

DISCIPLES CONFERENCE CENTER, INC. (DCCI)  
Minutes of a Meeting of the DCCI Board  
September 22-23, 2017

**Friday, September 22, 2017**

Members attending:

Rae Bostwick  
Andy Brink  
Rick Brockway  
Andy Cloyd  
Nathan Higginbotham

Mary Deaver  
Jim Kessler  
Susan Kessler  
Bob Simons  
Rev. Emily Wycpalek  
Staff:  
Rev. Scott Miller

1. President Rae Bostwick called the meeting to order at 7:15pm. Bob Simons offered the opening prayer.
2. Committee chairs  
Property: Because of the effectiveness of current staff (Scott and Alex), and the good condition of the property, there was consensus that it is not necessary to appoint a property chair at this time. Personnel: Vice President (Mary Deaver) is in charge of Personnel.
3. Welcome Center/Office  
Disciples Men's Report. Nathan Higginbotham reported that Les Hodson and Brian Fenwick of the Disciples Men's Regional Mission Project met with Nathan, Scott, Andy Cloyd, and Bob Simons to review requirements from the DCCI board. Les compiled the requirements and drew construction plans, which are available for board members' review. The building dimensions have been extended to 33'x40' to accommodate building out of interior walls. The men's group will donate labor and may provide additional funding, amount to be determined after the DCCI board discusses bids. Brian Fenwick will donate paint and painting.

Four quotes have been received for the metal building, assembly, and slab. If all goes as expected, total costs will be \$31,000 for slab, building, and assembly. Internal building supply cost could be up to \$25,000.

Discussion:

- A floor drain will be added in bathroom (to drain to septic).
- Conference room and office will have the same kind of fan.
- Andy will check on difference between welded and engineered (bolted) buildings.
- Check wind speed ratings. Are these based on building or on quality of windows and doors?
- Be sure that windows are installed by those who assemble the building.
- Walls are 10' high.

Fundraising: total amount received for the office is \$24,342.20. We will use this amount first and borrow the remainder from Board of Church Extension.

By the end of the board meeting tomorrow, there will be a decision on the maximum amount of loan to be requested so that Scott can proceed to provide bids and materials to the Board of Church Extension with the loan request. This will enable us to receive funds by December 1 and to get the slab poured and metal building constructed by early February. The men's group is scheduled to begin interior work on March 4.

4. Reviewed Long Range Plan from January 28, 2014. **A motion was made (Higginbotham), seconded (Simons) and approved to focus on those items identified A1, A2, B1, B2.** Don't ignore the other numbers, but drop them below the priorities. This should be a springboard for the future. Bob Simons will consolidate the list for discussion at the November board meeting.
4. Briefly discussed the ropes course. It is not being used. Suggestions included upgrading explanations of ropes course in web presence and social media presence.
5. Web and social media presence: Need to get someone who has digital expertise to design our Facebook and web presence. This will be included in budget discussion to improve overall marketing and online presence.

**Saturday, September 23**

Members attending:

Tom Ballard  
Rae Bostwick  
Andy Brink  
Rick Brockway  
Andy Cloyd  
Mary Deaver

Rev. Darnell Dotson  
Jim Kessler  
Susan Kessler  
Bob Simons  
Janene Suggs  
Rev. Emily Wycpalek  
Staff:  
Rev. Scott Miller

1. President Rae Bostwick called the meeting to order at 9:00am. Board members introduced themselves.
2. Minutes  
**A motion was made (Ballard), seconded (Simons), and passed to approve the minutes of the May 20 meeting as corrected (5.l. "DCCI camper" should read "FCC Port Arthur member").**
3. Financial Report – *Rev. Scott Miller*
  - a. Scott reviewed the Balance Sheet as of August 31, 2017 and the Profit and Loss Budget Performance as of August 2017 (ATTACHMENT A)
  - b. It was noted that for at least the next 18 months, income/response from the Coastal Plains Area will be less than anticipated as a result of Hurricane Harvey. This should be a factor as we consider future expenditures.
  - c. Insurance renewal: Cost for the coming year will be \$15,930, an increase of \$219. Renewal is due in October.

- d. Net ordinary income is \$18,850.22 YTD through August 2017; YTD budget was \$2,514.29.

4. Camp Director's Report – *Rev. Scott Miller*

Scott reviewed his report, which had been distributed to the board in advance (ATTACHMENT B)

- a. Updated figures for Improvement Donations: \$31,564.80 total. \$24,842.20 for the office.
- b. Credit Card: **A motion was made (Janene Suggs), seconded (Wycpalek) and passed to approve a DCCI credit card in Alex's name with a \$500 limit.** Scott will reconcile all receipts with the credit card statements.
- c. Scott will take vacation days November 23-29 and December 22-28, 2017. He will take continuing education days for his Commissioned Minister Licensing on October 14, 2017, and February 3, 2018.
- d. Distributed upcoming schedule of events.

5. Summer Camping Report – *Rev. Scott Miller*

- a. Numbers were down for all but Eighter's and Beginners/Junior Camps.
- b. Eighter's Camp should be promoted more widely than to our own denominations. We should encourage our churches to promote it to other churches in their communities.
- c. The board recommended an analysis of camper demographics. Emily will provide to the board a list of where campers are coming from, distances from the camp, and their relationship with Disciples of Christ. Distance is a factor and can be a deterrent.

6. Budget Discussion – *Treasurer Bob Simons and Rev. Scott Miller*

The board reviewed the proposed 2018 budget (ATTACHMENT C) and made the following recommendations for INCOME (reducing it to \$316,721.25):

- a. This version projects income from area churches the same as for 2017. There was consensus to reduce this projection by 25% for the Coastal Plains Area (account 4220.1) in consideration of the effects of Hurricane Harvey (from \$25,000 to \$18,750).
- b. Individual contributions (account 4400.1): Reduce account from \$10,000 to \$5,000 to reflect actual income of \$3,650 for 2017.
- c. Miscellaneous Income Operations (4415.1) – reduce from \$1,000 to \$500.
- d. Oil/Gas Royalties (4430.1) – reduce from \$84,000 to \$78,000. Bob Simons will give the board an estimated projection for the next few years.
- e. Ropes Course (4530.1) – reduce from \$3,000 to \$2,000.

The board made the following recommendations for EXPENSES:

- a. Maintenance – Propane (6402.1) – reduce from \$1,000 to \$750.
- b. Electric (6403.1) – Reduce from \$30,000 to \$29,000.
- c. Sports Equipment (6426.1) – reduce from \$1,000 to \$500.
- d. Insurance (7016.1) – reduce from \$18,000 to \$17,000 (may be adjusted in final version to reflect flood insurance).
- e. Delete 7325.1 (25<sup>th</sup> Anniversary Celebration)

- f. Website and email system (7315.1) – This amount will increase in the final version to reflect registration software.

Scott will send a revised projected budget in advance of the November meeting, when a final vote will be made. Our opportunity is in marketing, especially for off-season weekday meetings and for weekends in May and September. Non-Disciples churches would be a good target group.

7. Executive Committee Recommendations

- a. Alcohol Use Policy: Disciples Crossing has an Alcohol Use Policy which was shared with the DCCI board in advance of the meeting. Several potential clients have declined to book Disciple Oaks because we don't allow alcohol on the property. This is a way to increase bookings and thus to increase revenue. It would not be publicized, but would be available when requested on a case-by-case basis. On our web site should be clear that alcohol is not normally permitted, but to contact the camp director for additional information. **A motion was made (Janene Suggs), seconded (Deaver) and passed that effective immediately, DCCI will adopt the alcohol use policy that was created by Disciples Crossing, as amended to reflect DCCI.**
- b. Rates: After review of the user rates (which were increased for 2017), the executive committee recommends no change for 2018, and recommends that rates be reviewed every two years. There were no objections.

8. Welcome Center/Office – Andy Cloyd

- a. The estimated maximum total for slab, building, assembly, and construction is \$75,037.79. The Board of Church Extension will loan 75% of the total for slab and building, so our amount to be financed would be \$56,278.34. Adding this to our current loan of \$79,345 (if BCE agrees), plus a 2% refinance fee, would bring the total loan to \$137,210.24 and raise our monthly loan payment from \$805 to \$1,167.20. The board expressed great appreciation to Nathan Higginbotham and the Disciples Men's Regional Mission Project for free labor, estimated to be a donation of \$40,000. Building will be provided by Mueller and assembly by David Kolacny. **A motion was made (Wycpalek), seconded (Janene Suggs), and passed to increase our loan with Board of Church Extension to a total of \$137,310.24, which will include the addition of up to \$56,278.34 for the new office/welcome center.**

9. Nominations for Officers for 2018: This will take place at the November board meeting.

10. Future meetings:

- November 18, 2017
- 2018 meetings:
- January 27
- March 17
- May 19
- July: no meeting
- August 18 – Executive Committee
- September 14-15
- November 17

11. 2018 workdays:

- February 24
- Schedule a fall workday at a future board meeting.

12. Vision Revisited

Our mission is *to provide a safe and welcoming place where God's transforming presence is made real by developing exceptional accommodations, activities, and programs.* This is important to remember as we move forward, even in a time of tight budgeting. Our 2014 action plan will be revisited at the November board meeting; Bob Simons will reorganize the materials in accordance with the board's discussion last night.

13. New business

- a. Lindley Center needs some exterior maintenance.

The meeting was adjourned with prayer at 1:50pm.

Respectfully submitted,

Susan Kessler  
DCCI Board Secretary

ATTACHMENTS:

- A. Balance Sheet and Profit and Loss Budget Report
- B. Camp Director's Report
- C. Proposed 2018 budget