

Mt. Norris Scout Reservation Alumni Association, Inc.
Board of Director's Meeting
February 12, 2006

Minutes

**Members in attendance: Brian Allen, Chris MaCaig, George Beach, David Allen,
Kevin Macy, Jim Beams, Bill Baron.**
Guest: Dick Simays

- 1) **2005 accomplishments include:** first annual Alumni Day, fiscal management structure for the Association, non profit corporate status with the State of Vermont, approved bylaws, approved five year action plan, establishment of membership list, printing of member certificates, obtaining individually numbered membership patches, construction of the visitor's bathroom, and shower house laundry room complete with new washer and dryer.

- 2) **Treasurers report:** \$2958.00 received in 2005 (donations and memberships), \$2363.47 expended on various camp improvement projects, \$594.53 check book balance end of calendar year 2005.
 - a) Need to budget for replacement of current supply of patches and certificates. One certificate, patch and postage cost the Association approximately \$6.00.
 - b) Thank you certificates and patches exist for non member contributors who provide substantial donations. Need to send thank you cards to contributors who donate at a lesser level.

- 3) **Five Year Action Plan:** see attached plan for individual assignments.

- 4) **Membership Report:** Approximately 40 members to date. Annual membership renewal due in March. Secretary developing newsletter, brochure and cover letter for renewal campaign. Secretary will research a laminated membership card.

- 5) **2006 Camp Improvement Project(s):**
 - a) **Visitor's Bathroom:** Need to complete interior finish, \$200.00 to \$300.00 estimate.
 - b) **Laundry Room:** Need to complete plumbing, dryer vent, purchase a plastic top folding table, \$200.00 to \$300.00 estimate.
 - c) **Scoutcraft Roof extension or Canoe racks/Boat House Sliding Doors.** To be determined based on discussions between David Allen, Dave Osborne and Gordie Moulton. Apparently, the materials are in hand for the roof extension. The boat house rack and doors would require between \$2000.00 and \$3000.00 worth of materials. Please note this is a preliminary estimate. Fund appeal to be sent with the March renewal notices.
 - d) **Additional Project:** leveling the staff cabins, building PT decks on the front of cabins.

- e) **Camp master program: David Allen will be working on this project. Obtaining details about Camp master requirements, available housing at Mt. Norris for camp master(s) & family, dates when needed, etc.**

- 6) **2006 Annual Association meeting: July 8, 2006 at Mt. Norris. David Allen will confirm with Dave Osborne. Kevin Macy and Jim Beams will work on program.**

- 7) **Recruiting New Members: Chris MaCaig will supply Board Members with Association brochure. Goal to have 100 members by the end of 2006.**

- 8) **Next meeting will be held at the discretion of the Association President, Bill Baron.**

GOAL 1: FRIENDSHIP: *To stimulate the renewal and fostering of friendship & fellowship among association members.*

OBJECTIVE A: LINK ASSOCIATION MEMBERS THROUGH VARIOUS FORMS OF COMMUNICATION.

RECOMMENDED ACTION

1 A1: ESTABLISH A DATABASE OF FORMER CAMP STAFF

GEORGE BEACH WILL CHECK WITH COUNCIL FOR ANNUAL CAMP NOTE BOOKS AND WILL ASK LORI FOR HELP. CHRIS MACAIG WILL CONTINUE HIS EFFORTS.

1 A2: ESTABLISH A DATABASE OF FORMER CAMPERS & LEADERS

SEE 1A1

1 A3: DEVELOP A FORMAT FOR RECRUITING CURRENT CAMP STAFF AND LEADERS INTO THE ASSOCIATION

DAVID ALLEN WILL COORDINATE WITH DAVE OSBORNE. PERHAPS A PRESENTATION AT STAFF WEEK, WEEKLY BARBEQUES. NEED BROCHURE RACK IN DINING HALL AND TRADING POST. BILL BARON WILL WORK ON RACKS, PATCH #1 DISPLAY. CHRIS TO DEVELOP BROCHURES.

1 A4: PRODUCE A SEMI ANNUAL NEWSLETTER

CHRIS HAS DEVELOPED FIRST NEWSLETTER, MARCH DISTRIBUTION. SECOND NEWSLETTER LATE FALL.

1 A5: ESTABLISH A WEBSITE W/LINKS, FORUMS, CHAT RMS.

CHRIS AND GEORGE WILL WORK WITH COUNCIL WEB MASTER. NEED TO HAVE BYLAWS, ACTION PLAN, MEMBER LIST, APPLICATION ON WEBSITE.

1 A6: PRODUCE AN EMAIL NEWSLETTER

CHRIS TO COORDINATE WITH SEMI ANNUAL NEWSLETTER.

1A7: USE LOCAL NEWSPAPERS, TELEVISION, & RADIO STATIONS TO PROMOTE ASSOC. & RECRUIT MEMBERS
CHRIS TO TAKE ADVANTAGE OF THIS MEDIA WHEN OPPORTUNITIES ARISE.

1A8: HOST AN ASSOCIATION DAY @ MT. NORRIS
KEVIN MACY & JIM BEAMS TO PLAN PROGRAM. DAVID WILL CONFIRM JULY 8, 2006 DATE WITH COUNCIL

1A9: DEVELOP A MOBILE HISTORICAL DISPLAY ABOUT CAMP. PROMOTE THE COLLECTION OF HISTORIC DOCUMENTS, PICTURES, PATCHES, & STORIES RELATING TO THE GMC, PREDECESSOR COUNCILS, & VARIOUS OA LODGES.
CHRIS HAS TABLE TOP DISPLAY IN THE WORKS. DAVID WILL ASK DAVE OSBORNE IF ALUMNI ASSOC. CAN HAVE A PORTION OF A WALL IN THE TRADING POST FOR A DISPLAY.

1A10: PROMOTE THE ASSOCIATION THROUGH THE PROFESSIONAL SCOUT STAFF & SCOUT VOLUNTEERS
DAVID WILL ACT AS THE ASSOCIATION LIAISON TO COUNCIL.

GOAL 2: ASSISTANCE: *TO SUPPORT AND ENHANCE THE SCOUTING EXPERIENCE AT MT. NORRIS.*

OBJECTIVE A: ENCOURAGE VOLUNTEERISM IN PROGRAM PLANNING, DELIVERY, FACILITY IMPROVEMENTS, & CAMP MAINTENANCE.

RECOMMENDED ACTION

2A1: VIA NEWSLETTER, WEBSITE, EMAILS, MAINTAIN A LIST OF CAMP PROJECTS REQUIRING VOLUNTEER ASSISTANCE. PROMOTE BEAVER DAYS, ETC.
BRIAN ALLEN WILL OBTAIN UPDATED LIST. ASSOCIATION WILL SUPPORT AND PROMOTE THE JUNE 10, 2006 BEAVER DAY. CHRIS WILL INCLUDE THIS INFORMATION IN NEWSLETTERS

2A2: DEVELOP A RESOURCE LIST OF ASSOCIATION MEMBERS WITH SPECIALIZED SKILLS AND PROGRAM INTERESTS.

NO ACTION TO DATE. NEED TO DEVELOP AN AVENUE TO COLLECT AND MAINTAIN THIS INFORMATION.

2A3: PROVIDE A FORMAL LINK BETWEEN VOLUNTEER(S) AND CAMP.

NEWSLETTERS, WEBSITE, EMAILS, ANNUAL MEETING, WORK DAYS.

OBJECTIVE B: PROVIDE DIRECT FINANCIAL ASSISTANCE TO THE BENEFIT OF THE CAMP PROGRAM, INFRASTRUCTURE, AND FACILITIES.

RECOMMENDED ACTION

2B1: SECURE A PRIORITIZED LIST OF PROGRAM, INFRASTRUCTURE, & FACILITY NEEDS FROM PROFESSIONAL STAFF, CAMP DIRECTOR, MAINTENANCE DIRECTOR.

BRIAN AND DAVID TO SECURE LIST.

2B2: SELECT AND ACCOMPLISH AT LEAST ONE ITEM FROM PRIORITY LIST, (ANNUALLY).

DAVID WILL ASK FOR INPUT FROM COUNCIL. BOARD OF DIRECTORS WILL COORDINATE THE COMPLETION OF PROJECT.

2B3: VIA NEWSLETTERS, WEBPAGE, EMAILS SOLICIT THE DONATION OF PROJECT SPECIFIC FUNDS.

CHRIS TO INCLUDE IN MARCH RENEWAL APPEAL.

2B4: PROVIDE AN ENDOWMENT FOR CAMPERSHIPS TO SUPPORT SCOUTS WITH FINANCIAL NEED .

NO ACTION TO DATE. 2006 CAMP FEE \$275.00/SCOUT. FUTURE FUNDS FOR THIS ACTION ITEM WILL BE GIVEN TO COUNCIL. COUNCIL WILL SELECT WORTHY SCOUT.

GOAL 3: ORGANIZATION: TO ESTABLISH MANAGEMENT STRUCTURE FOR THE ASSOCIATION.

OBJECTIVE A: PROVIDE A STRUCTURE FOR THE OPERATION OF THE ASSOCIATION.

RECOMMENDED ACTION

3A1: ESTABLISH A THREE PERSON SUB COMMITTEE OF THE MT. NORRIS COMMITTEE TO OVERSEE THE ASSOCIATION.

MT. NORRIS COMMITTEE NO LONGER VIABLE.

3A2: IDENTIFY SIMILAR ALUMNI ASSOCIATIONS, AND EXPLORE THEIR OPERATIONS.

BILL BARON HAS LOOKED AT CAMP ABNAKI ALUMNI ASSOCIATION STRUCTURE. NO OTHER ACTION TO DATE. POSSIBLE FUTURE MEMBERSHIP IN VERMONT ASSOCIATION OF NON PROFIT ORGANIZATIONS, (VANPO).

3A3: EXPLORE LEGAL REQUIREMENTS FOR THE ESTABLISHMENT & OPERATION OF THE ASSOCIATION & ASSOCIATED ENDOWMENTS.

LAWYER HAS REVIEWED BYLAWS.

3A4: ESTABLISH ASSOCIATION AS A NON PROFIT ENTITY, WITH 501 C3 STATUS.

STATE APPROVED ASSOCIATION AS A NON PROFIT CORP. IRS 501 C3 STATUS PENDING APPROVAL.

3A5: IMPLEMENT APPROPRIATE ACCOUNTING PRACTICES FOR THE COLLECTION, MAINTENANCE, & DISTRIBUTION OF FUNDS & THE LONG TERM VIABILITY OF THE ASSOC.

BRIAN WILL REVIEW ACCOUNTING PROCEDURES WITH CPA.

3A6: DEVELOP ASSOCIATION BYLAWS

APPROVED AT THE JULY 9, 2006 ANNUAL MEETING.

GOAL 4: PLANNING & POLICY: *To INTERACT WITH THE PROFESSIONAL SCOUTING STAFF, MT. NORRIS COMMITTEE, CAMP STAFF, AND VOLUNTEERS TO ASSURE THE LONG TERM VIABILITY OF MT. NORRIS & THE ASSOCIATION.*

OBJECTIVE A: PROVIDE ASSOCIATION REPRESENTATION IN PLANNING & POLICY INITIATIVES AFFECTING MT. NORRIS.

RECOMMENDED ACTION

4A1: ESTABLISH A LIAISON WITH THE PROFESSIONAL SCOUTING STAFF.

DAVID ALLEN APPOINTED LIAISON TO COUNCIL.

4A2: ACTIVELY PARTICIPATE IN THE MT. NORRIS COMMITTEE.

MT. NORRIS COMMITTEE NO LONGER EXISTS.

4A3: MEET & INTERACT WITH THE CAMP STAFF , (ONCE PER SEASON).

DAVID WILL REVIEW WITH DAVE OSBORNE. PERHAPS MEET WITH STAFF DURING STAFF WEEK.

4A4: MEET WITH THE MAINTENANCE DIRECTOR, (4 MEETING/YEAR).

ONGOING EFFORT BETWEEN BRIAN AND BILL.

4A5: IDENTIFY OTHER PARTIES, COMMITTEES, STAKE-HOLDERS, ETC. HAVING AN INTEREST IN MT. NORRIS.

NO ACTION TO DATE. SUGGESTION MADE ABOUT CONTACTING LOCAL BUSINESSES. HOLD IN ABEYANCE, POSSIBLE CONFLICT WITH COUNCIL EFFORTS.