



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, June 11, 2018 at 7:00 pm

Previous BoD meeting held at CSL in Cambridge, Monday May 7, 2018 at 7:00 pm

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

Staff: Steve & Jeanette Balzer

Conference Call: Louise Leonard

Regrets: Andrew Sawatsky, Steve Loback

1) Call to Order: *Ralph Morby, Chair*

2) Invocational Prayer: *Ralph Morby, Chair*
- Ralph opened in prayer

3) Declaration of Conflict of Interest: *Ralph Morby, Chair*
- Cal Knight with regard to the tree policy

4) Adoption of Agenda: *Ralph Morby, Chair*
Items to be added to agenda: adding IT questions received June 11th from IT Committee to item #9

Suggested Motion:

BoD 18.06.01

MCS

"Motion to adopt agenda as printed with additional item added."

Moved by Lori Hotson, 2nd by David Timlock

5) Approval of May 7, 2018 ECM Board minutes: *Ralph Morby, Chair*

Suggested Motion:

BoD 18.06.02

MCS

"Move to approve the May 7, 2018 minutes as printed and circulated."

Moved by Cal Knights, 2nd by Angela Shantz

6) Update Mishewah Missions Trip (May 27 – June 6th): *David Timlock, Vice Chair*

- approximately 30 people involved
- continued work on the kitchen: FRP now on all walls, finished flooring, brand new island and counter top
- continued with electrical upgrades, installed new vaults, panels, now ready to install poles, bring in feeders to complete the infrastructure for electrical to be all unground (targeting after Labour day weekend to complete)
- built two new cabins, planning next year to complete the ladies row of cabins, with focus shifting to the mens. Next years plans will include the moving of two cabins.
- New ground was cleared for future expansion along the creek, with expectation to increase the size of the ball field
- future plans include the focus to provide more campsites
- new mattresses were purchased for all cabins

7) Follow up – Potential new Board Members: *Ralph Morby, Chair*

- contact has now been made with all names that were suggested. Two of the candidates are wanting the summer to consider the position
- one new name has been presented
- follow up on all three will be done early in the fall

8) Financial Update:

Darrell Sleep, Treasurer

- large donation that was received has been taken out of the operating plan, and placed in separate fund
- everything is going fairly close to plan, retreats are on track, property revenue is up (partially due to the change in timing of invoicing)
- Mishewah, has a positive \$18K partially due to the 4th week of family camp added, and all cabins being almost full for that week
- Scamps and Champs already 3/4 full

9) IT Committee:

Esther Braun (on behalf of Alanna Sleep)

- IT committee has asked for clarification of what their mandate should be, as needs have changed from when the committee was first formed. May require additional external resources to assist those that are currently providing technical support with the aim to have coverage from 8:00am-8:00pm on a daily basis.
- a more detailed plan will be drafted and presented to the IT Committee to give clearer direction with areas the Board would prefer the committee to focus on
- move to establish a budget line in the 2019 budget specific for IT, gathering input from the IT committee as to what the amount should be.
- support given for establishing a Help Desk ticket system for staff, when IT issues arise, that will give better clarity for staff, on the status of the fix

10) AMM Promotions & Planning:

- confirmed that one Board member would speak each week of Family camp to give an update from the Board and speak about the AMM: Angle Shantz to speak at Mishewah and Ralph Morby to speak at Stayner
- add a "Future Plans" section to the AMM agenda, specific to each camp
- confirm dates to have AMM package completed, look at potential of sending Financial statements after all main reports are sent, rather than holding up the package until final statements are available
- possibly adding an "auction" fundraiser to the AMM gala

11) Update from Sub-Committees :

Ralph Morby, Chair

- **Stewardship** - no update
- **Promotions** - looking to include membership information at some point in the Family Camp regist'n package
 - great need for improved signage at Mishewah both at the entrance and at the corner of the property. Need to look into costs, permits – deferring to Mishewah Property Committee to research
- design of new Mishewah sign could be put out for camper input
- **Stayner Property Committee:** - new flooring and deck repairs for camp Manager's house should be included in capital budget for 2019
- moving ahead with getting cost estimate for new front entrance sign
- **Bylaws:** - no update
- **Mishewah Property:** - contact has been made with company that builds climbing walls, potential to rent unit out during times that camps are not running, for potential rental income. Advertising can be sold and placed on the sides. Potential cost \$40K, includes training and harnesses. Suggestion to submit a proposal to a Toronto church that may fund all or a portion of it.

Suggested Motion:

BoD 18.06.03

MCS

"Motion to purchase a portal climbing wall and to have the Stewardship committee start fundraising, with projected delivery of June 2019."

Moved by Glen Svarich, 2nd by Rich Kinsman

- north washroom at Mishewah needs work, deferring to next year's project list, that will allow power washing of walls and floors
- flooring in several rooms of motel has split and needs replacing, need to remove & paint before family camp
- **Cottager Committee:** - no update

12) Policy regarding Tree Removal:

Louise Leonard

- no current policy, past practise has been that the trees belong to the camp, with it being our responsibility to care for them. Would be proactive to have guidelines in place, if there is a danger or potential to damage property.
- committee of Louise Leonard, Richard Kinsman, Glenn Svarich to draft a policy for Board review/approval
- Stayner property committee's mandate to identify trees that need to come down, with estimate of costs

- plan to include a standard budget item for tree pruning in 2019 budget

13) Outstanding Seasonal Camper Fees for 2018 - Stayner :

Louise Leonard

- a letter has been sent to each seasonal camper that has outstanding fee, informing that the camp is willing to look at various options to assist those with outstanding fees.

14) Mishewah – MD Report :

Steven & Jeanette Balzer

- successful clean up day
- things are going well with staff
- speakers have been donated for the chapel and have been installed

15) Stayner – Interim MD Report :

Louise Leonard

- moving ahead with painting the north washrooms
- renting a splitter to split blocks from tree that fell during wind storm
- 65 HOTM campers registered so far, need to determine what the maximum number of campers will be, depending on availability of councillors
- AVLI (company) from Kitchener coming to do the sound during family camp
- still pricing out commercial washers

16) Stayner Kitchen Renovation :

Ralph Morby, Chair

- needing to confirm input from staff on kitchen design, and obtain final approval by Health Inspector
- Garth Cressman will be the mechanical engineer for the project, and will be overseeing the final drawings
- targeting the end of the summer to submit drawings to the building department
- David Timlock's involvement will be to focus on the planning, layout of work, and will be on site every other weekend during the construction, as a project manager (for Jan, Feb, Mar)
- needing to confirm who will gather/organize the volunteers along with other related logistics. Looking to try and have lodge rooms available for volunteers, depending on what groups are in at that time.
- estimated cost of renovation \$100-\$120K

18) Next meeting: Monday September 10th, location CSL Cambridge

Ralph Morby, Chair

19) Adjournment:

Suggested Motion:

BoD 18.06.04

"Motion to adjourn". Moved by Glen Svarich, 2nd by Richard Kinsman

ECM Board Chair, Ralph Morby


ECM Board Secretary, Esther Braun