



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, May 7, 2018 at 7:00 pm

Previous BoD meeting held at CSL in Cambridge, Monday April 9, 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, Cal Knights, Lori Hotson

Staff: Steve & Jeanette Balzer, Louise Leonard

Conference Call: Steve Loback

Regrets: Glen Svarich, Rich Kinsman

- 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: - report from IT Committee

Suggested Motion:

BoD 18.05.01 **MCS**

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

Moved by Cal Knights, 2nd by Andrew Sawatsky

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

Suggested Motion:

BoD 18.05.02 **MCS**

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

Moved by David Timlock, 2nd by Darrell Sleep

- 6) **Update Mishewah Missions Trip (May 27 – June 6th):** *Andrew Sawatsky*
 - Plans are well underway, approximately 30 people attending for part or all of the project
 - scaling back the Kitchen renovations for the interim to help reduce the logistics of feeding all the volunteers
 - new cabin size will be smaller, 20x20 with only 10 bunks per cabin, with the two new cabins being located on either side of the craft cabin, with further plans for cabins to be built next year
 - plans and scaled drawings have been completed and building material are set to be ordered
 - Missions trip is being run through Bethany St. Catharines church, with all participants signing waivers
 - all participants involved with the framing of cabins will have working at heights certification

- 7) **Clearview Township Sewer Main Work :** *Ralph Morby, Chair*
 - in response to letter received from Clearview Township, informing land owners of certain lots, adjacent to Scott Street, there will be a fee levied of \$19K per lot, in the event of any planned development
 - notice of upcoming public meeting on May 28, decision not to attend as we have no plans for development
 - current zoning for our lot is for green space only
 - agreed to send letter to township acknowledging receipt of their letter, and would appreciate any updates in the future

8) Follow up on Potential new Board Members :

Ralph Morby, Chair

- some of the names suggested still need to be contacted, some need to be followed up on for a response, others need more time to consider filling this role
- confirmed responses have been received from several of those that were asked
- More updates to be provided at next meeting

9) Financial Update:

Darrell Sleep, Treasurer

- April monthend was not closed yet, deferred Financial update to next meeting

10) Website Team – Request for Camp pictures:

Esther Braun

- requesting assistance in gathering pictures of summer camp events, that can be used both on the website and in promotional material, that will help convey a sense of what our camps are all about.
- also to be used for the AMM video re-capping all the summer activities
- looking for old pictures of Mishewah to add to the archive section of the website
- Approval for Website Team to go ahead and issue formal RFP to vendors for the build of new websites

11) Update from Sub-Committees :

Ralph Morby, Chair

- Stewardship - finding a date to meet and do brain storming session
- Promotions - meeting on May 14th as a committee to make plans
- Stayner Property Committee: - list of items have been identified that need to be done, as volunteers come during the week of May 7th and 14th. Volunteer work/clean up day planned for Saturday, May 12th.
- Bylaws: - no update
- Mishewah Property: - water is now on, Government funds received from the flooding last year to be used to bring in new sand, and bring in rocks to be set in place in the fall when water level is at its lowest.
- Contact has been made with company that makes climbing walls, to inquire on pricing, but still waiting for their response.
- Cottager Committee: - no update

12) Stayner Section “A” electrical boxes:

Ralph Morby, Chair

- 19 electrical outlets in section A have been upgraded to 30 amp service, remaining outlets are rusted shut and need electrical boxes changed.
- Jeff Bowman recommending trenching be done to campsites backing on Scott Street to provide better electrical service to these sites.
- Electrical inspector is strongly supporting and suggesting these upgrades.
- Suggestion to do \$4,000 this year in upgrades and \$4,000 next year.

13) Mishewah Camp Update :

Steve & Jeanette Balzer

- Round Lake Authority now giving more advanced notice of any potential flooding, in light of what happened last year, as a result campers are asking to be advised in advance of when any potential flooding may occur
- seeing good results from the MailChimp email sent to churches, plus recent visits to churches
- attended Petawawa trade show, to increase awareness of camp in the local community
- Aaron Balzer to attend Listowel Church on behalf of Steve & Jeanette and speak about our camping programs
- great need for better signage at the road that will give more visibility to the local community

14) Stayner Camp Update :

Louise Leonard

- need to source quote for a new commercial washer, and fix other washer
- will be shutting down the walk-in freezer given the current issues, sourcing a new deep freezer to store all frozen goods, and removing the door to walk-in freezer until such time renovations start
- continuing to investigate water meter issue, further update to come
- list of work items are ready for when volunteers come: painting gym, cutting fallen trees, replace lighting on driveways, raking, cleaning off roofs

15) Stayner Kitchen Renovation :

David Timlock, Vise Chair

- Part Time kitchen staff have given input into the new design
- Health Inspector has requested to be included in final design phase
- estimated cost of renovations at approximately \$100,000
- David to be Project Manager and will be onsite on critical weekends, and provide guidance remotely on other

weekends. Confirming the potential of two local men to work with David in executing plans and giving direction to volunteers.

- damage to one cottager roof during recent wind storm, with two large size trees coming down near tabernacle

16) Jarlette Health Services :

Ralph Morby, Chair

- in response to email received from owner of Jarlette Health Service, inquiring if we would be interested in selling 3-5 acres of land.

Suggested Motion:

BoD 18.05.03

MCS

“ That we decline the offer to explore selling any sizeable acreage .”

Moved by Cal Knights, 2nd by Sandra Timlock

17) Update from IT Committee:

Sandra Sherk for Steve Loback

- over the past year internet connections at both sites have been greatly improved, all systems/routers will be checked for up coming season.
- using donated fibre cable to run from the office to tabernacle at Stayner to improve internet quality during family camp. Also using fibre cable at Mishewah to run from boat house to office for better communication
- currently working with the sound people in preparation for Stayner family camp
- looking at what the best options are for internet providers at Mishewah, along with a backup provider
- with EMC being a charitable organization, we are able to install Office 365 at a reduced rate
- looking to create an IT ticket system (at no cost) to better log and track any computer issues
- now that better internet access is available, moving to look at ways to reduce communications costs between camps and staff

20) Next meeting: Monday June 11th, location CSL Cambridge

Ralph Morby, Chair

21) Adjournment:

Suggested Motion:

BoD 18.05.04

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

ECM Board Chair, Ralph Morby

ECM Board Secretary, Esther Braun