

Allegan County 4-H Clubs Board Meeting Minutes
January 17, 2019 APPROVED 2/21/19
Spartan Room

Meeting called to order by President Don Berens at 6:31pm. Pledges led by Don Berens.

Present: Don Berens, Peg Berens, Heather Kossen, Dian Liepe, Bruce Modreske, Laura Modreske, Mandi Nielson, Pam Slinkman, and Robyn Wixom. Staff: KJ Kelly. Guests: Josh Avery, Rodney Berens and Barb Hockin.

Officer/Director Reports

Secretary's Report – Laura Modreske made a motion to approve the December minutes as corrected (one spelling error). Motion was seconded by Pam Slinkman. Motion passed.

Incentives Report – Dian reported there were no changes/no report.

Financial reports – Are attached. Balance Sheet as of 12/31/18 and Monthly Financial Report as of 1/16/19 were reviewed with the Board by KJ Kelly. Heather Kossen asked KJ to cut a check for scholarships. He will take care of this.

Heather Kossen reported that Jana Tibbitts will be asked to review Camp finances. A review will be conducted, as opposed to an audit. Audits include opinions from the auditor within the report while reviews do not. USDA (per loan requirements) only needs a full audit every other year. On the 'off years' we only need a review, which is much less costly. Mandi Nielson requested seeing a hard copy of the USDA requirements. KJ will locate and provide.

Camp Director Report – Reports are attached. KJ Kelly reviewed Camp activity. Renting activity for 2019 is already in progress. Winter Camp went well. They had 46 campers and 16 staff members attend. The weather pushed much of the activity inside but the campers had fun and they did not deal with illness. The first respite weekend is scheduled for February 15-17. A draft overview of Camp staffing positions/tentative wages and a tentative Schedule of Summer Camps/Themes was distributed to the Board and reviewed by KJ. He would like to start the process for lining up/hiring staff as soon as possible.

Staffing/Job Description Committee Report: Laura Modreske reported that she and KJ have been working on job descriptions for Camp Director and for three new (proposed) positions – Assistant Director, Business Manager, and Behavioral Specialist. The Camp Director, Assistant Director, and Business Manager were worked on at a meeting just prior to this board meeting and Laura asked for the Board's acceptance of those descriptions. Pam Slinkman suggested tabling the review/acceptance of the drafted descriptions until the entire Board could review. Draft copies of these job descriptions will be emailed to the Board for review and voted on at the next meeting. Laura asked for approval on the regular summer staffing (health officer, cook, lifeguards, instructors, and counselors). Heather Kossen made a motion to allow KJ to hire seasonal summer staff including health officer, cook, lifeguards, instructors, and counselors. Pam Slinkman seconded the motion. The motion carried. KJ mentioned that it is the intention to cross-train many of the instructors (archery, crafts, drama, rec, and ropes) to better utilize the staff. There will also be a new Head Counselor who would need to be 21 years old or older.

By-Laws Committee Report

Mandi Nielson and Laura Modreske reported. The committee has had its second meeting 1/2/19. They have made it through reviewing of the first three sections. The Committee will soon set a date to review sections IV and V with whatever 4H leaders wish to attend. The Committee would like to complete this task soon, as review of the By-Laws is a requirement of our USDA loan. The By-Laws must also conform to MSU's newest policy on discrimination. Dian Liepe will send an email to leaders with meeting date when it is set.

Horses – Mandi Nielsen reported the horses were doing fine. Hooves have been trimmed. KJ was going to deliver some hay to her farm.

Report from Friends of Camp Kidwell – Josh Avery reported that the Friends have not had a meeting since Halloween but are considering having a conference call meeting, as many of its members are out of state for the season. They had a successful Halloween event and made somewhere around \$2500-3000. They were thinking about fundraising for scholarships; perhaps to bring in some school groups.

Unfinished Business

KJ submitted a form to declare Travel Expenses in light of last meetings need for such. See attachments.

New Business

Proposed Budget – KJ presented the Board with the Year to Year Budget Comparison and 2019 Proposed Budget (report attached). The Board discussed the budget. Points that were specifically addressed were-

- ✓ Wish List for 2019 –
 - Electrical Upgrades: To increase amps in order to handle several RV's during rental periods. Also want to run electrical lines underground instead of having to use extension cords. KJ will investigate the specifics and get some idea of costs involved.
 - Water Adventure: The water trampoline is aging. KJ would like to add a new water feature. He is thinking that the need could be met by fundraising for \$2500 and then getting a matching grant from Modern Woodsmen. Camp would continue to utilize the old trampoline along with the new feature for as long as the trampoline holds up. Heather Kossen mentioned perhaps adding more fundraising into the Golf Outing to try and raise the \$2500.
 - Portable generator: Need a generator large enough to run the main lodge and the kitchen. Should cost around \$1500.
- ✓ Camp needs plates and bowls for the kitchen (should run about \$500).
- ✓ The office space in the lodge needs to be modified. KJ said they may create a space on the west end of the back porch for the Camp Store and turn the existing Camp Store area into an office space.
- ✓ The wages for the new positions will come out of the Program Director line.
- ✓ May be time to shop for new insurance to try and find lower premiums. KJ will send Pam Slinkman the deck pages so she can look into this.
- ✓ The Board would like line-by-line definitions of the budget items included in the report. KJ may have the new Business Manager take this task.
- ✓ The 'Utilities' includes propane for the house and Camp; as well as garbage collection services.

- ✓ 'Capital Expenditures' includes house renovation/addition costs. Jana will be moving this to a different line item and will depreciate those costs over 27.5 years.

Heather Kossen made a motion to accept the budget as corrected (to reflect \$5000 expense of Water Adventure item and income of \$2500 from grant/\$2500 fundraising). Laura Modreske seconded the motion. Motion passed.

Additional Boys Cabins Needed? – Herb Johnson was interested in this topic and asked Dian to bring to the Board. The Board discussed the need and desire for new boys' cabins. Building codes may now require sprinkler systems in new construction. KJ will look for blueprints on the existing girls' cabins. He will get these to Laura and Bruce Modreske and they will look into getting some estimates. Estimates would be for three cabins that are similar to the girls' cabins. The Board felt we may need to initiate fundraising campaigns for special needs such as this and upgrading the rope course.

Golf Outing – Cheshire Hills on May 18, 2019. Board must solicit items for silent auction, teams, and sponsorships. Hole sponsorships are \$100. Team sponsorships are \$1000 (gold sponsor), \$500 (silver sponsor), \$250 (bronze sponsor). A committee will be formed. Interested people included Dian Liepe, Josh Avery, and Barb Hockin. Tammy Smith, Larry Johnson, and Herb Johnson will also be asked if they would like to help on committee. Dian will send an email to solicit other members.

Food Booth – Pam Slinkman made a motion to donate the Food Booth to the 4H Youth Council. Bruce Modreske seconded the motion. Discussion ensued. Profit from Food Booth is between \$5000-7000 and if moved to Youth Council we will need to fill in that gap for Camp with other fundraising. Mandi Nielson suggested an email discussion. Motion was withdrawn. KJ, Pam, and Bruce will meet and then will initiate the email discussion in a couple weeks.

Next Board meeting date – Thursday, February 21 at 6:30pm, location to be announced.

Public Comments: none

Motion to adjourn meeting by Bruce Modreske. Seconded by Pam Slinkman. Meeting adjourned.

Submitted by
Robyn Wixom, Secretary

ATTACHMENTS

- ✓ Balance Sheet as of December 31, 2018
- ✓ Monthly Financial Report as of 1/16/19
- ✓ Camp director report
- ✓ Schedule of Summer Camps/Themes
- ✓ Year to Year Staffing Wages
- ✓ Travel Expense Form
- ✓ Year to Year Budget Comparison and 2019 Proposed Budget