

Minutes of the Pathways Board Meeting
August 16, 2018 Emmaus Church Camp, Menahga, MN

Members Present: Sue Grafstrom, Linda Bartholome, Pastor Kayla Billings, Pastor Eric Clapp, Pastor Clay Ellingson, Pastor Sheila Michaels, Eric Haugland

Also Present: Chris Andreasen, Pathways Interim ED; Andria Wright, Pathways PD, Tammie Jenson Pathways Treasurer, Dave Holz – Luther Crest ED

- Prior to the board meeting Dave Holz, Executive Director of Luther Crest Church Camp, Alexandria, MN shared his past 10 years' experience at the camp.
- What are the campers saying? What was liked, disliked of their experience. This is the best way to strategize future programs.
- Transition time of Pathways - build strategic partnerships/relationships with synod churches.
- Shared Luther Crest board makeup – their board is not restricted by conference representation. Cayla asked for an example of their evaluation. Discussed committee makeup.
- Programs shared – every week a program from 3rd grade to high school family ministries, fall, winter, spring environmental education part of Luther Crest since 1985. 4/5 programs every week. 150 campers per week. Depending on age 1/7 or 1/8 staff/camper ratio.
- Transition methods to get high school campers into becoming staffers.
- Campwise, Quick Books administrative discussion.
- Dave expressed “We are partners in ministry urged Chris and Andrea and board members to contact Luther Crest for help”.

Call to Order (Time): Chair Sue Grafstrom @ 5:30 pm.

Adoption of Agenda: Motion Kayla, Second Tammie, Carried to approve the agenda.

Secretary's Report: Motion Linda, Second Kayla, Carried to approve minutes from the last meeting as written.

Financial Report: Tammie Jenson – Pathways Treasurer

Impressive camp season all done with \$62,000 program expenses.

- Profit and loss compared to last year – food bill is lower and camp store made money
- Still some mis categorizing – Will get in better order to get a true picture of budget. Will move “Other” accounts to readable accounts.
- Outstanding bills - Chris Andreasen
 - \$10,600 furniture for burned cabin
 - \$ 1,471.33 Pitney Bowes Leasing/Caine & Weiner/Allen, Maxwell & Silver Pitney Bouse meter missing at MWK – Brad looking for it.
 - \$1,200/\$4,000 outstanding Dave Brunkow/Sayther
- Kayla, Tammie, Linda, Chris, Misty meeting at Trinity – August 22 to go over Pathways accounting income and expenditures to get them in order.

Motion Eric, Second Kayla, Carried to approve financial report

Program Director Report – Andrea Wright

- 38 different programs given to 550 campers on-site and over 500 day campers and nearly 200 attended the National Youth Gathering.
- Steve had projected the camp numbers being significantly down this summer in the June meeting, proved wrong especially with it being a NYG summer.
- Spoke to every staff member this past week one on one and had a comprehensive evaluation. Sue and Linda impressed Andrea spoke to each day camp churches and pastors getting good feedback to improve the program.

Transition Team Report – Sue Graftstrom

Getting team back in order – had not met since the start of the summer

- After June board meeting at Emmaus met with seasonal staff – heart and soul of the camp during the transition. Informed them on what is happening – new interim ED and new PD and backing of the board. Invite them to a board meeting, make them feel welcome to express their opinion.
- Have received everything needed from Steve before he retired.
- Now looking at the development/financial side of the camp. Relationship with Trinity and Concordia. Transition team members are a good source and knowledgeable of people who want to see the camp continue.
- We do not have a record of past staff members from the last 20/30 years who would now be potential donors.
- Need to establish relationships and boundaries with the board now that Chris is on-board and his father, John Andreasen is still volunteering his time to Pathways in consulting for non-profit organizations.

Interim Executive Director’s Report - Chris Andreasen

- Felt welcomed by everyone – board, staff, synod office, churches, campers,
- Steve Peterson – will remain in touch as a resource base.
- Update office procedure – writing account number on each receipt
 - Line items on credit card slip – Clay – let staff know – this is done to protect them, not checking on them.
 - Morning weekly meetings.
 - Improve e-mail and computer back-up
- Update website – Kayla -if not easily viewed on phone, website not up to date.
- Establish what is best desk top publisher program for brochures – attempt to do in-house. Feature story on Ron Glass, 50th anniversary. Check on bulk mailing permit.
- Will work with CLV Warren Schulze and contractor for MWK septic system
- Will research Give to the Max and Giving Hearts Day funds program.
 - Appeal letters (Sept., Nov., March, May)
- Retreat reservations will be on 1st come 1st serve, not holding out for congregations to reserve.
- Eventually move banking from Bemidji to Moorhead.
- Had problem setting up e-mail, director@pathwaysbiblecamp.org. Steve used his personal e-mail which didn’t allow access for others to view.

- Reconciling money market funds – will check with Mark Olson on Ojibwa partnership.
- 3-Tier Pricing is confusing – needs more promotion – will continue for now.
- Aging fleet of vehicles – will not continue to rent vans for day camps.
- Board members should line up volunteer groups for camp work projects.
Linda – also have volunteers help in Pathways office.
- Trinity church council will look to approve Taylor Rodriguez as Pathways board members.
- Will pay Pathways outstanding lease payment - \$12 with Trinity for years 2007-2018.

Discussion

Fundraisers

- Sue - Do fundraisers to raise friends or rebuilding relationships. Target donors to contact.
- Kayla - Christmas Dinner – overview what has happened and goals of camp – ask for donation.
- 50th Anniversary – past directors and staff
- Development Table run out of Transition Team initially
- Al and Jo Judson are eager to spearhead the anniversary celebration (Eric contacted them on 8/17). They do not want to promote it as also being their 50th wedding anniversary.

Adjourn: Motion Linda., Second Kayla, Carried to adjourn. 7:35 pm
(EH Secretary 17 Aug '18)

Next meeting - Oct. 18, 2018 – 4:30 pm – Moorhead Office