**

**BoD 17.09.04**



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"That the resolution of the Motion approved by email August 16, 2017, be adopted:

**"I move that the board approve Sandra Sherk to provide consulting services for the camps that are outside of her role as board secretary for the purposes of increasing the efficiency of our operations. She will invoice the camp for her time at \$30/hour plus travel and any other relevant expenses, to a maximum of \$3,000."**

*Motion made by Darrell, seconded by Andrew, in favour, Lori, Angela, Steve, Ralph, Rich, Glenn, Cal. Sandra did not vote due to conflict of interest.*

**MSC**

7. ECM – Tim Loveday's Employment Extension:

**Motion:**

**BoD 17.09.05**

**"Move to extend Tim Loveday's employment as Executive Director of Evergreen Christian Ministries to September 16, 2017 which includes salary and benefits. Tim will take his 3 weeks pro-rated vacation from August 29, 2017 to September 16, 2017. Tim will be paid the \$1,000 honorarium for being camp director during the 2 weeks of Stayner Family Camp."**

**MSC**

8. ECM – ED hiring update Richard Kinsman  
Initially interviewed 2 excellent candidates. Moved to choice #2 because of high expectations in remuneration. Second didn't feel led. Last month interviewed three more candidates. Still reviewing two options, one of which is a couple that would share the position. Considering hours and remuneration.

- Restructure Sandra Sherk, Secretary  
Sandra presented an 'in camera' report to be considered by the board. Prayerful consideration to be given to this presentation by each of the board members. Further discussion to be held at October 2<sup>nd</sup> board meeting.

9. ECM - Financial report Darrell Sleep, Treasurer

- Review draft 2016 financial statements – deferred to next meeting
- 2017 to date – August not complete, tracking a small loss for end of year

10. ECM - Follow-up of June 19, 2017 BoD meeting Action Items:

- a. Finalize membership form – **DONE** Ralph Morby, Vice-Chair
- b. Review info received from Louise & Tim to see if any gaps - **DONE** Darrell, Treasurer
- c. Receive all e-files, paper files, documentation in Louise's possession – **DONE** (Sandra has e-files and some physical files) Darrell, Treasurer
- d. Interviews, second interview & offer – **see item #9** Interview Committee  
Rich to put a note out to Tim and Kathy that ED position being put on hold
- e. 'Thank you' reception for Louise - **DONE** Ralph, Rich & Esther
- f. 'Thank you' to Louise at Mishewah - **DONE** Angela
- g. Central server proposal – **see item #12 below** Rich, Cal, Sandra
- h. Speak with Rachel re close down of Mishewah – **see item #17c below** Cal, Sandra
- i. Get detailed list from Rachel re camp close up & request kitchen staff to do preliminary camp shut down prior to leaving – **see item #17c below** Sandra
- j. AMM planning – **see item #14 below** David, Sandra, Esther
- k. Get code requirement approval letter re Stayner ovens/hood, oversee purchase and installation of convection oven David  
Purchased and installed, did not receive approval letter, Tim has given information to Dan as to who we are to contact to get the letter.
- l. Cancel OCA membership – **DONE**

11. ECM – Internet/computer needs assessment Sandra Sherk, Secretary



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Strike a committee/think tank to review present and future needs. Steve Fulton has agreed to sit on this committee. Alana Sleep (former finance committee member) has agreed to sit on this committee.

12. ECM – Website overhaul (possibly same committee address this as #11 above Sandra Sherk, Secretary  
Andrew mentioned contact from his church – Bill Jansen. Committee to consider him in discussion.

It was decided to combine #11 and #12, strike a committee to assess needs. Committee: Sandra Sherk, Alana Sleep, Rich Kinsman, Steve Fulton. Sandra will call committee together to have first meeting prior to Oct 2<sup>nd</sup> BoD meeting.

13. ECM – Stewardship Darrell Sleep, Treasurer  
Darrell spoke to the issue of us managing the resources we have currently and in the future and assessing opportunities within our membership, individuals and churches. Suggestions for the committee are Darrell, Andrew, possibly Toby Frey, Mike Hotson.

14. ECM – AMM/banquet update (Committee: Esther, Ange, Ralph, David, Sandra) Esther Braun  
AMM –

- Promotion of membership – utilizing mailchimp and Facebook (membership will need to be approved at next board meeting (Oct 2)  
\*need someone to manage email responses - Lori Hotson volunteered,
- Budget preparation – Darrell to have preliminary budget ready for next board meeting (Oct 2)
- Special invite to Kervin Raugus, Gavin Wark, John Cressman?
- ED and staff reports – Angela has received all 2017 reports
- Packages to be sent by email rather than mail (except to those that do not have email address)
- Packages to churches emailed rather than mailed.
- Packages to be out to members by October 15, 2017.

#### BANQUET -

- Date, location, caterer secured, dessert by Esther's contact
- Sandra has asked Jane Valenta to provide music – confirmed.
- All staff to be invited, reduced ticket price \$15. Sandra to send email invitation to all staff.
- Envelopes for donations – labels need to be made up
- Tim to give address with 'good news story clips' from staff
- Thank you to "Tim"
- Video?
- Game – prizes (camp swag?)
- David to be Emcee for evening and give visioning update?

15. ECM – Bookkeeper (Verlie's) Position (reduce Verlie's load and make ECM bookkeeping more efficient)
- Increase Verlie's vacation from 2 weeks to 3 weeks - deferred
  - Off-load all camp registrations at both camps to be handled by office admin at each camp - deferred
  - Purchase Campground Booking Software (some are compatible with Quickbooks) – Alana's looking into this
  - Receivables & payables for both camps handled by office admin at each camp - deferred

16. STAYNER –

- (a) Incident involving police this summer – mention made  
(b) Zach Chester's cottage transfer update

David  
Glenn



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Transaction to occur in October. Board to approve. Glenn to contact him to send his offer to us with his intentions, to be reviewed and approved at next board meeting.

- (c) Daniel Chester's report – Sandra will respond to Dan
- (d) Stayner property committee - deferred to next meeting
- (e) Lori Bates (Retreat Co-ordinator) – trained on quoting and invoicing retreats – going well
- (f) Update on Ministry and Music for Stayner Family Camp 2018 – Tim has under control
- (g) Cottager agreement update – deferred to next meeting

Ralph  
Sandra  
Sandra  
Glenn, Cal

### 17. MISHEWAH –

- (a) Update on electrical – underground feeders, vaults – Andrew reported team going up mid-October to work on this electrical work. Surplus from spring missions trip budget to cover expenses
  - (b) Site 36 (Steve & Karen Jones) – gray water pit – resolved
  - (c) Update on closing of camp following bikers' weekend, Nathan's quote to be approved by board
- Sandra presented Nathan Cashin's quote regarding closing camp and winter maintenance.

Andrew  
Steve/Cal  
Sandra

### Motion:

#### BoD 17.09.06

**"Motion to approve Nathan Cashin's Quote dated September 5, 2017 in the amount of \$4,924.00 regarding winterizing Camp Mishewah together with winter maintenance 2018".**

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- (d) Head of Maintenance – Alan next year? Alan's suggestion for gray water removal in the interim
- (e) Head Cook – Leisha Jennings (Sandra took liberty to hire her back for next year so she can start co-ordinating volunteers, etc.)

Sandra  
Sandra  
Sandra

### 18. 2018 Visioning Retreat

Sandra Sherk, Secretary

Weekend of January 19-20, 2018 has been set aside for our retreat. What about inviting key staff?? – David asked all board members to save the date.

### 19. New Business:

- (a) Morris & Mary MacLean have requested to rent the large unit on the 2<sup>nd</sup> floor of the lodge for winter months December through March, 2018 at \$20/night. Discussion led us to request more information from them (i) would they be willing to provide volunteer hosting and housekeeping services (agreed upon by both parties in advance) and, (ii) would they be willing to re-locate to one of the other rooms should this room be requested by EMCC pastors for retreat/refreshment purposes. Sandra to follow-up with Lori Bates on this.
- (b) Board members terms: Glenn, Darrell and Sandra's 2<sup>nd</sup> 3-year term concludes November, 2018. Consideration to be made for future board members to fulfill these roles. Board membership sufficient for 2017-2018 year. All board members were encouraged to take their positions seriously as we are in transition at this time.

20. Next meeting: Monday, October 2, 2017

21. Adjournment:

Dave Timlock, Chair

### Suggested Motion:

#### BoD 17.09.07

**"Motion to adjourn".**

MSC

## ACTION ITEMS



## Evergreen Christian Ministries

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Agenda/Motion Number	Name	Action Item
8	All board members	Re-structure consideration
10(k)	Sandra	Contact Dan Chester to get this letter
12	Sandra	Strike committee to meet prior to next BoD meeting
13	Darrell	Strike committee and set date to meet
14	Lori	Manage email responses re promotion AMM & banquet
14	Darrell	Budget to be presented to next BoD meeting
14	Sandra	Send invite to all staff re banquet
16 (b)	Glenn	Contact Zach Chester to get cottage transfer offer to be approved by Board and next meeting
16 (c)	Sandra	Respond to Dan Chester re summer report
16 (d)	Sandra	Speak with Dan Hamill regarding report on staffing at Mishewah this past summer
18	All board members	Save date Jan 19-20/18 for visioning retreat
	ALL BOARD MEMBERS	MARK YOUR CALENDAR FOR NEXT BOARD MEETING – OCTOBER 2, 2017

These minutes were approved at a meeting of the BoD, held October 2, 2017.

ECM Executive Secretary – Sandra Sherk

David Timlock, EMC Chair