



MEETING MINUTES

Committee Meeting – Boy Scout Troop 883

April 25, 2016



Committee Members Present: Walt Crognale (COR), Marc Fischer (CC), Bob Downing, Rosemary Dragunas, Cindy Knies, Jim Lanier, Jen Metz-Walsch, Christy Truesdale, and Rachel Morey

Guests: Matt Carteaux (SA), Michelle Wolfe (Treasurer), Tim Thimmesch, Ed McCauley, Leslie McCauley, Mark Harris, John Trottman (SA), Barb Jermann, Ellen Savedge, Pam Simon

1) Call to Order/Roll Call

2) Approval of Prior Minutes

3) Committee Chair Report

a) Projects

- i) Troop Process manual (assigned to Marc)
- ii) Budget (Assigned to SM, CC, and Treasurer)
- iii) Monthly financial report (Michelle)
 - (1) Treasurer will prepare a YTD Income Statement for each Committee Meeting – to be published in Meeting Minutes of each meeting
- iv) Develop fundraising plan – purpose and goals
 - (1) Part of our budget process (budget drives the fundraising plan)

b) Adult Positions (Coordinator – Rosemary)

- i) Need to aggressively recruit the right people for the right positions
- ii) Crucial Positions
 - (1) Treasurer – Brian Wolfe may be willing to transition this role from Michelle
 - (2) Fundraising Chair – Jim Lanier might be willing to take on this position
- iii) Filled Positions
 - (1) Training tracking – Ellen Savedge
 - (a) Will track BSA training requirements for leaders + Shield the Vulnerable compliance + Worthy of the Call compliance
 - (2) Quartermaster – Mike Sharpe, Melissa, and Jen

c) Adult Assignments

- i) Evaluate contribution of Committee Members (MC) and ASMs (SA)
 - (1) The committee determined that those MCs and SAs who are not actively involved in the Troop will need to pay their own re-charter costs – or they will not be re-chartered with Troop 883.
- ii) All SAs and MCs should be assigned specific duties

d) Training Requirements

- i) The committee agreed that all existing SAs and MCs need to be fully trained for their position by 12/31/2016. Any registered adult leader who has not completed the required training by 12/31/2016 will not be re-chartered for 2017 (even if they elect to pay their re-charter fees)

- ii) The committee agreed to establish these expectations going forward:
 - (1) SA – fully trained within 8 months of joining (most online)
 - (a) Introduction to Outdoor Leadership Skills (IOLS) (camping weekend)
 - (b) Scoutmaster-specific Training (full day classroom)
 - (2) MC – fully trained within 2 months of joining (all online)

4) Treasurer Report (Michelle)

a) Bank Balances

- i) **Checking account balance:** \$5,538
- ii) **Committed to Scout accounts:** \$4,116
- iii) **Available funds:** \$1,422

b) Review Income Statement

- i) Michelle provided a report on the YTD Income Statement. Going forward, we will provide a copy of the Income Statement with the Meeting Minutes when they are sent to all families.

c) Review Scout Account balances

- i) The committee agreed that we would share the “estimated” Scout account balances as part of our committee meeting report package. For the purpose of maintaining privacy, the Scouts will be identified on the report by their BSA ID number – not by name.

5) Fundraising (Coordinator - _____)

a) Easter Candy

- i) Total candy sales ~ \$8,200 (slightly less than last year)
 - (1) ~ \$5,100 by Scouts - to Scout accounts.
 - (2) ~ \$3,100 was Troop sales through grab & goes
 - (3) ~ \$800 profit to the Troop
- ii) *How much did we end up “eating?”* – about \$150
- iii) *Spread the extra product over all sales v. having the Troop cover the full cost* – the full cost of the \$150 “loss” was absorbed as part of the Troop profits, and it did not in any way impact the profits allocated to Scout accounts
- iv) *Status of remaining candy* – Tim has the candy. The committee suggested sending the remaining candy to the local food bank. Gint/Rosemary will coordinate picking it up from Tim and delivering to food bank.

b) Future Fundraising Options

i) Wreath Sales

- (1) Walt will check with the Knights of Columbus to see if they will be selling wreaths to make sure that this fundraiser is available to the Troop. Tabled by the committee until after summer.

ii) Boy Scout Breakfast

- (1) Scheduled for June 5
- (2) Barb Jermann is heading up this fundraiser
- (3) BSA Fundraising Application prepared – just needs signatures – will be sent next week

iii) BINGO

- (1) Not allowed per BSA guidelines. Tabled.

iv) Fun Run in Sykesville (Fall)

- (1) Michelle will connect with Helene Taylor and Al Grasley to begin a dialogue about this opportunity.

v) Camp Cards

- (1) Jim/Melissa are heading up this fundraiser (\$5 cost - \$2.50 profit)
- (2) Tabled for the time being – “the juice is not worth the squeeze”
- (3) Scouts are invited to sell Camp Cards on their own, but we are not embracing this as a Troop fundraiser

Advancement (Coordinators – Allen, Bob, and Cindy)

c) Recent Advancement

- i) Starting next month, the Advancement Committee will present a report at each Committee meeting

d) Life to Eagle Progress

- i) Starting next month, the Advancement Committee will present a report at each Committee meeting
- ii) Scouts currently working on Eagle Scout Service Projects
 - (a) Nathan Carteaux – project idea generated
 - (b) Matthew Lanier – Project complete. Application confirmed. BOR needs to be scheduled.
 - (c) John Wolfe – project idea generated
 - (d) Dillon Kalmbach – project idea generated
 - (e) Nate Jermann – Project complete. Pending paperwork and BOR
 - (f) Ian Baum – Project complete. Pending paperwork and BOR

6) Troop Service Projects (Coordinator – Tim)

a) The PLC decided to complete these five service projects for this year

- i) Scouting for Food (Jim Lanier) – completed
- ii) Adopt a Road – status? Need coordinator
 - (1) Melissa to review this with the PLC. Can they commit to this?
- iii) Sunday Donuts at St. Joseph’s – completed
- iv) June bike donations
 - (1) Melissa is leading this – what do you need from us?
- v) An additional service project at the church. Walt to contact the church about needs.

7) Scoutmaster’s Report

a) Upcoming Outings

- i) May 20-22 – **DC outing** (rescheduled from December)
 - (1) Melissa – please share with the PLC the feedback we received from the parents that this trip was very expensive. Booked so close to summer camp, many decided they could not do both activities.
- ii) June _____ – **Wilderness survival** weekend
- iii) July – **no Troop outing**
- iv) **Philmont 2016**
- v) **Summer Camp** – July 31 to August 7
 - (1) Pricing
 - (a) Early Bird cost - \$390 (paid by 5/15 - \$ due from families on/before May 7)
 - (b) Full price - \$440
 - (2) Melissa, please chat with the PLC about t-shirts for summer camp.

b) Summer Troop Meetings (Memorial Day to Labor Day)

c) Upcoming Events (Melissa to Broadcast Details to the Troop)

- i) **Carroll Provisional Camp Week at BCMSR** – week of July 4th at Camp Saffran
- ii) **Webelos Woods** - May 6-8 at Reece VFD Carnival Grounds
 - (1) The District needs Boy Scouts to staff stations
- iii) **OA Tap Out** - May 7 at Webelos Woods
- iv) **Life to Eagle Seminar** - April 27 at Mt. Airy Library (7 – 10 PM)
- v) **Eagle's Nest training for SAs**
 - (1) September 10 (St. Mark's Church in Catonsville)
 - (2) Weekend of September 23-25 (Bee Tree Reserve in Parkton)
- vi) **5K Run and Obstacle Course** - July 9 at South Carroll High School
- vii) **Cub Scout Day Camp @ Farm Museum** – June 19-24
 - (1) Need Den Chiefs

8) Old Business

a) Tents and tent replacement

- i) Tabled to allow the new leaders to consider options

b) Worthy of the Call

- i) (Finally!) Received documents from all Scouts who are in the age range (14-17) now – and who will turn 18 in the first half of 2016
- ii) Documents sent to all Scouts turning 14 between July 1 and December 31 - they are expected to fill out and return the forms by mid-May
- iii) Once we have them, the Troop is in compliance until 12/31/2016

9) New Business

- a) When to hold Committee Meetings
 - i) The committee voted to hold committee meetings on the 3rd Monday of each month from 7 PM – 8:30 PM
 - ii) Next meetings in 2016: May 16, June 20, July 18, August 15, September 19, October 17, November 21, December 19
- b) From this point forward payment deadlines (for example, summer camp progress payments) will be listed on the RSVP site as a reminder
- c) The committee discussed opening a PayPal account to make payments easier. We will discuss further at the next meeting.
- d) The next Court of Honor is scheduled for May 23. Melissa, does this work for you?

10) Action items

- a) Signature cards at bank (wait for new treasurer)
- b) Begin Troop Process Manual (Marc)
- c) Create FY 2016 and 2017 budgets (Marc, Melissa, and Michelle)
- d) Are District members required to be registered with a unit?
- e) The committee voted to purchase Quickbooks online at a monthly cost of approximately \$21.56/month. Michelle will purchase the license and coordinate read only access for the Troop "Key 3."

- f) Walt is working with SJCC to determine if we can use a deposit-only debit card
- g) Michelle will investigate moving the banking from BOA to PNC. The church supports this move.
- h) Walt will check with SJCC to determine if we can use online payment (the bank sends the check to the recipient)
- i) Marc will order an exterior sign to be placed along Liberty Road to announce the Boy Scout Breakfast. We will put it out at the Troop meeting before each Boy Scout Breakfast – and then take it back inside when the Boy Scout breakfast is completed.
- j) Barb will chair a Boy Scout Breakfast planning meeting on Monday, May

The next Troop Committee meeting will be Monday, May 16 at 7:00 PM in Room 9

8:19 PM

04/24/16

Accrual Basis

Boy Scout Troop 883
Profit & Loss
 September 1, 2015 through April 24, 2016

Sep 1, '15 - Apr 24, 16

Ordinary Income/Expense	
Income	
Annual Dues	2,475.00
Fundraiser - Camp Cards	50.00
Fundraiser - Easter Candy	9,626.33
Fundraiser - Panera	280.00
Fundraiser - Patches	58.00
Fundraiser - Pelican Cases	780.00
Fundraiser - Scout's Profit	-2,525.12
Martin's Gift Cards	
Gift Cards - Income	5.00
Gift Cards - Scout Accounts	-1,542.50
Gift Cards - Troop	30,850.00
Total Martin's Gift Cards	29,312.50
Outings - December	702.69
Outings - February	1,610.85
Outings - January	219.49
Outings - March	516.52
Outings - November	442.52
Outings - October	242.67
Outings - September	492.72
Recharter Fees (Youth) Income	1,052.00
Total Income	45,336.17
Gross Profit	45,336.17
Expense	
Awards	
Awards - Court of Honor	284.35
Awards - Scout Shop	246.00
Total Awards	530.35
Bank Service Charges	29.25
Campership Costs	31.86
Dues & Memberships	340.00
Fundraising Expense	5,897.09
Gift Cards - Martin's	29,307.50
Gifts	576.53
Insurance Expense	40.00
Meals and Entertainment	
Meals - Training	62.31
Total Meals and Entertainment	62.31
Office Supplies	341.48
Outings Expense	4,051.72
Postage & Delivery	100.60
Recharter Fees (Adult)	728.00
Recharter Fees (Youth)	1,052.00
Recruiting Expense	54.14
Registration & Tags	51.00
Scout Hats and Supplies (New)	301.71
Scout Supplies	219.32
Summer Camp - Adult Leaders	200.00
Summer Camp - Camp Fees	100.00
Training	1,875.00
Travel Expense	714.31
Troop Supplies	590.96
Webhost Account	57.52
Total Expense	47,252.65
Net Ordinary Income	-1,916.48
Net Income	-1,916.48