

Luther Park Board of Directors
October 18, 2012
29 Pines in Eau Claire, Wisconsin

APPROVED MINUTES

FULL BOARD MEETING

Board Members present: Dale K., Linda E., Kay M-U., Bert S., Steve K., Joel O., Brenda T., Ben A-I., Chris K., Michele Z.

Board Members absent: Alan B., Tom W.

Staff members present: Craig Corbin, Jon Schack, Peter Johnson

Public Comment - none

Devotions – Linda E. shared reflections on the Lord’s Prayer, noting how each person, and LP, is tied to God’s goodness and providence. Scripture base: St. Matthew 6:5-13

Approval of Agenda (additions & revisions) Adding under New Business: Board and Officer Elections and Transitions

Approval of September 25th Minutes ~ MSC (Michele Z., Ben A-I.) to approve the minutes of September 25, 2012, as presented and reviewed.

Director’s Reports

Executive Director – Craig Corbin ~ brings to Board’s attention need to address Program Coordinator position as an additional agenda item [Chair placed this business item for discussion in Open Session after Closed Session.] Financial situation is dire and urgent; requests that Chairman address this at Annual Meeting.

Program and Promotions Director – Jon ~ Monthly written report is comprehensive.

Site Director - Jon ~ points out that the report to the Board also includes a two-page bullet listing of Maintenance and Property accomplishments for the current year.

Committee Reports

Finance Committee – there is little change in financial condition from what was noted last month; Interim Director’s report is comprehensive about financial situation. Committee reviewed 2011 Audit Report which found nothing was out of place.

Accept Financial Report ~ MSC (Linda E., Steve K.) to accept Financial Report as presented.

Property Committee – 1) Dale and Peter have reviewed “snow plow vs. utility tractor” and are recommending purchase of utility tractor with snow blower. Jon is pursuing Foundation dollars to make purchase. 2) Looking into management of forest tract between camp and farm house: wood is suitable for firewood; tract may be too small for logging for lumber. 3) Considering roadside plantings for the east and north sides of the main camp facing the town road. 4) Skilled volunteers are needed for work on the east side of the Barn. 5) Roof work is needed on the Chapel (a leaky spot), at the Farm House (a new shower?) and the Dining Hall (previously reported).

Program Committee – 1) Summer 2013 schedule is in draft mode. 2) For weeks 2 and 7, we are adding the opportunity for elementary age campers to stay in cabins; the older campers already have this option. 3) Will attempt to grow capacity in Family Camp week(s) and Vacation Bible School (in recent years, LP has had to decline requests for these ministries due to operating at capacity.) 4) Camp brochure for 2013 will be produced “in-house,” and will be similar to the 2011 piece. 5) Recommending the 2013 base fee for VBS be increased to \$1300 (from \$1200), and cost of additional counselor be \$325 (up from \$300). [VBS is staffed at the regular level of one counselor per nine VBS children; three counselors are included in the \$1300 fee; for VBS registrations above 27, an additional counselor is required (one per nine additional children) at \$325 for each additional counselor.]

MSC (Dale K., Kay M-U.) to increase 2013 VBS fees as outlined in point 5) above.

Executive Committee ~ announced that there have been several meetings to prepare for leadership transition, and designing staffing configuration relative to budget concerns.

New Business

Annual Meeting Reports – printed copies were distributed at Board Meeting; Committee chairpersons are asked to be available at Annual Meeting for questions and comments.

Plow Truck/skid steer/utility tractor discussion – see Property Committee report above

Line of Credit Sterling Bank – Craig has requested the Bank consider increasing our Line of Credit to \$75K (currently at \$50K with \$40K being utilized); awaiting answer.

Trivia for Annual Meeting- 80 years of camp history – Chris K and Jon Schack are working on this, to help break up AM agenda; Canteen clothing items available for sharing with the trivia winners.

Board/Officer Transition – Chris K is requesting off-going board members attend Board meetings in November and December to assist new board members in transition. Election of Board officers, and appointment to Board Committees will happen at regular November meeting, rather than immediately after Annual Meeting as in years past.

Christmas Gifts ~ Dale K. offers that if you would like to honor a special person with a money gift to Luther Park in lieu of a physical Christmas present, you can do so, generously, and Diana in the camp office will prepare an attractive acknowledgement for you to pass along to the honored individual; and at least three parties will be pleasantly and well-blessed.

Un-finished business

Review Finance Committee 2013 Budget Recommendations ~ Finance Committee has worked hard to bring proposed expenditures more realistically in line with anticipated income; they have worked with Program, Property and Executive Committees' requests; and having review Canteen inventory remainders, felt they could trim the Canteen budget a little.

Luther Woods Committee Update – no news

Advocate Program/Ambassadors Program ~ no report

80th Anniversary recap ~ well summarized in Jon Schack's written reports

Executive Director Job update- closing date tomorrow ~ it is believed that the number of applicants is “low” at this time; anticipating that the quality of same is “high.”

Review of job timeline-interview process ~ *may be adjusted slightly depending on number of qualified applicants*

Interview questions to Chris by Friday October 26th ~ *Chris will gladly expect your submissions*

Transitional Items for camp through the Jan. 1 ~ *this business item has been a part of many discussions the past 60 days, and will continue on an as-need basis. Board feels the transition is going as well as can be expected. Craig Corbin and Jon Schack have been extremely helpful in identifying transition issues and offering suggestions for resolution.*

Nominating Committee update-Tom ~ *report is printed on pages 15-16 in Annual Report. Three incumbents; two nominees for one position: Julie Carr and Judy Solberg.*

Closed Session w/ Interim Executive Director – Transition Staffing and Personnel Decisions

Open Session

Action Items from closed session ~ *Moved by Bert S., seconded by Kay M-U. to approve the Transition Staffing Plan as presented by the Executive Committee, and requests the Executive Committee members to meet with and discuss employment status with individual staff personnel as soon after the Annual Meeting (at which the 2013 Budget is expected to be approved) as possible. Carried unanimously.*

Program Coordinator Position – *MSC (Steve K., Michele Z.) to NOT post the Program Coordinator position at this time.*

Upcoming Events

- 1) Annual meeting on Sunday Oct. 21st at Luther Park at 3:30pm. *Board members requested to wear blue polo shirts, bring a pan of bars, come early, stay late, smile, be positive; enjoy supper after the meeting. Schmoose with the Constituency....*
- 2) November 11 (Sunday) 4:30 – 6:30 “wedding reception” for The Rev. Benjamin and Mara Ahles-Iverson, at Taylor Lutheran Church, Taylor, Wisconsin (not Taylors Falls....) *Y'all come*
- 3) Next Meeting ~ November 15th at Horizon's in Tilden at 6:30pm [Note change of location; the directionally challenged will note that Tilden sits half-way between the north pole and the equator, which ought to eliminate the eastern and southern hemispheres at least, in your peregrinations to find the place]
- 4) December 11th (Christmas Party) at Steve or Chris's house at 6:30pm
- 5) Devotions for next meeting – *Kay Moen-Urseth*

Adjourn and pray the Lord's Prayer ~ **MSC (Dale K., Brenda T.)**

*Truly and truthfully submitted by
Joel Olsen, Board Secretary*