



CAMP BARTON STAFF ALUMNI ASSOCIATION

JANUARY 9TH, 2022—3:00PM EST. START

EXECUTIVE BOARD MEETING

MINUTES

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a. Roll Call / Attendance (Secretary)

Zoom Recording Initiated ☒

CHAIRMAN OF THE BOARD	PRESIDENT	VICE PRESIDENT	IMMEDIATE PAST PRESIDENT
<input checked="" type="checkbox"/> Alan Dixon	<input checked="" type="checkbox"/> Pete O'Connell	<input type="checkbox"/> Scott Stolte	<input type="checkbox"/> Vacant
SECRETARY	TREASURER	COUNCIL LIAISON	ADVISORY CHAIRMAN
<input checked="" type="checkbox"/> DJ Jones	<input checked="" type="checkbox"/> David Ludewig	<input type="checkbox"/> Vacant	<input type="checkbox"/> Vacant
PROGRAM CHAIRMAN	MEMBERSHIP CHAIRMAN	RESOURCE CHAIRMAN	HISTORIAN
<input checked="" type="checkbox"/> Jeff Smith	<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Dave Carlson	<input type="checkbox"/> Vacant

Guest Attendee's: None.

b. Opening Remarks (President/Open)

2:00min (3:02pm)

1. New format for meeting agenda presented & explained including the following:
 - i. Format will remain constant for each meeting (time/content will fluctuate/be adjusted accordingly)
 - ii. Draft agenda will be sent out 1 week prior to each scheduled meeting
 - iii. Board members will be required prior to each meeting to request an allotment of time for each section they are responsible for to the secretary.
 - iv. Board members will be required to submit topic headings for each section of the agenda they are responsible for in advance to the secretary.
 - v. Final revision of the agenda distributed 24 hours prior to meeting to the board
 - vi. Old Business – present updates and / or change status to items in progress or completed
 - Voting/Motions acquired to complete or table as needed
 - vii. New Business
 - Present items relevant to future objectives/goals/plans
 - Motions to proceed with action on specific tasks and within committees.

c. Standard Business Items:

5:00min (3:07pm)

1. Final motion for modifications/additions/subtractions to 1.9.22 agenda (Secretary) } (1min)
 - i. None presented – no motion required
2. Disputes/Additions/Subtractions/Approval of minutes from 10.13.21 (Secretary)
 - i. Tabled for review/approval at Feb 2022 Meeting
3. CBSAA Financial Report (Treasurer) (4min)
 - i. Motion to Approve – 2nd (Alan Dixon) All-In-Favor/Unanimous
 - ii. Reports that official CBSAA bank account & PayPal systems are all up and running and active.

d. Old Business- Reporting & Updates:

30:00min

1. Officers:

(3:07pm-3:37pm)

- i. President (6min)
 - Sale of Barton Update
 - a. Peter met with Matt Bull (BPC Exec) on 1/7 & also had discussion with Brad Grainger (BPC Board)
 - b. Council currently awaiting finalized professional appraisal
 - i. Final appraisal status pending
 - Awaiting resolution to right away of water line based on language the camp/council have with village/town of Trumansburg. (Water Parcel & Current Easement of water pipe) “ Approval of development of parcel adjacent to right away”
 - ii. Current belief is Family Camp Appraisal will exceed \$2 million.
 - iii. 40 Acres remains firm at \$750 thousand. – fair assessment value
 - iv. Remaining Camp (Not Planning to Sell) – Est. value of \$3 million
 - v. Entire property value exceeding \$5 million
 - FLLT/NYS/BSA Update
 - a. NYS - no activity – Trumansburg, Covert, Ulysses – pushing NYS hard to purchase camp and turn over to municipalities – All speculator at this time until NYS reports back – and then BPC will be part of negotiations accordingly.
 - b. FLLT / BSA – No update/ report discussed
 - Property Retention Report
 - a. Main Camp Remains “Not for Sale” - CBSAA still committed to Retention Offer – 6 months interest
 - Release of Fundraising/OC Unit/Volunteer Information – Note of Decision
 - a. Decision to keep items proprietary to CBSAA finalized (10.13.22)

- Appointment / Recruitment of remaining board positions
 - a. Request for nominations of individuals to fill out remaining board vacancies made
 - i. Mike Brown- suggested by Jeff Smith / Pete O'Connell --- Historian
 - ii. Kevin Gross- suggested by DJ Jones – Council Liaison
 - iii. Lynn Green (Non CBSAA Eligible) – Needs Exemption- suggested by Dave Carlson
- ii. Vice President (2min)
 - Legal *President Reports for VP*
 - a. Preliminary Reports for Title Search – cost of \$500.00
 - b. Board approves Pete to pay via paypal – Treasurer to obtain receipt or invoice – then pay.
 - 501C3
- iii. Treasurer (2min)
 - Request to all officers and chairman to submit / develop operation cost needs specific to their responsibilities/committee functions.
 - Budget for by-laws needs to be developed before annual meeting – For now will operate on Board Budget
 - a. Will require vote.
 - b. Will require review of by-laws for appropriate steps to formulate and approve budget
- iv. Secretary (2min)
 - Membership Application
 - a. Delayed finalization – will require acquisition of Adobe Acrobat Pro subscription \$180.00/yr.
 - b. Motion to approve cost – 2nd (David Ludewig) All-In Favor-/Unanimous
 - c. Will have test version (Draft #6) out to board within 10 days for trials – once complete with trials will need board approved cover letter- and will begin distribution 1st electronically, then by USPS.

2. **Chairman:**

- i. Advisory (2min) Position Vacant – No Report
- ii. Program (2min)
 - Documents sent for board to see / review / comment on.
 - Program Committee has been meeting working on summer 2022 program preparations
 - a. Joe McDermott – Archaeology program – joined program committee
 - b. Mike Brown –volunteered to aid program development efforts
 - c. Dave Carlson –“Big Foot” Video Completed
 - d. Alan Dixon Letter / Video Completed
 - e. Program Committee Zoom Meeting 1/10/2022
 - f. Staff T-Shirts (topic tabled until program plans become definitive)
- iii. Membership (2min) Position Vacant – No Report
- iv. Resource (2min)
 - Camp work weekends / set up weekends – not scheduling until definitive program plans are established
 - No other old business items to report
- v. Correspondence Committee (*Secretary*) (2min)
 - Efforts being made to establish communication to alumni not on Facebook or not part of CBSAA group.
 - Request to board to send any and all contact information for any staff alumni they may have to secretary.
- vi. Finance Committee (*Treasurer*) (2min)
 - Recruitment hinging on membership solicitation. Plan to recruit accountant.

3. **Senior Board/Council Advisory:**

- i. Chairman of the Board (2min) Not provided opportunity to report.
- ii. Immediate Past President (2min) Position Vacant – No Report
- iii. Council Liaison (2min) Position Vacant – No Report

e. **New Business- Reporting & Updates:**

1. **Officers:**

- i. President (3.5min)
 - Property Evaluation – covered in Old Business – See notes Section (d-1-i-b)
 - Annual Meeting / Reunion (Program)- Establish Date & Communication Plan
 - a. Annual Meeting- need to establish Date
 - i. Idea to wait until 1st work weekend (Possibly in June)
 - Need to obtain time frame needed for set up
 - ii. DJ – suggestion to hold Annual meeting in July – Before end of fiscal yr. (July 31st)
- ii. Vice President (3.5min)
 - 501C3 – No update
- iii. Treasurer (3.5min)
 - Strategic Planning For Fundraising- (Identifying Priorities)

50:00min

(3:37am-4:27pm)

- a. Need to get cover-letter out as invitation to become part of the brotherhood CBSAA
 - i. Not focused on saving camp
 - ii. Focus on recruitment
 - Inquires about who will be drafting
 - iii. In lieu of dues – donations -- President asks David to draft cover letter to pass around.
- b. We are still on hook for 18k – need to consider fundraising letter specific to this.
- c. Question – Summer 2022 program – what costs will need to be fundraised for?
 - i. BPC – Matt Bull has indicated they will handle registration /etc... Council sponsored program that CBSAA will help staff.
 - At this time we do not have set/specific financial commitment
 - CBSAA will provide guidance for development of that budget (same as a camping committee would do)
 - Jeff Smith- indicates donation of \$500 to underwrite any cost that council would occur setting up the merit badge academy
- d. Miller Family Donation – Letter was sent in lieu of donation.
 - i. If someone wants to donate.....
 - David L will re-publish a reference how to do so to the members of the board.
- e. Paypal – use of personal CC will cost CBSAA processing fee. Use of bank will not.
- Camp Ranger (*Pete/David*)
 - a. Bill Baldwin has resigned
 - b. Peter discussed w/ BPC Exec CBSAA fundraising/sponsorship concept for Ranger position
 - i. BPC likely to seek local 20hr part time “care-taker”
 - ii. If sale of Family Camp & Ranger House Occurs – potential for modifications to health lodge to accommodate living quarters for on-site ranger.
 - iii. If NYS & municipalities become involved – likely further negotiations for full time resident ranger or caretaker.
 - iv. Line-Item Dollar Amount has been requested from Matt Bull/BPC
 - c. Question- do we want to push forward with fundraising for Ranger support – thoughts?
 - i. David L- Need to spend what we raise – we can choose
 - Directed donations – only use what we raise for those specifics – risky / could disappoint.
 - ii. DJ – In favor –however – CBSAA may want to focus immediately on volunteer individuals to frequently visit camp.
 - Dave Carlson – volunteer efforts need to be made daily.
 - a. Concerns for theft.
 - Question (DJ) -Can we speak to council exec to offer resources to problem solve now. (Tabled until we get more info from Matthew – and get membership involved)
 - d. Draft of Cover-Letter Needs to Include list of plans to spend donations / dues on annual (generic and specific)
 - i. Ideas such as supporting Campmaster Corp financially (Peter)
 - ii. Dave Carlson – communication with Diane Blakely – get status of its strength
 - Concern brought up regarding communication from council for scheduling.
- iv. Secretary (3.5min)
 - Strategic Planning for Membership Growth & Involvement
 - a. Cover Letter & Application need to get out.
 - b. Communication with alumni
 - i. Topic- Should board members have access to CBSAA1922 Gmail?
 - Any outgoing communication needs to be board approved in email.
 - Need to be careful – (full access in favor but need to be careful)
 - a. Decision – use of email case by case approved or Secretary is used to send out information.
 - All outgoing communication email or Facebook or website – board approved with caveat that half board shall approve prior to.
 - Communications to Membership / Newsletter / Website
 - a. CBSAA Logo Development - Tabled – DJ will seek out graphics designer and get quotes
 - b. CBSAA Newsletter – Tabled- use of email and Facebook until membership growth occurs w/ more volunteers
 - c. CBSAA Website
 - i. DJ has foundation of website started/ developed – need to turn over to professional
 - ii. Jeff Smith has website manager he uses for \$10/month – Jeff will reach out potentially turn over
 - DJ & Jeff Smith to collaborate and report back on progress.
 - Goal to launch by late spring
 - iii. CBSAA domain can be used with WIX – professional has to sync.
 - iv. Costs to be added to Secretary operational budget

2. **Chairman:**

- i. Advisory (3.5min) Position Vacant – No Report
- ii. Program (3.5min)
 - 2022 Camp Barton Summer
 - a. Request for Ariel Photo of Camp Barton – DJ will send what he has / Mike Brown has a lot of them as well.
 - b. Request for Video Editing Expertise/Person (Suggested to ask Mike Brown)
 - c. Program Committee will be discuss the following:
 - i. Recruitment of additional members to the Program Committee
 - ii. Budget
 - iii. Food Service Options
 - iv. Merit Badge Offerings
 - v. Promotional Items / Save the Date / Initial Unit Information Handout
 - vi. Addition of First Year Camper Program to “Summer 2022 Weekend MB Academy”
 - vii. Merging with Cub Programming (Communication with Mike Homrighaus)
 - viii. Addition of Adult Training Program
- iii. Membership (3.5min) Position Vacant – No Report
- iv. Resource (3.5min)
 - Support / Staffing – Immediate Needs/Planning
 - a. Camp Set Up – Can’t focus on date of this until we have more definitive programming schedule decided
 - i. Anticipated facilities needed, campsites needed etc...
 - b. Other Camp Operational Needs to schedule and plan and timeline for:
 - i. County Inspection (Health Etc...)
 - ii. Fire Extinguishers
 - iii. Mechanical Needs (Dishwasher, Camp Water *(Early April)
 - iv. Environmental – Algae Problem- Water Samples
 - v. Program Equipment Inventory
 - Other:
 - a. Dave reports he has finance partner/colleague that has expressed interest in potential purchase of property.
 - b. Dave reports he can stay at camp the entire duration of summer – through August- if needed
- v. Correspondence Committee (Secretary) (3.5min)
 - No New Business- Secretary will reach out individually for growth / operation of committee once membership is est.
- vi. Finance Committee (Treasurer) (3.5min)
 - No New Business -Treasurer will reach out individually for growth / operation of committee once membership is est.

3. **Senior Board/Council Advisory:**

- i. Chairman of the Board (3.5min)
 - Alan indicates that we are moving in a positive manner with excellent goals and desires.
 - Stresses to the board that we need to get solidified membership and fundraising as soon as possible
- ii. Immediate Past President (3.5min) Position Vacant – No Report
- iii. Council Liaison (3.5min) Position Vacant – No Report

f. **Other Approved New Business or Added Items:**

5:00min

No Motion Requested

g. **Task Assignments** (Secretary)

**Distributed Post Meeting by Secretary in Email & Noted In Minutes*

5:00min

<u>President:</u>	<u>Vice President:</u>	<u>Secretary:</u>	<u>Treasurer:</u>
<ul style="list-style-type: none"> ➤ Continued Correspondence with Council Exec & Board Members ➤ Aiding Program Committee <ul style="list-style-type: none"> -Summer 2022 Dates -Summer 2022 Budget ➤ Approval of Cover Letter to Accompany Membership Application ➤ CBSAA Annual Meeting Date ➤ Prepare Operating Budget for Treasurer for President Role ➤ \$500 – Fee for Title Search 	<ul style="list-style-type: none"> ➤ Provide Update on 501c3 status ➤ Assist President w/ any delegated tasks. ➤ Approval of Cover Letter to Accompany Membership Application. ➤ Prepare Operating Budget for Treasurer for VP Role 	<ul style="list-style-type: none"> ➤ Finalize Membership Application, Test, & Distribute with Cover Letter ➤ Purchase Adobe Software ➤ Prepare Operating Budget for Treasurer for Secretary Role ➤ Aiding Program Committee ➤ Approval of Cover Letter to Accompany Membership Application ➤ Minutes 10.13.21 & 1.9.22 ➤ Schedule 2.2022 Meeting ➤ Continue Membership Demographic data collection ➤ Work with Jeff Smith on professional website designer/management ➤ Contact (with Pete) Mike Brown & Kevin Gross – inquiry on open board positions. 	<ul style="list-style-type: none"> ➤ Coordinate Operational Expenses with Peter & DJ & execute. ➤ Drafting of Cover Letter to Accompany Membership Application ➤ Re-Educate Board & Detail out process for accepting monetary donations. ➤ Draft Fundraising Letter specific to 18k commitment for review.

<u>Program Chairman:</u> ➤ Conduct / Schedule Program Committee Meetings to Continue to Prepare Content for Summer 2022 Weekend Merit Badge Academy ➤ Continue recruitment of committee membership and help. ➤ Collaborate with DJ on professional Website Design ➤ Prepare Operating Budget for Treasurer for Program Chairman Role	<u>Membership Chairman:</u> Inactive / Vacant	<u>Resource Chairman:</u> ➤ Aid Program Committee in preparations for summer 2022 program as requested by Jeff Smith. ➤ Work with Pete to lay out detailed plan and timeline of pre-camp startup / operation items. ➤ Communicate with Campmaster Corp Leadership & gauge interest / availability to aid with Ranger absence more regularly.	<u>Advisory Chairman:</u> Inactive / Vacant
<u>Council Liaison:</u> Inactive / Vacant	<u>COB/IPP:</u> Inactive / Vacant	<u>Specific Sub-Committees:</u> Inactive / Vacant	

- h. Next Meeting & Calendar Review** (*Secretary*) 1 Month = Week of 2/13 – 2/19 **No Decision – Email Scheduling to Proceed.** 3:00min
- i. Conclusion of Meeting** (*President*) 5:00min
1. Thanks to all for efforts & time. Reconvene in 1 month
- Total Scheduled Time:** 1hr 45min **Start Time:** 3:03pmEst **End Time:** 4:18pmEst. **Actual Time:** 1hr 15min.