

Golden Spread Emmaus Board of Directors
Agenda
April 3, 2014
Potter County Sheriff's Office

Call Meeting to Order	Mitch
Opening Prayer	Martha
Treasurer Report	David
Minutes Approval	Carolyn
Walk # 238	Mitch
Walk #239	Pam
Walk # 240	Brian
Chrysalis Update	Brian/Jim
Data Base for Chrysalis	Carolyn
Web Site Update	Carolyn
Safety Issues at Ceta Canyon	Mike
Clergy team issues	Kurt/Donnie
Other Discussion	All
Closing Prayer	Donnie

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Present: Mitch Woodard, Brian Thomas, Jim Crossman, Carolyn Hurt, Pam Stork, Brenda Wilhite, Sharon Alexander, Lisa Crossman, Mark Wood, Kurt Oheim, Eddie Hill, David Dzik, Carol Roller, Mike Richardson, Donnie Allred

Absent: Jaci Chadick, Walt Marlett, Jim Laughlin, Martha Duke

Guest: Roger Radney – Men's Registrar

Meeting called to order by Mitch Woodard

Opening Prayer given by Kurt Oheim

Treasurer's Report

David Dzik distributed copies of the March 31st Balance Sheet and Profit and Loss Statement from January 1 to March 31. On the P&L Statement, he explained that supplies are around \$3,000 for the year. This figure represents supplies for current and future walks. The \$995 in February for Other Costs is for the Tap Tap text messaging system. We are still working on collecting the returned checks.

David also distributed copies of the Chrysalis Balance Sheet for March and the Profit and Loss Statement from January 1 to March 31. David explained again that Chrysalis receives 10% from Candlelight and Community Gatherings. David said he will start showing this on the Balance Sheets so the books will match. In February, \$92.85 in Supplies was for 30 crosses. On the P&L sheet, the charge of \$175.00 in February was for the increase in the cost of our insurance. Motion to accept Treasurer's Report was made by Brian Thomas, seconded by Kurt Oheim.

Minutes Approval

Minutes from the March 6, 2014 board meeting were previously distributed on email. Donnie clarified the issue of Life Star as the county does not have a contract with them, but rather the service was offered to anyone in the county. No other corrections were voiced via email. Motion to accept the minutes was made by Pam Stork and seconded by Sharon Alexander.

Walk #238

Mitch indicated Scott's walk was great. A concern was brought up about Table Leaders and Assistant Table leaders speaking at the Closing Ceremony. Everyone agreed that this was the pilgrim's time and TL's and ATL's should not be giving closing comments. This will be added to the training manual. Even though comments are blessings to all, it is not supported by the Upper Room. Kurt recommended offering the opportunity for a team member to give a short 4th day talk at closing along with a pilgrim. They could also incorporate the need to fill out a new Yes sheet so team members can seek the opportunity to work a walk. It was recommended we bring blank Yes Sheets to each Community Gathering so they can be filled out at that time. Roger will get the sheets to Natalie Lowe to make

copies. Mitch also indicated that several pilgrims left during the medium break on Saturday and went to the falls. The issue of timeliness will be added to the training manual so Lay Directors can encourage pilgrims to stay close to the lodge. Jim Crossman indicated the air conditioner and heater were not working in his room. Mitch will discuss with Mike Wentz. Mitch also indicated the eve lights to Garrison Lodge were not on Thursday nite and Friday morning. Mitch indicated that Ceta explained they were on a timer and since the time change to daylight savings time, they have not updated the timer. Mitch will meet with Mike Wentz about this so he can find out where the timer is located to pass this information along. Mitch also indicated that there were no musicians for the dinner on Saturday night. Carolyn offered to donate a CD player with a docking station that can be used to accommodate CD's and smart phones.

Walk #239

Pam indicated the last team meeting is April 12th. The ALDs are doing a good job. Most of the team fees have been collected.

Walk #240

Brian indicated the first Team meeting is May 17th. The team is full but clergy is not full yet.

Chrysalis Update

Brian indicated the Chrysalis Board is doing good and they are on fire with enthusiasm. Justin Schultz came to one of the meetings to do a devotional and did a skit with the help of his son about dedication and paying attention. A Rush is planned for sometime in May and also a Chick-Fil-A night. Donnie Allred was volunteered to do another pie raffle at a community gathering. Brian indicated that Dawn is struggling to find team members. Mike Richardson indicated he needs one more Table Leader.

Data Base for Chrysalis

The board discussed the issue from last month of a new data base from IMS like the one Emmaus is using and the fees associated with it. Larry Deel, the developer from IMS was willing to give Chrysalis a price break from \$400.00 to \$100.00 for the conversion fee and then charge \$19.95 month to maintain the data base. Questions were raised on who should pay this fee. Suggestions were made for Emmaus to pay the \$100 conversion fee and let Chrysalis be responsible for the monthly fee and others thought Chrysalis should be responsible for the entire amount. David Dzik indicated Chrysalis has plenty of funds to cover both. Motion made by Brian Thomas for Chrysalis to pay both fees and motion was seconded by Sharon Alexander. This will be shared with Chrysalis so contacts can be made between Chrysalis and Larry Deel to start the process if Chrysalis chooses to use this data base system.

Web Site Update

At the March board meeting, everyone agreed on the need for a new web site and volunteers we have had in the past were not meeting our timeline for completing the web site. Jim and Lisa Crossman recommended a retired IT Director from Pampa schools, Lee Carter, as a possible candidate who also does the web site for their church. David Dzik also knew someone. Prices were reviewed from the candidate David recommended along with prices from Lee Carter. Carolyn met with Lee for several hours and outlined our needs and timeline. Lee's proposal was sent to the board via email and the concensus was to accept Lee's proposal. He will charge \$400 for a one time conversion fee. He will

host our website for \$15.00 per month and will teach Carolyn and Roger how to do updates. If we are unable to make the updates he is willing to do that for \$40.00 per hour. Carolyn submitted numerous documents to load on the web site and after 1 ½ weeks the website is loaded. Carolyn did a demonstration of the temporary site. The board was in agreement that this looked much better and more functional than our current web site. Several suggestions for addition of documents were made. Lee indicated he can have this functioning and published by May 1 to unveil at the Community Gathering. Carolyn will work with Lee on finalizing all the documents and will discuss with Lee the need to shut down the current web site a few days before so we can actually go live at the community gathering.

Safety Issues at Ceta Canyon

Mike Richardson has spoken with Randall County, Canyon and Happy Fire Department and they have all volunteered to step up and assist with our medical needs at Ceta Canyon. The board discussed that anyone can call 911, but the staff at 911 determines the mode of transportation. If Life Star is needed, someone from the ambulance company, law enforcement or first response can request Life Star. Mitch will talk to Mike Wence about the coordinates for Life Star. It was also suggested that if there are no medical personnel serving on a team, that we send out an eblast asking for medical coverage for the walk. It was also suggested that we add Paramedic to the medical personnel listing on the Yes Sheet and add a medical personnel and current CPR space on the Team Roster. Carolyn will make these changes and post on the web site.

Clergy Team Issues

Kurt Oheim and Donnie Allred are meeting tomorrow and will discuss issues later with Jim Wilhite.

Other Discussion

Mitch informed everyone that he received an email today from Jim Laughlin resigning from the board. Jim indicated that his time commitments with the symphony are conflicting with Emmaus. The board discussed the need to replace Jim's slot at this time. Motion was made by Kurt Oheim and seconded by Mark Wood to leave the slot vacant until elections later this year. This was the final year of Jim's term on the board.

Donnie Allred expanded the discussion on Life Star. He spoke with Gary Hammond who is the Director of Life Star about coverage for Emmaus walks, candlelight and community gatherings. They will be sending us some information on pricing and coverage. David Dzik will also check with our insurance company about liability coverage for Emmaus events.

Ed Hill brought up a concern about the lack of respect and loud visiting during communion at candlelight. People are talking loudly and laughing and this should be a tranquil time. Kurt indicated the clergy can re-emphasize this during the announcements prior to communion.

Also discussed was the need to remind everyone to observe silence during a pilgrim's testimony at closing. This will be added to the Lay Director training and also announced prior to the pilgrims coming in for closing. Also discussed were sound issues at Candlelight. It was very difficult to hear the music team singing during Candlelight. Kurt indicated he will look at the speaker location and other issues.

Closing Prayer was given by Donnie Allred.

Golden Spread Emmaus
Balance Sheet
As of March 31, 2014

	<u>Mar 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash - ANB	7,752.75
Total Checking/Savings	<u>7,752.75</u>
Other Current Assets	
1400 · Prepaid Insurance	1,612.49
Total Other Current Assets	<u>1,612.49</u>
Total Current Assets	<u>9,365.24</u>
TOTAL ASSETS	<u><u>9,365.24</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 · Prepaid - Men	2,274.00
2100 · Prepaid - Women	3,505.00
2200 · Reserved - Kairos	435.15
2300 · Reserved - Chrysalis	137.33
2400 · Reserved - Missions	485.57
2450 · Reserved - Faith City Miss...	1,050.00
2500 · Reserved - Scholarships	1,047.58
2550 · Reserved - Clark Scholars...	1,774.00
2650 · Reserved - Book Table	299.00
Total Other Current Liabilities	<u>11,007.63</u>
Total Current Liabilities	<u>11,007.63</u>
Total Liabilities	11,007.63
Equity	
3900 · Retained Earnings	341.71
Net Income	-1,984.10
Total Equity	<u>-1,642.39</u>
TOTAL LIABILITIES & EQUITY	<u><u>9,365.24</u></u>

Golden Spread Emmaus
Profit & Loss
January through March 2014

	<u>Jan 14</u>	<u>Feb 14</u>	<u>Mar 14</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Income				
4000 · Team Fees	0.00	5,332.99	4,968.00	10,300.99
4100 · Pilgrim Fees	0.00	6,300.00	6,300.00	12,600.00
4200 · Book Table (Net of Expen...	-94.13	266.98	-93.75	79.10
Total Income	-94.13	11,899.97	11,174.25	22,980.09
Expense				
6000 · Room & Board	0.00	9,880.00	10,101.00	19,981.00
6200 · Copies	0.00	141.34	0.00	141.34
6300 · Supplies	0.00	1,129.46	1,988.93	3,118.39
6500 · Upper Room Fees	0.00	468.00	468.00	936.00
6600 · Other Costs	0.00	995.00	0.00	995.00
6800 · Insurance	179.17	179.17	179.17	537.51
Total Expense	179.17	12,792.97	12,737.10	25,709.24
Net Ordinary Income	-273.30	-893.00	-1,562.85	-2,729.15
Other Income/Expense				
Other Income				
8000 · Interest Income	0.47	0.38	0.35	1.20
8100 · Candlelight Offering	0.00	261.60	416.00	677.60
8200 · Community Offering	0.00	253.60	0.00	253.60
8300 · Mission Donations	100.00	100.00	100.00	300.00
8500 · Nametags (Net of Expense)	0.00	0.00	5.50	5.50
8600 · Miscellaneous Donations	0.00	0.00	293.51	293.51
Total Other Income	100.47	615.58	815.36	1,531.41
Other Expense				
9100 · License & Fees	0.00	0.00	134.85	134.85
9800 · Returned Checks	0.00	-167.00	525.00	358.00
9900 · Miscellaneous Donation	0.00	0.00	293.51	293.51
Total Other Expense	0.00	-167.00	953.36	786.36
Net Other Income	100.47	782.58	-138.00	745.05
Net Income	<u><u>-172.83</u></u>	<u><u>-110.42</u></u>	<u><u>-1,700.85</u></u>	<u><u>-1,984.10</u></u>

Golden Spread Chrysalis

Balance Sheet

As of March 31, 2014

	<u>Mar 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash - ANB	4,512.08
Total Checking/Savings	<u>4,512.08</u>
Other Current Assets	
1350 · Due From Golden Spread Emm...	137.33
Total Other Current Assets	<u>137.33</u>
Total Current Assets	<u>4,649.41</u>
TOTAL ASSETS	<u><u>4,649.41</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2500 · Reserved - Scholarships	700.00
Total Other Current Liabilities	<u>700.00</u>
Total Current Liabilities	<u>700.00</u>
Total Liabilities	700.00
Equity	
3900 · Retained Earnings	4,147.70
Net Income	-198.29
Total Equity	<u>3,949.41</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,649.41</u></u>

Golden Spread Chrysalis
Profit & Loss
January through March 2014

	<u>Jan 14</u>	<u>Feb 14</u>	<u>Mar 14</u>	<u>TOTAL</u>
Ordinary Income/Expense				
Expense				
6300 · Supplies	0.00	92.85	335.62	428.47
6330 · Insurance Expense	0.00	175.00	0.00	175.00
Total Expense	<u>0.00</u>	<u>267.85</u>	<u>335.62</u>	<u>603.47</u>
Net Ordinary Income	0.00	-267.85	-335.62	-603.47
Other Income/Expense				
Other Income				
8100 · Candlelight Offer...	144.39	32.70	52.00	229.09
8200 · Community Offer...	144.39	31.70	0.00	176.09
Total Other Income	<u>288.78</u>	<u>64.40</u>	<u>52.00</u>	<u>405.18</u>
Net Other Income	<u>288.78</u>	<u>64.40</u>	<u>52.00</u>	<u>405.18</u>
Net Income	<u><u>288.78</u></u>	<u><u>-203.45</u></u>	<u><u>-283.62</u></u>	<u><u>-198.29</u></u>