

Golden Spread Emmaus Board of Directors
Agenda
November 20, 2014
Potter County Sheriff's Office

Call Meeting to Order	Mitch
Opening Prayer	Jim
Treasurer Report	David
Minutes Approval	Carolyn
Walk #241 – Brenda Wilhite LD	Jaci
Walk #242 – Tim Spiva LD	Brian
Walk #243 – Tammy Laughlin SD	Lisa
Chrysalis Update	Brian
Safety Issues at Ceta Canyon	Mike
Nominating Committee Update	Pam
<ul style="list-style-type: none">• Change in candidates• Final results• Attendance at Emmaus events	
Technology Updates	Carolyn
<ul style="list-style-type: none">• Web Site Statistics• Prayer Vigil/Agape List• Tap Tap Chrysalis	
Team Selection for Women's Walk 245	Roger
Community Spiritual Director 2015	Donnie
Community Locations for 2015	Mitch
Other Discussion	
<ul style="list-style-type: none">• Replacement of Lanyard	Carolyn
Closing Prayer	Donnie

Golden Spread Emmaus Board of Directors
November 20, 2014
Potter County Sheriff's Office

Present: Mitch Woodard, Brian Thomas, Carolyn Hurt, Pam Stork, Sharon Alexander, David Dzik, Jaci Chadick, Martha Duke, Brenda Wilhite, Kurt Oheim, Carol Roller, Jim Crossman, Lisa Crossman,

Absent: Ed Hill, Mark Wood, Donnie Allred, Mike Richardson, Walt Marlett

Guest: Roger Radney – Men's Registrar

Meeting called to order by Mitch Woodard

Opening Prayer given by Jim Crossman

Treasurer's Report

David distributed copies of the Balance Sheet and P&L Sheet as of October 31, 2014. The Balance Sheet shows a Balance of \$11,138.66. This report includes walk 241 but not 242. On the P&L Sheet, David indicated that in September 1,845.00 went for \$1,200 to the Upper Room and \$675.00 in walk supplies. David also indicated that he has not paid the Upper Room yet for the walk fees for October and November walks. David also announced that he has verified with the Upper Room that the invoices are to come to our P.O. Box, not the Lay Director or previous Lay Directors. We also continue to have \$150.00 in insufficient funds from Debi Chamberlain on pilgrim fees. She continues to communicate that she is working on paying those fees. Motion to accept Treasurer's Report was made by Kurt Oheim and seconded by Pam Stork.

Minutes Approval

Minutes from the September 4, 2014 board meeting were previously distributed on email. No changes were voiced on the minutes. No board meeting was held in October. Motion to accept the September minutes was made by Brian Thomas and seconded by Lisa Crossman.

Walk #241

Lay Director – Brenda Wilhite – IBR – Jaci Chadick

Jaci reported an AMAZING walk – one of the sweetest walks ever! One pilgrim went home on Friday with a sciatic nerve issue and was not able to participate at all. We did assure her that she could attend any walk again to complete the Emmaus experience. Jaci indicated a problem at Ceta with bed bugs in Room 7 of the pilgrim quarters. Ceta did a thorough check, cleaned the entire room, washed all the pilgrims clothing from the room, and moved the pilgrims to another room. Also had 2 team members bit by spiders. Ceta was notified and the exterminator came and sprayed the rooms. Mitch had an extensive discussion with Mike Wentz about the insect problem. Mike indicated they had migrant workers stay in the rooms approximately 2 weeks before the walk.

Walk #242

Lay Director – Tim Spiva – IBR Brian Thomas

Brian also reported an AMAZING walk. He indicated Dying Moments lasted so long that they were 1 ½ hours late for lunch.

Walk #243

Lay Director – Tammy Laughlin – IBR – Lisa Crossman

Lisa reported all is going well. The next team meeting is December 6.

Walk #244

Lay Director – Tom Parr – IBR Mitch Woodard

Mitch reported they have had one team meeting and all is going good.

Chrysalis Update

Brian indicated they did not have a meeting last month, but one is scheduled the week after Thanksgiving. Brian indicated that Jaci Chadick will take over as the board liaison since he will be serving as Emmaus Community Lay Director next year. Brian also voiced concerns about the youth leadership on the Chrysalis board. The person who was responsible for planning the Rush at the October Emmaus Community Gathering did not show up, or notify anyone that he was not coming. The last Chrysalis board meeting was very disorganized. Brian suggested perhaps pairing some of the youth on Chrysalis with a seasoned adult to mentor them.

Safety Issues at Ceta Canyon

Continued discussion on Safety Issues. The board discussed the ongoing safety issues and also the need for medical personnel on the walks. This has been added to the Yes sheets and put in previous newsletters. We will include it in the December Newsletter again as a reminder. They need to have basic first aid skills.

We also reviewed the contract that David Dzik receives from Ceta Canyon. It has a list of responsibilities for both Ceta and Emmaus. The contract also indicates: “all groups must designate one of their members to be a First Aid attendant. All accidents, illnesses and First Aid treatments must be reported to Ceta Canyon Staff before the group departs.” Everyone agreed that the BST Coordinator can serve as the contact person to report any issues. David gave all the contracts to Brian for 2015 to sign.

Nominating Committee Update

There was a change in candidates for the Emmaus Board of Directors that was previously discussed via email. Ken Haney’s name was removed from the Board of Director candidates as he accepted the role of Community Spiritual Director for 2015. Additional names of Scott Sims and Roger Radney were submitted as new candidates.

Final results of voting: 137 people voted - on line, email and mail in ballots

Men:

Scott Sims

Mike Brunson

Tom Parr

Women:
Janet Bilyeu
Deborah Irwin

Mitch will contact all the candidates and let them know the results. He will also invite them to the December Board meeting. Carolyn will list the new board members once Mitch has called everyone.

We also discussed the need to update the Nominating Committee policy. Pam shared the script that the Nominating Committee currently uses when contacting candidates. It was suggested that we add to the script to discuss with potential candidates the need for stressing the importance of attendance at Send Off, Candlelight, Closing and Community Gatherings. It was also stressed that we add that we are a working board and all board members are assigned to a board committee.

Also discussed was the need to bring the names of the potential candidates to the Community Lay Director who will then bring those names to the Board for approval BEFORE they are contacted about serving on the board. Pam will make these changes to the Nominating Committee policy and bring to the December Board meeting for approval.

Technology Updates

Carolyn shared that Lee Carter- our Emmaus Web site designer/host, lost his mother earlier this week. She passed around a sympathy card for all the board to sign. We also sent a plant to the funeral home from the Emmaus Board of Directors. Our thoughts and prayers go out to Lee and his family.

Web site statistics on our web site.

2,483 Unique Visitors for June, 2014
3,033 Unique Visitors for July, 2014
3,958 Unique Visitors for August, 2014
4,123 Unique Visitors for September 2014
4,351 Unique Visitors for October 2014

Prayer Vigil/Agape List

Carolyn conducted training for the BST Coordinators several weeks ago for the new sign up process for the Prayer Vigil/Agape Lists on the web site. Good participation so far. Numerous people have indicated how easy this is to sign up and they are excited that the system sends them an instant message for what they signed up for and adding it to their calendars. This was demonstrated at the November Community Gathering in Vega last week.

Text Messaging for Chrysalis

We have also added Chrysalis to our text messaging program. It is the same process for signing up for Chrysalis messages by texting 71441 and adding Chrysalis as the message.

Team Selection for Women's Walk 245

The Team Selection spread sheets were reviewed for Walk #245 for Janet Bilyeu for April 2015. Motion to approve team lists was made by Brenda Wilhite and seconded by Pam Storck.

Community Spiritual Director 2015

Community Spiritual Director for 2015 is Ken Haney. We will welcome Ken to the Board in December.

Community Locations for 2015

Mitch discussed the need to get this process started for 2015. One of the new board members will be assigned this responsibility. Carolyn will check with Natalie Lowe to see if God of Wonders can host Community Gathering for February 26th.

Other Discussion

At the November men's walk, there were several agape items that had tags with personal names on it. We will put a notice in the December newsletter about anonymous servant hood and not to put personal names on items. The Emmaus reunion groups can list their names, but no person's name.

Also to be added to the newsletter is to stress that if you sign up for agape, it is imperative to be faithful to what you signed up for. The last 2 walks, the BST has had to scramble to get agape items that the persons who signed up for them did not bring.

Brian indicated that someone approached him confidentially and gave him \$1,000 to start a scholarship for pilgrims who cannot pay the walk fee. He also indicated he had \$350.00 extra from donations for Tim's walk for clergy. David indicated we can combine all the scholarship monies into one scholarship fund.

Roger indicated he has reviewed our current Upper Room manuals against the new manuals and there are several changes. He will order new manual inserts for all board members. Everyone going off the board were encouraged to bring their manuals so they can be given to the new board members.

Sharon encouraged everyone to come to the Community Prayer breakfast next Tuesday at 6am.

Carolyn distributed Thank You cards from City Church for the snack food and candy we had left from Women's Walk #241, another from the ALS Guardian Angels for our board donation of \$630.00 in honor of Melanie Allred, and a Thank You card from Melanie Allred.

Closing Prayer was given by Jaci Chadick.

Golden Spread Emmaus
Balance Sheet
As of October 31, 2014

	<u>Oct 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Cash - ANB	10,580.36
Total Checking/Savings	<u>10,580.36</u>
Other Current Assets	
1300 · Petty Cash	200.00
1400 · Prepaid Insurance	358.30
Total Other Current Assets	<u>558.30</u>
Total Current Assets	<u>11,138.66</u>
TOTAL ASSETS	<u>11,138.66</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2000 · Prepaid - Men	1,724.00
2100 · Prepaid - Women	3,030.00
2200 · Reserved - Kairos	435.15
2300 · Reserved - Chrysalis	235.15
2400 · Reserved - Missions	657.21
2450 · Reserved - Faith City Miss...	1,050.00
2500 · Reserved - Scholarships	1,122.58
2550 · Reserved - Clark Scholars...	1,774.00
2650 · Reserved - Book Table	299.00
Total Other Current Liabilities	<u>10,327.09</u>
Total Current Liabilities	<u>10,327.09</u>
Total Liabilities	10,327.09
Equity	
3900 · Retained Earnings	341.71
Net Income	469.86
Total Equity	<u>811.57</u>
TOTAL LIABILITIES & EQUITY	<u>11,138.66</u>

**Golden Spread Emmaus
Profit & Loss**

January through October 2014

	Jan 14	Feb 14	Mar 14	Apr 14	May 14	Jun 14	Jul 14	Aug 14	Sep 14	Oct 14	TOTAL
Ordinary Income/Expense											
Income											
4000 · Team Fees	0.00	5,332.99	4,968.00	5,137.00	0.00	0.00	0.00	6,900.00	0.00	6,325.00	28,662.99
4100 · Pilgrim Fees	0.00	6,300.00	6,300.00	5,950.00	0.00	0.00	0.00	6,750.00	0.00	6,925.00	32,225.00
4200 · Book Table (Net of Expe...	-94.13	266.98	-93.75	-55.59	0.00	0.00	0.00	166.00	-177.77	338.00	349.74
Total Income	-94.13	11,899.97	11,174.25	11,031.41	0.00	0.00	0.00	13,816.00	-177.77	13,588.00	61,237.73
Expense											
6000 · Room & Board	0.00	9,880.00	10,101.00	10,093.00	0.00	0.00	0.00	9,572.00	0.00	10,088.00	49,734.00
6200 · Copies	0.00	141.34	0.00	74.30	0.00	0.00	0.00	0.00	159.80	50.00	425.44
6300 · Supplies	0.00	1,129.46	1,988.93	507.13	31.99	1,154.42	0.00	514.57	1,845.46	850.37	8,022.33
6500 · Upper Room Fees	0.00	468.00	468.00	442.00	0.00	0.00	0.00	390.00	0.00	0.00	1,768.00
6600 · Other Costs	0.00	995.00	0.00	0.00	0.00	0.00	780.00	0.00	0.00	0.00	1,775.00
6800 · Insurance	179.17	179.17	179.17	179.17	179.17	179.17	179.17	179.17	179.17	179.17	1,791.70
Total Expense	179.17	12,792.97	12,737.10	11,295.60	211.16	1,333.59	959.17	10,655.74	2,184.43	11,167.54	63,516.47
Net Ordinary Income	-273.30	-893.00	-1,562.85	-264.19	-211.16	-1,333.59	-959.17	3,160.26	-2,362.20	2,420.46	-2,278.74
Other Income/Expense											
Other Income											
8000 · Interest Income	0.47	0.38	0.35	0.35	0.69	0.50	0.30	0.26	0.69	0.41	4.40
8100 · Candlelight Offering	0.00	261.60	416.00	306.38	0.00	0.00	0.00	318.76	0.00	214.40	1,517.14
8200 · Community Offering	0.00	253.60	0.00	129.60	160.00	0.00	0.00	147.11	0.00	96.80	787.11
8300 · Mission Donations	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,000.00
8500 · Nametags (Net of Expen...	0.00	0.00	5.50	1.75	42.75	0.00	0.00	-59.00	0.00	3.50	-5.50
8600 · Miscellaneous Donations	0.00	0.00	293.51	0.00	0.00	0.00	0.00	0.00	0.00	60.00	353.51
Total Other Income	100.47	615.58	815.36	538.08	303.44	100.50	100.30	507.13	100.69	475.11	3,656.66
Other Expense											
9100 · License & Fees	0.00	0.00	134.85	0.00	0.00	134.85	0.00	0.00	134.85	0.00	404.55
9300 · Postage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	62.00	0.00	62.00
9800 · Returned Checks	0.00	-167.00	525.00	0.00	0.00	0.00	0.00	-150.00	0.00	0.00	208.00
9900 · Miscellaneous Donation	0.00	0.00	293.51	0.00	0.00	0.00	0.00	-60.00	0.00	0.00	233.51
Total Other Expense	0.00	-167.00	953.36	0.00	0.00	134.85	0.00	-210.00	196.85	0.00	908.06
Net Other Income	100.47	782.58	-138.00	538.08	303.44	-34.35	100.30	717.13	-96.16	475.11	2,748.60
Net Income	-172.83	-110.42	-1,700.85	273.89	92.28	-1,367.94	-858.87	3,877.39	-2,458.36	2,895.57	469.86



Dear Mitch Woodard,

Thank you for choosing Ceta Canyon Camp & Retreat Center as your location for your upcoming retreat. Our staff and previous guests believe it is "A Special Place Where God is Experienced and Lives are Changed" and hope you come to feel the same way. Since being a retreat leader comes with many responsibilities I hope the following information helps with your planning. Should you have any questions after looking over the contract, please give me a call.

In an effort to be good stewards of our camp and to keep prices to a minimum we want to make the most of our facilities. Please **thoroughly** review your contract as there have been changes from past years. You will notice that you are financially responsible for 80% of the contracted number of participants. Your 80% will be 53 participants. We are looking not only at overnight guests, but at day use guests as well. You will be charged for the number of people you request to be served at each meal. If you could, please provide a group schedule if you have one available.

Lastly, please set your check-in and check-out times for your lodging and meeting rooms. This affects groups coming before and after you. All Guest List Sheets must be turned in to the front office either in person or in the drop box.

We truly feel blessed to have you as our guest. We look forward to serving you before, during and after your stay.

Sincerely,

Jan warren

Guest Services Assistant

Ceta Canyon Camp and Retreat Center

CETA CANYON CAMP & RETREAT CENTER
"A Special Place Where God Is Experienced and Lives are Changed."

Important Information

OFFICE: Hours are: Weekdays: 8:00 am – 5:00 pm, Saturday: by appointment only, Sunday: closed. The office is on your right hand side when you drop down into the canyon and is the house across from the "Ceta Glen" sign. After hours assistance may be obtained by using the radio "call boxes" located outside the Office, Dining Hall, Trust Center, Garrison Lodge, Picnic Pavilion, Health Center, Sumner Pond, 1st Falls and the Glen Dining Hall. Push & hold the blue button to talk; release to listen. A Ceta Canyon employee will assist you.

EMERGENCIES: Call **911 Randall County EMS** for Ambulance or Fire. **Artificial Electronic Defibrillator's (AED)** are located in the garage entrance of the main office, at the nurses station and the south side of Peacock in the Glen. The **Family Medical Center** is located at **911 23rd Street; Canyon, TX; 79015** and can be reached at **806-655-2104**. All other emergency information is posted in each room throughout camp. **Notify Ceta Canyon staff immediately so we may be of assistance.**

CHECK-IN AND OUT: Room check-in is 6pm; room check-out is before 1pm (*there may be times that we ask you to set your things outside of your room earlier than 1pm*). This is for both meeting rooms and lodge rooms. All group leaders must check-in at the main office when you arrive at camp. Before you leave, the Room Assignment Sheets and Guest Lists must be turned in to the front office in person or in the drop box by the front door. These sheets will be sent with the Confirmation packet.

MEAL TIMES: Breakfast 8:00 * Lunch 12:30 * Supper 6:00
You can contact our chefs at 806-488-2551 or alicia@cetacanyon.org for special dietary needs or meal requests.

POOL TIMES: The pools are open Memorial Day through Labor Day. If you would like to reserve a time please talk with our retreat coordinator for more info. Sundays by special request only.

LINENS/TOWELS: You will need to provide your own bedding / linens / bath accessories. Special arrangements can be made for a set of these items at an additional cost of \$8.00 per person.

PHONES: Cell phones do NOT work in Ceta Canyon! Some buildings do have Wi-Fi access.

MESSAGES: All emergency messages will be delivered immediately. All non-emergency messages will be delivered to the individual in charge of your event at the next meal. The camp office phone number is 806-488-2268 and is answered by an answering machine after business hours. In case of Emergency after hours the answering machine will give you alternate numbers to call.

RESTROOMS: Other than lodging rooms restrooms are in the following locations:

- * In the hallway by Ceta Lodge meeting room
- * In the Wesley Center
- * In the commons area of the Dining Hall
- * In the Tabernacle (north side)
- * In the commons area of the Garrison Retreat Lodge
- * By the Sumner Fishing Pond-Seasonal
- * In the swimming pool bath-house (both pools are seasonal)
- * Outside "the Glen" dining hall-Seasonal
- * In the Glen Recreation Hall-Seasonal

ICE: An ice machine is located in the commons area of Ceta Canyon Dining Hall, the Glen Dining Hall, the commons area at Garrison Retreat Lodge and in the Ceta Lodge kitchenette. These are available for all of our guests.

GIFT SHOP: Gifts and souvenirs are available in the Gift shop. Contact the Guest Service coordinator or on-site Ceta staff to arrange a time for the gift shop to be open.



A SPECIAL PLACE WHERE GOD IS EXPERIENCED
AND LIVES ARE CHANGED.

37201 FM 1721, Happy TX, 79042
Phone: (806) 488-2268 Fax: (806) 488-2594
A United Methodist Ministry

Contract Agreement and Registration Form Overnight Use

OFFICE USE ONLY

Deposit Received \$ _____
Check # _____
Credit Card Info: Exp. / /
Number: _____
Date Contract Received _____
Copy to Food Service _____
Copy to Programming _____

11-3-14 *gmw*

ORGANIZATION		GROUP	
Name	Golden Spread Emmaus	Group Name	Walk to Emmaus 2015
Address	PO Box 50683	Group Leader	Mitch Woodard
City / State / Zip	Amarillo, TX 79159	Type	
Phone		Event	Retreat
Work Phone		DATES	
Fax		Arrival	19-Feb-2015 1:00 pm
E-mail	dzik@suddenlink.net	Departure	22-Feb-2015 7:00 pm

EXPECTED #	DAY USE
86	FEE FOR DAY USE ONLY (per person) \$8.00

ACCOMMODATIONS		MEETING ROOMS		
Rooms	Resource	Starting	Ending	
Garrison Lodge 1, Garrison Lodge 2, Garrison Lodge 3, Garrison Lodge 4, Garrison Lodge 5, Garrison Lodge 6, Garrison Lodge 7, Garrison Lodge 8, Garrison Lodge 9, Garrison Lodge 10, Garrison Lodge 11, Garrison Lodge 12, Garrison Lodge 13, Garrison Lodge 14, Garrison Lodge 15, Garrison Lodge 16, Garrison Lodge 17, Garrison Lodge 18, Garrison Lodge 19, Garrison Lodge 20, Apartment	Trotter Conference Room	Feb 19, 1:00 pm	Feb 22, 7:00 pm	
	Garrison Meeting Room 1	Feb 19, 1:00 pm	Feb 22, 7:00 pm	
	Garrison Meeting Room 2	Feb 19, 1:00 pm	Feb 22, 7:00 pm	
	Dining Hall 3	Feb 19, 1:00 pm	Feb 22, 7:00 pm	
	Apartment	Feb 19, 1:00 pm	Feb 22, 7:00 pm	
	Prayer Chapel	Feb 19, 1:00 pm	Feb 22, 7:00 pm	

CETA CANYON RESERVES THE RIGHT TO CHANGE HOUSING AND MEETING ROOM ARRANGEMENTS AS CONDITIONS WARRANT

PROGRAMS		EXTRAS		
Resource	Starting	Ending		
Linens	Feb 19	Feb 22		

MEALS						
Meal Date	Meal	Time	Location	Number	Notes	
YOU WILL BE CHARGED FOR THE NUMBER OF MEALS THAT ARE REQUESTED AND PREPARED						
Thu. Feb 18	Supper	5:00 PM	Dining Hall	26		
Fri. Feb 20	Breakfast	8:00 AM	Dining Hall	61		
	Lunch	12:00 PM	Dining Hall	61		
	Supper	5:30 PM	Dining Hall	61		
Sat. Feb 21	Breakfast	7:45 AM	Dining Hall	61		
	Lunch	12:00 PM	Dining Hall	61		
	Supper	5:45 PM	Dining Hall	61		
Sun. Feb 22	Breakfast	7:45 AM	Dining Hall	61		
	Lunch	12:00 PM	Dining Hall	61		
	Supper	5:00 PM	Dining Hall	0		

GROUP CHARGES	
Charge Description	Amount
Garrison-Adult; 3N/6M 3-4PO (66 @ \$161.00)	\$10,626.00
Extra Meals, Adult (1 @ \$8.00)	\$8.00
Total Balance	\$10,634.00

If not returned by November 21, 2014 then your request for reservation will no longer be in effect!

gmw

Financial Responsibilities & Reservations

- There is a **20 person minimum** requirement (unless other groups are at camp) to justify opening Ceta Canyon facilities for use. Groups willing to pay for the minimum may come with fewer people.
- This contract is a legally binding agreement. Please thoroughly check over all reservation information, sign and return this contract to guarantee accommodations.
- A **20% deposit is due with the signed contract**. It is the responsibility of the group leader to collect fees from individuals. Worksheets will be mailed with the confirmation letter or may be obtained from Ceta Canyon office. Please return completed worksheets to the camp office or drop box before you depart.
- An additional **40%** of the remaining cost is due **60 days prior** to the event if applicable.
- A **guaranteed minimum number** of fulltime participants (the expected number) are due **60 days prior** to the event. If the contract is made less than 60 days prior to the event, the number of participants on the contract is in effect. If the number of participants exceeds contracted number (if space is available) a 40% deposit of additional charges may apply. If participation falls below the guaranteed minimum of fulltime participants the **financial responsibility is for 80% of the guaranteed minimum number**.
- The remaining balance shall be paid before, during or within 30 days after the event.
- If **60 days before** the contracted event there is a need to change the dates – the deposit may be transferred one time if the event is rescheduled within the calendar year.
- **All deposits are non-refundable**. Exceptions can be requested in writing to the camp management.
- See Safety Guidelines and Important Information forms for additional camp policies.
- Ceta Canyon does not allow smoking in any building. Pets are not allowed on the property.

Ceta Canyon accepts Cash, Money Orders, Checks (business or personal), Visa, and MasterCard.

Indemnity

- The named rental group **indemnifies to the extent allowed by Texas law and hold** Ceta Canyon Camp and Retreat Center, it's employees, servants and agents, Trustees and the Northwest Texas Conference of the United Methodist Church **free and harmless** of and from all liability, damages, judgments, suits, actions, claims, demands, costs, expenses, attorney's fees and compensation arising out of personal injury, death, or property damage sustained in whole or in part by any or all persons in the rental group whatsoever as a result of or arising out of, any act of omission of Ceta Canyon Camp and Retreat Center, its employees, servants and agents, and of the rental group, its agents or employees, or caused by or resulting from any activity incident to the program being conducted by rental group, or use of Ceta Canyon's facilities, or personnel of Ceta Canyon Camp and Retreat Center, or cancellation/closure due to natural disaster and/or emergency or any claim's arising therefrom.

Insurance Requirement

- The group will provide Ceta Canyon Camp & Retreat Center with a **certificate of liability insurance** listing Ceta Canyon Camp & Retreat Center as **additional insured** on said policy prior to the use of camp facilities. A copy of said policy naming Ceta Canyon Camp & Retreat Center must be received by Ceta Canyon prior to the group's arrival. Ask your insurance for an **ACORD 25**.
- Family Reunions do not fall under this category.

Group/Company Insurance Company _____

Policy Number _____

First Aid Attendant Designation

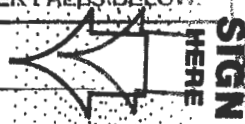
- All groups must designate one of their members to be a First Aid attendant. All accidents, illnesses and First Aid treatments must be reported to Ceta Canyon's Staff before group departs.

Statement

- I have reviewed the arrival dates, times, booked facilities, meals, above stated policies and information. I have informed the group of all camp policies, rules and regulations.
- I agree and understand it to be the official agreement between the listed group and Ceta Canyon Camp & Retreat Center.
- Furthermore, I as the group leader accept responsibility for any negligent acts or damages that may occur while the group is on camp property and release Ceta Canyon Camp and Retreat Center from any and all liability therefore.

A guaranteed minimum number of participants will be due 60 days prior to event.
YOU WILL BE CHARGED FOR 80% OF participants EVEN IF THE ACTUAL NUMBER FALLS BELOW.

Group Leader Signature _____ Date _____



Ceta Canyon Camp _____ Date _____
Representative Signature

CONVERSATIONS FOR PROSPECTIVE
NEW BOARD MEMBERS

Hello, my name is _____.

I am on the Nominating Committee for the Golden Spread Emmaus Board.

Your name has been identified by someone as a wonderful candidate serve on the Board. This is a three year commitment which will begin in January 2014 and continue until December 2016.

The process for selection changed in 2012 and we will be putting the names of the selected candidates on a ballot for the community to vote on. This year we will need to vote on 5 positions that will be vacated from the current board. So we will need 10 people on the ballot. On the ballot we will also require a short biography of your time in Emmaus, what walk you were on, any committees you have served on and any talks you have given along with the title of your position on that particular walk. This will help the community decide who they feel would be best suited to the board position.

We would ask that you prayerfully consider this position. We feel that you would be an asset to the board.

Current

CONVERSATIONS FOR PROSPECTIVE
NEW BOARD MEMBERS

Hello, my name is _____

I am on the Nominating Committee for the Golden Spread Emmaus
Board.

Your name has been identified by someone as a wonderful candidate to serve on
the Board. This is a 3 year commitment which will begin in January _____ and
continue until December _____.

On the ballot we will require a short biography of your time in Emmaus, what
walk you were on, any committees you have served on and any talks you have
given along with the title of your position on that particular walk, along with a
recent picture. This will help the community decide who they feel would be the
best suited to the board position.

We would ask that you prayerfully consider this position. We feel that you would
be an asset to the board.

Proposed