

Pinebrook Bible Conference Board Meeting Minutes

September 11, 2012

Devotional: Charles Cole led us in a devotional from Jeremiah 9 and prayed for our meeting and Pinebrook as we started the meeting at 1:25pm.

Prayer:

1. Board Business

a. Quorum/Roll Call – Board: Darien Allen, Charles Bomgardner, Charles Cole, Patrick Carl, Chris Fellon, Gary Karch

Director Nate Brosious

Executive Director David Allen

Absent: Justin Ashcraft, Mark Barninger

b. Approval of minutes 254th meeting of Pinebrook Board - approved

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 are we to do?

*****Next Meeting each person should have a draft of the Mission phrase for Pinebrook.**

Vision – Where are we going?

ii. Directors/Board Structure

Resolved, that Chris Merrick and Matthew Prinze be approved as a Pinebrook Board member upon ratification of the BFC Executive Board.

2. Reports

a. Financial Report - Jay Reinhard

Resolved, that the Board Secretary send a “Thank You” card to the summer ministry personnel for 2012 from the Board.

Resolved, that we receive the Financial Report

i. 4th Quarter 2012 Projections – Food expenses have been high; some big groups coming in the fall; Heating and Electric for the Guest Services \$ amount should be much lower than last year.

ii. 1st Quarter 2013 Projections -

iii. Mattress Fund Raiser – over \$25,000 raised over the summer. All of the mattresses have been obtained (263).

iv. Profit Center Ideas Rendering

b. Fichthorn Report Summary of Summer Conference 2012 - Dave Allen

i. Discussion – Comments from the Fichthorn Report: Fellowship Hall should be a focal point of the BFC. There are inexpensive ways to carpet Fellowship Hall and make it “portable” being flexible as a multipurpose room.

Summer newspaper is something campers want to see come back. A golf outing for men would be a good idea for future summer conferences. Establishing a base

line of rates is critical to the rate structure for the summer conference. The entire improvements section of the document was commented on.

c. Director's Report

- i. Programming – Senior Saints, Christmas Banquet, Men's Retreat, Ladies' Retreat are all planned for the coming year.
- ii. Publications/Mailings – Nate working with Zephan on emailings for communication update. Zephan also has standardized the address mailing list.
- iii. Website – Nate is training Zephan to administer the website. Ann is periodically checking the information on the website for accuracy.
- iv. Donor Information Recovery Process – Gabby and Nate continue to work on ways to correct this situation.
- v. Vehicles – John Deere backhoe is still on site, TYN lease is completed with a check coming back from the leasing company.
- vi. Heavy Equipment
- vii. Equipment – A change machine and bill changer are here; for Sunnybrook furnace we will be using a propane furnace; IT stuff: fiber optics should be finished by today; full global POS system for SS, Guest Services, Gift/Coffee shop to be networked and “Quick Books”atized giving more accountability to the processes of money transactions
- viii. WWTP – Ron Bair working to getting controls back to warning systems and lights; Welder from Delaware to come in the next few weeks; drive shaft work to be done by “patching”; sludge tank pumped out showed damage that needs repaired by welding and temporarily pumping the plant into tanker trucks.
- ix. Pools – worked half decent but some valve work needs done.
- x. Potable Water
- xi. Operation Screen Doors (BB) – heater in-house solution developed in eradicating the Screen Doors from the unwanted areas.
- xii. Safety/Security – snack shop, kitchen, guest services, offices, and pine lodge alarms are being worked on to turn back on.
- xiii. Facilities – mattresses; upgrade of furniture is a necessity; carpeting needs done to replace iron marks, old frayed patching; meeting rooms have had minor upgrades mounting A/V things to rooms. Paintball has been outsourced to a company that has revamped the paintball field with an observation area added in to make this an efficient amenity without much expense or headaches; offices in Cedar Lodge have been very productive to actually work on and complete work.
- xiv. Profit Centers – switch from the gift shop to the coffee shop idea is continuing; snack shop & gift shop always open at posted times and dining hall marketing about the open times is being worked on; improvements to the snack shop process to come.
- xv. Personnel – Summer Staff not much interviewing but all in all very good summer staff interaction, adhering to policy, etc. due to Joel Klase's involvement and leadership; clearing wood was a waste of 3 weeks of the summer staff manpower; newness of the staff for the summer program; melding the fund raising vs Victory Valley funding of the summer staff;

Permanent staff: Nate has had meetings with all of the managers; Heather does well at what she does but 9-5er; Ann may not fit in much longer at Pinebrook due to flexibility, educational type of things. Shearers doing fairly well, Charles is good with repetitive things not multiple tasking, Diane doing well but wants more part time 32 hours per week right now; Bruce is “under the gun” (Dec 1st) to get food costs down to \$3 per plate and needs to keep his wife out of the dining room; Jason has produced by working very ridiculous hours in developing the Heating process for the Screen Doors. He is very blunt and some people have a tough time with relating to him; Gabby has been working round the clock and has had some needed education on the financial aspect of her job. She works well with most of the people she deals with and some improvements on checks and balances, organizational issues.

During Nate and Gabby’s vacation, Heather (host and closing) and Jason (Operations) will be in charge during the vacation absence.

V. Director of Ministries – Dave Allen – Job Responsibilities of a part time Ministry Director were given. There is a candidate that is still a primary candidate and has not responded to the offer yet. A couple other options are available but have not been exercised.

Committee Reports: none, Nate will be assigning the Committees a list of things he needs shortly.

New Business:

Committee Assignment Lists were given by Nate for each committee to meet and discuss these assignments and their mission statement for each committee. Each committee should setup a meeting for each committee via email before next meeting.

Next Meeting Date November 13, 2012

Meeting ended with prayer from Gary Karch at 5:15pm.

Respectfully Submitted,
Charles Bomgardner
Secretary