

**Allegan County 4-H Clubs Board Meeting Minutes
February 21, 2019 APPROVED with changes on 3/21/19
Spartan Room**

Meeting called to order by President Don Berens at 6:30pm. Pledges led by Don Berens.

Present: Don Berens, Peg Berens, Heather Kossen, Dian Liepe, Bruce Modreske, Laura Modreske, Mandi Nielson, Marla Wedge, and Robyn Wixom arrived late. Staff: KJ Kelly. Guests: Rodney Berens.

Officer/Director Reports

Secretary's Report – Correction made to move Peg Berens from guest to board member and under golf outing change from Team sponsor to just Sponsorships. Heather made a motion to accept minutes as corrected. Bruce seconded. The motion passed.

Incentives Report – Dian reported. Don Engle had \$250 worth of scholarships from 2017 that he wanted donated to camp.

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.

Financial Report: Heather Kossen. Our current budget is balanced. Items that are new and ear marked; or are on our wish list or being requested; are all accounted for and in our operating budget and may now be purchased. The only item not covered in the budget was the electrical upgrades. A matching grant is being written for us to purchase the electrical upgrades. KJ brought in USDA report on our loan after our 2018 payment balance is \$310,144.97. After next year our balance will be under \$300,000.00.

Camp Director Report –Given by KJ. Camper registration is now open with 4-5 kids registered. They are working hard on developing new flyers and getting new pictures. Staff applications have been open a week he has received 6-8 applications. Laura sent out applications to staff in the schools in Hamilton, and we can forward to other schools in the area for adults in the 18-21 year old range. Next, they will be looking into the internship programs from area colleges. We still need a cook, lifeguards, head counselors, horse staff, and a behavioral specialist.

Laura and KJ had met with Community Mental Health to develop a behavioral plan. Tgis would include preparation and training for counselors. Training would include: prevention of certain behaviors, tools for dealing with specific problems, education on a variety of disabilities, formulation of contracts between campers and Camp Staff, perhaps a '3 strike' plan, a plan to screen for certain behavioral problems, perhaps having 'Day Camp' for some campers with certain issues, use of visual supports and 'Behavior Expectation Chart'. Having head counselors will help support the rest of the staff better. Counselors must be over 18 years old to become certified. There needs to be better communication between Community Mental Health and staff prior to campers' arrivals.

Staffing/Job Description Committee Report: Laura Modreske and KJ Kelly both contributed during this report. Job descriptions have been completed for the positions of Assistant Director, Business Manager, and Camp Director. KJ mentioned that he would like to keep

the current secretary position (that held by Sharon Lane), as that position might continue to handle the less difficult/more tedious tasks instead of adding those to the role of Business Manager. It was also mentioned that Vo. Tech. may have students interested in work co-op; though the summer timing of camps and the potential problem with privacy infringements may prevent us from being able to use these students. Mandi Nielson suggested performing a work task/time study to evaluate our needs more adequately.

The three completed job duty descriptions were discussed. It will be added into the Camp Director job description that the Director's on-site home will be 'maintained by the Director'. It was clarified that the Assistant Director would be a summer/seasonal type position. It was also decided to add that the Assistant Director must be willing to obtain and maintain CPR/CPI training, and all other required training. The Business Manager position was discussed. It is preferred that the person who assumes this position should have accounting and budgeting experience. Pay may consist of a mixture of salary and a bonus relative to success of fund-raising/business management skills and results. It was decided to add that there will be written monthly reports to the Board required as a job duty.

Dian motioned to accept the new job description for Camp Director, as presented by Laura Modreske with the one modification (regarding maintenance of Director home). The motion was seconded by Marla Wedge and carried. Marla motioned to accept the new job description for Assistant Camp Director, as presented by Laura Modreske with the one modification (regarding CPR/CPI and other training). The motion was seconded by Bruce Modreske and carried. Dian motioned to accept the new job description for Business Manager, as presented by Laura Modreske with the one modification (regarding monthly reports to the Board). The motion was seconded by Heather Kossen and carried.

Wages were briefly discussed. It was decided that about \$10,000 annual for the Assistant Director (might work well for college intern or retired/semi-retired individual) and about \$30,000 for the Business Manager. Laura will send the amended/corrected Job Descriptions to Robyn to include with the minutes.

It was briefly discussed here that we need a new sign for Camp and perhaps a slight adjustment to location. KJ suggested maybe this could occur the next time Camp sells some timber.

By-Laws Committee Report

Mandi Nielson reported. There has been no committee meeting since the Board last met. The committee is having problems getting attendance by 4-H leaders at their meetings. It was suggested that the committee schedule and execute one more meeting to wrap up reviewing the by-laws, wrap up the review and present suggested modifications at the March Board Meeting so that they could be approved by the general membership in April. A meeting was scheduled for March 7th, at 5:30 pm in the Spartan Room.

Horses – Mandi Nielsen reported. She had looked into a rental company called North Bay Horse Co. LLC that handles about 250 rental horses each summer. It costs \$1200/horse for the summer minimum. Bruce Modreske is going to look into getting a deal for grain for the horses from his father's business.

Report from Friends of Camp Kidwell – There were no members present at this meeting and no report given.

Unfinished Business

Wish List- KJ will follow up on working on matching grant for electrical upgrade. He is working on the water adventure project. A portable generator is going to cost about \$1000-1500. Plates (large and small) and bowls for the main lodge will cost about \$500. And nothing has been worked on regarding the new office space projects.

Insurance – KJ has been in contact with the insurance agent and will pursue looking at other alternatives once he gets the current quotes.

Additional boys cabins – KJ and Laura are working on this together.

Golf Outing – not discussed

Food Booth transfer (potential) – not discussed

4-H Forms/Camp Registration – There is a box to check if camper is already a 4-H member. If this box is not checked, the camper will be enrolled in Allegan County 4-H under the club called 'Camp'.

Interns from MSU - KJ expressed frustration with MSU. He needs to know what expectations MSU has of him and camp. MSU staff are not returning his emails. Don Berens will try and contact MSU and inform them of our need for better communication between their staff and KJ.

New Business

Set Date for Annual Meeting – Meeting was set for 6 pm April 27th at Camp. Hot dogs, chips, and snacks will be provided.

Camp Rental Rates for 4-H Clubs – Rates were discussed. A motion was made by Heather Kossen to discount our normal rates by 50% for our in-county 4-H clubs/members and by 25% for out-of-county 4-H clubs/members. Bruce Modreske seconded the motion. Motion carried.

Scholarship Quota Amounts – There is about \$57,000 set aside for camp scholarships. KJ requested a scholarship budget of \$18,000 for summer campers, \$2500 for winter campers, and \$1500 for weekends. Mandi Nielson motioned to approve his budget as requested. Dian Liepe seconded the motion. Motion passed.

Next Board meeting date – Thursday, March 21 at 6:30pm at Spartan Room

Announcements: Camp Clean-Up will be on April 30, 2019.

Public Comments: none

Motion to adjourn meeting by Bruce Modreske. Seconded by Marla Wedge. Meeting adjourned.

Submitted by
Robyn Wixom, Secretary

ATTACHMENTS

- ✓ Balance Sheet as of January 31, 2019
- ✓ Profit and Loss as of January 2019
- ✓ Profit and Loss January 1 – February 20, 2019
- ✓ 2019 Budget
- ✓ Camp director report
- ✓ Facilities Rental
- ✓ Annual Statement of Loan Account
- ✓ Camp Director Job Description
- ✓ Assistant Director 4-H Camp Kidwell Job Description
- ✓ Business Manager Job Description