

DISCIPLES CONFERENCE CENTER, INC (DCCI)

Minutes of a Meeting of the DCCI Board

January 7, 2017

Members attending:

Tom Ballard
Rae Bostwick
Rick Brockway
Andy Cloyd
Mary Deaver

Jim Kessler
Susan Kessler
Ex-Officio:
Andy Brink
Rev. Peggy Edge
Rev. Michael Passmore

Rev. Emily Wycpalek

Staff:

Rev. Scott Miller

Guest:

Mike Deaver

Following an opening prayer by Tom Ballard, President Rae Bostwick called the meeting to order at 10:30am.

1. Officers for 2017 were introduced: President Rae Bostwick, Vice President Mary Deaver, Secretary Susan Kessler, and Treasurer Bob Simons (absent).
2. On a motion made (Deaver), seconded (Cloyd) and passed, minutes of the November 12, 2016 meeting were approved.
3. **Financial Report** - Rev. Scott Miller

Scott reviewed the following financial documents, which had been distributed by email in advance. (COPIES ATTACHED TO OFFICIAL MINUTES)

- a. Balance Sheet as of December 31, 2016:
- b. Profit and Loss Budget Performance as of December 2016:
 - December's monthly loan payment was \$816
 - Water line lease income is pending
 - Only one (non-Disciples) event was held in December
 - Staff bonuses: One week's pay for Alex and Wilhelmina; Scott's was rounded up to \$1,000.
 - Wilhelmina's daughter helps with cleaning; total number of hours remain the same.
- c. Profit and Loss Previous Year Comparison
 - Giving from BBA and CPA is down, which factor into camp fees (fees will be higher as church contributions reduce).
 - Oil/gas royalty income was budgeted at \$8,000/month for 2017, reduced from \$11,000/month budget in 2016.

Scott noted that a few items may be outstanding. He will send the board a final accounting when it is complete. He is hopeful that the new food supplier will help reduce costs.

4. **Ropes Course Discussion**

We have made a major investment into the ropes course, but have seen virtually no return on the investment. The board needs to have more control over how to accomplish this.

Groups are interested in the ropes courses, but we don't have enough trained facilitators. On the other hand, facilitators must have practice with groups before they can facilitate. It's a Catch-22 situation. Consider getting younger adults within the church trained to be facilitators, specifically for selected low-ropes challenges.

Another dilemma is Danny Dean's requirement that groups do all or nothing on the low ropes course. Groups would like to do a few of the challenges, but do not want to commit to the time it takes to do the whole course. The board recognizes that enough time must be allotted to properly complete each individual element, but feels that there should be flexibility to incorporate some of the challenges within the timeframe of the groups using the facility.

An idea was suggested to design a week-long adventure camp, incorporating the ropes challenges within a week based on a spiritual framework. An issue is trained facilitators who can commit to a full week.

A small group will be designated to articulate the board's position, then to meet with Danny Dean and Bob Simons to develop an action plan.

5. **Camp Director's Report** - *Rev. Scott Miller*

Scott reviewed his report, which had been distributed by email in advance.

Property items include non-functioning dishwasher in the Lindley Center, non-functioning heater in the Activity Center, delay in EOG water line lease payment, and forthcoming increase in water rates. Kitchen upgrades to paint/cover exposed wood are being planned to comply with health regulations before summer camps.

New items include:

- Need to inform employees that they are eligible to participate in the Pension Fund's Tax Deferred Retirement Account, although DCCI will not put anything into the account for them, and they may not be able to withdraw from the account even if they are no longer employed here.
- Healthcare legislation allows employees to designate up to \$10,000 pre-tax amount for health insurance. On a motion made (Edge), seconded (Passmore) and passed, the executive committee is empowered to put an HRA (Health Reimbursement Arrangement) in place for DCCI employees, according to government guidelines.
- Need to publicize DCCI work days: February 25, April 22, 2017.

6. **Old Business**

a. **Activity Center Insulation**

With the help of board member Andy Cloyd, we have received three bids for replacing the insulation in the Activity Center ceiling and walls above the garage doors. Leonard Leffler of Insulation Services in LaGrange presented a bid to completely remove and replace existing insulation. He described two options of foam, recommending the 3 inches of 2-pound water/urethane-based foam for the roof deck, and 2 inches for the walls, plus a required thermal barrier (he recommends white). This insulation should last the life of the building. Installation would take at least a full week. Everything not to be sprayed would be covered. During actual demolition and application of insulation, people should not be in the building, although food could be prepared in the kitchen and taken out the back door to the Lodge. He addressed long-range possibilities of heating/air conditioning the building. The existing doors/garage doors would need to be replaced, but foam insulation as described above would be adequate for that portion of the building. If there is a roof leak, it will never come through the insulation. He recommends that a roofer inspect the roof after the removal of the existing fiberglass insulation so that any damage could be resolved before installation of the foam.

A motion was made (Brockway), seconded (Jim Kessler), and passed to accept the Insulation Services bid as specified for closed cell foam insulation for \$59,246, subject to funding availability.

b. Office Building

The board agreed that a new office building is needed. The building would be used for the camp director's office, file storage, Sugar Shack storage, and possibly a conference/board room. Scott will get definite bids on sturdy wood and metal buildings, keeping in mind the aesthetics of the camp design and future plans for consistent/compatible architecture. It is likely that we will be responsible for slab, utilities, and all interior finish work on the building. Options for placement will be considered, including possibly near the first RV site and the Lindley Center. Scott will bring recommendations to the next board meeting.

c. Funding

The board discussed sources of funding for the Activity Center work and the office building (see 6a. and 6b. above). Balance on the current loan with the Board of Church Extension is approximately \$27,600. Mike Deaver estimated that if we were to add to the BCE loan by an amount enough to do these two projects, the total loan would be refinanced to be payable over about 10 years, making monthly payments manageable.

A motion was made (Passmore), seconded (Ballard) and passed to apply to the BCE for an additional \$150,000 capital loan, negotiated at the best terms available, with funds to be used first for Activity Center insulation and then for the office building.

7. Board Vacancy

There is a vacancy on the board for a BBA representative to fill the unexpired term of Michael Tally, ending in June, 2018. Rev. Mitch Maxted has been recommended. Mary Deaver tried unsuccessfully to reach him at the end of the year. Susan Kessler will contact him on behalf of the board.

8. New Business

a. Summer Interns: Discussed ways to promote the positions; 8 weeks, live at camp.

b. Staffing for summer: Waterfront safety and lifeguarding certification are required for waterfront director.

c. Band Scholarship: We committed to provide the scholarship for a Gonzales High School band student for a second year, even though last year the Band Boosters did not support the pancake breakfast. Scott is exploring an alternative event, possibly partnering with local restaurants and grocery stores to donate food for a Sunday afternoon picnic, with pool access. We would provide lifeguards. Scott will meet with Band Boosters to explore their interest.

d. CLER Ministries letter: Mary Deaver shared a letter from CLER Ministries commending DCCI and specifically Rev. Scott Miller for impressive improvements to the facilities and Scott's leadership.

Rev. Peggy Edge thanked the board for serving the camp, the church, the kids, and our Lord. She offered the adjourning prayer at 2:35pm.

Respectfully submitted,

Susan Kessler
DCCI Board Secretary