



Evergreen Christian Ministries

An Ontario Corporation Without Share Capital

Board of Directors' Meeting MINUTES

Meeting held at *Collaborative Structures Ltd offices in Cambridge Ontario* or via conference call
On Monday, October 2, 2017 at 7:00 pm

Previous BoD meeting held at Collaborative Structures Ltd offices in Cambridge Ontario on Monday, September 11, 2017 at 7:00 pm

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

Conference Call: Steve Loback

Regrets: Glenn Svarich

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

1. Call to Order: Quorum David Timlock, Chair
2. Invocational Prayer: Steve Loback
3. Declaration of Conflict of Interest: David Timlock, Chair
Sandra Sherk declares conflict of interest due to contract being fulfilled.
4. Adoption of Agenda: David Timlock, Chair
Several items added to agenda:

Motion:

BoD 17.10.01

"Motion to adopt agenda as printed with additions."

MSC

5. Approval of September 11, 2017 minutes: David Timlock, Chair

Motion:

BoD 17.10.02

"Move to approve the September 11, 2017 minutes as printed (amended)."

MSC

6. ECM - Follow-up of September 11, 2017 BoD meeting Action Items:
 - a. Re-structure consideration #9 below
 - b. Code requirement letter re Stayner ovens/hood Done
 - c. Committee: Internet/computer needs/website #8 below
 - d. Committee: Stewardship Tabled
 - e. Attendance re AMM & banquet #10 below
 - f. 2018 Budget #7 below
 - g. AMM – invite to all staff (discounted price \$15) #10 below
 - h. Cottage transfer #12(b) below
 - i. Dan Chester – summer report, etc. Tabled
 - j. Dan Hamill – 2017 Mishewah staffing Tabled
 - k. 2018 Visioning retreat #14 below



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7. ECM - Financial report

Darrell Sleep, Treasurer

2018 BUDGET:

- Scenario #1 – ED:
5% rate increases, 15% wage increase (75K for ED), this scenario does not include any extra for a part-time administration person. Remainder of expenses anticipated to remain similar to 2017. Donations would need to be increased by 18%.
- Scenario #2 – Re-Structure - Managing Director(s) at each camp:
5% rate increases, donations kept flat. Remainder of expenses anticipated to remain similar to 2017. 14K surplus, program spending – no increase, may need to increase costs there.

Motion:

BoD 17.10.03

“Move to approve the re-structured budget as presented with the discussed changes, that being the addition of the spending on IT infrastructure and website.” **MSC**

NOTE: 2018 budget will show a deficit as we are showing very aggressive capital expenditures.

2017 Year-to-date:

- Year-to-date – break even for the year, positive August. On track, need significant donations to come in for balance of the year, to break even require 42K. CSL loan has been retired! 145K yet outstanding on Stayner debt.

ECM Capital Project(s) Summary:

Stayner – electrical infrastructure, kitchen floor, freezer and ventilation system, acoustics in dining hall. Funds raised for this project from now to end of the year would be matched by a designated fund up to 30K. Money to be pledged by December 31/17 with money to come in by end of February, 2018. Project anticipated completion March, 2018.

Motion:

BoD 17.10.04

“Move to approve a capital project of up to \$60,000 being allocated for Stayner Camp emergency kitchen renovation and should money be available, acoustic treatment in the dining hall.” **MSC**

Mishewah – black water removal, holding tank with a dosing machine rather than gravity flow, operational revenue as campers would pay for service. Additional sand down at waterfront if enough funds raised.

Motion:

BoD 17.10.05

“Move to approve a capital project for Camp Mishewah of up to \$20,000 for septic dumping station and sand fill.” **MSC**

8. ECM – Internet/computer/website needs assessment Sandra presented results of sub-committee meeting.

Sandra Sherk

IT Infrastructure:

Motion:

BoD 17.10.06

“Move to approve funds allocation of up to \$6,000 for IT hardware and software as recommended by the IT committee.” **MSC**



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Website Review:

Struck a committee of Richard Kinsman and Esther Braun to develop what we need in a good website, get quotes and proceed on quotes to have something operational by January 1, 2018.

Motion:

BoD 17.10.07

“Move to empower the website committee (Richard Kinsman and Esther Braun) to develop requirements and contents of two new websites, Stayner Camp and Camp Mishewah, and to solicit quotes, contracting services for up to \$20,000. Target completion date of websites being January 1, 2018.”

MSC

9. ECM – restructure – make a decision on future structure David Timlock
Cal Knights brought forward the Managing director roles relative to their particular camp:
- Both positions full-time
 - Overlap would be in marketing and promotion, Mishewah managing directors to take more of a lead role in promotion
 - Concern that board may need to be more involved in mentoring, visioning, marketing and HR.
 - Consider gifting, expertise and experience in potential new board members as new structure requires increased board involvement

Motion:

BoD 17.10.08

“Move to modify the management structure of Evergreen Christian Ministries from a single Executive Director to Managing Director(s) for each camp.”

MSC

(Glenn Svarich absent from meeting, non-vote)

Committee struck to search for candidates for both positions. Cal and Rich to make modifications to job descriptions re roles and responsibilities and provide amended copy to David to review with his HR person at his office. David to telephone key staff (Daniel Chester, Lori Bates, Verlie Koch and Steve & Jeanette Balzer) to give notice of structural change.

Search Committee: David Timlock, Darrell Sleep, Ralph Morby, Jerry Biersteker (to be contacted by Rich), Sandra Sherk (as a resource person for the committee and not present for the interviews)

10. ECM – AMM/banquet update Sandra Sherk
AMM –
- Approval of Membership roster:

Motion:

BoD 17.10.09

“Move to approve the 2017/2018 ECM Membership as presented with additions of Alanna Sleep and Mike Hotson.”

MSC

- Member and Church packages to be emailed by October 15th, mailed to those without email addresses Sandra
- Invitations to attend AMM to be sent to Kervin Raugas, John Cressman, Gavin Wark and Joel Zanting Sandra

FUNDRAISING BANQUET –

- committee to finalize plans
- further mail chimp invitation to be launched



Evergreen Christian Ministries

An Ontario Corporation Without Share Capital

- 11. ECM – Miscellaneous
 - a. Mishewah and Stayner seasonal site renewal packages to be sent out early December
Tabled to next meeting
- 12. STAYNER:
 - a. Electrical infrastructure review (Jeff Bowman proposal) – agreed to move ahead with this. Rich to contact Israel Briand to conduct survey/analysis of electrical supply on Stayner grounds. Costs to be covered by associated donation.
 - b. Cottage transfer – Zach Chester to Jerry and Katy Biersteker
 - c. Cottagers Agreement
Tabled

Motion:

BoD 17.10.10

“Move to accept cottage transfer from Zach Chester to Jerry and Katy Biersteker.

MSC

- d. Mary & Morris McLean – year-round housing request. Unable to grant as Stayner Camp is zoned seasonal facility which does not allow for year-round residents.
- e. Men in the lodge when ladies groups booked. Non-issue as rooms have locks and separate washrooms.
- f. EMCC Pastor’s retreat rate policy? Request subsidy from EMCC for \$20/night rate??
Tabled, to be addressed asap
- g. Surveillance video monitoring device to be replaced including surge protection. Sandra to instruct Dan to get quotes and proceed without board approval if under \$1,000.
- 13. MISHEWAH:
 - a. Update on fall missions work team
Andrew
 - b. Mishewah bikers` weekend – looking to move to Stayner rather than Mishewah due to finding it difficult to find staff to cook, etc.
- 14. 2018 Visioning Retreat
Weekend of January 19-20, 2018. Key staff to be invited (Friday evening to Sunday mid-afternoon)
- 15. Next meeting: Monday, November 13, 2017
- 16. Adjournment:
David Timlock, Chair

Suggested Motion:

BoD 17.10.11

“Motion to adjourn“.

ACTION ITEMS

Agenda/Motion Number	Name	Action Item
7	Darrell	To provide 2018 budget to Sandra to include in AMM package
7	Sandra	Include info on capital projects in mailchimp email promoting attendance at fundraising banquet Nov4/17
8	Sandra	Purchase hardware required as per IT infrastructure committee report and enable the install
8	Rich & Esther	Website review, quotes and proceed keeping in mind new websites projected to be ready Jan.1/18



Evergreen Christian Ministries

An Ontario Corporation Without Share Capital

9	Cal & Rich	Revisions to job descriptions for Managing Director(s) at both camps
9	Dave	Contact key staff informing of re-structure
9	Dave	Post job descriptions and set up interview schedule
10	Sandra	Forward David AMM agenda for review and additions
10	Sandra	Member and church email packages to be sent out by Oct 15
10	Sandra	Invitations to AMM to be sent to persons set out in #10
10	Sandra	Further mailchimp invitation for fundraising banquet to be launched prior to thanksgiving
12	Rich	Contact Israel Briand to conduct survey/analysis of electrical supply on Stayner grounds
12(c)	Cal and Glenn	Cottagers Agreement
12(g)	Sandra	Instruct Dan to obtain quotes and proceed w/o board approval if under 1k
18	All board members	Save date Jan 19-20/18 for visioning retreat
	ALL BOARD MEMBERS	MARK YOUR CALENDAR FOR NEXT BOARD MEETING – NOVEMBER 13, 2017

These minutes were approved at a meeting of the BoD, held November 13, 2017.

ECM Executive Secretary – Sandra Sherk

David Timlock, EMC Chair

RALPH MORBY