

Golden Spread Emmaus Board of Directors  
Agenda  
January 7, 2016  
Potter County Sheriff's Office

|                               |         |
|-------------------------------|---------|
| Call Meeting to Order         | Lisa    |
| Opening Prayer                | Eddie   |
| Treasurer Report              | David   |
| Minutes Approval              | Carolyn |
| 2016 Emmaus Covenant          | Lisa    |
| Walk #249 - Kina Wilson, LD   | Deborah |
| Walk #250 - Trevor Babbit, LD | Brian   |
| Walk #251 - Denise Wilson, LD | Janet   |
| Chrysalis Update              | David   |
| Technology Updates            | Carolyn |
| • Web site statistics         |         |
| • Payments on web site        |         |
| • Review web site             |         |
| Policy and Procedure Review   | Lisa    |
| 2016 Committee Assignments    | Lisa    |
| 2017 Walk Schedule            | Lisa    |
| Other Discussion              | All     |
| Closing Prayer                | Deborah |

**Golden Spread Emmaus Board of Directors**  
**January 7, 2016**  
**Potter County Sheriff's Office**

Present: Brian Thomas, Carol Roller, Carolyn Hurt, David Dzik, Deborah Erwin, Gayla Rigdon, Eddie Hill, Janet Bilyeu, Jim Wilhite, Lisa Crossman, Mark Wood, Michael Brunson, Mike Richardson, Roger Radney, Tom Parr

Absent: Melba Boydston, Scott Sims

Guest: Joe Morrison

Meeting called to order by Lisa Crossman. Lisa welcomed all the new board members and had everyone go around the table and introduce themselves.

Opening Prayer given by Eddie Hill.

**Treasurer's Report**

David presented the Treasurer's Report as of December 31, 2015. Total Liabilities and Equity is \$23,214.23. David reported we have done quite well since we raised our fees. There are no prepaid women fees. Men prepaid total is \$1,675.00. David explained our Balance Sheet and P&L Statement to the new board members. Liabilities: If people designate Kairos specifically, it will go in the Kairos account. Chrysalis and Mission Reserves come from Community Gathering and Candlelight. 80% goes to Emmaus, 10% each to Chrysalis and Missions. Scholarships and Book Table funds are specifically designated. David also indicated that Family Life Church gives a monthly \$100 donation to Emmaus and has done this for years. On the P&L Statement, supplies in December of -\$456.45 is a check from January for lanyard crosses that never cleared the bank. David indicated the fee is reversed on this. Returned Checks - David indicated Kim Roten paid the full fee of \$175 so this is also credited in December. We have an end of year profit of \$12,971.73.

David also presented the Treasurer's Report as of December 31, 2015 for Chrysalis. No activity except for the 10% from Emmaus Community in December of \$477.90. David indicated he just received a check from Hillside to pay for a young man who went on a flight in July. There was some confusion on who to get the check from but Amy Mode finally sent it this week. It will be reflected on the January statement.

David also explained that we carry two types of insurance: Director's/Officer's Liability policy and an Events Policy. Both will be paid in the next few months.

Motion to accept the Treasurer's Report was made by Mike Brunson and seconded by Deborah Erwin.

## **Minutes Approval**

Minutes from the December 10, 2015 board meeting were previously distributed on email. Motion to accept the December minutes was made by Jim Wilhite, seconded by Roger Radney.

## **2016 Emmaus Covenant**

Lisa shared the 2016 Walk to Emmaus Covenant with everyone. This document was passed around for everyone to sign. Once completed, Carolyn will scan and email to The Upper Room. She will also email everyone a signed copy.

## **Walk #249**

Lay Director - Kina Wilson - IBR Deborah Erwin

Deborah reported the first team meeting was December 12th. Four team members did not attend. Team training was held in the morning of the first team meeting. The second team meeting is this Saturday, January 9th. There will be 2 team meetings in January. Brian announced that St. Stephen will host the Community Gathering for the Women's February walk. They will need some assistance tearing down tables after the meal. Carolyn reported there are only 25 pilgrims on the list and about 10 of those have been on the list for over a year. She stressed to Deborah to announce in the team meetings that they need pilgrims.

## **Walk #250**

Lay Director - Trevor Babbit - IBR Brian Thomas

Brian indicated their first team meeting was also December 12th and one team member was absent. Team training was held in the afternoon of the first team meeting. The second team meeting is also this Saturday, January 9th.

## **Walk #251**

Lay Director - Denise Wilson - IBR Janet Bilyeu

Janet reported the LD/ALD meeting is this Saturday, January 9th. The first team meeting will be Saturday, January 16th. Denise is still trying to fill a TL and MD position.

## **Chrysalis Update**

David reported that they did not have a board meeting this week. Deborah reported that they have changed their board meetings to the 2nd Tuesday of each month and it is now held at The Loft Church.

## **Technology Update**

Carolyn presented statistics on our web site.

Unique Visitors for December 2015 - 4212

She reported the average monthly hits for 2015 totaled 4,318 per month.

Carolyn reported that they are in the final stages of being able to take payments on line for both team members and pilgrims. They are testing the PayPal system and also the Square - points of service. This should be finalized in the next few weeks.

Carolyn did a brief review of the website for new board members. She announced that the board meeting schedule for 2016 is on the website under the Board of Directors tab. She also announced that the password for 2016 for the Board site is: Board.

## **Policy and Procedure Review**

The following Policies and Procedures were reviewed with suggested comments noted:

Team Selection  
Candlelight  
Fourth Day Follow Up  
Behind the Scenes  
Nominating Committee  
Reunion Groups  
Registrar Guidelines  
Newsletter Process  
Community Gatherings  
Inside Board Representative  
Team Training

Carolyn will update the policies and email out to everyone. These will also be loaded on the Emmaus Website in the Board of Directors tab.

Motion to accept the revised Policies and Procedures was made by Jim Wilhite and seconded by Roger Radney.

## **2016 Committee Assignments**

There was discussion about the various committee assignments and responsibilities. The grid will be updated with all the assignments from the discussion and volunteers tonight. We will still need selections by Scott Sims and Melba Boydston on what committees they want to participate in. Jaci Chadick would like to continue doing Sponsor Training.

## **2017 Walk Schedule**

Lisa led the discussion about the 2017 Walk Schedule and about reducing the number of walks in 2017 to 4 per year instead of 6 due to the fact that we are having difficulty securing full teams and the lack of pilgrims. Concern was raised about Ceta going up on their prices if we reduce the number of walks per year. Lisa will talk with Ceta Canyon before we make a final decision about this.

## **Other Discussion**

Roger passed out the new manuals for all of the Board Members. He indicated there were no changes in the Coordinators Manual or Chrysalis Manual and advised board members not to discard those manuals. All other new manuals should be replaced in the Board Notebooks.

There was discussion again about the generosity of Family Life Church donating \$100 per month to Emmaus and suggestions were made on ways to recognize them. Roger will find out the details about the Emmaus painting that is utilized during the commissioning ceremony that stays in the prayer room during each walk. Suggestions were made to have a small plaque on the painting thanking Family Life for their support of Golden Spread Emmaus.

**Closing Prayer** was given by Deborah Erwin

Golden Spread Emmaus

Balance Sheet

As of December 31, 2015

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|                                       | <u>Dec 31, 15</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| 1000 · Cash - ANB                     | 23,214.23               |
| Total Checking/Savings                | <u>23,214.23</u>        |
| Total Current Assets                  | <u>23,214.23</u>        |
| <b>TOTAL ASSETS</b>                   | <b><u>23,214.23</u></b> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Liabilities                           |                         |
| Current Liabilities                   |                         |
| Other Current Liabilities             |                         |
| 2000 · Prepaid - Men                  | 1,675.00                |
| 2200 · Reserved - Kairos              | 435.15                  |
| 2300 · Reserved - Chrysalis           | 477.90                  |
| 2400 · Reserved - Missions            | 1,089.00                |
| 2500 · Reserved - Scholarships        | 4,122.01                |
| 2650 · Reserved - Book Table          | 174.00                  |
| Total Other Current Liabilities       | <u>7,973.06</u>         |
| Total Current Liabilities             | <u>7,973.06</u>         |
| Total Liabilities                     | 7,973.06                |
| Equity                                |                         |
| 3900 · Retained Earnings              | 2,269.44                |
| Net Income                            | <u>12,971.73</u>        |
| Total Equity                          | <u>15,241.17</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <b><u>23,214.23</u></b> |

**Golden Spread Emmaus  
Profit & Loss**

January through December 2015

|                                  | Jan 15         | Feb 15          | Mar 15          | Apr 15          | May 15           | Jun 15           | Jul 15           | Aug 15          | Sep 15           | Oct 15          | Nov 15          | Dec 15          | TOTAL            |
|----------------------------------|----------------|-----------------|-----------------|-----------------|------------------|------------------|------------------|-----------------|------------------|-----------------|-----------------|-----------------|------------------|
| <b>Ordinary Income/Expense</b>   |                |                 |                 |                 |                  |                  |                  |                 |                  |                 |                 |                 |                  |
| <b>Income</b>                    |                |                 |                 |                 |                  |                  |                  |                 |                  |                 |                 |                 |                  |
| 4000 · Team Fees                 | 0.00           | 6,355.50        | 6,723.00        | 6,616.00        | 0.00             | 0.00             | 0.00             | 6,829.00        | 0.00             | 6,530.00        | 6,579.50        | 0.00            | 39,633.00        |
| 4100 · Pilgrim Fees              | 0.00           | 7,205.50        | 6,075.00        | 6,525.00        | 0.00             | 0.00             | 0.00             | 6,525.00        | 0.00             | 8,155.00        | 7,433.00        | 3,279.00        | 45,197.50        |
| 4200 · Book Table (Net of Exp... | 0.00           | 177.00          | 17.01           | 456.12          | -490.13          | 0.00             | 0.00             | 0.00            | 0.00             | 604.00          | -391.78         | -119.32         | 252.90           |
| <b>Total Income</b>              | 0.00           | 13,738.00       | 12,815.01       | 13,597.12       | -490.13          | 0.00             | 0.00             | 13,354.00       | 0.00             | 15,289.00       | 13,620.72       | 3,153.68        | 85,083.40        |
| <b>Expense</b>                   |                |                 |                 |                 |                  |                  |                  |                 |                  |                 |                 |                 |                  |
| 6000 · Room & Board              | 0.00           | 10,770.00       | 8,927.00        | 8,787.00        | 0.00             | 1,288.00         | 0.00             | 9,096.00        | 0.00             | 10,484.00       | 10,047.00       | 0.00            | 59,399.00        |
| 6200 · Copies                    | 0.00           | 47.10           | 48.70           | 141.01          | 0.00             | 0.00             | 0.00             | 48.70           | 0.00             | 141.01          | 48.70           | 0.00            | 475.22           |
| 6300 · Supplies                  | 730.85         | 1,034.05        | 903.28          | 389.67          | 292.07           | 0.00             | 2,407.12         | 215.59          | 1,044.44         | 1,348.42        | 1,694.11        | -455.45         | 9,603.15         |
| 6500 · Upper Room Fees           | 0.00           | 0.00            | 767.00          | 0.00            | 377.00           | 0.00             | 0.00             | 377.00          | 0.00             | 468.00          | 442.00          | 0.00            | 2,431.00         |
| 6600 · Other Costs               | 0.00           | 0.00            | 0.00            | 0.00            | 0.00             | 0.00             | 391.68           | 0.00            | 0.00             | 179.10          | 0.00            | 0.00            | 570.78           |
| 6800 · Insurance                 | 198.83         | 198.83          | 198.83          | 198.83          | 198.83           | 198.83           | 198.83           | 198.83          | 198.83           | 198.83          | 198.83          | 198.83          | 2,386.00         |
| <b>Total Expense</b>             | 929.68         | 12,049.98       | 10,844.81       | 9,516.51        | 867.90           | 1,486.83         | 2,997.63         | 9,936.12        | 1,243.27         | 12,819.36       | 12,430.64       | -257.58         | 74,865.15        |
| <b>Net Ordinary Income</b>       | -929.68        | 1,688.02        | 1,970.20        | 4,080.61        | -1,358.03        | -1,486.83        | -2,997.63        | 3,417.88        | -1,243.27        | 2,469.64        | 1,190.08        | 3,417.26        | 10,218.25        |
| <b>Other Income/Expense</b>      |                |                 |                 |                 |                  |                  |                  |                 |                  |                 |                 |                 |                  |
| <b>Other Income</b>              |                |                 |                 |                 |                  |                  |                  |                 |                  |                 |                 |                 |                  |
| 8000 · Interest Income           | 0.48           | 0.33            | 0.46            | 0.56            | 0.71             | 0.75             | 0.64             | 0.55            | 0.70             | 0.70            | 0.81            | 2.01            | 8.70             |
| 8100 · Candlelight Offering      | 0.00           | 441.60          | 380.80          | 335.20          | 0.00             | 0.00             | 0.00             | 284.80          | 0.00             | 406.85          | 0.00            | 203.00          | 2,057.25         |
| 8200 · Community Offering        | 0.00           | 110.40          | 139.20          | 0.00            | 0.00             | 0.00             | 0.00             | 0.00            | 138.40           | 248.80          | 0.00            | 285.79          | 922.59           |
| 8300 · Mission Donations         | 100.00         | 100.00          | 100.00          | 100.00          | 100.00           | 100.00           | 100.00           | 100.00          | 100.00           | 100.00          | 100.00          | 100.00          | 1,200.00         |
| 8500 · Nametags (Net of Expe...  | 0.00           | 12.25           | 0.00            | 1.00            | 40.50            | 0.00             | 7.00             | 0.00            | 12.25            | 0.00            | 0.00            | 0.00            | 73.00            |
| <b>Total Other Income</b>        | 100.48         | 664.58          | 620.46          | 436.76          | 141.21           | 100.75           | 107.64           | 385.35          | 251.35           | 756.35          | 100.81          | 595.80          | 4,261.54         |
| <b>Other Expense</b>             |                |                 |                 |                 |                  |                  |                  |                 |                  |                 |                 |                 |                  |
| 9000 · Miscellaneous Supplies    | 30.34          | 0.00            | 0.00            | 0.00            | 0.00             | 0.00             | 0.00             | 0.00            | 0.00             | 0.00            | 0.00            | 126.77          | 157.11           |
| 9100 · License & Fees            | 0.00           | 0.00            | 149.85          | 0.00            | 0.00             | 149.85           | 0.00             | 0.00            | 149.85           | 0.00            | 149.85          | 0.00            | 599.40           |
| 9300 · Postage                   | 0.00           | 0.00            | 0.00            | 0.00            | 16.00            | -2.45            | 0.00             | 0.00            | 66.00            | 49.00           | 0.00            | 0.00            | 128.55           |
| 9800 · Returned Checks           | 0.00           | 0.00            | 400.00          | 175.00          | 0.00             | 0.00             | 0.00             | 0.00            | 223.00           | 0.00            | 0.00            | -175.00         | 623.00           |
| <b>Total Other Expense</b>       | 30.34          | 0.00            | 549.85          | 175.00          | 16.00            | 147.40           | 0.00             | 0.00            | 438.85           | 49.00           | 149.85          | -45.23          | 1,508.06         |
| <b>Net Other Income</b>          | 70.14          | 664.58          | 70.61           | 261.76          | 125.21           | -46.65           | 107.64           | 385.35          | -187.50          | 707.35          | -49.04          | 644.03          | 2,753.48         |
| <b>Net Income</b>                | <b>-859.54</b> | <b>2,352.60</b> | <b>2,040.81</b> | <b>4,342.37</b> | <b>-1,232.82</b> | <b>-1,533.48</b> | <b>-2,889.99</b> | <b>3,803.23</b> | <b>-1,430.77</b> | <b>3,176.99</b> | <b>1,141.04</b> | <b>4,061.29</b> | <b>12,971.73</b> |

**Golden Spread Chrysalis**  
**Balance Sheet**  
As of December 31, 2015

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|                                       | <u>Dec 31, 15</u>      |
|---------------------------------------|------------------------|
| <b>ASSETS</b>                         |                        |
| <b>Current Assets</b>                 |                        |
| <b>Checking/Savings</b>               |                        |
| 1000 · Cash - ANB                     | <u>6,876.77</u>        |
| <b>Total Checking/Savings</b>         | <u>6,876.77</u>        |
| <b>Other Current Assets</b>           |                        |
| 1350 · Due From Golden Spread Emmaus  | <u>477.90</u>          |
| <b>Total Other Current Assets</b>     | <u>477.90</u>          |
| <b>Total Current Assets</b>           | <u>7,354.67</u>        |
| <b>TOTAL ASSETS</b>                   | <u><u>7,354.67</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                        |
| <b>Equity</b>                         |                        |
| 3900 · Retained Earnings              | 6,801.92               |
| Net Income                            | <u>552.75</u>          |
| <b>Total Equity</b>                   | <u>7,354.67</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>7,354.67</u></u> |

**Golden Spread Chrysalis  
Profit & Loss**

January through December 2015

|                                    | Jan 15         | Feb 15       | Mar 15       | Apr 15       | May 15        | Jun 15        | Jul 15           | Aug 15         | Sep 15       | Oct 15          | Nov 15      | Dec 15       | TOTAL         |
|------------------------------------|----------------|--------------|--------------|--------------|---------------|---------------|------------------|----------------|--------------|-----------------|-------------|--------------|---------------|
| <b>Ordinary Income/Expense</b>     |                |              |              |              |               |               |                  |                |              |                 |             |              |               |
| <b>Income</b>                      |                |              |              |              |               |               |                  |                |              |                 |             |              |               |
| 4000 · Team Fees                   | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 4,066.00      | 3,850.00         | 0.00           | 0.00         | 0.00            | 0.00        | 0.00         | 7,916.00      |
| 4100 · Caterpillar Fees            | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 3,325.00      | 2,962.50         | 0.00           | 0.00         | 0.00            | 0.00        | 0.00         | 6,287.50      |
| 4200 · Book Table (Net of Exper... | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 224.99        | -218.83          | -34.71         | 0.00         | 0.00            | 0.00        | 0.00         | -28.55        |
| <b>Total Income</b>                | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 7,615.99      | 6,593.67         | -34.71         | 0.00         | 0.00            | 0.00        | 0.00         | 14,174.95     |
| <b>Expense</b>                     |                |              |              |              |               |               |                  |                |              |                 |             |              |               |
| 6000 · Room & Board                | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 6,915.00      | 6,815.00         | 0.00           | 0.00         | 0.00            | 0.00        | 0.00         | 13,730.00     |
| 6300 · Supplies                    | 123.17         | 0.00         | 0.00         | 0.00         | 0.00          | 258.08        | 741.97           | 127.60         | 0.00         | 0.00            | 0.00        | 0.00         | 1,250.82      |
| 6500 · Upper Room Fees             | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 0.00          | 380.00           | 0.00           | 0.00         | 0.00            | 0.00        | 0.00         | 380.00        |
| 6600 · Other Costs                 | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 0.00          | 43.52            | 0.00           | 0.00         | 19.90           | 0.00        | 0.00         | 63.42         |
| <b>Total Expense</b>               | 123.17         | 0.00         | 0.00         | 0.00         | 0.00          | 7,173.08      | 7,980.49         | 127.60         | 0.00         | 19.90           | 0.00        | 0.00         | 15,424.24     |
| <b>Net Ordinary Income</b>         | -123.17        | 0.00         | 0.00         | 0.00         | 0.00          | 442.91        | -1,386.82        | -162.31        | 0.00         | -19.90          | 0.00        | 0.00         | -1,249.29     |
| <b>Other Income/Expense</b>        |                |              |              |              |               |               |                  |                |              |                 |             |              |               |
| <b>Other Income</b>                |                |              |              |              |               |               |                  |                |              |                 |             |              |               |
| 8100 · Candlelight Offering        | 0.00           | 55.20        | 47.60        | 41.90        | 0.00          | 152.00        | 82.00            | 35.60          | 0.00         | 50.86           | 0.00        | 25.00        | 491.16        |
| 8200 · Community Offering          | 0.00           | 13.80        | 17.40        | 0.00         | 0.00          | 0.00          | 0.00             | 0.00           | 17.30        | 31.10           | 0.00        | 30.73        | 115.33        |
| 8600 · Miscellaneous Donations     | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 0.00          | 0.00             | 0.00           | 0.00         | 1,430.00        | 0.00        | 0.00         | 1,430.00      |
| <b>Total Other Income</b>          | 0.00           | 69.00        | 65.00        | 41.90        | 0.00          | 152.00        | 82.00            | 35.60          | 17.30        | 1,511.96        | 0.00        | 61.73        | 2,036.49      |
| <b>Other Expense</b>               |                |              |              |              |               |               |                  |                |              |                 |             |              |               |
| 9100 · License & Fees              | 0.00           | 0.00         | 0.00         | 0.00         | 57.00         | 0.00          | 0.00             | 0.00           | 0.00         | 0.00            | 0.00        | 0.00         | 57.00         |
| 9300 · Postage                     | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 2.45          | 0.00             | 0.00           | 0.00         | 0.00            | 0.00        | 0.00         | 2.45          |
| 9800 · Returned Checks             | 0.00           | 0.00         | 0.00         | 0.00         | 0.00          | 0.00          | 0.00             | 175.00         | 0.00         | 0.00            | 0.00        | 0.00         | 175.00        |
| <b>Total Other Expense</b>         | 0.00           | 0.00         | 0.00         | 0.00         | 57.00         | 2.45          | 0.00             | 175.00         | 0.00         | 0.00            | 0.00        | 0.00         | 234.45        |
| <b>Net Other Income</b>            | 0.00           | 69.00        | 65.00        | 41.90        | -57.00        | 149.55        | 82.00            | -139.40        | 17.30        | 1,511.96        | 0.00        | 61.73        | 1,802.04      |
| <b>Net Income</b>                  | <b>-123.17</b> | <b>69.00</b> | <b>65.00</b> | <b>41.90</b> | <b>-57.00</b> | <b>592.46</b> | <b>-1,304.82</b> | <b>-301.71</b> | <b>17.30</b> | <b>1,492.06</b> | <b>0.00</b> | <b>61.73</b> | <b>552.75</b> |