

UNITED CHURCH CAMP MEETING ASSOCIATION
EXECUTIVE MINUTES
JULY 26,2008
FIRESIDE ROOM, BERWICK CAMPGROUNDS

Constitution & Opening

The Executive of the United Church Camp Meeting association met in the Fireside Room on July 26,2008 at 9:30 am. The President Peter Woods welcomed everyone & read the vision statement, constituted the meeting for business and led in an opening prayer.

Present

Those present were Peter Woods, Jack Spencer, Gordon Cameron, Susan MacAlpine-Gillis, Sandy Porter, Jakob Creighton, Letha Mowatt, Tim O'Neill, Don Rockwell, Bethe Benjamin, Margaret Gunn-Robertson, Les Wood

Regrets

Regrets were received from Stephen Spencer, Holly Hagarman, Sharon & Grant Warwick

Adenda

An agenda was presented and additions were made. It was moved y Tim O'Neill, seconded by Don Rockwell that the agenda as amended be approved. Carried

Approval of the Minutes

It was moved by Jack Spencer , seconded by Les Wood that the minutes of the April 12th meeting be approved as circulated. Carried

Business from the Minutes

Report on Finance Committee Recommendation re Accommodation

The Secretary reported that the following recommendation had been received from the Finance Committee in mid May: *The Finance Committee recommends to the Executive that in 2008 we increase the minimum amount for the prototype cottage from \$7500. to \$8500. and that the a 6 Plex building be erected behind the Dorms in the lower camp ground at a cost of \$30,000.*

This material had been circulated to the Executive by E-mail. Nine members had replied, all voting in the affirmative however rising costs of construction prevented the plan from being implemented. A sample cottage is now being built and cost will be determined when final cost as in.

Transfer of Private Cottages

A draft Bill of Sale for the transfer of Private Cottages has been prepared by alan MacLean (see appendix "A") It was agreed that this be the document we would use for such transfers.

Correspondence:

The following items of correspondence were received for information:

- 1) It had been agreed by e-mail discussion that we would invite campers to make a donation to the new Berwick Fire Hall at camp and present the total donations to the Fire Department as a gift from Berwick Campers.
- 2) An e-mail had been received from Bruce & Nancy Creighton suggesting a vinyl floor-covering be put on the washroom floors to make them easier to clean and more

hygienic. It was noted that precautions are being taken to make the cleaning as effective as possible.

- 3) A Thank you was received from the Berwick and Area United Church Youth Rally participants thanking the association for the discount on rates we gave them this year.
- 4) A letter was received from Catherine Gaw, Executive Secretary of Maritime Conference reminding all Camp Boards of the need to send copies of the financial statement and proof of insurance to the Conference and to circulate copies of the United Church Sexual Abuse policy to leaders.

Property & Grounds – Golf Carts

Don Rockwell reported we have purchased one golf cart for staff travel around the grounds and a second cart has been loaned to us for transportation of seniors and other needs. It was agreed that Don be authorized to purchase a second cart for use on the grounds.

New Business

- 1) the Secretary reminded everyone of the need to have reports in by Wednesday so they can be printed for the Annual Meeting
- 2) Stephen Spencer, Chair of Nominations sent word to remind the Executive members that we are still looking for two other people to share the Kitchen Services Co-ordinator's position with Jocelyn and Greg Tingley.
- 3) Les Wood presented Job Descriptions (see Appendix "B" for the Kitchen Services Co-ordinator and the Food Services Chairperson. It was agreed to accept these descriptions.
- 4) An update was given on the situation around potential construction of new cottages and where they might be placed. A further meeting will be held on this issue.
- 5) Peter Woods informed the meeting that he had been in discussion with representatives of the Sisters of Charity Motherhouse which is to be demolished. They have various items they will be disposing of through donation to charitable groups. Peter will continue to negotiate for items with representatives of the Motherhouse.
- 6) Cheryl Hartlen has expressed a desire to donate a memorial in memory of her husband Mike. It was agreed that we encourage Cheryl to proceed with the idea of a donation of fire extinguishers for cottage use.
- 7) It was reported that Morris Barss has indicated his intention to cease providing tapes of our programs and services for sale. Morris has been involved with our sound projection and later the taping of service and programs since 1963. It was agreed that Peter Woods would look into some suitable way of recognizing this service
- 8) Tim O'Neill shared a document on Long Term Funding for the encampment (See Appendix "C"). He welcomed additions to this list. He also proposed a survey of campers to determine their vision for the camp and invited people volunteer to interview campers.

Time & Place of Next Executive Meeting

It was agreed that Executive members would meet following the Annual Meeting to set the time and place for the next Executive meeting.

Adjournment: The meeting adjourned on a motion by Gordon Cameron.

Peter Woods - President

Jack Spencer - Secretary

PROVINCE OF NOVA SCOTIA
COUNTY OF COLCHESTER

I, Alan C. MacLean, of Truro, in the County of Colchester, make oath and say:

1. That I was personally present and did see the within Bill of Sale duly signed, sealed and executed by First Party, one of the parties thereto.
2. That the name Alan C. MacLean set and subscribed as a witness to the execution thereof is the proper handwriting of me, this deponent.
3. That the said Bill of Sale was executed at the Town of _____, in the County of _____, on the _____ day of _____, 2008.
4. That I know the said First Party, and he is in my belief of the full age of nineteen years.

SWORN TO at _____)
 in the County of _____)
 Province of Nova Scotia,)
 this _____ day of _____,)
 2008, before me)
)
)
)
 _____)
 A Barrister of the Supreme) ALAN C. MACLEAN
 Court of Nova Scotia)

Appendix "B"

JOB DESCRIPTION
FOOD SERVICES CHAIRPERSON (FSC)

This job description is an explanation of the functions in chronological order, that take place from the completion of camp one year, through to the completion of camp the next year. This is not meant to be a static document, but a living document with the adjustments of the individual occupying the position, and their skills and strengths. The job is what the individual makes it. The Food Services Chairperson (FSC) is responsible for the operations of the Canteen, Dining Hall, Kitchen, Wendall's Deli, Meal Ticket Sales, The Lobster Roll Fund Raiser, the Volunteer Pool, and any Food Services required at camp. The Cookie Cottage operates independently quite appropriately, and is the responsibility of the UCW.

1. Over the time of August and September, the FSC will receive from all operations of Food Services their analysis of the past camps operation, pros and cons, suggestions received, plans that have been discussed for the next years activities. A consolidated report will be prepared for subsequent submission to the fall meeting of the Executive. This document will form the basis of operations in the subsequent year and will include menu changes, equipment requirements

with cost estimates, significant changes in the operation needing Executive approval, and occurrences in the past year that have been problematic in the past year.

2. Presentation to the Fall Executive of the report with motions as necessary for items that require spending approval for the next year. This is usually in October. Major spending of \$1000 or more requires Executive approval. Once approved, the report will be distributed to all the groups of the Food Services operations.
3. In discussion with the KSC's, anticipated staffing requirements for the next year will be determined. The Chef's position is the most critical and recruiting is the responsibility of the FSC. The Chef looks after hiring the other 3 staff members.
4. November and December are quiet months for Berwick and will be up to the individual to determine what they may wish to do in these 2 months.
5. In mid January, all Co-ordinators or persons responsible for each facet of the Food Services operation will be contacted for any necessary functions that need to get underway, eg Menu from the KSC's who need to dust off the menu and make revisions discussed in the fall. . Any needs for the Kitchen, Dining Hall, Deli or Canteen that involve construction should be sent to the Head of Property and Grounds as a matter of notice of requirement. Any equipment that needs to be purchased should be developed into a report/request to the Executive. This meeting occurs usually in late March or early April.
6. After approval is granted the planning and execution can commence. During April and May any needs that will require Work Week/Weekend volunteers or staff, materials and labour are identified and sent to the Head of Property and Grounds.
7. The approval of the menu is sent to the Chef, with a planned completion date for a list of the food that will need to be ordered, and from where. Price Chopper is the supplier of day to day emergency needs. The volunteer pool for daily working in the Kitchen, the runners, who will make trips to wherever is required, will be developed prior to camp by the volunteer co-ordinator, and plans will be have the people in place before camp for an immediate start-up on the first Friday.
8. Before coming to camp the FSC and Chef will complete the list of requirements for food to be ordered. Vendors are: Know How Foods for produce, O.H.Armstrong for dry goods, frozen products, meats, turkey, etc., Baxter's for milk order, Ben's Bakery Outlet in Coldbrook for bread and buns, Larsens for Bacon, Hot Dogs, and Sausage, and others to learned during the year of apprenticing. Some are paid by account, some cash only, or by debit.
9. Once arrived at camp, Thursday recommended or earlier, delivery times or pick ups are started. By Friday noon, all items that are required should now be on site and in the Kitchen, Canteen, or Deli. All canteen supplies are ordered by the canteen manager, billed separately, and paid separately. If there are needs for things in the canteen that can be supplied from the kitchen operation, it is provided. All requirements for the Deli are met from the Kitchen Operation. The Deli food is all prepared in the Kitchen by staff and volunteers as well as the manager of the Deli.
10. On Friday at 8:00 am the paid staff arrive. This includes the Chef, Baker, and 2 Kitchen Aids. The Chef is responsible for securing the services of the paid staff, and they are hired on

contract, at a fee for service for the period. The Contracts are prepared by the FSC and signs for the Association, the Chef has them signed by the workers, and they are submitted to the Treasurer by Wednesday for payment on Thursday.

11. The FSC will monitor all the areas of Food Services, providing support, assistance, guidance, and corrective action in any area necessary. The FSM will be available to provide advice to any area of the operation.
12. The FSC will prepare a report to the Annual General Meeting on Food Services operation, and present it at that meeting.
13. The FSC will attend meetings of the Executive and Finance Committees as a member.
14. Should any camper have any concerns or suggestions on Food Services, the FSC will be the Liaison to the campers. The FSC will solicit comments from campers through notices in the Hemlock Happenings.
15. Chef and all Co-ordinators with the FSC will work closely to ensure that quality and safety are maintained.
16. All requirements for Camp Food Services are the responsibility of the FSC
17. The FSC will obtain the Annual Food Services Permit to operate Food Services at the Berwick Camp each spring from the Food Services Division of the Nova Scotia Department of Agriculture.
18. The FSC will arrange for the meal tickets, Lobster Roll Fund Raiser tickets, Barbeque tickets, as necessary.

JOB DESCRIPTION KITCHEN SERVICES CO-ORDINATOR'S (KSC)

This job description is an explanation of the functions in some chronological order, that take place from the completion of camp one year, through to the completion of camp the next year. This is not meant to be a static document, but a living document with the adjustments of the individual occupying the position, and their skills and strengths. The job is what the individuals make it, and it is suggested that these duties be shared by 2 couples, or a team of 2 persons each. This will provide off time for each couple/team. Ideally being replaced in alternate years would be a good arrangement. It could be a team or senior/junior arrangement, whatever the 2 couples/teams would like to do.

1. At the end of camp, the current staff that have performed well should be solicited as to their desire to return the next year. This then becomes the basis on which work can begin. In 2007, staffing levels were reduced by 2 kitchen aids. Their positions were filled with serving youth who took on the functions of dishwashing, and volunteers at each meal to help with the prep work. This was very successful.

2. Over the time of August and September, the KSC's will prepare the analysis of the past camps operation, pros and cons, suggestions received, plans that have been discussed for the next years activities. This is sent to the Food Services Chairperson (FSC) for his/her review, input, and revision for subsequent submission to the fall meeting of the Executive by the FSC. This document will form the basis of operations in the subsequent year and will include menu changes, equipment requirements with cost estimates, significant changes in the operation needing Executive approval, and occurrences in the past year that have been problematic.
3. The decisions of the Executive will be given to the KSC's after the Fall Executive.
4. November and December are quiet months for Berwick and will be up to the individual to determine what they may wish to do in these 2 months, if anything.
5. Mid January, time to dust off the menu and make revisions that have been discussed. The document is then emailed to the Chef, FSC, and the Host & Hostess of the Dining Hall. By the end of February the revisions should be completed. . Any equipment needs for purchase should be developed into a report/request to the Executive, and sent to the FSC. The Kitchen needs will be consolidated with those of the other Food Services operations and taken to the Spring Executive. This meeting occurs usually in late March or early April.
6. After approval is granted the planning and execution can commence. During April and May any needs that will require Work Week/Weekend, or staff materials and labour are identified in discussion with the FSC.
7. During June the FSC's, FSC, and Chef will complete the list of requirements for food to be ordered from all the various vendors. Vendors are: Know How Foods for produce, O.H.Armstrong for dry goods, frozen products, meats, turkey, etc., Webster's for Rhubarb and Strawberries, Baxter's for milk order, Ben's Bakery Outlet in Coldbrook for bread and buns, Larsen's for Bacon, Hot Dogs, and Sausage, Costco for various items, Price Chopper for various items to fill in our needs, and others to be learned during the year of apprenticing. Some are paid by account, some cash only, some by credit card, or by debit.
8. Once KSC's arrive at camp, Friday morning recommended if possible, delivery times or pickups are started. By Friday noon all items that are required should now be on site and in the kitchen, or Deli. All canteen supplies are ordered by the canteen Chairperson, billed separately, and paid separately. If there are needs for things in the canteen that can be supplied from the kitchen operation, it is provided. All requirements for the Deli are met from the Kitchen Operation. The food is all prepared in the Kitchen by staff and volunteers as well as the Chairperson of the Deli.
9. On Friday at 8:00 am the paid staff arrive. This includes the Chef, Baker, and 2 Kitchen Aids. The Chef is responsible for securing the services of the paid staff, and they are hired on contract, at a fee for service for the period. No taxes are deducted and the FSC prepares the Contracts and signs for the Association, the Chef has them signed by the workers, and they are submitted to the Treasurer by Wednesday for payment on Thursday.
10. A program of daily activities are worked out with the Chef. Work in the Kitchen is at the discretion of the individual. Thus KSC's will work with the Volunteer Co-ordinator to ensure there are adequate numbers available.

11. Equipment will be monitored for proper operation, and immediately take any corrective action as necessary and practical.
12. Liaison with the Hosts and Hostesses in the Dining Hall to determine the best operational methods occurs daily. Teens are trained on Dishwasher techniques, proper hand washing, proper clean dishes storage, and overall activities in the kitchen. Processes for mealtime food service discussed and pre-determined.
13. Unexpected food shortages will be ordered for Runners to go and pickup as necessary.
14. Chef, FSC, and Kitchen Co-ordinators, would work closely to ensure that quality and safety are maintained, to ensure food is efficiently used so that there is little excess at week's end. This will sometimes require that more purchases at Price Chopper be made in smaller quantities. Generally O.H. Armstrong is in case lots.
15. Any requirements for special events are arranged, and supported. These could be special receptions, dedications, and activities that are part of the life of the camp.
16. The activities of all Food Services are those of a team. It is the work of the team. We all contribute, and we all therefore have the responsibility to question areas of concern, and ensure we are all on the same page. The 10 days goes by very quickly and working together is important. If you don't know, ask!
17. The last item for each year's camp, is to complete an inventory of food that can be stored and be available for the next years camp. This is primarily dried goods, canned or bottled items with a shelf life to next camp. Storage must be discussed with the caretakers. If it will freeze, they will move it to heated storage in the garage. Dried goods will be stored in the food room freezers. This list should be forwarded to the FSC.

Appendix "C"

LONG-TERM DEVELOPMENT FUNDING FOR BERWICK ENCAMPMENT: ISSUES TO BE CONSIDERED

The Finance Committee is looking for a person to head up the fundraising sub-committee. It is also considering the hiring of a firm which specializes in the search for foundations that may fund projects/activities for charitable organizations like ours. However, to find the right person to lead fundraising and before we can seriously contemplate seeking foundation funding, we need to determine what our most pressing needs are. We would also have to specify any such financial support would be utilized. To that end, there are two steps I would propose we take:

- at this year's encampment, convene a meeting of a small group of individuals from the Executive, Finance, Long-Range Planning and Program Committees along with 3-4 others who could creatively contribute to an examination of the long-term development of the camp
- In addition to the normal end-of-camp questionnaire, we utilize an interview/survey (maximum of 4 questions) focused exclusively on the long-term health of the camp

Long-Term Development Session: Key Questions

- What are the most pressing long-term needs at Berwick Camp
 - Physical facilities
 - Open pavilion
 - Closed pavilion
 - Cottages
 - Apartments/dormitories
 - Youth building
 - Dining hall
 - Leaders' accommodations
 - Other
 - Program development
 - Children
 - Youth
 - Adults
 - Leadership (all three areas)
 - Evangelist
 - Bible study
 - Other
- For what specific purposes would significant foundation/other financial support be used
 - To enhance the quality of the existing programs
 - To expand the range of programs which can be offered
 - To expand the capacity of the camp in order to increase attendance
 - To improve the usability of the facilities for individuals with physical limitations
 - To enhance the compensation of key leaders in order to ensure the highest quality programs possible
 - Other

Questions for Long-Term Development Interview/Survey

- What activities/features of Berwick Camp most attract you to return each year?
- What one activity/feature, if eliminated, would cause you to stop attending Berwick Camp?
- What activities/features of Berwick Camp are the least attractive to you?
- What one activity/feature would you be most pleased to have eliminated?

For such a survey, we would want to have some (limited) information on the respondents – viz., age, gender, number of years attended camp, what accommodations used (cottage, apartment/dorm, trailer/tent).

I would suggest that, if we go forward with this, a notice be placed in the Happenings that such a survey is to be done and volunteers to respond be requested. We could also/instead make a list of individuals that should be interviewed. Members of the Executive (and other volunteers) would be asked to conduct the interviews. Also/instead, we could ask people to respond without need for an interview. However, the response rate to the current questionnaire suggests that we would likely experience a low response rate.