



# CAMP BARTON STAFF ALUMNI ASSOCIATION

JUNE 6<sup>TH</sup>, 2022—7:00PM EST. START

## EXECUTIVE BOARD MEETING

### MINUTES



#### a. Roll Call / Attendance (Secretary)

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 checked="" type="checkbox"/> Scott Stolte	<input type="checkbox"/> Vacant
SECRETARY	TREASURER	COUNCIL LIAISON	CBSAA Historian
<input checked="" type="checkbox"/> DJ Jones	<input checked="" type="checkbox"/> David Ludewig	<input type="checkbox"/> Vacant	(By-Law- Revisions Pending)
PROGRAM CHAIRMAN	MEMBERSHIP CHAIRMAN	RESOURCE CHAIRMAN	ADVISORY CHAIRMAN
<input type="checkbox"/> Vacant	<input checked="" type="checkbox"/> Kevin Gross	<input type="checkbox"/> Dave Carlson	<input checked="" type="checkbox"/> Mike Brown

Guest Attendee's: Ed Brewer, Ben Brown (Members of Program Committee)

#### b. Opening Remarks (President)

2:00min (7:02pm)

#### c. Standard Business Items:

5:00min (7:07pm)

1. Final motion for modifications/additions/subtractions to 6.6.22 agenda (Secretary) } (1min)
  - i. Motion- P. O'Connell, 2<sup>nd</sup> S. Stolte – No Objections.
2. Disputes/Additions/Subtractions/Approval of minutes from 4.28.22 (Secretary)
  - i. Motion- Scott Stolte, 2<sup>nd</sup> P. O'Connell- No Objections
3. CBSAA Financial Report (Treasurer) (4min)
  - i. Motion- P. O'Connell, Moved-A. Dixon, 2<sup>nd</sup>- S. Stolte- No Obj.

#### d. Old Business- Reporting & Updates:

30:00min

##### 1. Officers:

(7:07pm-7:37pm)

- i. President (6min)
    - Council / Pertinent Scouting Updates
    - Appointment / Recruitment of Remaining Board Positions
      - a. Board Approves to speak to Greg Hartz about Council Liaison Board Position – Will Invite to Next Meeting
      - b. Seeking Program Chairman
      - c. Need to Amend By-Laws to Define Advisory Chair/Historian Role.
  - ii. Vice President (2min)
    - Legal – None
    - CBSAA Reunion
      - a. Promotion, Registration & Invites need to go out asap – RSVP By July 20<sup>th</sup>
        - i. K Gross & D Jones to handle promotion & registration
        - ii. S. Stolte to handle merchandise
          1. Apparel to be sent to Dave at camp address by Scott once ordered.
        - iii. S. Stolte, P. O'Connell, D. Carlson to handle catering
        - iv. K. Gross to handle CBSAA Banner / Poster Board
        - v. M. Brown to provide historical items
  - iii. Treasurer (2min)
    - Operational Budget
      - a. 22/23 -Designed to be flexible so we can move around things.
      - b. Budget can be adjusted afterwards based on needs of our donations
      - c. Annual meeting will be approval of Admin Budget Only
    - Fundraising / Strategic Planning
      - a. End of summer/fall following outcomes of Annual Meeting & Council Operational Changes / Property Etc..
  - iv. Secretary (2min)
    - Membership Update
      - a. 1 new CBSAA membership application received – contact from 6 others to help w/ process
    - Communications Update – None
2. Chairman:
    - i. Advisory (2min) – Up keeping Badges At Barton Page, Attended Auction for D. Obrien- purchases slides / photos of Barton
    - ii. Membership (2min)
      - Google Workspace Up and Running – will begin transitioning to this for CBSAA functions
      - Met w/ small committee on CBSAA website- John Udall helping out – will report back
    - iii. Resource (2min) Unable to Attend -Report provided by Secretary
      - Dave C. Residing at Camp – working on preparations/maintenance and repairs
      - Camp Set Up Day Set for July 16<sup>th</sup>
      - Major maintenance needs (Freezer / Dishwasher/ Rescue Boat – Need to Give M. Bull Nudge (P. O'Connell will do so)
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    - iv. Program (2min) Vacant - Report provided by Secretary - None (All business reported related to BB & CRC under New)
    - v. Correspondence Committee (Secretary) (2min) – None
    - vi. Finance Committee (Treasurer) (2min) – None

### 3. Senior Board/Council Advisory:

- i. Chairman of the Board (2min) – Great Job Everyone!! Kudos to David Carlson especially!! –From Alan D.
  - Great to have Ed Brewer and Ben Brown on the call & Thanks to Mike Brown for the historical photos
- ii. Council Liaison (2min) Vacant – No Report
- iii. Immediate Past President (2min) Vacant – No Report

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

50:00min

(7:37pm-8:27pm)

#### 1. Officers:

- i. President (3.5min) (No report- Left Meeting @ 8:00pm)
- ii. Vice President (3.5min) – None
  - Annual Meeting – Need to hash out Agenda
- iii. Treasurer (3.5min) – None
- iv. Secretary (3.5min) – None

#### 2. Chairman:

- i. Advisory (3.5min) – None
- ii. Membership (3.5min) – Need to have membership applications at camp / poster/ banner etc...
  - Funds Approved if needed by D. Ludwig (Scott to talk more to Pete about –“Guilt Chart”)
    - a. David Ludwig possibly will make this and bring for Session 2
- iii. Resource (3.5min) Report provided by Secretary
  - Need to get Wi-Fi better established at camp for Badges at Barton
- iv. Program (3.5min) Vacant – Report provided by Secretary
  - 2022 Camp Barton Summer “Badges At Barton” & Cub Resident Camp
    - a. Continued efforts for staffing to fill MB Instructor & Services Rolls
    - b. Continued efforts regarding promotion of the event and recruitment of units/scouts
    - c. Staffing Registration, Forms, Training & Black Pug Upkeep
    - d. Council has remained supportive
    - e. USPS Mailer to be sent as soon as possible- budget approved.
- v. Correspondence Committee (Secretary) (3.5min) – None
- vi. Finance Committee (Treasurer) (3.5min) – None

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

- i. Chairman of the Board (3.5min)
- ii. Immediate Past President (3.5min) Vacant – No Report
- iii. Council Liaison (3.5min) Vacant – No Report

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

5:00min

1. None

### g. Task Assignments (From 6.6.2022)

\*New Task Assignments Noted in Minutes

8:00min

<b>President:</b> <ul style="list-style-type: none"> <li>➤ Continued Correspondence with Council Exec &amp; Board Members</li> <li>➤ Aiding Program Committee</li> <li>➤ Continued Development / Review of Operating Budget to Treasurer for President Role</li> <li>➤ Inquire for more detail from BPC regarding options for 4 structures at top of hill (King/Chase/OA Ceremonial Ring/Cub Pavilion)</li> <li>➤ Continued process of communication w/ M. Bull, Mayor of T-Burg, T. McGuire, Municipalities regarding options to continue programming at Barton.</li> <li>➤ Meet with S. Stolte to review by-laws and language to membership, and insignia.</li> <li>➤ Invite Greg Hartz to Next Meeting</li> </ul>	<b>Vice President:</b> <ul style="list-style-type: none"> <li>➤ Assist President w/ any delegated tasks.</li> <li>➤ Prepare Operating Budget to Treasurer for VP Role</li> <li>➤ Provide Treasurer Value of Annual Expense for State of Virginia Association Costs to be put into operational budget.</li> <li>➤ Will assist Secretary with recruitment and startup of Newsletter “staff”</li> <li>➤ Continued networking &amp; putting people in touch with DJ &amp; Kevin to help grow membership and get alumni back to camp this summer.</li> <li>➤ Meet with P. O’Connell to review by-laws and language to membership, and insignia.</li> <li>➤ July 30<sup>th</sup> Banquet Coordination</li> </ul>	<b>Secretary:</b> <ul style="list-style-type: none"> <li>➤ Distribution of application</li> <li>➤ Work with membership chair to develop next version of application</li> <li>➤ Submit relevant costs to treasurer</li> <li>➤ Aid Program Committee</li> <li>➤ Minutes 6.6.22</li> <li>➤ Schedule 7.7.2022 Meeting</li> <li>➤ Continue Membership Demographic data collection</li> <li>➤ Work w/ KG on professional website designer/management</li> <li>➤ Begin Newsletter process</li> <li>➤ Begin Google Workspace</li> <li>➤ Upkeep Facebook and Instagram</li> <li>➤ Alumni Weekend Promotion</li> <li>➤ Provide Membership Chair w/ Job Description From By-Laws</li> </ul>	<b>Treasurer:</b> <ul style="list-style-type: none"> <li>➤ Continue developing &amp; documenting submitted operational expenses.</li> <li>➤ June Finance Report</li> <li>➤ Draft Fundraising Letter to 18k commitment for review in case we need it.</li> <li>➤ Strategic Planning Meeting Coordination w. Pete</li> <li>➤ Prepare Financial Presentation/Handout Etc for Annual Meeting July 30<sup>th</sup></li> </ul>
<b>Program Chairman:</b> <ul style="list-style-type: none"> <li>➤ Conduct / Schedule Program Committee Meetings to Continue to Prepare Content &amp; Promotions for Summer 2022 Weekend Merit Badge Academy</li> <li>➤ Badges @ Barton Coordination &amp; Efforts</li> <li>➤ Support of Cub Resident Camp</li> <li>➤ Continue recruitment of program committee membership and assistance.</li> <li>➤ Submit Operating Budget to Treasurer for Program Chairman Role</li> </ul>	<b>Membership Chairman:</b> <ul style="list-style-type: none"> <li>➤ Work w/ secretary to further advance the membership application process, statistical collection process, and formally begin website process w/ secretary</li> <li>➤ CBAA &amp; its last recorded membership demographics</li> <li>➤ Website/Google Workspace</li> <li>➤ Badges At Barton Support</li> <li>➤ CBSAA Banner/Poster Board</li> <li>➤ EventBrite Meeting Invite for Reunion</li> </ul>	<b>Resource Chairman:</b> <ul style="list-style-type: none"> <li>➤ Aid Program Committee in preparations for summer 2022 program.</li> <li>➤ Coordinate “Volunteer Ranger” involvement &amp; support for camp &amp; report.</li> <li>➤ Set Up Day July 16<sup>th</sup> (Coordinate)</li> <li>➤ Fiber Optic Wi-Fi for Main Camp</li> <li>➤ All Maintenance &amp; Grounds Care</li> </ul>	<b>Advisory Chairman:</b> <ul style="list-style-type: none"> <li>➤ Upkeep of Badges HTML for summer program.</li> <li>➤ Continue to be eyes and ears for local council communications and concerns.</li> <li>➤ Provide Support to Mike H for Cub Resident Camp Program As Needed</li> <li>➤ Prepare Historical Materials for Display At Alumni Weekend &amp; Arrange for them to be at camp</li> </ul>

<u>Council Liaison:</u> Inactive / Vacant	<u>COB/IPP:</u> None / Vacant	<u>Specific Sub-Committees:</u> Program Committee Recruitment to aid in planning /support
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**h. Next Meeting & Calendar Review** (*Secretary*)

1. **Consideration for Summer Program**
  - i. **Staff Meeting(s)? *Yes- Date TBD***
2. **Annual Meeting – July 30<sup>th</sup> – Preparatory needs? – *Registration Then Catering***

***Determination = Next Board Meeting - July 7<sup>th</sup>, 2022*** ***1:00min***

**i. Conclusion of Meeting** (*President*) – *S. Stolte concludes, Motion to adjourn – 2<sup>nd</sup> K Gross- No Objections*

***5:00min***

**Total Scheduled Time:** *1hr:45min*    **Start Time:** *7:03pm*    **End Time:** *8:33pm*    **Actual Time:** *1hr:30min*