

Minutes
Pinebrook Bible Conference, Stroudsburg, PA
256th Meeting of the Board of Directors
13 November 2012

Pre-Meeting Lunch: 12:30
Meeting Start: 13:15

Devotional: Charles Cole - John 6 - Don't labor for the food that perishes, but the food that has everlasting life. Continue to be about God's work. (13:15-13:30)

Prayer: Requests - Cliff Boone, Brian Stall, Joel Klase heading to Tanzania today; Manwiller family, NJ/NY Ministry cleanup from Sandy, Pinebrook finances, staff continual excellence work and the purpose of Pinebrook. Charles Cole led us with

1. **Board Business**

- a. Quorum/Roll Call – Darien Allen, Mark Barninger, Charles Bomgardner, Patrick Carl, Charles Cole, Chris Fellon, Gary Karch
Absent: Justin Ashcraft, Chris Merrick, Matthew Prinze
Nate Brosius, Director
- b. Approval of minutes 255th meeting of Pinebrook Board
 - i. Matthew Prinze & Chris Merrick welcome
- c. Old Business
 - i. Discussion/Acceptance of Pinebrook Mission Statement
 - (1) Mission - "What are we to do & the battle plan." Expand this for the next meeting: 1) Focus on the local BFC, 2) Training Ground upon entering the ministry, 3) Local churches in the community, 4) Christian/Public/Home school involvement.
 - (2) Each member should have a draft of the Mission phrase for Pinebrook.

2. **Reports**

- a. Financial Report - Jay Reinhard –
Resolved, that we receive the Financial Report.
 - i. Nov/Dec 2012 Projections -
 - (1) Christmas Banquet – Please remember to reserve your table at \$175 and bring the 8 people to fill the table.
 - ii. 1st Quarter 2013 Projections
2013 Budget
Resolved, that the Finance Committee, Nate, and Jay meet within one week and then conduct an "email vote" for the 2013 budget as soon as possible.

Chairman Charles Cole appointed Chris Fellon to the Personnel Committee and will be removed from the Finance Committee.

- iii. Profit Center Ideas Rendering
 - (1) Coffee Shoppe
 - (2) Amenities Offerings
- b. Fichthorn Follow-Up Report / D.O.M. responsibilities - Chuck Cole
 - i. Discussion - Report & Marketing

2013 Summer Speaker Amounts

- ii. Discussion - Rates & Discounts – rates will be staying at a level state for this upcoming year.

c. Director's Report

- i. Sandy Report
- ii. Programming- Christmas Banquet programming almost complete: 30 person choir, Bruce Heffner, starting to take registrations, board members are encouraged to fill 1 table at \$175/table
- iii. Rates – Nate recommends holding rates where they are.
- iv. Publications/Mailings – Nate continues to do the publications and mailings. Nate is working on a intro for Christmas Banquet, finished a video for going to churches, ladies retreat, men's retreat
- v. Website – Nate continues to try to maintain the website. Board members could be involved by completing a daily page to add a devotional, etc. or link it to a daily devotional site.
- vi. Donor Information Recovery Process – Nate created a database which creates a letter for any donation given for this year. Future mailings will be drawn from the database. Board Member Phone Calls thanking donators would be appreciated. Talk to Nate if you would be interested.
- vii. Vehicles – Silverado, Durango here.
- viii. Heavy Equipment – Backhoe need is still there. Options are available but money not there for this.
- ix. Equipment – small backhoe check received
- x. WWTP – the lid over the pit work is done. Bids are out for completing the sheeting in of 3 sheets of ¼ inch shield, welders will be here to complete this work when scheduled.
- xi. Pools – Outdoor pool needs to be painted with no leaks thought to be there. The indoor pool needed work and that is in progress.
- xii. Potable Water – full compliance with the wells etc.
- xiii. Operation Screen Doors (BB) – Heating the room option is working well.
- xiv. Safety/Security – activating all of the alarms. GS, Kitchen, SS
- xv. Facilities
- xvi. Profit Centers
- xvii. Personnel
 - (1) Professionalism / Excellence / The Wow
 - (2) Review of personal mind-set evaluations.
 - (3) Staff Individual Purpose/Mission/Vision Statements
- xviii. Director's Board/Personnel Expectations Request – Personnel Committee will start going over the personnel policies and the job descriptions.
- xix. Staff Christmas Luncheon – This is an attempt to get together with the staff and Nate will publish the date so we can attend if possible.

- d. Committee Reports
 - i. Personnel (Justin Ashcraft/Charles Bomgardner/Charles Cole/Chris Fellon)
 - ii. Finance (Darien Allen/Gary Karch)
 - iii. Guest Relations (Justin Ashcraft/Mark Barninger/Patrick Carl/Charles Bomgardner)
 - iv. Infrastructure (Mark Barninger/Patrick Carl/Chris Fellon/Gary Karch/Chris Merrick/Matthew Prinze/Jason Repsher)

3. **New Business**

- a. Vision Statement Discussion
- b. Committee Assignments
 - i. Discussion: Committee Purpose Statements
 - ii. Personnel
 - iii. Finance
 - iv. Guest Relations
 - v. Infrastructure – add Chris Merrick and Matthew Prinze to this committee
- c. Establish Committee Meeting Dates
 - i. Personnel Committee 11/26/12 6pm Sunbury & 12/10/12 6pm Sunbury
 - ii. Guest Relations Committee / /
 - iii. Finance Committee 11/30/12 2pm Gary's Office
 - iv. Infrastructure Committee / /

4. **Other Unscheduled New Business**

- a. Open Floor
- b. Establish Next Year Board Meeting Dates:
 - March 12, 2013 - 2pm – Board Room
 - June 11, 2013 - 2pm – Board Room
 - September 10, 2013 - 2pm – Board Room
 - November 12, 2013 - 2pm – Board Room

5. **Adjournment/Prayer**

Gary closed us in prayer at 4:50pm.