

Minutes

Pinebrook Bible Conference, Stroudsburg, PA
258th Meeting of the Board of Directors
11 June 2013

~~Pre-Meeting Walking Tour of Grounds & Facilities with Jason & Maintenance Crew (Optional) 13:00-13:45 (from Guest Services)- Charles Cole, Charles Bomgardner, Matthew Printz, Darien Allen, David Allen, Patrick Karl~~

Meeting Start: 14:00

Devotional: Charles Cole

Prayer: Matthew Printz led us in prayer to start the meeting for Pinebrook and the work to be done before the summer conference.

1. Board Business

a. Quorum/Roll Call

Roll Call: Darien Allen, Mark Barninger, Charles Bomgardner, Charles Cole, Chris Fellon Gary Karch, Patrick Karl, Chris Merrick, Matthew Printz, David Allen, Executive Director BFC; Nate Brosius, Director of Operations

b. Approval of minutes 257th meeting of Pinebrook Board

Resolved, that the minutes from the 257th Pinebrook Board Meeting be approved.

c. Old Business

i. Discussion/Acceptance of Pinebrook Mission Statement

(1) Mission - "What is the battle plan?"

(2) Each member should have a draft of the Mission Statement for Pinebrook.

(3) Nate's "food for thought" Draft: Mission Statement:

To continually seek providential wisdom in accordance with Biblical principles to assure an environment where Christ is the focus, Souls are challenged and won for Christ, Disciples of Christ are developed, whilst achieving, maintaining, and advancing sound spiritual, financial, operational, physical assets, and biblical standards of faithful stewardship with the intent to pursue excellence in all that we do.

Resolved, preserving a refreshing environment where people are challenged to live for Christ.

2. Reports

a. Financial Report - Jay Reinhard

Resolved, that we receive the Financial Report.

i. 3rd Quarter (Jay Reinhard)

b..Projections (Rick Lockhart)

ii. June-Sept 2013 Registration Projections (Rick Lockhart) **Attached**

iii. October-December 2013 Projections (Rick Lockhart) **Attached**

iv. Amenities Offerings (Rick Lockhart)

v. Discussion - Rates & Discounts - (Nate Brosius / Rick Lockhart) - Focus on Mission Churches; "priceline.com" issues; use of coupons instead of cheaper rate.

vi. Rates - (Nate Brosius -Rick Lockhart)

b. Programming / Fichthorn Follow-Up Report- (Chuck Cole) - **Attached**

i. Marketing/Advertising/Publication/Website - (Val Lockhart)

Summer Brochures & flyer for July 4th Event were handed out. We discussed the plans for the 2014 Reformed Conference of June 22-24, 2014. Val also discussed with us the plans for the program for the 2013 Summer Conference. Many things are coming back like Fair Day, Pool Games, etc. Various means of advertising are occurring: Fellowship News, Radio Ads, Email Blasts, Facebook Page Updates. Val encouraged us to continue to promote Pinebrook Summer Conference.

c. Manager's Reports

i. Jason Repsher – **Report attached**

(a) Sandy Report / Accomplishments / Continued Needs

(b) Volunteer Acquisition & Plans of Effective Use

(c) Vehicles/Heavy Equipment/Other Equipment

(d) WWTP

(e) Pools

(f) Potable Water

(g) Operation Screen Doors (BB)

(h) Safety/Security

(i) Facilities

(j) Guest Lodging Project / Accomplishments / Plans to accomplish before Summer Conf.

(k) Grounds Projects / Accomplishments / Plans to accomplish before Summer Conf.

(l) Projections 3rd Quarter (June-August)

(i) Projects in process / proposed

(ii) Schedule of implementation & volunteer use

(iii) Budget Compliance Projection

(k) Projections 3rd & 4th Quarter (July-December)

(i) Projected Projects / proposed

(ii) Schedule or implementation & volunteer use

(iii) Budget Compliance Projection

ii. Brian Brawley

(a) Food Service Comparison YTD 2012/2013 down 4,000 meals from 2012 which translates to

- \$50,000 down from 2012.
- (b) Snack Shop Comparison 2012/2013 - Projections
- (c) Koinonia Kafe' (Brian Brawley)
- (d) Vending
- (e) Soda
- (f) Rebates
- (g) Budget Compliance Actual
- (h) Budget Compliance Projections

Equipment Needs: Ranges @ \$5,000-\$7,000, Kettle

Features for Summer – Pig Roast Thursday & Picnic Saturday

iii. Gabby Brosius

- (a) Finance
 - 1) Procedures
 - 2) Reports
- (b) HR
 - 1) Policy
 - 2) Procedures
 - 3) Payroll
- (c) Registrations
- (d) Donor Information & Recovery
- (e) Publications
- (f) Website
- (g) Mailings
- (h) Office Operations & Logistics
- (i) Budget Compliance Projections

d. Directors Report

i. Personnel

Jason Comments – Use of Pat Carl of an Accountability Partner for planning and work completed;

Use of Coupons – put them in the packet for the weekend groups;

Farmers leaving to be involved in Kenbrook.

(1) Spiritual Impact

- (a) Male Weekly Thursday Morning Devotions
- (b) Proposed Weekly Female Morning Devotions
- (c) Weekly Tuesday Night Koinonia Worship Service

(i) I would encourage each Board Member to schedule a Tuesday Koinonia service sermon/devotional in the Fall. Please contact Val Lockhart to schedule.

vlockhart@pinebrook.org

(2) Professionalism / Excellence / The Wow Factor

- (a) Leading From Your Strengths Series

ii. Fund Raising

iii. Board & D.O.O. Working Structure / Infrastructure

HSA Account – needs a sunset plan to obsolete this account – **Finance Committee Assignment**

3. New Business

a. Vision Statement Discussion Assignment

b. Committee Assignments

- i. Discussion: Committee Purpose Statements
- ii. Personnel(Charles Bomgardner; Charles Cole; Chris Fellon) & Gabby
- iii. Finance(Darien Allen; Gary Karch)
- iv. Guest Relations(Mark Barninger; Charles Bomgardner; Patrick Carl) & Gabby
- v. Infrastructure(Patrick Carl; Mark Barninger; Matthew Printz; Gary Karch; Chris Merrick; (Jason Repsher))

c. Establish Committee Meeting Dates

- i. Personnel Committee //
- ii. Guest Relations Committee 07/17/13 1pm Dining Hall
- iii. Finance Committee //
- iv. Infrastructure Committee //

d. Pinebrook Summer Staff Banquet / Sponsored By Pinebrook Board. Members Who Will Prep and Serve

i. Friday - **August 2nd, 2013 @ 15:00 (3pm) Preparation for the Meal Begins**. Please mark your calendars, bring your wives. Charlie Bomgardner will lead the Board effort. **Please email and let Charlie know by 07/31/2013 how many you will have that night to help us server the Banquet.**

Charles Cole & Chris Merrick will not be there.

Your service in this dinner is greatly appreciated.

4. Other Unscheduled New Business

- a. Open Floor
- b. Establish Next Board Meeting Date: 09/10/13 2pm

5. Adjournment/Prayer (18:00) – Charles Cole led us in prayer to close the meeting at 6:15pm.