

Approved Minutes
UU Rowe Camp & Conference Center
Board of Trustees Meeting
Sunday, June 2, 2013

Board Members Present:

Clay Connor, Vice President; Kerri Florian, Treasurer; Cynthia Bolling, Clerk; Julie Neuspiel, Cathy Perkins, and Gail Epstein, Members-at-Large

Others Present:

Felicity Pickett, Executive Director; Arthur Samuelson, Programming Director; Paulette Roccio, Director of Operations, Katha Kerr, Chair, Camp Refresh Subcommittee; Andy Kerr, Volunteer

Julie called the meeting to order at 9:15 a.m. and conducted check-in

Approval of April 14, 2013 minutes (*Julie*)

Cathy made a **motion** to approve the minutes. Clay seconded. The motion was passed unanimously.

Report from the Executive Director (*Felicity Pickett*)

Rowe will have a new health insurance plan starting July 1 that will save us from \$12,000 to \$30,000 a year. The Grandparents Camp, which was small but fun, shows promise for upcoming years. No youth camp is full: camp enrollment is down across all youth camps for a total loss of \$40,000 in income. We'll make an effort to fill the open spots through additional fundraising.

Since we didn't get the \$100,000 grant from Shelter Rock to fix our water system, I've asked our water engineering consultant to write a letter to DEP with a proposal to do the project in three stages over the course of three years. In the first year we'd dig the well, and in the second we'd run the pipes to connect the water to our buildings, and so on. To help with funds for the first year, I would like to ask Eclipse if Rowe could free up some Iris Fund money, which is restricted to women's projects, by spending around \$10,000 of it to house the long-postponed women's library in either Brook House or the Gathering Room at the Farmhouse. Eclipse is the logical person from WomenCircles to ask, since she started the Iris Fund going. That would free up the remaining funds—about \$40,000—for the water project. The women's library was supposed to be a part of the Green Guest House.

Two houses near Rowe's campus will be going on sale soon. This opens up more possibilities for Rowe. We might be able to provide a wheelchair-accessible bedroom with its own bathroom elsewhere on Rowe's campus as well as more rooms, without having to build the Farmhouse addition.

Discussion

Cathy made a **motion** to authorize Felicity to explore the possibility of creating the women's library now in either Brook House or the Gathering Room, with the understanding that the leftover Iris Fund money would be repurposed to start the water project. Clay seconded. The motion was unanimously passed.

Break 10:35 – 10:45 a.m.

Report from the Director of Operations (*Paulette Roccio*)

Work Week was not as successful as we might have wished. Although the volunteers were asked to follow the instructions of staff, this didn't always happen. Of course we're grateful for the help of our volunteers, but in future staff will have to do a better job of making sure that projects are completed according to the plans that have already been worked out. The building inspector, for example, will see that a problem at the Rec Hall was handled, but not in the way that he specifically recommended.

When a staff person had to leave suddenly, people stepped up to make things happen, and I'm personally grateful. My staff has been amazing throughout a difficult period.

Discussion

The board agreed with Felicity that the directors need to send a stronger message during Work Week about how projects should be done. One suggestion was to publicly give the facilities staff a vote of confidence, perhaps by including a Facilities Report in every *Center Post*. These little articles might be in the form of brief announcements that detail the specific projects the staff is always doing to keep Rowe safe as well as beautiful.

Report from the Director of Programming (*Arthur Samuelson*)

In my last report I spoke about some of the lessons I had learned from a very disappointing April. I am happy to report that we are ending this season on a high, with a strong May and June. This past month, Matthew Fox had 32 people, of whom 16 were new; Carol Gilligan had 33, of whom 12 were new; *The Sun* has 82, of whom 58 are new! Coming up shortly, Singing for the Dying has 26 registrations, of which 15 are new.

This weekend we have Shaun McNiff, who has been coming here many years. Out of the 13 members of his group, 7 are new. Danny Gregory is also here. Of the 45 registered attendees, 33 are new.

I looked at the age distribution for this weekend's guests: we have college students as well as people in their 30s. Joan Karasick came with her daughter Rachel, a former Spirit. More men would be nice! They're from all over, including: British Columbia, Ohio, Kansas, New Mexico, Illinois, North Carolina, Washington State, Colorado, and even England. One guest couch surfed with people from the program whom she had met on Facebook.

The attendees loved our barn. I got the town to allow them to sketch the fire engines and the fire station.

Danny Gregory's workshop was so successful it can serve as template for the future:

- He had never done a workshop before so there was pent-up demand.
- Danny gave the workshop an active Facebook and blog presence.
- He created a film to show people what we look like.
- He used Facebook to enter into relationship with his audience before they came and to put them in touch with each other. That relationship will continue and we want it to stay with us.

So what have we been up to? In the last couple of months we accomplished some Marketing innovations that included videos on our website—guests' testimonials, Carol Gilligan on WAMC, and the Men's Wisdom Council film.

Stepping back and looking at the year, I can say that we navigated a significant transition and tried many new things, both in terms of marketing and programming. We redesigned and reconceptualized the catalog and *The Center Post*, improved our e-mail marketing, and began to make changes in both our Facebook and website presence.

We made investments in long-term Audience Development by starting two new mini camps: Grandparents' Camp and a camp for 20-somethings.

So, how did we do? We had 1,369 registered guests this year, of whom 44.4% were new to us. Last year we had 1,299 guests, of whom 35.8% were new. In other words, we brought in almost 10% more new guests this year than last year.

We tried many more new things this year. Seventeen of the 77 programs this season were new (four were Doug's and 13 were mine).

On the negative side, 18 of the 77 programs this year were cancelled, compared with 14 of 68 last year. Nine of these were programmed by Doug; nine by me. Of the new programs, eight of the 17 were cancelled for lack of sufficient registration. Three were Doug's and five were mine).

Looking at the calendar as a whole, we had three weak months because of cancelled programs: December, February, and worst of all, but only slightly worse than February, April.

Last year, February and April were also weak, as was May, though significantly less so than this year. This year we had more attendance than the last in September, November, and March. October was pretty close to last year.

Nonetheless, it was a better season than last year. We had fewer programs actually take place this year because we had more cancelled programs than last year, but we ended up with a higher attendance, and just as significantly, we brought in more people who were new to us.

But there are still lots of things to do. We did better than last year, but we have not yet reached either the ten-year average of 1,573 or the 1,431 guests we had in 2010. Like the economy itself, we are still in recovery.

Moving forward, I aim to put the new catalog in the mail by August 1. It will be less expensive because without the camps it will have fewer pages. We will also print almost 6,000 fewer copies because we purged our mailing list of people who had not been here or given money in seven years.

We are searching for new hires, and have about half a dozen applications for both positions (Marketing and Program coordinators). I have met with five colleges looking for volunteers and interns.

Report from the Treasurer (*Kerri Florian*)

Julie Baeder has agreed to become Rowe's official financial advisor and care for our investments at Morgan Stanley Smith Barney. We are currently in the process of getting paperwork from her to transfer our investments over. The Finance committee will meet annually, or bi-annually (tbd) to review the investments to see how they are doing under Julie's direction. The committee will advise the board on how we feel our portfolio is performing compared with the rest of the market.

Financial Statement review: Sept 2012 – April 2013 vs. Sept 2011 – April 2012. Income from Operations is up slightly from last year, 4%, but down by 13% from what was budgeted. Expenses were

up by 15.8% (salaries, catalog). Overall, net income from Operations ran at a loss of \$157,328. This is further down by \$30,000 over last time this year.

Income from Development is running ever so slightly lower than last year, 1%. Expenses are up about 20%. After expenses, income from Development is down 5% over last year.

Overall Net income is down by \$11,585 over last year, where last time this year there was a profit of almost \$13,000.

Currently, marketable securities are up by 11% over last year.

Cash flow is very much an issue. Last year at this time there was \$77,000 in the bank, as of the end of April there was -\$1,585. Money for salaries and health benefits, facilities, and *The Center Post* all have been higher than expected. This will need to be monitored closely, which we are doing. Further discussions will follow if revenues do not increase. As discussed, perhaps there is some way of making the Capital Campaign help operating expenses; i.e., general facilities, maintenance.

Discussion

Kerri volunteered to come to Rowe every other month to help out a bit with the books.

A **motion** was made to transfer funds from Charles Schwab to Morgan Stanley. It passed unanimously. Felicity will take care of it.

Development Committee Report (*Cathy Perkins*)

The Woodside campaign is under way. The budget calls for \$50,000 in full camperships and \$21,000 in partial camperships plus costs for staff training. We have raised \$48,000 to date, and have \$33,000 to go. We're hoping the Board can raise \$30,000 this year. In addition to Board member phone calls, we currently have two volunteers making calls, and I'm still negotiating with two other potential volunteers.

The final tally from the Valentine drive is \$3,256.

Stewardship Committee Report (*Cathy Perkins*)

The stewardship meeting was held the same weekend as the work weekend for Camp Refresh. (I'll defer to Katha for the report on Camp Refresh.)

Felicity reviewed accomplishments since the last Stewardship committee meeting:

Priority 1: the Farmhouse septic pump was replaced.

Priority 2: the replacement of the cabin roofs is completed.

Priority 3: the sauna floor has been repaired by Andy and Katha Kerr.

The hot water heater in OGH failed and had to be replaced.

The pump in the Rec Hall has been replaced.

Post-inspection work, including handrails and emergency lights, was completed.

At Felicity's suggestion we also reviewed the problems identified at least once over the last four years:

- New Hobart for Rec Hall
- Rec Hall ventilation

- Clay/Blue Room doors/sills/deck
- Improve drainage and repair road to Rec Hall
- Repair/replace piers under cabins
- Farmhouse addition
- Replace joists in barn floor
- Make Brook House wheelchair accessible
- Replace OGH roof and extend overhang
- Shore up, stabilize, insulate piers under OGH

Stewards then discussed each building and identified additional items needing attention.

- New well
- Farmhouse roof
- Farmhouse windows
- Brook House back room/shed
- Build a new cabin for camp staff

Each participant was given five votes to identify what the individual thought were the five most critical issues to be addressed:

1. Replace OGH roof with extended overhang (10)
2. Repair piers under the cabins (9)
2. Improve drainage and repair road to the Rec Hall (9)
3. Repair the barn floor (7)
4. New well (4)
4. Farmhouse roof (4)
5. Brook House shed/back room (2)
6. Rec Hall hood vent

The result was a surprise to most of us because the OGH roof had been identified a number of times in the past and never made the list. After the meeting was over, Felicity remarked that she thought it was Jon Montan's impassioned argument for replacing and extending the OGH roof that made it stand out as the most critical need.

Report from the Camp Refresh Subcommittee (*Katha Kerr*)

All of the camp cabins now have new roofs. All of the exteriors have been newly restained. The floors in Sibley Lee, Henry, and Wellman have been sanded and stained.

Report from the Nominating Committee (*Clay Connor*)

The committee consisted of myself, Julie Neuspiel, Sue Baldauf, and Felicity Pickett. Our recommendations are as follows:

President – Albert Mussad

Vice President – Julie Neuspiel

I will serve on the board for one more year as a member-at-large.

Melody Litwin and Katha Kerr are thinking about becoming members-at-large. I will also continue to think about getting someone from the town of Rowe to join the board.

Mission Statement Committee (*Gail Epstein*)

The mission of Rowe Center is to support people of all ages to learn about themselves, each other, and the earth so they may go forth with new insight and courage.

Discussion

The board decided to circulate this statement once again before our August meeting.

In answer to a board member's question, Paulette said the Board of Health and the Rowe Fire Inspector must inspect the buildings and approve them before camp.

Letter to Doug

Gail made a **motion** to approve a slightly reworded letter, which extends Doug's food package until December 1, 2013. It will go on Rowe letterhead. Clay will deliver it to Doug in person. Clay seconded. The motion was passed unanimously

The meeting was adjourned at 12:35 p.m.

Respectfully submitted,
Cynthia Bolling
Clerk

UU Rowe Camp and Conference Center
Balance Sheet Prev Year Comparison
As of April 30, 2013

	<u>Apr 30, 13</u>	<u>Apr 30, 12</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
1010 · Cash in bank - operating	-1,583.48	77,615.83	-79,199.31	-102.04%
1040 · Petty Cash	847.12	769.35	77.77	10.11%
1042 · Payroll Advance	-24.99	0.00	-24.99	-100.0%
1070 · Savings & short-term investment	478,464.44	422,053.45	56,410.99	13.37%
Total Checking/Savings	<u>477,703.09</u>	<u>500,438.63</u>	<u>-22,735.54</u>	<u>-4.54%</u>
Accounts Receivable				
1110 · Accounts Receivable	1,880.91	1,914.91	-34.00	-1.78%
Total Accounts Receivable	<u>1,880.91</u>	<u>1,914.91</u>	<u>-34.00</u>	<u>-1.78%</u>
Other Current Assets				
1450 · Prepaid Expenses	0.00	-1,423.37	1,423.37	100.0%
1510 · Marketable securities	402,051.31	361,560.85	40,490.46	11.2%
Total Other Current Assets	<u>402,051.31</u>	<u>360,137.48</u>	<u>41,913.83</u>	<u>11.64%</u>
Total Current Assets	<u>881,635.31</u>	<u>862,491.02</u>	<u>19,144.29</u>	<u>2.22%</u>
Fixed Assets				
1610 · Land - Operating	51,471.00	51,471.00	0.00	0.0%
1620 · Buildings - Cost & Improvements	2,360,296.46	2,358,296.46	2,000.00	0.09%
1630 · Leasehold improvements	54,393.04	8,551.34	45,841.70	536.08%
1640 · Furniture, fixtures, & equip	47,387.73	47,387.73	0.00	0.0%
1650 · Vehicles	10,250.00	10,250.00	0.00	0.0%
1725 · Accum depr - building	-913,500.83	-855,470.63	-58,030.20	-6.78%
1745 · Accum deprec- furn,fix,equip	-45,760.60	-43,537.01	-2,223.59	-5.11%
1755 · Accum deprec - vehicles	-8,727.73	-8,341.09	-386.64	-4.64%
1800 · Investment Property	83,900.00	83,900.00	0.00	0.0%
Total Fixed Assets	<u>1,639,709.07</u>	<u>1,652,507.80</u>	<u>-12,798.73</u>	<u>-0.78%</u>
TOTAL ASSETS	<u>2,521,344.38</u>	<u>2,514,998.82</u>	<u>6,345.56</u>	<u>0.25%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2010 · Accounts Payable	-2,951.28	4,798.24	-7,749.52	-161.51%
Total Accounts Payable	<u>-2,951.28</u>	<u>4,798.24</u>	<u>-7,749.52</u>	<u>-161.51%</u>
Other Current Liabilities				
2130 · Accrued payroll expenses	33,052.07	30,292.72	2,759.35	9.11%
2140 · Accrued sales taxes	-105.70	-105.95	0.25	0.24%
2200 · Accrued Interest	17,009.35	17,009.35	0.00	0.0%
2310 · Deferred Revenue	89,187.50	123,374.68	-34,187.18	-27.71%
2400 · Unexpended Insurance Proceeds	22,387.00	22,387.00	0.00	0.0%
Total Other Current Liabilities	<u>161,530.22</u>	<u>192,957.80</u>	<u>-31,427.58</u>	<u>-16.29%</u>

UU Rowe Camp and Conference Center
Balance Sheet Prev Year Comparison

As of April 30, 2013

	<u>Apr 30, 13</u>	<u>Apr 30, 12</u>	<u>\$ Change</u>	<u>% Change</u>
Total Current Liabilities	158,578.94	197,756.04	-39,177.10	-19.81%
Long Term Liabilities				
2100 · curr portion of long term debt	19,355.52	19,355.52	0.00	0.0%
2730 · Consolodated Mortgage Payable	220,972.20	244,058.34	-23,086.14	-9.46%
2770 · Long-term liabilities - other	63,000.00	63,000.00	0.00	0.0%
2800 · Less current portion of mortgag	-19,355.52	-19,355.52	0.00	0.0%
Total Long Term Liabilities	<u>283,972.20</u>	<u>307,058.34</u>	<u>-23,086.14</u>	<u>-7.52%</u>
Total Liabilities	442,551.14	504,814.38	-62,263.24	-12.33%
Equity				
3010 · Unrestrict (retained earnings)	1,837,050.60	1,744,135.23	92,915.37	5.33%
3020 · Temporary Restricted Fund Bal	207,499.43	207,499.43	0.00	0.0%
3030 · Permanently restricted fund bal	38,798.59	38,798.59	0.00	0.0%
3100 · Prior Period Adjustments	7,028.69	6,808.69	220.00	3.23%
Net Income	-11,584.07	12,942.50	-24,526.57	-189.5%
Total Equity	<u>2,078,793.24</u>	<u>2,010,184.44</u>	<u>68,608.80</u>	<u>3.41%</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,521,344.38</u></u>	<u><u>2,514,998.82</u></u>	<u><u>6,345.56</u></u>	<u><u>0.25%</u></u>

UU Rowe Camp and Conference Center
Profit & Loss Prev Year Comparison
 September 2012 through April 2013

	<u>Sep '12 - Apr 13</u>	<u>Sep '11 - Apr 12</u>	<u>\$ Change</u>
Ordinary Income/Expense			
Income			
4 · Development	135,906.88	136,788.43	-881.55
5 · Income From Operations	494,161.62	473,400.93	20,760.69
Total Income	<u>630,068.50</u>	<u>610,189.36</u>	<u>19,879.14</u>
Gross Profit	630,068.50	610,189.36	19,879.14
Expense			
6000 · Program Expenses	220,293.26	221,196.56	-903.30
7000 · General and Administrative Exp	431,196.52	372,389.08	58,807.44
8000 · Development Expenses	27,550.87	22,966.87	4,584.00
Total Expense	<u>679,040.65</u>	<u>616,552.51</u>	<u>62,488.14</u>
Net Ordinary Income	-48,972.15	-6,363.15	-42,609.00
Other Income/Expense			
Other Income			
6800 · Unrealized gain (loss)	37,388.08	19,305.65	18,082.43
Total Other Income	<u>37,388.08</u>	<u>19,305.65</u>	<u>18,082.43</u>
Net Other Income	<u>37,388.08</u>	<u>19,305.65</u>	<u>18,082.43</u>
Net Income	<u><u>-11,584.07</u></u>	<u><u>12,942.50</u></u>	<u><u>-24,526.57</u></u>