Burnamwood Commission Meeting

February 21, 2017 6:00pm

Maxwell Street Presbyterian Church

Present: Matt Falco, Ryan Bradney, Stephanie Gilbert, Jim Magee, Sara Benedetti, Philip Lotspeich, Hannah McIntyre, Joe Porter, Robby Lear

Absent: Laura Lilly, Shannon Johnson

Robby opened the meeting with prayer

**Site Manager**

 Robby reported that Kevin Turpin had been approved and hired as the new Site Manager to replace Jim Olive. He has extensive experience in maintenance, worked for the Estill County Board of Education as the Custodial Services and Maintenance Manager for 29 years. He is also currently serving as the Associate Pastor for Green Pastures Worship Center.

 Jim Olive has volunteered to spend some time alongside Kevin while he is brought up to speed on Burnamwood.

**Officially making Robby Lear permanent Executive Director**

 Motion made by Ryan Bradney, seconded by Hannah McIntyre. All voted in favor of dropping “Interim” from Robby’s title.

**Administrative Assistant**

 There is a need for an administrative assistant to take a percentage of the Admin duties off of Robby so that his skills can be better put to use. I was asked whether we could get someone from one of our churches to volunteer to cover the responsibilities, but it would be difficult to find consistent, long-term coverage.

 The Admin. Assistant needs to take on responsibilities such as scheduling of groups, invoicing, returning calls and emails, and handling more of the day to day administration of Burnamwood. We recognize that if we want Burnamwood to function at its highest capacity and possibility, one person cannot be responsible for everything. It will hurt camp and the person trying to do everything, in this case Robby. Camps of comparable size to Burnamwood have 3-7 full-time staff.

 A decision was made to have Robby come up with a job description detailing what duties the Admin Assistant would need to cover and what skills they would need to have. Once that is done, Robby will have Robyn call some temp agencies and find out what the going rate for those skills and responsibilities will be. We will then have a conference call with the commission to approve the budget and search for someone to fill the position.

**Summer Staff and Volunteers**

 Currently we have about 15/16 applications and some over the phone interviews have started. 2017 Summer Staff will be comprised of 2 BAM Co-Directors, 1 Summer Camp Director, 1 Sumer Camp Asst. Director, and 5 counselors.

 It was moved by Jim, seconded by Stephanie, that the Program Committee and Robby determine the distribution of the budget for Summer Staff salaries and the $1690.00 donation from Second Presbyterian Church in terms of what staffers are paid. All voted in favor.

 Robby has already lined up several of the chaplains and nurses for the summer.

**Committee Assignments**

 BAM

 Ryan Bradney (Chair)

 Shannon Johnson

 Jim Magee

 Development and Awareness

 Hannah McIntyre (Chair)

 Laura Lilly

 Matt Falco

 Joe Porter

 Program

 Sara Benedetti (Chair)

 Joe Porter

Stephanie Gilbert

Shannon Johnson

Site Management

Jim Magee (Chair)

Ryan Bradney

Stephanie Gilbert

Hannah McIntyre

**Website**

 The website is in bad shape. Looking into the possibility of scrapping the current one and starting over completely fresh. A company that Robby has looked into would be $47-$77 per month after start-up costs, depending on how fancy we want to get with it. There was some concern voiced over the cost of building a new website, so Robby will look at a few different options and determine exact pricing.

 There is also the option to have the website be a page of the Presbytery’s new website, but that would only be a temporary fix.

**Financial State of Burnamwood**

 Burnamwood has been running a deficit for years now, and the Presbytery has been subsidizing the income of camp to the tune of $80,000+ a year. If this continues, the Presbytery funds being used for this will run out in approximately 3-5 years. If we do not make decisions and take action in the immediate future, Burnamwood would have to close when that money runs out.

 Discussion was had on whether or not it is financially viable to continue sending the kids from our churches to Burnamwood. Would it be better to only have Burnamwood open during the summer? Currently there is a $200,000 gap between what the camp brings in from summer camp and various rental groups and what Burnamwood’s yearly expenses are.

 There is also the possibility of becoming a 501(c)3 in order to tap into a larger pool of donors and sponsors for camp. Burnamwood has a good presence in Estill County and Eastern Kentucky, and the community is willing to invest in the welfare of Camp Burnamwood.

 We need to look at detailed comparisons of cost vs. charges, and also if what we are charging for rentals is actually covering the expenses camp incurs from a group. Robby will get as detailed of a budget as possible from Robyn Justus and the commission will start looking into that.

**Fundraising**

 Robby met with an experienced fundraiser (previously worked for UK, now at EKU) about ideas and initiatives that can be started in order to raise large amounts of money for extended periods of time while we deal with the details of making Burnamwood more fiscally solvent. The idea that came from that meeting is “100 Friends of Burnamwood” (name is still under consideration).

 In this plan, Robby would visit churches that support Burnamwood to recruit people to commit to giving $2,000 a year for the next 3 years. This would give camp 3 years of having $200,000 more than we do now, which would hold off the money issues for the time being until a more long-term solution can be created. Robby already has 10 people committed to this initiative, and is going to Second Presbyterian on Sun. Feb. 26th to recruit people.

 We also have to consider the effectiveness of the fundraising events that we currently do. The Bowl-A-Thon is a great time for different churches to interact, but it doesn’t raise a lot of money. The Gala has, at least for the time being, dropped away because it wasn’t making anything like the money it should have been for the event it was. There was also talk of local churches having events like the Movie Night at First Winchester, or doing a fundraiser at a local brewery like Blue Stallion.

**Availability Issues**

 Weekends are getting filled up quickly with rental groups, which is great, but a result of that is that churches that are used to being able to book a weekend at Burnamwood on short notice are finding that there is no availability for their events. This is irritating to some because there has always been the understanding that since Burnamwood is part of the Presbytery, that our churches should get priority for rentals.

 Jim Magee suggested that maybe we could have a time period where churches were given priority for booking weekends (say until March 1 of a given year), at which point it would open up to any groups looking to rent Burnamwood. There is the understanding that while Burnamwood is a mission and ministry of the Presbytery of Transylvania, it is also a business that has to make good fiscal decisions. Turning down outside groups just to keep weekends open for churches who “might” want to book something isn’t good business policy, and rentals are where Burnamwood can truly make some money. This suggestion will go under advisement, although everyone seemed to like the idea.

**Miscellaneous**

 Robby will be meeting with the chairs of each sub-committee in the next week to discuss committee responsibilities more in depth.

 April 22 is Work Day out at camp and all are welcome.

 April 23 is Burnamwood Open House.

 Philip reminded everyone that the Presbytery is happy to send out information on behalf of the Commission, we just have to email it to him.

Matt closed the meeting in prayer at 7:35pm.

Respectfully submitted:

Rev. Sara Benedetti