

Friends of Camp Christopher
General Meeting Minutes

May 15, 2014
Camp Christopher

Call to Order - President, Irene Lawrence Time - 6:22pm

Welcome Introductions

Present Diane Wendelken, Irene Lawrence, Roberta Banfield, Tim Lilley, Janet Corey, Patti Longville, Larry Furman, Michael Thompson, Tess Flannery, Tom McGraw, Charlie Litten, Phyllis Richardson, Barb Gannon, Tom Gannon, Barb Marras, Bill Marras, Michelle Dolensky, Libby Thomas, Sally Antonucci, Jerry Antonucci, Lizzy Flannery, David Lawrence, Margie Sovacool, Diane Bachman, Mary Truax, Tommy Blankenship
C. J. Tenner

Secretary's Report – Diane Wendelken –

Minutes from January 19, 2014 Approved as Presented x

Treasurer's Report – Bill Marras-

Balance remaining as of May 15, 2014 \$2,192.78. Note that the Board has approved \$400 for 501c3 activities as well as \$500.00 for a banner. These funds have not yet been spent. See Treasury Report.

Committee Reports

***Sunshine – Karen McQuade Weiner – N/R**

***Ways and Means – Chaz Gessner** – Literature and banner are ready to print. It will be suggested to Chaz to have a table set up at family camp too. Tessa commented that she knows someone who does banners and she will forward that information on to Irene who will forward it on to Chaz.

***Reverse Raffle – Patti and Time** – Please see flyer attached for information.

***Master Site Planning – Roberta Bandfield** – Please try to come and help May 17, 2014, to help clean up for Open House.

***Membership – Michelle Hildebrandt Dolensky, Barb Hartrick, Phyllis Richardson, Irene Lawrence-** Mass email sent to support Alien Invaders at Camp Christopher and Camp Clean Up, Open House. Reached out to approximately 900 contacts. Recently updated with 20 additional contacts.

***Camp Historian – Tim Lilley** - Between our FB sites and “I Wanna Linger” and “Friends of Camp Christopher” we continue to offer photos of historical interest along with FoCC related announcements and information.

12 Month Calendars with pictures of Camp Christopher each month will be available for purchase soon. We will be told how to order after June 1.

***Volunteer Incentives Program (VIP) – Janet Corey** - 9 FoCC members participated in the Alien Invaders program.

***Bylaws – Tom Gannon – N/R**

***Nominating Committee – Phyllis Richardson N/R**

Unfinished Business – We have a Board recommendation to approve \$500.00 for Ways and Means to go forward with the Banner and Literature. 1st by Roberta Banfield, 2nd by Phyllis Richardson. Motion passed.

A suggestion was made to see the example that the board approved before the above is made before passing the motion. 1st by Michael Thompson, 2nd by Tim Lilley. Motion passed.

New Business – Tom Gannon met with Amanda Schuster, as he stated he would at the Board meeting. He met with her to formalize the process for current camp priorities. Also get a report about what’s going on, as well as details about how camperships work.

Tessy let us know that mid-March is usually when they want money for camperships in by.

Announcements – First Reverse Raffle sponsored by Friends of Camp Christopher – Thursday, September 18, 2014.

Forms are available for anyone who would like to donate to FoCC at the end of this meeting. Please see Phyllis for details.

Next Board Meeting –TBA

Next General Meeting –July 26, 2014 1pm Camp It will be a BYO picnic.

Adjourn - 1st by Bill Marras, 2nd by Tom Gannon. Meeting adjourned at 7:21pm

Friends of Camp Christopher
Treasurer's Report
May15, 2013

Expenses include the following:

• Two reimbursements	\$257.22
• The founding members bird bath	\$400.00
• Camperships	\$2,000.00
• Reverse Raffle	\$250.00
• Total expenses to date	<u>\$2,907.22</u>
Revenue totals,	\$5,100.00
Balance remaining as of 5/15/2014,	\$2,192.78

Note that the Board has approved \$400.00 for 501©3 activities as well as \$400.00 for a banner. These funds have not yet been spent.

- The finance committee met on March 13, 2014. The committee members are: Bill Marras (chair), Barb & Tom Gannon, Lisa Carly, Larry Furman, and Cathy Mayer. We will meet the week of 5/19 or 5/26 to work on the outstanding items.

The following are issues that we discussed on 3/13. These issues should be ready for the executive committee to review in June.

- FOCC should consider putting an additional \$500 toward camperships. This would bring campership to approximately 50% of our 2013/2014 revenue.
- The finance committee suggests that ongoing coordination meetings be set up with Camp to coordinate our efforts with Camp's needs. We should not guess at what camp needs.
- Discussed stipulating a reserve fund so that unforeseen costs can be handled.
- We discussed opening an FoCC bank account. Catholic Charities will not allow satellite accounts and still maintain tax exempt status. This is an IRS rule.
- Discussed developing written procedures for receiving and depositing revenue as well as for paying expenses. These procedures will be submitted at the June meeting.
- Discussed how to project revenue and cost for preceding years. The most straight forward method is to use the previous year's total revenue and modify costs as required.

- We also discussed the following items:
 1. An independent audit of FoCC should be completed annually. This is also a requirement for 501(c)3. Perhaps this can be a gratis activity.
 2. An Excel spread sheet will suffice for record keeping.
 3. Find someone with accounting experience that can act as an advisor to FoCC.
- The finance committee will meet the week of 5/19 or 5/26 to work on the items listed above.
- Please contact me at wjmarras@gmail.com if you have any questions or suggestions.

Bill Marras, FoCC Treasurer