

DISCIPLES CONFERENCE CENTER INC. (DCCI)
Minutes of a Meeting of the DCCI Board
May 20, 2017

Members attending:

Tom Ballard
Rae Bostwick
Rick Brockway
Andy Cloyd
Rev. Darnell Dotson
Nathan Higginbotham

Jim Kessler
Susan Kessler
Bob Simons
Janene Suggs

Ex-Officio:

Andy Brink
Rev. Peggy Edge
Rev. Jimmy Cobb
Rev. Emily Wycpalek

Staff:

Rev. Scott Miller

1. WELCOME AND OPENING PRAYER

President Rae Bostwick called the meeting to order at 10:36a.m. Andy Brink offered an opening prayer. Rae asked for prayers for board member Mary Deaver following her fifth back surgery.

2. INTRODUCTION OF BOARD MEMBERS

3. MINUTES OF THE MARCH 18, 2017 MEETING

The minutes were distributed to the board in advance of the meeting. Janene Suggs asked that the minutes include her full name in all references. Under section 5, Board Vacancies, the following sentence was deleted: "Janene Suggs has been asked by CPA to fill a vacancy for a full term ending in 2020." A motion was made (Cobb), seconded (Cloyd) and passed to approve the minutes of the March 18, 2017 meeting as corrected.

4. FINANCIAL REPORT – *Rev. Scott Miller*

The financial report was distributed to the board in advance of the meeting. Scott reviewed the Balance Sheet as of April 30, 2017, and Profit & Loss Budget Performance through April 2017. Contributions totaling \$9,350 have been received for capital improvements (insulation and office) in response to the special fundraising campaign. Income has exceeded expenses by \$267.76 through April 30.

Discussion items:

- a. The board requested that minutes and financial reports be available to the public, and asked Scott to maintain the previous year's minutes and current financial reports on the Disciple Oaks website.
- b. A question was raised about liability for licensing for movies/music that are used during events at Disciple Oaks. Groups that use the facilities are responsible for licensing any materials that they use. Scott will clarify this in policies/contracts with renters.

- c. The board has the authority to reject any inappropriate group or activity. Scott reviewed with the board the current policy agreement that is signed by group leaders, which clarifies that the group leader is responsible for the group's actions. Consider including the term "Christian Values" in the policy agreement.
- d. Alcohol use policy: Disciples Crossing has implemented a limited-use alcohol policy. At some point in the future, DCCI might consider moving in this direction, although this is currently not being considered. Scott will contact the Disciples Crossing director for details about their policy.

A motion was made (J. Kessler), seconded (Higginbotham) and passed to approve the financial report as presented.

5. CAMP DIRECTOR'S REPORT – *Rev. Scott Miller*

Scott reviewed the report which he had mailed in advance.

- a. Band Scholarship. The fundraiser dinner for the second annual band scholarship was held on May 6, with 56 chicken plates sold. Participation was better than last year, but disappointing. Tyson donated 64 chickens. Only one student applied for the \$1,000 scholarship; Scott presented the scholarship on May 18. A motion was made (Janene Suggs), seconded (Wycpalek) and approved to reduce the band scholarship to \$500 for 2018. While the board considers this to be a viable community outreach effort, we must find a way to bring higher participation from the band and community if the scholarship is to be continued beyond 2018.
- b. Scott emphasized that any camp-related emails should be sent to discipleoaks@gmail.com – not Scott's personal email
- c. The old shed and office building are slated to be removed before summer camp season starts.
- d. A new tankless water heater was purchased to replace the one that could not be repaired; Rheem will refund full market value on the old one.
- e. Electrical work is being done on the basketball court lighting.
- f. Loan for Activity Center insulation project: Full loan amount was \$98,000. To date, the amount used for the project is \$80,090.08, which includes all closing costs, rolling in the \$24,095.20 of the current loan, and \$53,321.40 (90% of the bid from the contractor). Approximately \$1,000 will be needed to finish a few loose ends. A motion was made (Higginbotham), seconded (Ballard) and approved to close out the loan at \$80,090.08 and cover incidental remaining expenses from capital donations. In addition, a motion was made (Edge), seconded (Brockway) and passed to ask BCE to adjust our monthly payment amount based on the actual final loan amount (\$80,090.08).

- h. Disciple Oaks has a Wells Fargo Credit Card in former camp manager Dale Fowler's name. We were unaware of this account until Scott recently received a zero-balance statement from Wells Fargo. There is a \$7,500 limit and no annual fee. A motion was made (Cloyd), seconded (Cobb) and approved to maintain the credit card, removing Dale Fowler's name and adding Scott Miller's name. The board directed the board secretary to provide an official letter to Wells Fargo requesting the change.
- i. In 2014, the board created an action plan. Many items have been completed. Scott will email the list to the board; we will update the action plans at a future meeting, possibly in September or January.
- j. We continue to receive occasional requests to purchase the oil royalty rights. Board consensus is not to consider selling at this time.
- k. Summer camp program: A total of 174 are registered; registrations continue to be received. Most staff positions are filled (still need an assistant cook and a nurse).
- l. Scott will be away September 15-16 to perform a wedding for a FCC Port Arthur member.
- m. The signature card at the local bank includes Scott Miller and Mary Deaver; A motion was made (Janene Suggs), seconded (Cobb) and passed to add Rae Bostwick to the signature card.
- n. The walk-in freezer capacitors and relays were replaced (thermostat, and light also need to be replaced); all food was spoiled. Scott has an inventory of lost food; he will tally the total and determine whether to file for insurance.

6. OLD BUSINESS

- a. Scott asked for direction on next steps to build a new office building. After discussion, the board agreed that a good direction would be to have an outside contractor pour the slab and build the shell, with all the interior finish work to be done by the Christian Church in the Southwest Region's Disciples Men, whose director is Nathan Higginbotham. A task force of Nathan Higginbotham, Bob Simons, Andy Cloyd, and Scott Miller will seek bids on the foundation/shell work, including a bid from Lisa and Tony Muckleroy (Nathan's contacts who are experienced in steel building construction). Nathan will work with the regional Disciples Men's work/mission group to provide a bid for the build out of the remainder of the project. All labor associated with framing, electrical wiring and associated equipment installation, HVAC and sheetrocking would be donated from that group. All material costs required in these and other tasks such as painting and electrical lights/fixtures would need to be supplied by DCCI. The proposed timeline for action is:
 - After summer camp season, gather bids.
 - August 19 – Present a recommendation, including bids, to the DCCI executive committee at its August 19 meeting.

- September 16 – Disciples Men’s group votes on the project .
- September 22-23 – DCCI Board votes on the recommendation .

b. Ropes Course

Rae reviewed notes from the January discussion about the Ropes Course. The board expressed the need to develop a plan for more flexibility for groups and to increase the return on our investment in the Ropes Course. The following members will serve on this task force: Janene Suggs, Emily Wycpalek, Bob Simons, Rev. Peggy Edge, Rae Bostwick, Rev. Scott Miller. A recommendation will be brought to the board in September.

3. NEW BUSINESS

- a. Bokenkamp Children's Shelter. For the last two years DCCI has been an emergency shelter option during hurricane season. A motion was made (S. Kessler), seconded (Wycpalek) and passed to extend the agreement.
- b. The Board of Church Extension needs a new signature card on file. Officers will sign this following today’s meeting.
- c. Rev. Emily Wycpalek asked that we look at providing online camp registrations through DCCI rather than through the area offices. Disciples Crossing uses CampDoc; another option is NetCamps. The system needs to support our congregations in the way that they want/need to process registrations. Emily will coordinate with Matthew Hudman (CPA outdoor ministry chair), both area moderators, and Scott Miller to research and evaluate options and to bring a recommendation to the September board meeting.
- d. Regional restructuring: Rev. Peggy Edge explained that after much discernment, most administration and finance functions will be centralized rather than handled in individual areas. There will be no area employees, but several community regional ministers. This is a hopeful time for the region. The Regional Minister search committee has three candidates and hopes to have a decision in the summer.

An executive committee meeting will be held on Saturday, August 19, 2017.

The next Board meeting will be Friday-Saturday, September 22-23, 2017.

The meeting was adjourned at 2:15 with a prayer offered by Rev. Jimmy Cobb.

Respectfully submitted,

Susan Kessler
DCCI Board Secretary