

Pinebrook Bible Conference Board Meeting Minutes

March 12, 2013

Devotional: Charles Cole led us in a devotional on 1 Peter 3 speaking on the pardoning of our sins and the effect that has upon our lives, the story of John Meyer.

Prayer: Charles Cole prayed for the various requests: John Meyer, broken leg; Darlene Repsher, hospital; Bert Brosius, Health issues; Justin Mann, death of grandfather; Pinebrook Summer Registrations; and Pinebrook Leadership

1. Board Business

a. Quorum/Roll Call – Board: Darien Allen(absent), Mark Barninger, Charles Bomgardner, Charles Cole, Patrick Carl, Chris Fellon(absent), Gary Karch, Chris Merrick, Matthew Printz

Director Nate Brosius

Executive Director David Allen

Pinebrook Managers: Gabby Brosius, Brian Brawley, Rick and Val Lockhart, And Jason Repsher (absent)

b. Approval of minutes 256th meeting of Pinebrook Board -

i. Matthew Printz / Chris Merrick welcome

Justin Ashcraft Resignation Acceptance - approved

Re-assignment to fill void of Justin Ashcraft's committee duties

c. Old Business

i. Discussion/Acceptance of Pinebrook Purpose Statement –
Purpose – Why are we here?

Pinebrook is a ministry of the Bible Fellowship Church whereby the disciples of Jesus Christ can be made, developed, and enhanced while serving the greater Christian community.

Mission – What is the battle plan?

Work on this through the active committees working on their committee purpose statements and bringing them all together.

2. Reports

Financial Report - Jay Reinhard

i. 1st Quarter 2013 Report

A few comments include:

- Overall net income is \$26K, \$17K better than 2012. This is a combination of \$9K more income and \$8K less expenditures.
- The Retreat Accommodations income is understated by \$28K while we await payment for a February retreat.
- A designated gift of \$10K improved the income, but it was designated for debt reduction which corresponds to a balance sheet entry.
- Additional bills for February are still expected of approximately \$10K
- We appear to have a timing change with the insurance bills of \$13K, so that is making expenses \$13K less than last year.
- Assuming all the above, net income is still about \$12K better than 2012.

Other significant line item changes from last year are:

- Retreat Accommodations income is \$33K higher than 2012 (assuming the owed retreat money is received).
- Kitchen Food purchases are \$9K less for the same number of meals as last year.
- Salaries are running at the same rate as 2012.
- Director's severance pay of \$6600 was included in 2012 expenses.
- Accounts Payable is \$33K worse, but the \$28K owed will reduce that when it is received.
- Retreat deposits are \$13K less than 2012.
- Summer conference deposits are the same.
- Campground deposits (and income) have disappeared.
- Total debt is \$78K less than one year ago. (excluding the \$100K Executive Board loan)

Resolved, that Pinebrook host the 1st annual "Pinebrook Reformed Conference" beginning in June 2014 and prepare for June 2015 2nd Annual Pinebrook Reformed Conference.

Amenities Offerings – Rick Lockhart

Revamped old version of the Amenities as an "add on" sale – promotion is key for Rick to publicize.

Discussion – Rates / Discounts – Nate / Rick

Simplified rate structure basically leaving the rates the same as we have charged.

Discounts have been revamped to use new terminology to cleanup the use of the discounts. Discounts are a line item instead of having a rate sheet for each discount.

A rate section will be on the website.

Laube Interview Discussion – The Pinebrook board heard the testimony of both Barry and Jeanette Laube and asked questions of them based upon the needs of the Director of Ministry at Pinebrook.

Program / Fichthorn Follow-up Report –

Charles Cole presented an update that is setup for Summer Conference 2013.

Val Lockhart gave an update on meeting with Neil Fichtorn about the things that are happening during summer conference; topics for summer 2013.

Resolved, that we affirm the direction of the Executive Board based on the BFC Executive Board Vision Points.

Managers' Reports

Director's Report

1. Spiritual Aspect – Men's and Women's Devotions

Koinonia Worship Service

2. Professionalism / Excellence / the "Wow Factor" – optimal operation of all areas.

Plans to use the "Leading from your Strengths Series" – summer staff guidelines and attire to set as a goal.

3. Personal Mindset Evaluations

4. Staff Individual Purpose / Mission / Vision Statements – Starting with Managers; calling vs. job

Fund raising – Neil ideas that are going to be developed. Sample letter for fund raising was read to us by Charles Cole.

Resolved, that we support the Fund Raising letter written by Neil Fichtorn by putting the Pinebrook Board names under the Neil's name on the letter.

Committee Reports: *Missions Statement for each committee*

Nate gave each committee "To-Dos"

Finance – report revision and creation; research paypal or online donations; realistic value based discussion on ministry help compensation

Personnel - policies; emailed statement

Guests Relations – promotionals, rooms, amenities, and guest services audit and idea creation for improvements and evaluate each. Social Media guidelines.

Infrastructure – equipment, vehicles, rooms, outdoor pool maintenance

Reminder for next meeting: Prayer walk/drive around the grounds of Pinebrook next time coming to the Meeting. Think Big! Trust Huge! – Val Lockhart

Next Meeting Date 2013 meetings – 6/11/13 - 2pm – board room

Meeting was adjourned at 6:53 pm by Chris Merrick leading in prayer.