

OUTDOOR MINISTRIES COMMITTEE

of the Virginia District Board - Church of the Brethren, Inc.

6:00pm, Tuesday, June 19, 2018 at Camp Bethel *updated 6/19/2018 12:16 PM*



4:30pm Property Committee (and other OMC invited) for drive/walk tour of camp areas of interest.

5:30pm Dinner in Ark Dining Hall with campers & staff.

6:00pm OMC Meeting

OMC in attendance (circle):

Naomi Powers (Chair), Stephanie Naff (Vice-Chair), Allison Mullins (Secretary), Zach Tabor (Finance Chair), Carol Hinton (Program Chair), Charles Huffman (Property Chair), Bill Broyles, Emely D'Oleo, Sharon Flora, Sam Foster, Junior King, Sam Light, Alli Yingling, Barry LeNoir (ex-officio).

I. Devotions, personal sharing, and prayer - Barry LeNoir.

II. Approval of the Agenda - Naomi Powers.

III. Minutes: August 24, 2017; November 11, 2017 Reorganization; March 13, 2018 email poll; April 17-18, 2018 OMEC & OMC email polls, and May 31, 2018 email poll. - Allison Mullins.

IV. Reports and Information:

A. District Board Executive Committee, April 30, 2018 - OMEC Chair, Naomi Powers.

B. District Board Meeting, May 19, 2018 - OMEC Chair, Naomi Powers.

C. "Seed, Scattered & Sown" Mission Resource Campaign - Stephanie Naff.

1. As of June 5, 2018, 262 supporters have pledged \$507,781 toward our \$750,000 Victory Goal and our \$1,000,000 Challenge Goal, with \$341,890 received.

2. Congregational Phase of Seed Scattered and Sown Campaign - Naomi Powers.

D. Subcommittees:

1. Finance Sub-Committee - Zach Tabor.

a. Camp Bethel Income/Expense data as of 12/31/2017.

b. Camp Bethel Income/Expense data as of 05/31/2018

c. Status of our March 13, 2018 \$14,500 "loan" to ourselves (12 yes out of 12 votes). We have not yet paid ourselves back, and we think it prudent to wait until September to do so since most of our final summer camp/guest camps income arrives in September. **See "VI. New Business, A."**

2. Program Sub-Committee - Carol Hinton.

a. April 27-28 Sounds of the Mountains Festival - Allison Mullins.

b. 2018 Summer Camps (see reports of Camp Director and Program Coordinator).

3. Property Sub-Committee - Charles Huffman.

a. Members of OMC and Property Committee toured camp earlier today.

b. RV Village & Road Improvement Sub-Committee (Bill, Sharon, Charles, Sam L.) to review new preliminary site design for RV Village and make a recommendation. **See "V. Old Business, B."**

E. Camp Director's Report and Staff Reports - Barry LeNoir.

V. Old OMC Business - Naomi Powers.

A. Virginia District van safety policies. - Naomi. **UPDATE:** At their meeting on May 19, the District Board sent the policies back to the Commission on Stewardship. The Board wanted to make aspects of the policies "required" instead of "recommended," so OMC input is necessary to once again alter the policies.

B. Design work for the planned 15-site RV Village. - Barry. **UPDATE:** See revised preliminary campsites layout as provided by ECI (Engineering Concepts Inc.) of Fincastle, VA (Bobby Wampler) for "Project 17057 Camp Bethel RV Village." (See plan and images at:

www.virlinafuture.org/rv-village) Contracted amount for Surveying Services is \$5,500 (100% complete and 100% paid), and for Engineering Site Design Services (including submittal for approval by Botetourt County) is \$9,775 (70% complete and \$6,842.50 paid). The preliminary campsites layout will be reviewed for approval by the RV Village & Road Improvement Plan Sub-Committee (Bill Broyles, Sharon Flora, Charles Huffman, Sam Light, (Barry LeNoir, Mickey Nichols). Upon approval, Barry will inform Bobby Wampler to proceed with submittal to Botetourt County.

- C. Review and Update of the Camp Bethel Master Site Plan. **No Update.** (*Documents are available as PDF at www.virlinafuture.org*). Barry has not yet created a revised document.
- D. Personnel: Dismissal of Elizabeth Haley and subsequent hiring of Wesley Shrader. - Barry LeNoir.
- E. Discussion of whether or not to pursue the Roanoke Women's Foundation Grant presented to OMC by Kimball Egge in 2016 and researched by Sharon Flora in 2017.
- F. Other Old Business:

VI. New OMC Business – Naomi Powers.

- A. **"Resolved, regarding the March 13, 2018 loan of \$14,500 to ourselves from the Nolley Escrow, the OMEC recommends to the OMC to delay repayment until September 30, 2018, since most final income from summer camp and guest camps arrives in September. Furthermore, financial reports must note this now through September 30."**
Note: Income and Expense reports now through September 30 will note this discrepancy.

B. **Discussion: After August 31, Full Time Food Services Coordinator**

Wes Shrader, Interim Food Services Coordinator through August 31, wishes to continue serving as our Food Services Coordinator after August 31. Wes submitted his resume and an application for the interim position. Wes is doing an excellent job, and he quickly assembled a dedicated and hard-working kitchen team. Barry will continue to evaluate Wes through the summer. On July 25, Barry will send his evaluation of Wes and Wes' written report to the OMEC. On July 30, the OMEC will conduct a face-to-face meeting with Wes here at Camp Bethel.

From the Virlina Personnel Policies: "II. C. Camp Employees. Employees of the District Board whose primary work is at Camp Bethel shall be employed by the Camp Director in consultation with the OMC. Such employees are responsible first to their immediate supervisor and then to the Camp Director." And "III. A. Application. An applicant for any regular position shall fill out an application form or provide a resume, including references, and shall engage in such work performance tests as are determined necessary by the management representative responsible for the position being filled."

C. **Discussion: "Guest Services and Marketing Coordinator"**

See attached packet. Application is live at www.CampBethelVirginia.org/GSMC.

Camp Bethel in Fincastle, Virginia is accepting online applications for a full-time, year-round Guest Services and Marketing Coordinator. Experience in camping/retreat ministry or guest hospitality is preferred and/or related experience. Experience in office management, computer skills, social media, and proficiency with digital image editing/manipulation and Microsoft Office Suite 2016 or higher is a must. Benefits package includes starting salary of \$30,000, optional individual/family medical insurance plan, a pension plan, travel allowance, professional growth funds, and limited optional on-site housing for an individual or a married couple. This position begins as early as August 1, 2018 and no later than October 1, 2018. Information and the application is at www.CampBethelVirginia.org/GSMC.

BETH HEATON MOVING TO CHARLOTTESVILLE: Camp Bethel's Guest Services Coordinator, Beth Heaton, will move to Charlottesville on July 1. Her husband, Gary, has been appointed as Senior Pastor at First United Methodist Church in Charlottesville. Since 2012 Beth has diligently served our guests with efficiency and extraordinary attention to detail. She also joyfully led "Nature Time with Beth" for hundreds of summer campers. Send a THANK YOU before July 1 to Beth Heaton, 564 Bethel Road, Fincastle, VA 24090 or <CampBethelOffice@gmail.com>.

D. Due to lack of attendance at OMC meetings, the Nominating and Personnel Committee of the District Board will not nominate Emely D'Oleo (18-1) on the 2018 ballot for a second OMC term.

E. Other new business:

VII. Prayer and dismissal – Naomi Powers.

Next OMC meetings:

July 25: By email, OMEC will receive Barry's written evaluation of Wes Shrader, and OMEC will also receive Wes' written report for summer 2018.

July 30 (Mon) 5:30pm OMEC dinner and 6:00pm OMEC meeting with Wes Shrader.

Aug 24 (Fri) 6:00pm OMEC & 6:45pm OMC Budget Meeting at the District Resource Center.

**The Commission on Stewardship Meeting is Friday, August 17, 7:00pm at the DRC, and all OMC Finance Subcommittee members are encouraged to attend.*

November 9-10, 2018: Virlina District Conference, Bonsack Baptist.

December 1, 2018 (Sat): Virlina District Board/OMC day at Camp Bethel.

MINUTES FROM PREVIOUS MEETINGS

August 25, 2017, OMEC Minutes

Outdoor Ministries Executive Committee of the Virlina District Board met at 5:15pm on Friday, August 25, 2017 at the District Resource Center with the following members in attendance: Naomi Powers (Chair), Stephanie Naff (Vice-Chair), Allison Mullins (Secretary), Zach Tabor (Finance Chair), Carol Hinton (Program Chair), Kimball Egge (Property Chair); Barry LeNoir (ex-officio).

Update on Camp Concerns & Prayer - Barry LeNoir.

2018 Budget OMEC discussion and vote: *"Resolved, that the Outdoor Ministries Executive Committee recommends to the Outdoor Ministries Committee of the Virlina District Board - Church of the Brethren, Inc. the adoption of the Camp Bethel OMC 2018 Budget as presented."* The budget was approved with a motion from Carol and a second by Zach and then by consensus.

August 25, 2017, OMC Minutes

Outdoor Ministries Committee of the Virlina District Board met at 6:00pm on Friday, August 25, 2017 at the District Resource Center with the following members in attendance: Naomi Powers (Chair), Stephanie Naff (Vice-Chair), Allison Mullins (Secretary), Zach Tabor (Finance Chair), Carol Hinton (Program Chair), Kimball Egge (Property Chair); Bill Broyles, Brian Harmon, Charles Huffman, Junior King, Sam Light; Barry LeNoir (ex-officio).

Update on Camp Concerns & Prayer - Barry LeNoir.

Minutes of the June 22, 2017 OMC Meeting were approved by consensus.

New OMC Business – Naomi Powers.

A. Credit Card for Food Services Coordinator: *"Resolved, that the Outdoor Ministries Committee does hereby recommend to the Virlina District Board - Church of the Brethren, Inc., to authorize a business credit card limited to \$5,000 maximum usage during each monthly billing period for Elizabeth Haley, Camp Bethel's Food Services Coordinator, in the discharge of her duties. Furthermore, this card shall be activated no sooner than November 1, 2017 upon completion of the 90-day probationary period per the Virlina District Personnel Policies."* The credit card was approved with a motion from Stephanie and a second by Carol and then by consensus.

- B. 2018 Budget discussion and vote: *"Resolved, that the Outdoor Ministries Committee recommends to the Virlina District Board - Church of the Brethren, Inc. the adoption of the Camp Bethel - OMC 2018 Budget as presented."*
The budget was approved with a motion from Charles and a second by Sam and then by consensus.
- C. Updates on work around Camp: Vehicular bridge at House at House of Pillars being restored at this time. Will be opened up before Labor Day. Also, the Crowder House has new gutters in the back, new fascia, siding and downspouts.

Prayer and adjournment given by Stephanie.

Finance Sub-Committee was invited and encouraged to stay for the 7:00pm meeting of the Commission on Stewardship at the DRC.

Respectfully submitted,
Allison Mullins, OMC Secretary

November 11, 2017, OMC Reorganization meeting

OUTDOOR MINISTRIES EXECUTIVE COMMITTEE:

Naomi Powers, Chair; Stephanie Naff, Vice-Chair; Allison Mullins, Secretary; Zach Tabor, Finance Chair; Carol Hinton, Program Chair; Charles Huffman, Property Chair; Barry LeNoir (ex-officio).

OFFICIAL SUB COMMITTEES OF OMC:

Finance: Zach Tabor, Chair; Sam Foster, Junior King, Sam Light
Program: Carol Hinton, Chair; Sharon Flora, Allison Mullins, Stephanie Naff
Property: Charles Huffman, Chair; Bill Broyles, Emely D'Oleo, Alli Broyles Yingling

OTHER SUB COMMITTEES OF OMC:

OMC Reps to "Congregational Phase of Seed, Scattered and Sown Mission Resourcing Sub-committee": Junior King, Stephanie Naff, Naomi Powers.
RV Village & Road Improvement Sub-committee: Bill Broyles, Sharon Flora, Charles Huffman, Sam Light, (Beth Heaton, Barry LeNoir, Mickey Nichols).
OMC Rep to Sounds of the Mountains Committee: Allison Mullins (Jenna Stacy).

January 6, 2018, Virlina District Board Retreat

Documents and Information for the January 6, 2018 District Board/OMC/NCDC Retreat, 8:00am at Camp Bethel can be found at www.CampBethelVirginia.org/OMC, and other documents can be found at: <http://virlina.org/board>

March 13, 2018 eMail Poll to OMC:

"Hello OMC,

Please respond by e-mail YES or NO as soon as possible to the following question, explanation below:

DO YOU APPROVE a 30-day loan from camp's Nolley Escrow Fund to Camp Bethel in the amount of \$14,500?

EXPLANATION: Approximately \$14,411 in bills are due immediately (propane, taxes insurance, pensions, septic repair, Lowes, Whitescarver, water test kids, dumpster, copier contract, etc.). As happens on occasion at this time of year, we have a cash-flow imbalance. As summer camp and Sounds of the Mountains gets closer, we will see more and more income on a weekly basis, but not yet. As we have done in the past, we can take a temporary loan from our Nolley Fund Escrow. For example, we borrowed and paid back \$30,000 for camp in August 2017, we loaned \$30,000 to the Virlina District for 6 days in November 2014, and we borrowed \$14,000 for camp for 15 days in March 2015. We seek your approval of an immediate \$14,500 loan to cover several immediate invoices due. We will pay this loan back as soon as possible, and hopefully before March 31.

FYI, the Nolley Escrow has \$40,217.15, the "Anonymous Memorial Escrow" has \$26,956.59, and the Alton & Mildred Hipps Memorial Escrow has \$9,860.00.

Contact me directly with any questions, concerns, or ideas. Thank you for your quick response!

Together, in Christ our hope,
Barry LeNoir

March 15, 2018:

Just FYI, 12 yes out of 12 OMC votes. Emely D'Oleo did not respond.

Thanks, all! Onward!

Barry LeNoir"

OMEC responses on April 17-18:

'We the OMEC recommend to the OMC that Elizabeth Haley's employment at Camp Bethel be terminated immediately based on recommendation from Barry LeNoir.'

6 yes out of 6 OMEC member votes:

Carol Hinton: YES

Charles Huffman: YES

Allison Mullins: YES

Stephanie Naff: YES

Naomi Powers: YES

Zach Tabor: YES

April 18, 2018 eMail Poll

"We the OMC recommend to the Virlina District Board Executive Committee that Elizabeth Haley's employment at Camp Bethel be terminated immediately based on recommendations by Camp Director Barry LeNoir and the Outdoor Ministries Executive Committee."

12 yes out of 12 OMC member votes. Emely D'Oleo did not respond.

Note: On April 30, 2018, the District Board Executive Committee unanimously approved this recommendation.

May 24, 2018, OMEC Minutes

The OMEC met at 6:00pm, Thursday, May 24, 2018 at Camp Bethel. In attendance was: Naomi Powers (Chair), Stephanie Naff (Vice-Chair), Allison Mullins (Secretary), Zach Tabor (Finance Chair), Carol Hinton (Program Chair), Charles Huffman (Property Chair); Barry LeNoir (ex-officio).

Barry LeNoir shared devotions, personal sharing, and prayer.

Approval of the agenda was asked for by Naomi Powers, approved by Charles and a second by Stephanie and then by consensus.

Minutes and email polls from: August 24, 2017; November 11, 2017 Reorganization; March 13, 2018 email poll; April 17-18, 2018 OMEC & OMC email polls was asked for by Allison Mullins. Approved by Zach and a second by Charles and then by consensus.

Reports and Information:

- A. District Board Executive Committee, April 30, 2018: Naomi reported to the committee on Elizabeth Haley.
- B. District Board Meeting, May 19, 2018: Naomi reported on the van safety policy (see below). Also, Sam Light was approved for ordination. Finally, there is a proposal to expand the district into West Virginia. More details soon.
- C. "Seed, Scattered & Sown" Mission Resource Campaign – Stephanie Naff.
 1. As of May 22, 2018, 262 supporters have pledged \$507,781 toward our \$750,000 Victory Goal and our \$1,000,000 Challenge Goal.
 2. Congregational Phase of Seed Scattered and Sown Campaign is nearing completion – Naomi Powers and Daniel Rudy co-chairs.
- D. Subcommittees:
 1. Finance Sub-Committee -Zach Tabor.
 - a. Camp Bethel Income/Expense Data as of 12/31/2017 presented.
 - b. Status of our March 13, 2018 \$14,500 "loan" to ourselves (12 yes out of 12 votes). We have not yet paid ourselves back, and it might be prudent to wait until September to do so since most of our final summer camp/guest camps income arrives in September. Motion made by Carol for resolution to be sent to the OMC Committee to extend loan repaying until September 30th, 2018.
 2. Program Sub-Committee - Carol Hinton.
 - a. April 27-28 Sounds of the Mountains Festival - Allison Mullins reported that ticket sales were down, leaving sponsorships and food sales as the majority of net profit.
 - b. 2018 Summer Camps: Staff training starts Memorial Day Monday evening.
 3. Property Sub-Committee - Charles Huffman. (see below for planned RV village)

- E. Camp Director's Report - Barry presented his written report from the May 19th District Board Meeting.
- V. Old OMC Business – Naomi Powers.
- A. Virlina District van safety policies. – Naomi. **UPDATE:** At their meeting on May 19, the District Board sent the policies back to the Commission on Stewardship. The Board wanted to make aspects of the policies “required” instead of “recommended,” so OMC input is necessary to once again alter the policies.
 - B. Design work for the planned 15-site RV Village. – Barry. **UPDATE:** See revised preliminary campsites layout as provided by ECI (Engineering Concepts Inc.) of Fincastle, VA (Bobby Wampler) for “Project 17057 Camp Bethel RV Village.” Contracted amount for Surveying Services is \$5,500 (100% complete and 100% paid), and for Engineering Site Design Services (including submittal for approval by Botetourt County) is \$9,775 (70% complete and 10% paid). The preliminary campsites layout will be reviewed for approval by the RV Village & Road Improvement Plan Sub-Committee (Broyles, Flora, Huffman, Light, (Barry LeNoir, Mickey Nichols). Upon approval, Barry will inform Bobby Wampler to proceed with submittal to Botetourt County.
 - C. Review and Update of the Camp Bethel Master Site Plan. **No Update.**
 - D. Personnel: Dismissal of Elizabeth Haley – Barry LeNoir.
 - E. Discussion of whether or not to pursue the Roanoke Women’s Foundation Grant presented to OMC by Kimball Egge in 2016 and researched by Sharon Flora in 2017. **Recommended to table.**
- VI. New OMC Business – Naomi Powers.
- A. Discussion: Interim Food Services Coordinator, (and after summer) Wesley Shrader as Full Time Food Services Coordinator with full time benefits. Wes will submit a resume and application by June 1st, 2018. **“Resolved, the Outdoor Ministries Executive Committee of the Virlina District Board - Church of the Brethren, Inc. with the recommendation by the Camp Director, recommends for approval by the Outdoor Ministries Committee the employment of Wesley Shrader as Interim Food Services Coordinator at Camp Bethel, full time with benefits, for the period of June 1 through August 31, 2018.”** Charles made motion Carol seconded motion then approved by consensus. Email poll for full committee approval needed.
 - B. Discussion: “Guest Services and Marketing Coordinator” position.
Camp Bethel is seeking a full-time, year-round Guest Services and Marketing Coordinator. Experience in camping/retreat ministry or guest hospitality is preferred and/or related experience. Experience in office management, computer skills, social media, and proficiency with digital image editing/manipulation and Microsoft Office Suite 2016 or higher is a must. Benefits package includes starting salary of \$30,000, optional individual/family medical insurance plan, a pension plan, travel allowance, professional growth funds, and optional on-site housing. Application and complete information is COMING SOON.
- BETH HEATON MOVING TO CHARLOTTESVILLE: Camp Bethel's Guest Services Coordinator, Beth Heaton, will move to Charlottesville on July 1. Her husband, Gary, has been appointed as Senior Pastor at First United Methodist Church in Charlottesville. Since 2012 Beth has diligently served our guests with efficiency and extraordinary attention to detail. She also joyfully led “Nature Time with Beth” for hundreds of summer campers. Send a THANK YOU before July 1 to Beth Heaton, 564 Bethel Road, Fincastle, VA 24090 or <CampBethelOffice@gmail.com>.
- C. **“Resolved, regarding the March 13, 2018 loan of \$14,500 to ourselves from the Nolley Escrow, the OMEC recommends to the OMC to delay repayment until September 30, 2018, since most final income from summer camp and guest camps arrives in September.”** Approved by consensus, and recommended that Income and Expense reports now through September 30 will note this discrepancy.
 - D. Due to lack of attendance at OMC meetings, the Nominating and Personnel Committee of the District Board will not nominate Emely D’Oleo on the 2018 ballot for a second term on OMC. *Barry LeNoir will let Tabitha Rudy know, if this is the OMC recommendation.*

VII. Prayer and dismissal – Naomi Powers.

Upcoming Meetings:

July 30th at 5:30pm OMEC meets here at Camp Bethel with Wes Shrader.

August 24th District Resource Center: OMEC meets at 6:00pm, OMC meets at 7:00pm.

Respectfully Submitted by: Allison Mullins

May 31, 2018 eMail Poll

“Resolved, the Outdoor Ministries Executive Committee of the Virlina District Board - Church of the Brethren, Inc. with the recommendation by the Camp Director, recommends for approval by the Outdoor Ministries Committee the employment of Wesley Shrader as Interim Food Services Coordinator at Camp Bethel, full time with benefits, for the period of June 1 through August 31, 2018.”

11 yes out of 11 OMC member votes. Sharon Flora and Emely D’Oleo did not respond.