

Luther Park Board of Directors

Approved Meeting Minutes

September 22, 2011 at Trinity Lutheran – Eau Claire, WI

Roll Call – Board Members present – Brenda T., Cheri S., Dale K., Steve K., Kay M-U., Ben A-I., Joel O., Tom W., Chris K. Members absent: Michele Z., Bert S. Staff present: Craig Corbin, Briana Kunkel, Jonathan Schack.
Guest present: Donny Moats.

5:30 **Call to order, address changes to the agenda and devotions**

- ✓ Treats – Cheri – *Ham sandwiches, fruit and outrageously delicious chocolate chip cookies. (Informal straw poll requests chocolate chip cookies every meeting!)*
- ✓ Devotions – Dale – *“Putting God first;” reading from Quiet Strength by Tony Dungy, and the Buck Knife product promotion piece*
- ✓ Approval of Agenda (additions & revisions) – *addition of Resolution Re Transfer of Campership Funds*
- ✓ Approval of August 18th Minutes **MSC to approve (Chris K and Tom W).**

5:45 **Board Bylaws / Policy Review**

- ✓ Constitution and Bylaws update (Tom) - *Constitution as presented at this meeting has been accepted by this Board at previous meeting, for transmittal to Corporation constituency on Sunday October 23. That meeting will consider only the Constitution (“first reading”). By-laws will be available for reference only; By-laws will be enacted only after the Constitution is approved after a “second reading.”*
- ✓ Additions / Proposed revisions to draft to present on Sunday, October 23rd at 2:00 PM – Luther Park *At this meeting, minimal By-law wording change (for clarification) was made at B2.04.02 and B3.04.02; and a few typos throughout.*

6:15 **Director’s & Coordinators’ Reports**

NOTE: In the interest of time and being considerate of schedules, I’m requesting that;

- a) *Director and Coordinators simply present their written report and ask for questions and only orally update information not included in written format.*
 - b) *That board members read reports BEFORE the meeting and have any questions somewhat prepared.*
- ✓ Executive Director - Craig (oral update to written report) - *Work on the Camp House roof will be during week of October 17. Volunteers needed; contact Craig*
 - ✓ Program Coordinator - Brianna (oral update to written report) – *Positive response to the Choral Retreat, just held*
 - ✓ Camp Coordinator - Jon (oral update to written report)

6:45

Committee Reports

- ✓ Finance Committee – **Brief update** and anything requiring Board action – *Unpaid bills are running about \$48,000 at this time. Summer registrations, while up, were down against what was anticipated in budget for planning purposes.*
- ✓ Accept Financial Report -
MSC to Accept Finance Report as presented (Kay M-U and Chris K).

Property Committee - **Brief update** and anything requiring Board action –
*Electrical upgrade in Dining Hall – bids are running \$3,650 to over \$9,000. Pool drain covers have had to be replaced at about \$200 per cover, and need yet to be certified by state inspectors. Donny Moats has recently volunteered for painting the pool and Jean assisted by going to town for donuts for the crew! Thanks again to the Moats and other volunteers for their time and commitment to Luther Park. A group from Big Drywood, Cadott (with Shane Mathison as lead) will be upgrading one room in Covenant on October 15. The Welcome Center has required a furnace repair; done.***MSC to accept the bid from Red Cedar, Inc. of \$3,650 for electrical up-grade in Dining Hall (Dale K and Cheri S.)**
- ✓ Program Committee - **Brief update** and anything requiring Board action – *Outline of Committee tasks for the entire year has been developed. Currently looking at evaluation comments from the summer staff.*
- ✓ Executive Committee – Update on Joint Exec. Meeting with Luther Point

7:15

Unfinished business

- Strategic Planning – Update (Steve) – *Full range discussion about Luther Park Vision and Strategic Planning. Comments heard: “A Vision is where you want to be in x number of years; a Mission Statement is what you are doing to get there.” Steve K developed helpful flow charts to understand importance of developing a Vision. Group-think came up with: A short-term vision for 2012 would be 1) to establish connections and build partnership relationships with congregations, and 2) to assist congregations in becoming fully aware of this vision and these relationships.*
- Personnel Policies Task Team (Steve & Ben) – *no report*
- Finances – update on line of credit and anticipated expenses – *Finance Committee Chair Brenda T and Craig Corbin will approach Sterling Bank for conversation about expanding and extending line-of-credit*
- Development Task Team – any potential action needed (Kay & Craig) – *no report*
Major need for fundraising efforts this fall. – Discussion / Action?

7:45

New business

Resolution Re Transfer of Campership Funds – Information: The general operating fund has borne the cost of such incentives as Early Bird registration, Invite a Friend discounts and Multiple Registrations discounts. These incentives are, in effect, camperships; the operating fund can and should be reimbursed from the Campership Fund.

MSC that \$8,000 of Campership Fund (total \$8,651.57) be transferred into general operating fund, and that similar transfers be considered annually by the Board at the end of the summer camping season (Brenda T and Dale K)
The motion also encourages Finance Committee and Board to consider such action annually, to help with cash flow issues at the end of the summer.

- Continuation of Mutual management agreement with Luther Point – DISCUSSION
Steve K and Craig Corbin gave verbal reports from recent Joint Executive Committee meeting.

- Determine direction for Executive Leadership following 2011 *The Executive Committee will continue to review the quarterly hours and cost figures and report them to the full Board, as per the original agreement.*
- Revised Mutual Management Agreement **MSC to extend MMA in present form to December 31, 2012 (Ben A-I and Dale K); 8 yes, 1 no.**
Steve K will notify the Luther Point Board of our decision.

May be moved to closed session or Exec. Closed session – not needed

8:45

Closed Session (if needed or requested) – *not needed*

Executive Closed Session (Board only- if needed or requested) – *not needed*

8:45

Open Session

8:50

Next Meeting

October: Tuesday October 18 @ 6:30 @ Trinity Lutheran – Eau Claire

November: Thursday November 17 @ 6:30 @ TBD

December 20 / 22 January 17 /19

January 21, 2012 – Annual Meeting at 10:00 AM

- ✓ Treats for next meeting – *Tom Wagener*
- ✓ Devotions for next meeting - *Tom Wagener*

9:00

Adjourn and Lord's Prayer **MSC to adjourn (Dale K and Tom W).**

Gladly and Respectfully Submitted
Joel Olsen, Recording Secretary