

# Outdoor Ministries Committee of the Virlina District Board

February 11, 2023, at Camp Bethel, OMEC at 9:00, OMC at 10:30.

Updated 2/9/2023 3:01 PM



## 9:00am OMEC (circle if present):

Stephanie Naff (Chair), Sam Foster (Vice-Chair), Allison Mullins (Secretary), Terry Johnson (Finance Chair), Bill Hinton (Program Chair), Scott Yingling (Property Chair), Barry LeNoir (ex-off Camp Director), Kathie Robinson (ex-off Treasurer).

I. Welcome & Prayer. – Stephanie Naff.

II. Camp Director Search Committee Report – Stephanie Naff.

III. For completion/revision of Virlina District Personnel Policies, (which is still not finalized by the Virlina District Board), the OMC should recommend clarifications on protocols for hiring full-time staff at Camp Bethel.

IV. Other OMEC or personnel business?

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## 10:00am OMC (circle if present):

Stephanie Naff (Chair), Sam Foster (Vice-Chair), Allison Mullins (Secretary), Terry Johnson (Finance Chair), Bill Hinton (Program Chair), Scott Yingling (Property Chair), Kimberly Brown, Randall Eakin, Laura Harrington, Amanda Leddy, Stephanie DeHart Robinson, Ron Rucker, Peggy Sink, Barry LeNoir (ex-off Camp Director), Kathie Robinson (ex-off Treasurer).

I. Welcome & Prayer. – Barry LeNoir & Stephanie Naff

II. Approval of the Agenda. – Stephanie Naff.

III. Minutes from the August 6, 2022 and November 12 OMC meetings (included in this document). – Stephanie Naff.

IV. Reports and Information:

A. District Board (and Executive) Report – Stephanie Naff.

B. Camp Director Search Committee Report – Stephanie Naff.

C. Finances – Terry Johnson & Barry LeNoir.

1. Camp Bethel (penultimate) Income/Expense data through 12/31/2022. *(The usual Excel spreadsheet will be available on Friday, February 10 at [www.CampBethelVirginia.org/OMC](http://www.CampBethelVirginia.org/OMC).)*
2. In December 2022 we received Camp Bethel's share of the Ellen Thomasson Memorial Trust: \$95,000. 80% of this (\$76,000) will transfer into a specifically created Escrow Account (yet to be done?), and 20% (\$19,000) will transfer into the General Reserves.
3. Reminder that on January 1, 2023, Virginia's minimum wage increased again to \$12.00 per hour. We try to pay a little more than that for hourly help, so we start hourly helpers at \$13.00 per hour. Hourly employees who have been with us for several years (George Shockley, Christian Sullivan, Melissa Browning) now earn \$14.25 per hour.
4. **General Reserves:** Since 2018, we built our reserves up to \$227,038.85. The transfer of the "Ark Renovations – Cassell Memorial" \$49,330.58 at the end of 2021, and the reinstated "Ark Renovations – Mitchell Memorial" \$25,000 in May of 2022 reduced our to \$152,708.37. At the end of 2022, the following transfers will occur: \$8,422.00 is Camp's share from Collinsville's exit and \$2,204.00 from Coulson's exit. Also, 20% of the Ellen Thomasson bequest gift is \$19,000. Bonnie and Tony Robertson (Oak Grove South) gave \$7,000.00 for the Ark Renovations in December 2022. These amounts will move out of 50647 Designated Items into 39600 General Reserves. We granted more Scholarships in 2022 than we had in scholarship gifts or interest income, so \$13,634.18 will transfer from the Scholarship Escrow into the reserves. **To begin 2023, our General Reserves will be \$195,968.55.** This is an excellent position for us so that we can afford overlap with the new Camp Director AND be ready for any unexpected expenses.
5. From the memorial gifts for Buddy Crumpacker (\$5,999.63), and with Linda's blessing, we purchased a new Titan bush hog and a new Kioti finish mower.
6. In addition to several smaller weekend groups, here are a few **notable larger groups** we host this winter: On February 3-5, we hosted 160 students from the Korean Christian Ministry Union (VT, UVA, JMU, VCU, RU) for their Winter Retreat, earning us \$13,440. On February 24, we will host the 2023 Virginia Adventure Education Conference (VAAEC), with about 180 attending and earning us a net of over \$4,000. On March 12-17 we will host the service-project team from University of Connecticut HASB while they are in our area for their alternative-service Spring Break, earning us approximately \$5,616. On March 21-26 we once again host VBR TWENTY24 Spring Training Camp (women's cycling), earning us approximately \$3,456. *See Elizabeth's report (enclosed).*
7. **Future Funding:** Self-allocations were the lowest in 2022 since 2006, and they only comprise about 7% of our total budget. Unless extraordinary growth is expected in our Virlina District congregations.
  - a. "Big Camp Give" day tied to reimagined "Heritage and Homecoming Day."

- b. An intentional marketing campaign for Guest Group rentals, including revising non-Virginia rental rates. It is notable how many Guest Groups we have, given that we do NOT actively market this aspect of camp.
- c. For 2024, the next Director should consider increasing to \$100 increments for tiered summer camp pricing, and/or consider a “member” and “non-member” rate.
- d. Other considerations and ideas.

D. Programming – Barry LeNoir.

1. **Winter Camp Retreat** was held January 7-8 with 104 camper registered, 9 cancellations, so 95 attendees, and income of approximately \$7,800. *See Kathleen’s report (enclosed).*
2. **2023 Summer Camps:** As of February 8, we have 204 campers registered! By comparison: 68 on 2/8/2022 (total 785) and 150 on 2/8/2019 (total 1,062). Our 2023 Summer Camps schedule postcards will be mailed on February 13 to over 2000 families.
3. **Summer Staff:** *See Kathleen’s report (enclosed).*
4. **COVID-19 in 2023:** If necessary, we will continue to follow recommendations of the CDC and ACA and requirements put in place by the Virginia Department of Health (VDH).

E. Site and Property – Barry LeNoir. *Also see Mickey’s report (enclosed).*

1. **Well Repairs and Water Bacteriological Monitoring:** On December 14-15, Gilliam & Mundy installed a liner in our existing well at a cost of \$7,026.26. Per VDH plan requirements, we have begun a 20-week raw water MPN sampling from the well on a 1 per week basis. Cost was only \$864.00 for 20 kits. These samples will be used to confirm that the repairs were successful and the well isn’t influenced by surface water, or if it’s still at-risk and requires additional sampling. First sample results are good, showing vastly reduced parameters of Total Coliform (2.0 MPN/100ml) and E. Coli (<1MPN/100ml). Fingers crossed for weeks 2 through 20. Our finished (treated) water, remains perfect.
2. **Ark Roof Repair:** In late-January, Cenvar Roofing re-roofed the eastern wing of the Ark Dining Hall (main kitchen, pantry, prep kitchen, office, and electrical panel room). Total cost was \$9,053.00, paid out of the “Ark Renovation - Cassell Memorial Escrow.”
3. **Ark Floor Repair:** Whitt Carpet will install “Shaw, Terrain II, 5mm LVP” flooring AND 3’x9’ hearth tile in the Ark Conference Room (\$12,566.86), and “Shaw, Terrain II, 5mm LVP” flooring” and 4” rubber covebase in the Ark Dining Room (\$23,195.77). Reduced pricing because our team removed the carpet and is doing some subfloor repairs. This will be paid from the “Ark Renovation” escrow accounts (Mitchell & Cassell & Robertson). *See the sample LVP.*
4. **Remaining Ark Needs** include restroom & hallway renovations, renewed lighting, possible entranceway enclosure with increased storage, gutters and downspouts, improved kitchen storage, and a new range.
5. **9-Hole Disc Golf Course:** Ribbon Cutting event was held on September 4 (Scott Yingling & Randall Eakin representing OMC). Next is parking, tee boxes, and info kiosk, [CampBethelVirginia.org/DiscGolf](http://CampBethelVirginia.org/DiscGolf)
6. Our 21-year-old Scag lawn mower died last year, and we asked the public for help in purchasing a new mower. Mickey’s research pointed us to a Cub Cadet Pro X 160S with Mickey’s preferred Kawasaki motor. Our wonderful Bethel Road neighbors, Liza, Jett, and Sally Field stepped up and donated \$9,400 to purchase the mower. WOW!
7. Two vehicles were donated to Camp Bethel in 2022: Judy Mills donated her 1999 Subaru wagon (106,864 miles), and Dave & Fonda Wilson (Cloverdale CoB) donated their 2006 Dodge minivan (113,385 miles). These have now been titled, tagged, and insured, and they are already very useful! We should consider whether or not we create Vehicle Escrow Accounts for these, and we should discuss whether this Escrow system is beneficial for camp.
8. **Ongoing site and facility needs:** Ark Pond/Dam repair (no word yet from Reed Construction in Floyd); Gym roof repair (leaks in corners); Bandage Box Cottage gutters and downspouts; Crowder House (568 Bethel Road) repairs and needs in 2023.

F. Personnel – Barry LeNoir.

1. *I commend our EXCELLENT staff: Daniel, Kathleen, Mickey, and Elizabeth, our part-time staff Beth W (outdoor ed), Christian & George (maintenance), Melissa (cleaning), and our superb Resident Volunteers!*
2. We are excited that **Elizabeth Brancati** has accepted the position of full-time Guest Services Coordinator, beginning on February 1, 2023 (annual salary of \$32,130; not taking camp’s optional health insurance). Elizabeth has worked here hourly since March 2022 helping with office management, registration and data entry, guest services tasks, and general help. She has hit the ground running, immediately assuming all Guest Services responsibilities.
3. **Spencer Knox** departed in late August for AmeriCorps at Seneca Rocks in West Virginia. Resident Volunteers include **Phoebe Hart** (564 Bethel Road), **Nate Baird** and **Keaton Wood** (Whippoorwill Cottage). Nate departs on March 14 (with Zander LeNoir) for their northbound Appalachian Trail through-hike. Phoebe departs March 21 for her southbound Appalachian Trail through-hike. Keaton will serve as one of our Assistant Summer Program Coordinators for spring-summer 2023.
4. In preparation for my departure on June 30, 2023, I have begun cleaning and purging in my office, and I have a running list of items to discuss, “Institutional Knowledge to Pass Along” during the orientation/overlap with the new Camp Director. This list is currently 137 items and growing, (*see enclosed list*), and it includes a Master Yearly

Calendar of tasks. I am excited for God's continued work through you and the Staff at Camp Bethel, and I am very grateful for being allowed to serve here.

#### V. Old OMC Business

- A. The Ellen Thomasson memorial trust: We received our distribution on December 9, 2022 totaling \$95,000. Per the newly revised Financial Policies of Virlina, 20% transfers into our Reserves, and 80% establishes a new Escrow account for use as designated by the OMC and/or Virlina District Board.
- B. Connecting camp's bank account to Square: **No Update** due to lack of time, but with "PayPal Here" ending on April 3, this spring would be an ideal time to finally do this. Reminder that we DO have approval from the VDB-CoB to connect the bank account to Square.
- C. Barry will not revise the Master Site Plan document. For now, with the "SEED" money is to be used for the RV Village and its accompanying expanded septic field.
- D. Revisiting the "Adopt-a-Facility" Program. *See enclosed list.*
- E. Revision of Virlina District Personnel Policies. No Update. This is still not finalized by the Virlina District Board. OMC should recommend clarifications on protocols for hiring full-time staff at Camp Bethel.
- F. **Bids for RV Village Construction:** (\$246,845.77 in "Seed" escrow and \$33,499 in "Nolley" escrow). On July 5, KNA Contracting (Wirtz, VA; Kelly Alderman) quoted \$685,800. When asked for an itemized breakout, he responded, "I don't see much room to cut on this without drastically cutting scope. The grading and utility package was \$450,000, the electrical package was just over \$100,000, timbers at the sites for camper pads was about \$55,000 and surveying was just over \$10,000." Can any of this project be completed by our own staff or with volunteer help? **Reminder: Barry and Mickey will need committee help to manage this complex process.** See New Business.
- G. OMC to continue to consider ways to increase Staff morale and retention. OMC to continue studying salaries.
- H. *Other old business:*

#### VI. New OMC Business.

- A. Establishing a committee/team to manage the bids, contracting, and construction process for the RV Village and/or to modify the size and scope of current plans to fit budgetary constraints.
- B. Establishing a committee/team to manage the remaining Ark Renovations.
- C. Planning for use of the Ellen Thomasson Memorial Fund (\$76,000).
- D. Recommend clarifications on protocols for hiring full-time staff at Camp Bethel.
- E. *Other new business:*

#### VII. Prayer and dismissal for 12:00 lunch with the Camp Reps/Supporters.

#### Outdoor Ministries Committee 2022 Meeting Dates:

- April 15, 2023 (Sat) 10:00am OMEC meeting & 11:00am OMC meeting at Camp Bethel; (Spring Vol. Workday).  
June 27, 2023 (Tue) 5:30pm: OMC Dinner w/ campers & meeting at Camp Bethel.  
August 19, 2023 (Sat) 9:00am OMEC meeting & 10:00 OMC meeting at Camp Bethel; (2023 Budget meeting).  
November 10-11, 2023: Virlina District Conference, location TBD.

#### Upcoming Events:

February 24, 2023 (Fri), VA Adventure Education Conference.  
February 25-26, 2023 (Sat-Sun), Wilderness First Aid Training.  
March 9, 2023 (Thurs), 6:30pm: Sow the Seed Banquet, RSVP.  
March 31-April 1, 2023: Sounds of the Mountains Story Festival.  
April 15, 2023 (Sat), 7:30am: Spring Vol Workday, RSVP free meals.  
April 15, 2023 (Sat), 10:00am: OMEC & 11:00 OMC meetings.  
May 26-29, 2023: Memorial Day Family Weekend, RSVP meals.  
May 27, 2023 (Sat), Family Day/Summer Open House, 1:00-4:00pm.  
May 29-June 9, 2023: Summer Staff Training.  
June 2-3, 2023 (Fri-Sat), Parent-Child Overnight and Day Camp.  
June 9, 2023 (Fri) 5:30pm: Summer Staff Commissioning Dinner.

June 11-July 28, 2023: Summer Camps & Family Adventures.  
June 27, 2023 (Tue) 5:30pm: OMC Dinner w/ campers & meeting.  
July 24-August 12, 2023: Guest Camps & Band Camps.  
August 19, 2023 (Sat), 9:00am: OMEC & 10:00 OMC meetings.  
September 1-4, 2023: Labor Day Family Weekend, RSVP meals.  
September 2, 2023 (Sat), Camp Bethel PEP! 5K.  
September 20, 2023 (Wed), 29<sup>th</sup> Benefit Golf Tournament.  
October 7, 2023 (Sat), 39<sup>th</sup> Heritage & Homecoming Day Festival.  
October 14-16, 2023: Camp Bethel at Roanoke GoFest.  
November 4, 2023 (Sat), 7:30am: Fall Vol Workday, RSVP meals.  
December 7, 2023 (Thu), Christmas Together Banquet.

## Report of the Program Coordinator to OMC, February 11, 2023 Kathleen Nettin

After closing out a successful albeit challenging 2022 summer, (thanks, COVID), the program side of camp hit the ground running with staff recruitment. One of our biggest challenges this past summer was being short staffed. I knew that staff retention would be crucial to next summer's success. I focused on building rapport with summer staff as the "new kid in town" and strived to show them how valued and loved they are. We sent all of our summer staff care packages in the beginning of winter so they remember those sentiments, "You are valued and you are loved!" We received many notes and texts from staff expressing how much they appreciated the love sent.

I felt strongly about opening summer staff applications early and the result has been optimistic. Last summer, we operated with about 35 summer staff each camper week and hired 41 total. At this time, we have 29 summer staff hired for 2023! All but 5 of them are returning staff! Our continued hiring momentum includes changing our tune from "*We desperately need staff!*" to, "*Look at all these cool people working at camp!*" I have begun utilizing Canva (a digital design tool) to use our social media to spotlight staff who have committed for 2023.

We continue to recruit by utilizing social media and attending Career/Camp fairs at Virginia Schools (Bridgewater, Averett, Sweet Briar, Radford, JMU, VA Tech, etc.)

We once again provided a booth and activity (Rock Paint) at the October 14-16, 2022 GoFest in Roanoke. We participate in order to promote our summer camps to area families, and we gave out over 1000 summer camp schedule postcards and dozens of summer staff postcards.

In addition to staff recruitment, I have attended the OMA, VaCLRG, and UMCRM Conferences. As someone who is still relatively new, making connections to other camp leaders and the continued education has been invaluable and I look forward to attending these conferences annually.

Our 2023 Winter Camp was a great success - we had over 100 campers join us for two days packed with camp activities. The show went on even with Barry and Daniel down with COVID. I am immeasurably grateful for the 31 Summer staff Alumni that came to volunteer in order to pull off Winter Camp! We ended that time with a brainstorm session, inviting all volunteers to stick around and discuss how we can be better for each other and our campers. We walked away with ideas to improve staff training, fostering camp culture, how our leadership can be better employers, and ideas to add to our program board! During that time, I was very impressed by our staff's commitment to camp's growth.

Summer Camp registration opened in early January, and we already have over 120 campers registered, not including our pre-registrations from last summer! From now until summer camp, I will continue to recruit and hire summer staff, develop/plan staff training and summer programs, and facilitate/staff programmatic events held at camp.

## **Report of the Facilities Manager to OMC, February 11, 2023**

### **Mickey Nichols**

Over the past few months my team and I have been very busy with the upkeep and repairs throughout camp. After the fall season there was a lot of leaf and debris removal, downed tree removal which added in restocking our wood shed, gutter cleaning and prepping for a partial new roof for the Ark Dining Hall.

My team and I are currently preparing for the arrival of a dump truck to aid in the cleaning and clearing of the Ark Pond in hopes of clear water and easier flow into the creek.

We have been tearing up the old carpet in the Ark Conference Room to prepare for a new floor and tiled hearth to be put in this coming week. We are anxiously waiting for the new flooring to be installed in the Dining Hall and have been aiding in the process by removing parts that are rotten.

My team (George, Christian) and I will be traveling to Slippery Rock, Pennsylvania for the Maintenance Connection Conference on February 27- March 3rd at Crestfield Camp and Conference Center in hopes of sharing ideas, learning new skills, and making connections.

As always, we are in need of anything and everything for our shop. We rely mostly on donations to keep our materials and tools in stock and up to date. I look forward to the new improvements around camp in the upcoming months.

## **Report of the Guest Services Coordinator to OMC, February 11, 2023**

### **Elizabeth Brancati**

Since fall of 2022 I have been taking on the responsibilities of the office administrator. I answer the phones, communicate messages with the rest of the staff, answer emails and handle all the workings of summer camp registration, Sounds of the Mountains tickets, and donations. When needed, I help with bulk mailers for postcards, Thank You letters, and newsletters. I have been using tools such as Microsoft Excel for all data entry and Canva for marketing our programs and staff information. Over the last few months I have learned so many things about camp marketing tools, hospitality enhancements, and leadership skills through conferences like OMA, VaCRLG, and UMCRM. I think these conferences are super beneficial to all camp staff in hopes to incorporate growth and new resources into operating camp.

I have taken everything I have learned and continue to learn into my new role as Guest Services Coordinator. I feel confident that I have and will continue to do a great job in this role. I hosted my first large group retreat of 160 participants in February and am

proud of the work that was put into the communication and set up of their retreat. As I continue my training to fully take over the role of Guest Services Coordinator, I still help with all the necessary things that make camp run. I work closely with the Program Coordinator to help plan Winter Camp, programming, and summer camp data entry. I look forward to my future at Camp Bethel, and I am eager to keep learning all that I can to make operations here run smoothly and efficiently.

## Report of the Food Services Coordinator to OMC, February 11, 2023

### Daniel Naff

Since the end of Summer 2022, the Ark has been very busy. We found that COVID did negatively impact the number of campers and guest groups we hosted. I am, however, very proud that between Memorial Day and Labor Day weekends, the Ark still cranked out over 18,000 individual plates of food. This wouldn't have been possible without the hard work of our 2022 kitchen staff and stellar volunteers. We have made a variety of meals for a variety of guest groups, from a small gathering of church pastors to 150 Ultra-Marathoners (December), to over 160 Korean college students (February). We also catered our annual Golf Tournament, a great reception for David Shumate, and saw a successful return of the annual Christmas Together Banquet. I've been on the job since October 2021, but I am still learning a lot. I've attended conferences held by ACA, OMA, UMCRCM, and VaCRLG, and used that opportunity to collaborate with my counterparts at other camps. I love the opportunity to build relationships, snoop around in other kitchens, and of course, exchange recipes. Coming up, I am very excited to see some Ark renovations take place. Leaks in the Ark roof have been repaired with the new roof on the "prep-kitchen" wing, and starting on February 13, we will finally say goodbye to the old floors in the Dining Hall and Conference Room and enjoy a new and more attractive vinyl plank flooring that looks like wood! We have a very busy March ahead, and I am always looking for volunteers. We've already hired a few kitchen staff for the summer and I'm excited to see what 2023 has in store.

## Minutes of the Outdoor Ministries Committee meeting, August 6, 2022

*Note that these are not actually minutes from the meeting, but a copy of the agenda from August 6.*

**The OMC met August 6, 2022, at Camp Bethel, OMEC at 9:00, OMC at 10:30.** (circle if present):

Stephanie Naff (Chair), Sam Foster (Vice-Chair), Allison Mullins (Secretary), Terry Johnson (Finance Chair), Amanda Leddy (Program Chair), Charles Huffman (Property Chair), Kimberly Brown, Randall Eakin, Laura Harrington, Junior King, Stephanie DeHart Robinson, Peggy Sink, Scott Yingling, Barry LeNoir (ex-off Camp Director), Kathie Robinson (ex-off Treasurer).

### A. Finances – Terry Johnson & Barry LeNoir.

1. Camp Bethel Income/Expense data through 06/30/2022.
2. 2022 marks the return of Camp Too Sweet (June 27-July 1 = \$21,400), WBHS Band Camp (July 24-30 = \$13,865), West Salem Baptist Church Camp (July 24-28 = \$4,898), Camp Kesem (July 30-August 4 = \$15,250), and Salem HS Band Camp (August 7-13 = \$28,800). Of these totals, we so far only have deposits of \$6,900, so approximately \$77,313 is still to come.
3. Financial Health: The outlook continues to predict another strong end to the year. There is an absolute need for an "Office & Guest Services Manager" and bringing Daniel's and Mickey's salary up to minimum \$36,000.
4. Since 2018, we built our reserves up to \$227,038.85. With the transfer of the reinstated "Ark Renovations – Mitchell Memorial" \$25,000 and the new "Ark Renovations – Cassell Memorial" \$49,330.58, our reserve still stands at \$152,708.37, which gives us good flexibility for 2023. Also see Old Business about funding from the Ellen Thomasson Memorial Trust.
5. From December 2021 through July 2022, we have received 41 gifts in memory of Buddy Crumpacker totaling \$5,999.63. We never know what amounts we might receive in memorial, and these gifts are deposited into "Undesignated Memorial Gifts." Sometimes, when the total of the gifts is significant, the family might wish to designate the gifts even though the money is already spent. On July 28, Linda Crumpacker emailed, "*I really appreciate that folks have been so generous. Someday I would like to talk about what you have in mind to spend the money for.*" Mickey can decide best how to designate these funds for a maintenance need Linda would approve of.
6. 2,600 postcards for the September 3 "Camp Bethel PEP!" 5K were mailed July 26 and arrived in mailboxes July 28.
7. Heritage Day 2022: I will mail and email a survey to all potential and recurring stakeholders to see if they will have enough personnel and participation to make Heritage Day viable. We need a critical number of participants to make the festival be and "appear" worth attending.

### B. Programming – Barry LeNoir.

1. 2022 Summer Camps: 8 weeks of programming ended August 5. We survived and we thrived and the Holy Spirit was alive and present! Our curriculum theme, "What's in a Name?" helped us recognize our encounters with the miraculous and the mundane, and the mundane *made* miraculous.
    - a. Camper Registration: 785 campers registered, which includes 54 for the return of Carilion Camp Too Sweet June 26-July 1. This 785 also includes 33 participants in our return to Parent-Child Overnight Camp, which was held June 3-4 and enjoyed by all. By comparison, we had 554 total campers in 2021.
    - b. 106 campers received Good-as-Gold funding from Virginia congregations totaling \$35,426. We granted camperships to 41 campers totaling \$14,395. 97 families chose the "Sustainers Fee" for their camper, donating an additional \$4,850 to Camp Bethel. 2022 was 262 campers' first time at Camp Bethel (33%).
    - c. COVID hits and misses: Our renewed health and safety protocols, including screening and testing, helped us prevent most (but not all) COVID cases from entering the weekly population. From Week 3 through Week 6, we routinely sent 2 to 4 staff home after testing positive. Contact tracing would then reveal 2 to 4 positive cases among the previous week's campers, but frequently not from the same group or cabin. Most positive cases were asymptomatic, but a few staff did feel the effects of COVID during their home quarantine away from campus. Most families were understanding and helpful. A few parents were unforgiving and rude. Throughout, we maintained full transparency in our parent communications, and I coordinated with the VDH.
  2. Summer Staff:
    - a. Summer Staff Counselors: We hired just enough counselors to maintain our supervision ratios for our camper Units. COVID spread us thin during Weeks 3-4-5-6, and everyone went above and beyond to help. 40 staff all together: 15 male counselors, 15 female counselors, plus 10 coordinators. Seven CITs (Counselor-In-Training) and several volunteers provided much help also.
    - b. Our Staff Adoption program expanded in 2022 to 11 congregations and 1 ministers' group. Through Adoption and our Summer Offering project for Staff Scholarships, we were able to give each of our 40 summer staff (counselors and coordinators) a \$300 end-of-summer bonus for completing their contract! Our ability to declare this is an extremely valuable recruitment tool.
  3. Kathleen Nettin, Program Coordinator, reports: *"With the close of our 2022 Summer Programming, I feel honored to have served alongside an exceptional staff of youth and young adults. Caring for campers and ensuring a quality camp experience can feel like a daunting task. Truth is, it **is** a daunting task and a **huge** responsibility. Time and time again, our staff prevailed in their ministry to share AGAPE love with one another and the campers. Our staff faced various challenges and adversity over the course of eight weeks and showed resilience in their ability to provide quality camp programming regardless. At the end of each camper week, during check out, I had the pleasure of hearing campers share their adventures with their parents. A common question parents ask is, 'How did you like your counselor?' I was delighted to hear so many campers rave about the young people who cared for them during their week. This year, many of our staff were young and/or new to our program. I am encouraged to hear so many of them expressing their hope to return next summer. I am also encouraged by the number of campers who hollered through their car windows, 'See you next year!'"*
- C. Site and Property – Barry LeNoir.
1. Water Bacteriological Monitoring: After 15 weeks of source water monitoring and testing, even after subsequent tests improved, we breached the 5(?) bad result threshold and will now be implementing a new (to be determined) testing protocol as mandated by the VDH which will likely cost over \$4,000. Details and instructions are pending receipt from the VDH Office of Drinking Water. I have also asked for absolute verification that we are required (classified) for this type of water monitoring since we are a non-profit church corporation.
  2. Bids for RV Village Construction: (\$246,845.77 in "Seed" escrow and \$40,376.62 in "Nolley" escrow). On July 5, KNA Contracting (Wirtz, VA; Kelly Alderman) quoted \$685,800. When asked for an itemized breakout, he responded, *"I don't see much room to cut on this without drastically cutting scope. The grading and utility package was \$450,000, the electrical package was just over \$100,000, timbers at the sites for camper pads was about \$55,000 and surveying was just over \$10,000."* Can any of this project be completed by our own staff or with volunteer help? **Reminder: Barry and Mickey will need committee help to manage this complex process.** See New Business.
  3. Two memorial escrows totaling \$74,330.58 are for repair of the Ark Dining Hall floor, with leftover going to potential Ark entranceway improvements (as discussed in the Master Site Plan and "Seed, Scattered and Sown" campaign goals). **Note: Barry and Mickey will need committee help with this complex process.** See New Business.
  4. 9-Hole Disc Golf Course: Baskets and hole signs are in! Next is parking, info kiosk, CampBethelVirginia.org/DiscGolf
  5. Despite vacuuming, flea bombing, deep cleaning, etc., we were unable to control the flea problem. Orkin (pest control) was hired on July 31 for flea treatment in Whippoorwill and the Graybill House (564 Bethel Road) at a cost of \$475 with a 30-day guarantee. We will let the buildings "sit" for a week, then assess for occupancy.
  6. Ongoing site and facility needs: Ark Pond/Dam repair (no word yet from Reed Construction in Floyd); Gym roof repair (leaks in corners); Bandage Box Cottage gutters and downspouts; Ark downspouts/drainage; Ark roof (aux kitchen); Ark floor & entrance; Crowder House (568 Bethel Road) repairs and needs in 2023.

D. Personnel – Barry LeNoir.

1. *I commend our EXCELLENT staff: Daniel, Kathleen, and Mickey, our part-time staff Beth W (outdoor ed), Christian & George (maintenance), Melissa (cleaning), and our superb Summer Staff Team!*
2. Spencer Knox departs in late August for AmeriCorps at Seneca Rocks in West Virginia. Thank you Spencer!
3. Elizabeth Brancati will continue working hourly through the fall, helping with office management, guest services tasks, and general help. Phoebe Hart is considering a Resident Internship at Camp Bethel.
4. Staffing moving forward. See New Business.

V. Old OMC Business

- A. Through an email poll, the District Board approved raising the monthly credit card limit for Barry and Kathleen from \$5,000 to \$10,000 per month. And, it has happened!
- B. The Ellen Thomasson memorial trust: We received our first statement showing beginning value of \$138,378.63 plus income of \$1,344.96, minus expenses and disbursements of -\$32,024.27, for a final **June 30 value of \$107,699.12.**
- C. Credit Cards for Daniel & Kathleen arrived in mid-July.
- D. Connecting camp's bank account to Square: **No Update** due to lack of time.
- E. Barry has not yet revised the Master Site Plan document. For now, with the "SEED" money is to be used for the RV Village and its accompanying expanded septic field.
- F. Future staffing for efficiency: Office Manager/Guest Services Coordinator. See New Business.
- G. Revision of Virlina District Personnel Policies. **No Update.** This is still not finalized by the Virlina District Board.
- H. OMEC meetings with Kathleen (Program Coord) and Daniel (Food Svcs).
- I. Staff morale and retention. Can we offer salaries that include our insurance and salaries that exclude our insurance?
- J. *Other old business:*

VI. New OMC Business.

- A. 2023 Proposed Camp Bethel Budget – Sam Foster & Barry LeNoir:  
***"Resolved, that the Outdoor Ministries Committee recommends to the Virlina District Board - Church of the Brethren, Inc. the adoption of the Camp Bethel 2023 Budget as presented."***
- B. Establishing a committee/team to manage the bids, contracting, and construction process for the RV Village and/or to modify the size and scope of current plans to fit budgetary constraints.
- C. Establishing a committee/team to manage the Ark Renovations.
- D. Planning ahead for use of the Ellen Thomasson Memorial Fund.
- E. Staffing moving forward, personnel discussion, and funding options.
- F. *Other new business:*
  1. *The OMC presented a "card shower" for Barry, honoring him for 20 years of service. Barry was deeply moved and thankful for the kindness.*
  2. *Barry read a prepared letter of "retirement"/resignation, requesting June 30, 2023 to be his final day of work and taking July 2023 as his unused paid vacation. As the author of these particular minutes, Barry wishes to express how much he has loved working at Camp Bethel, in the Virlina District, and with the OMC. Barry simply feels that the time is right for new leadership at camp and for a new chapter for his family.*

VII. Prayer and dismissal.

## Minutes of the Outdoor Ministries Committee reorganization meeting, November 12, 2022

*Note that these are not actually minutes from the meeting, but a copy of the reorganization chart.*

### The OMC met during the 12:05-1:15 lunch break at District Conference on Saturday, November 12, 2022 at Grandin Court Baptist (Roanoke). (circle if present):

~~Stephanie Naff~~ (Chair), Sam Foster (Vice-Chair), Allison Mullins (Secretary), Terry Johnson (Finance Chair), Kimberly Brown, Randall Eakin, Laura Harrington, Bill Hinton, Amanda Leddy, Stephanie DeHart Robinson, Ron Rucker, Peggy Sink, Scott Yingling, Barry LeNoir (ex-off Camp Director), Kathie Robinson (ex-off Treasurer).

### OUTDOOR MINISTRIES COMMITTEE ORGANIZATION FOR 2023 AS FOLLOWS:

\*#Chair - Naff, Stephanie L. (23-1b) stephanienaff@gmail.com 90 Mount Hermon Church Road, Bassett, VA 24055 276-229-5833

#Vice-Chair - Foster, Samuel C. (23-2b) fosterfarm1907@gmail.com 1475 Blue Ridge Springs Road, Blue Ridge, VA 24064 540-354-2865

#Secretary - Mullins, Allison H. (24-1b) allieoophix@aol.com 630 Hicks Hollow Road, Boones Mill, VA 24065-4412 540-314-1223

#Finance Comm. Chair - Johnson, Terry R. (25-2b) johnsonterry333@gmail.com P.O. Box 156, Troutville, VA 24175 540-992-1571

#Program Comm. Chair - Hinton, William J, Sr. (25-1c) wjhintonr@gmail.com 8836 Floyd Highway, North, Copper Hill, VA 24079 540-529-6860

#Property Comm. Chair - Yingling, Scott (23-1c) Scootdy07@msn.com 5854 Lost Mountain Road, Roanoke, VA 24018-8016 443-244-1546

Rep. from Omc to the Board w/ Vote Johnson, Terry R. (22-1b) johnsonterry333@gmail.com P.O. Box 156, Troutville, VA 24175 540-992-1571  
 Rep. from DB To OMC w/ Vote Harrington, Laura H. (23-1) tuneteacher4u@gmail.com 159 Cook Avenue, Roanoke, VA 24019 540-556-8583  
 Brown, Kimberly H. (24-1) Kimberly\_hall@mac.com 83 Michelle Lane, Roanoke, VA 24019 540-293-1076  
 Eakin, Randall (25-2c) reakinws@yahoo.com 4929 Mount Holland Drive, Roanoke, VA 24018 540-776-3020  
 Leddy, Amanda C. (24-2b) manderlips@gmail.com 5220 Oakland Boulevard, Roanoke, VA 24019 336-613-8384  
 Robinson, Stephanie D. (24-1) snd2008@msn.com 517 Riverland Road, S.E., Roanoke, VA 24014-1233 540-313-2330  
 Rucker, Ronald D. (25-1b) ron-kathyrucker@cox.net 5621 Halcum Road, NW, Roanoke, VA 24019-4811 540-797-4910  
 Sink, Peggy (23-1c) peggysink51@gmail.com 2554 Brick Church Road, Rocky Mount, VA 24151 540-334-2274  
 CAMP BETHEL DIRECTOR (Ex-Off) LeNoir, Barry S. barry@campbethelvirginia.org 328 Bethel Rd., Fincastle, VA 24090 540-992-2940

\* Denotes a member of the District Board Executive Committee  
 # Denotes member of OMC Executive Committee  
 c Denotes elected by District Conference Denotes  
 b Denotes appointed by District Board

**SUB COMMITTEES OF OMC**

Finance: Terry Johnson, Chair; Samuel C. Foster, Kimberly Brown  
 Program: William J. Hinton, Sr., Chair; Randall Eakin, Allison Mullins, Peggy Sink  
 Property/Facilities: Scott Yingling, Chair; Amanda Leddy, Stephanie Robinson, Ron Rucker

**Partial List of Facility Needs by Building (Naomi, Junior, Stephanie)**

<b>Retreat Center</b> Fan in front bathroom	Two decks need replacing Top board Lower - some rotting	Light over microwave has burn marks on area around it Deck needs pressure washing and stain Door could use paint
<b>Ark</b> Loose board at bottom of ramp Interior floor Roof leaks in aux kitchen LOTS MORE!	Need brighter lights Hooks placement – not over beds Mirror taped to wall Paint door Picnic table wash and stain Friendship haven Need more hooks and storage Deck needs pressure wash and stain	<b>Bluebirds’ Nest Cottage</b> Hooks and shelves
<b>Heritage Lodge</b> Bugs in light fixtures Need more storage space (under bunks? Or just open box space) Caps on beds (new beds top bunks) Shelves in bathroom Ceiling in men’s side bathroom Fan in women’s side Floor in front of fireplace More hooks on side opposite sinks	<b>Craft House</b> Windows ready to fall out	<b>Carolina Haven Cottage</b> More hooks and shelves Could use paint Gutters need attention
<b>Forest Lodge</b> Bugs in light fixtures Fans in bathroom More hooks and storage shelves in bed area and in bathroom Bugs in shower lights Back exit door – gap when closed Clean oven Replace nails with hooks or shelves	<b>House of Pillars &amp; StoneHOP Bunkroom</b> No hooks Could put shelves in closet Men’s bathroom - fan not working Ceiling on storage closet Paint door Crack in front window Paint or replace windows and benches	<b>Whippoorwill Cottage</b> Porch needs attention Stove elements No screen
<b>Daleville Cabin</b> Outside windows need to be finished Deck pressure wash and stain Curling paint	<b>Hillside Auditorium</b> Fans need new blades Spray for wasps/bees nests Check lights – 2 not working Need leaves blown out	<b>Women’s Bath House</b> Shelves Water leak in shower #2
<b>Pleasant View Cabin</b>	<b>Wildwood Cottage</b> No hooks or shelves No hooks in bathroom Sink has tape on it	<b>Willoro Cabin</b> Screens on windows Deck – some rot Need storage Finish interior, drop ceiling?, ventilation
		<b>Whispering Pines Cabin</b> Door No screen



## New Director Orientation: List of Institutional Knowledge to Teach

100th Anniversary in 2027: OMC committee? planning, ideas, event  
Adopt-a-Facility program: who's in and who's not  
AED: battery, maintenance, pads, etc through Maile Armstrong; stores in Ark  
American Camp Association (ACA) - accreditation, membership, Virginias, national  
AmeriGas (propane) trying to collect tank rental wrongly  
Apple Butter and Cedar Bluff CoB, Clifford Mullins  
Ark Renovations: funding = Cassell \$49,330.58, Mitchell \$25,000, Robertson \$7,000, needs, etc.  
Ark Renovations: Whitt Carpet new flooring in 2023; side kitchen roofing 2023  
Bow hunting: by permission only for people we know; forms, etc.  
Budgeting annually - how to & precedents  
Bulk Mail: Postal One & how to, annual fee, etc.  
Byrd Family (Debbie & Paul), Cadin's Cure, & Debbie's relentless search for stuff/help, Pineview & Ark  
Camp Bethel Ministries in Wise, VA and the trouble that causes; Jeff Rolen, etc.  
Camp Office Quirks: wood bees, black ants (falling debris), wasps, stink bugs, etc.  
Camper Birthday postcards & mailing process  
Camper recruitment fairs: Rke Valley Family, Macaroni Kid, Bburg P&R, local schools, Botetourt Extravaganza at YMCA, T'ville Trail Days, Buchanan Fishing Carnival, etc.  
Cassell and Mitchell families memorial escrow  
CCLI license: needed or not? Yolked with Virlina  
Character Counts - Youth with Character Academy Botetourt and our 1 day of team-building  
Chinese Campers, if they ever choose to return?  
Contacts list: Total Contacts, Summer Camp mail, etc.  
Continuing Ed, Conferences, Workshops  
Credit Card breakouts - how to  
Crowder House (568 Bethel Road), and its needs before re-occupancy  
Crowder House (568 Bethel Road), chimney, liner, woodstove(s), baseboard heat, septic & gray water drain  
Curry Creek Road: our upper gate access: LUMOS, ApCo, and more  
Deposits - how to  
Disc Golf & future plans? Website & QR code; Donors; volunteers who built it, etc.  
Donors and Thank You letters: Excel data, adding personal touches, updating letters, etc.  
Egge sculptures in Ark Conf Room: history, care, Kimball, etc.  
End of Year financial cleanup: Vehicle mileage escrows, scholarships granted vs income, designated items transfers, etc.  
Event Report - updating, system, etc.  
Event: 5K: sponsors, promo, day of, etc. Kathleen now has one under her belt.  
Event: Christmas Together Banquet  
Event: Golf Tournament: sponsors, promo, day of, etc.  
Event: Heritage Day - trout stocking, etc.  
Event: OMA Retreat host rotation  
Event: Sounds of the Mountains: sponsors, promo, day of, committee, Alan Hoal & Mary Wilson, etc.  
Event: Sow the Seed Scholarship Banquet  
Event: VAAEC: sponsors, promo, day of, etc.  
Event: VCRLG host rotation  
Event: Workdays - Spring and Fall Volunteer Workdays: how to, who comes, etc.  
Exterminator: rules, recent uses, etc.  
Facility Depreciation Funding Model (Jeff Wadley's workshop at UMCRCM)  
Family Weekends: Memorial Day & Labor Day  
Flooding: Curry Creek, Ark Pond, Wilson Creek spilling into Spring Pond or into Playground  
Gifts to Camp: Items and objects: Camp can use however we see fit, including selling or trashing.  
Gmail accounts, storage, Drive uses & forms, YouTube Channel

GoFest participation and preparations: activity; staff & summer info; stickers, etc.  
Graphic design and what I've used for years (Publisher, work arounds, etc.) and Canva  
Graybill House (564 Bethel Road), and its needs before re-occupancy  
Guest Camps: Carilion Clinic Camp Too Sweet = funding, staff, equestrian, program supplies & grant, etc.  
Guest Camps: Green Street Baptist (NC);  
Guest Camps: WBHS Band, WSBC Youth, Camp Kesem, SHS Band, RI VA Family Camp  
Hay fields & Kidd family "gentlemen's' agreement" & recent annual donations  
Health Department: annual inspections & permits/fees: pool, Ark, summer camp, campground  
Heifer Shed area, animals, hydrology, etc.  
Hellgate 100K: David Horton and the "special race", pre-race set up, expectations & care.  
Henegar Families & Curry Creek Road access, gate use, etc.  
High Ropes Course - CDI: annual inspection, training, repairs, etc.  
Housekeeping & Facility Cleaning: files, mail merge forms, etc.  
Income processing - how to  
Insurance for camper medical (Special Markets) and event insurance broker through MAA  
Insurance for site & workers comp - MAA and Brotherhood Mutual, and potentially finding a NEW insurer.  
Invoices we must pay - how to  
Kidd family and hay fields  
KinderCrittters is now YOC  
Kudzu on fence line behind Wildwood? According to Jett Field.  
Liza Field at 571 Bethel Road: mower agreement (\$9400!), relationship, etc.  
Low Ropes Course - requirements, training, inspection not necessary, etc.  
Lowe's, Advance Auto, Southern States accounts  
LUMOS for phone and internet: fiber optic coming in 2023? And possible VOIP for phones?  
MailChimp bulk emailing for eNewsletter, etc.; account; unsubscribes, etc.  
Master Site Plan: history, funding (or not), future, Tom Nepl  
Master Site Plan: Road improvement plan (likely abandoned this plan)  
Matt Fischer's cabin & Chrystal using water  
Mitchell and Cassell family's memorial escrow  
Non-profit status: we are NOT tax exempt on purchases, but we ARE on property taxes; document packets  
Office Computers: digital data and file storage: how much & for how long? Navigation, etc.  
Office Computers: Shared network, MS Office 365, other software, etc.  
Office phone network: old network, Dtel, etc.  
OMA of the CoB: Conferences, Board participation/rotation, membership fees, our role in OMA  
OMC and OMEC - agendas, meetings, reporting, responsibilities document, etc.  
Parking for Events: what we've done in the past; who usually helps; etc.  
Partner Camps: Alta Mons, Brethren Woods (Linetta & Pieter), OOTB (Joel), Hanover (Doug & Harry), Dickenson (Gomez)  
Partner Programs in Summer: Camp Too Sweet, RAP, Camp OOTB & MBB, BUMAT, PotP, Catholics?  
Partner Programs: River Adventure Program: canoes, gear, ownership, Escrow acct., trailers, etc.  
Passwords, accounts, etc.  
PayPal: Deposits, buttons, transfers, 55% of all our income, etc.  
Payroll, monthly - how to  
Personnel: Food Svcs Coord, Guest Svcs Coord, Program Coord, Facilities Mgr, Virlina District Personnel Policies  
Personnel: Hourly staff & year-round part time staff; YOC Coordinator (Beth W)  
Personnel: Paper files, digital files.  
Personnel: Past issues - Myrtle & Glenn, Calvin B, Tim C, E Haley (Food Svcs), Aaron D, Josh W, Walter C.  
Personnel: Salaries and the history/reality of why our salaries are lower than industry & denomination  
Petty Cash - checkbook, reason for having, USPS Postal One, etc.  
Phones and phone system: Dtel, office closet, land lines, etc.

Post Office: Return Service Requested; account at Fincastle PO; etc.  
Printing: Commercial printing from Conquest Graphics: postcards, brochures, posters, banners, business cards  
Printing: In office to Konica-Minolta, VA Business Systems service contract, ordering toner, etc.  
Professional Development & Continuing Ed: courses on marketing and more, virginiasbdc.org (virginiasbdc@virginiasbdc.org), Bot Chamber, etc.  
Program First approach to running Camp Bethel (as opposed to "facilities-first"). Start with WHY.  
Program Philosophy of Small Group Camping  
Promotion and Publicity: multi-faceted w/ direct mail, email/eNews, website, social media  
Promotion and Publicity: printed News page included into mailings; Headliner and eHeadliner  
Recruiting Campers at Events: GoFest, GUITV events (New Years, Salem Red Sox), Macaroni Kid, etc.  
Recruiting Staff at Events: GoFest; RU Career Fair; BC & EMU; other college fairs  
Reservations for Guest Groups: Excel data, merging into Docs, packet, data, invoices  
Reservations for Guest Groups: securing future dates  
Resident Interns: agreements, housing, pros and cons, etc.  
RV Village: connecting next 8 septic lines? Deer Field is the drain field; ECI design, etc.  
RV Village: funding, Seed escrow, quotes  
Seed, Scattered and Sown campaign: supposed projects; escrow; funding.  
Sinkhole behind Carolina Haven in 2015(?)  
Staff Meetings - agenda, frequency, communications, etc.  
Stevie Murray, c/o Anne Reid: Family Weekends and Summer Camps  
Subscriptions to: Weebly/Square, Network Solutions, MS Office 360, MailChimp, Google storage, Canva, Messenger Mag, others?

Technology overhaul goals: Donor management tools? Contacts system?  
Technology overhaul goals: Reservation & booking software; MS Office 360 subscription for all devices; Fiber? VOIP?  
UMCRM: Conferences, participation, network, eNews S'mores  
VAAEC and our involvement in it: we pay for Domain Name and Weebly Fee.  
VaCRLG and our involvement in it  
Vehicles & DMV requirements: in the name of Virlina District Board - Church of the Brethren, Inc., DBA Camp Bethel  
Vehicles & DMV: Surrender tags & registration BEFORE cancelling liability insurance!  
Virlina District Board: Nurture Commission, Commission on Stewardship, OMC  
Virlina District Resource Center and Staff & camp's connection  
Virlina District: Corporation, Board, Executive Committee, Personnel Policies  
Virlina District: Financial Services, payroll taxes, reports, etc.  
Virlina District: Long Range Financial Planning Committee  
Virlina District: Non-profit status, FEIN number, CoB umbrella, IRS website exclusions, ongoing problems  
Water System: monthly meter & chlorine, quarterly sampling, recent issues & VDH updates  
Water System: well lining repairs in fall 2022, 20 week testing, etc.  
Website: Domain name and listing = ONLY Weebly (Square) and Network Solutions, all others are scams  
Website: Square is Weebly, how-to, payment, Network Solutions, etc.  
Your Outdoor Classroom (YOC) - Mt. Regis monthly adult programs  
Your Outdoor Classroom (YOC) - programs, ACA courses, wages, income breakouts, etc.  
YouTube videos: how to, rules for using copyrighted music. Etc.