



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, April 9, 2018 at 7:00 pm

Previous BoD meeting held at CSL in Cambridge, Monday March 5, 2018 at 7:00 pm

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

Staff: Steve & Jeanette Balzer

Conference Call: Steve Loback, Louise Leonard

Regrets: Cal Knights, Glen Svarich, Lori Hotson

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*
- None

4) **Adoption of Agenda:** *Ralph Morby, Chair*
Items to be added to agenda: None

Suggested Motion:

BoD 18.04.01 *MCS*

"Motion to adopt agenda as printed."

Moved by Andrew Sawatsky, 2nd by Sandra Sherk

5) **Approval of April 9, 2018 ECM Board minutes:** *Ralph Morby, Chair*

Suggested Motion:

BoD 18.04.02 *MCS*

"Move to approve the April 9, 2018 minutes as printed and circulated."

Moved by David Timlock, 2nd by Richard Kinsman

6) **Special Invites for 2018 Family Camps:** *Ralph Morby, Chair*

- unanimous agreement to do special invite to everyone at District office:
John Cressman, Randel Rehkopf, Joel Zantingh, Gavin Wark, Clairan Martin
- plans are already in place for Kervin to attend Mishewah during 2nd week of family camp
- Ralph contacting Kervin Raugust to discuss his attendance at Stayner, possibly the last weekend with another planned pie/cake reception (to be confirmed with Tim Loveday).

7) **2018 Fundraising Plan for Projects :** *Ralph Morby, Chair*

a) - **Mishewah septic system (portable septic)** - Mishewah property committee, Chaired by Steve Loback to oversee this project

b) - **Stayner Kitchen** -

- David to create a more detailed costing of the project and finalize project design
- agreed by David to provide a project timeline (construction schedule), identifying the timeframes for different phases, and sequence of tasks
- David to provide several possible names for next meeting of those who could lead the project through the demo/construction. Project Lead would need to be involved with the preplanning and ramp up.
- Stewardship Committee to act as the Fundraising lead for this project
- suggestion to do a personal contact by letter to those that have been larger donors in the past

–Louise to give input into how to get the word out, gather names, secure volunteers for this project and determine what volunteer trades might be available.

8) Boards Members Terms ending in 2018

Ralph Morby, Chair

- in preparation for those Board Members who will have completed their 2nd term, along with the re-election of those continuing, in the fall
- looking to fill up to possibly six BoD's positions
- six possible names were suggested, with Board members assigned to make contact with each

9) Financial Update:

Darrell Sleep, Treasurer

Follow up on question re: Funds given for a specific purpose, and how to ensure the donor's wish is fulfilled.

Response: all donations given for a specific purpose are tracked in a separate fund and aim to physically set aside the corresponding dollars.

- currently working through the costs associated with Payroll on the new Provincial public holiday pay calculation, and trying to determine what ECM staff this pertains to. More discussion/update required on this.
- discussed the need to have good letters of employment in place and on file
- the recent large donation to Mishewah will be treated as restricted funds, to use half for camper sponsorship (top-up) and the other portion for something more tangible. ECM will continue to solicit funds for sponsorship as has been done in the past. Currently ECM only subsidizes up to \$200 with the exception of FACS campers.
- suggestion to assign 1/3 of the camper sponsorship portion received be used for 2018 campers. Jeanette to provide more statistics on how many campers have been sponsored in the past and by how much.
- the Mishewah Property Committee, are requested to look into costs of a portable climbing wall that would possibly be used for the tangible item. In the interim, the remaining amount of donation to go into a GIC.

10) Updates from Sub Committees:

Ralph Morby, Chair

- Stewardship - Darrell Sleep, has forwarded emails to group, to determine what the focus will be to start
- Promotions – Lori Hotson – meeting planned for April 26th to start planning of posters & promotions
- Stayner Property Committee – Rich Kinsman, see attachment of identified items & plans of how to complete
- Bylaws - Glenn Svarich – no update
- Mishewah Property Committee - Steve Loback, Andrew Sawatsky update:
Missions trip, starts on May 27 to June 6th finishing, planning for two cabin foundations and one new cabin to be built
- improving of electrical infrastructure will continue, build electrical shed, new flooring in other half of kitchen, new table put in.
- Different churches have inquired if they can go up to help at Mishewah. New Dundee has partnered on this. Inquiries taken by Steve/Jeanette are to be redirected to Andrew Sawatsky

11) Review of Planned Speakers – 2018 Family Camps & Seniors Getaway :

Ralph Morby, Chair

- consensus, approval of planned speakers and music

12) Planning for 2018 AGM:

Ralph Morby, Chair

- Angela Shantz to head up a team, in conjunction with Lori Hotson, Andrew Sawatsky, Darrell Sleep
- consideration to be given in coming months of who at St. Catharine's might be able to assist with decorating, setup, registration, serving and other prep.
- need to confirm the booking of Bethany, St. Catharine's church

13) Pledge of Funds from Faith EMC Wasaga :

Louise Leonard

- Faith Evangelical Missionary Church Wasaga has partnered with ECM and pledged their anniversary offering to Stayner camp, requesting that it be identified what the funds will be used for.

BoD 18.04.03

MSC

Motion to: “ Approve the use of a portion of funds received from Faith EMC Wasaga towards sponsorship of HOTM campers up to \$2,700, with the remaining funds to be used in kitchen renovation project ”

– Moved by Sandra, 2nd by Darrell.

14) Stayner Camp Update :

Louise Leonard

- decision to hire only 3 maintenance staff this year
- increasing the housekeeping side of staffing
- O.Reg 503/17 for Recreational camps, Louise is in process of completing forms and submitting
- requiring more clarification/impact of new stat pay implications
- decision to not offer special diets for guests outside of vegetarian and dairy, as an alternative will offer a microwave and fridge for them to use outside of kitchen area
- currently working with Markham men, regarding Stayner projects that need to be completed
- Trip hazzard in sidewalk, turning into a bigger job and should be incorporated in with redoing the entrance into the lodge, where slope of cement leading up to entrance needs to be extended out 5' – deferring for the interm for more discussion with property committee
- of the 5 water meters, one meter had a large bill, re: kitchen, currently investigating as to what caused this
- moving ahead with getting an energy audit done in dining hall and lodge, and investigating grants that are available to replace lighting

15) Mishewah Camp Update :

Steve & Jeanette Balzer

- stilling waiting to hear on the Canada summer jobs status
- bikers weekend may still go ahead under new leadership
- Jamie Reimer from Bethany St. Catharines, contacted Jeanette asking if Mishewah could provide the same honourium to their staff as is done during the other two weeks of family camp. Darrell to discuss with Jamie regarding his request

16) Presentation of New Website:

Rich Kinsman

- brief presentation of the Stayner, Mishewah and ECM landing page was given in the high fidelity format
- currently being reviewed by both Managing Directors for their input and comments
- once all suggested changes are incorporated a link will be sent to all BoD's for them to explore and make recommendations
- next steps to send out Request For Proposal (RFP) to selected vendors

17) Update from IT Committee:

Sandra Sherk

- no update provided

18) Missions Projects:

Sandra Sherk

- see Mishewah Property Committe under item #10 above

19) Hiring Committee:

Darrell Sleep, Treasurer

- Jerry Biersteker and Darrell Sleep have agreed to go on the committee with Ralph Morby and Cal Knights

20) Next meeting: Monday May 7th, location CSL Cambridge

Ralph Morby, Chair

21) Adjournment:

Suggested Motion:

BoD 18.04.04

“Motion to adjourn“. Moved by David Timlock, 2nd by Andrew Sawatsky

ECM Board Chair, Ralph Morby

ECM Board Secretary, Esther Braun