



MEETING MINUTES

Committee Meeting – Boy Scout Troop 883
October 17, 2016



What is Scouting all about?

<p style="text-align: center;">BSA Mission</p> <p>The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Law.</p>	<p style="text-align: center;">BSA Vision</p> <p>The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Law.</p>
<p style="text-align: center;">Scout Oath</p> <p>On my honor, I will do my best to do my duty to God and my country and to obey the Scout Law; to help other people at all times; to keep myself physically strong, mentally awake, and morally straight.</p>	<p style="text-align: center;">Scout Law</p> <p>A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.</p>

Committee Members Present: Marc Fischer, Bob Downing (BOR), Cindy Knies (BOR), Jim Lanier, Ed McCauley, Jennifer Metz-Walsch,

Committee Members Absent: Allen Ashby (traveling), Trish Barrow, Rosemary Dragunas, Wendy Fischer, Chris Jermann, Rachel Morey, and Ellen Savedge (ill)

Guests: Matt Carteaux (SA), Michelle Wolfe

1) Call to Order/Roll Call

2) **Approval of Prior Minutes** - The committee voted unanimously to approve the minutes of the prior Troop committee meeting in September 2016.

3) Committee Chair Report

a) Projects

i) Troop Process Manual (Marc)

(a) **Approved by Committee and Posted on Troop Website (New)**

(i) Allocating Cost of Patches and Awards from Outings and Activities

ii) Budget (Assigned to SM, CC, and Treasurer)

(1) The committee reviewed and approved the FY 2017 budget – with modifications. The budget document was signed by the COR, Committee Chair, Scoutmaster, and Treasurer, and it has been posted to the Troop website.

(2) The budget assumes we recruit 16 Scouts in spring 2017 – which will necessitate adding two new patrols.

iii) Fundraising plan – purpose and goals

- (1) Part of our budget process (budget drives the fundraising plan)
 - (a) Offset cost of Scouting (summer camp offset, camperships, etc.)
 - (i) Individual Scout sales and group sales
 - (b) Capital expenses
 - (c) Cover cost of high adventure
 - (d) Support Baltimore Area Council and BSA

b) Adult Positions (Coordinator – Rosemary)

- i) We need to aggressively recruit the right people for the right positions

ii) Crucial Positions

- (1) **Treasurer** – Brian Wolfe has agreed to transition this role from Michelle

- (2) **Fundraising Chair** (overall)

- (a) **Fundraising Sub-Chairs** (individual fundraisers)

- (i) **Easter Candy Fundraiser Chair** (Easter is April 16)

1. Show and Sell Sub-Chair

- a. We want to focus on expanding our reach to churches, senior centers, BINGO events, Cub Scout events (Pack meetings/Pinewood Derbies) – instead of selling at local businesses
- b. Pack 883's Pinewood Derby is March 25

- (ii) **Greenery/Poinsettia Sale**

- (iii) **Restaurant Card Sale**

- (iv) **Corn Hole Tournament**

- (v) **Ad Sales for Placemat (pancake breakfasts) and/or Troop trailer**

4) Treasurer Report (Michelle)

a) Bank Balances

- i) **Checking account balance:** \$9,577.86
- ii) **Committed to Scout accounts:** \$5,645.41
- iii) **Available funds:** \$2,390.50

5) Fundraising (Coordinator - _____)

a) Completed Fundraisers

- i) **Boy Scout Breakfast**

- (1) Net Income = \$1,187.50 – \$474.62 = \$712.88

- (a) About \$100 higher than June event

- (b) Increased cost per person

- (c) Fewer donations

- (d) Dramatically lower attendance (108 adults, 49 children, and 8 children under 5 years old)

b) Future Fundraising Events

i) Boy Scout Breakfast (Barb)

- (1) The Troop Committee voted to purchase and donate to SJCC a new wooden high chair and a plastic booster seat at each of the next four (4) pancake breakfasts. Barb will purchase them at Restaurant Depot while shopping for the pancake breakfasts. Each will be marked with a donation sticker from Troop 883.
- (2) Future events: December 11, March 19, and June 11
 - (a) How do we increase attendance?
 - (i) Send home reminder fliers with religious education students

ii) Pelican Cases

- (1) Mark Harris is trying to get more Pelican cases

iii) Wreath/Greenery/Poinsettia Sale

iv) Restaurant Cards

v) Ravens Game Event

vi) Panera Dough for Funds

vii) Corn Hole Tournament

viii) Fun Run in Sykesville (Michelle)

- (1) Michelle will connect with Helene Taylor and Al Grasley to begin a dialogue about this opportunity.
- (2) Parking might pose an issue – need to discuss and resolve
- (3) To what extent do we use Springfield complex – and still have participants shop on Main Street?
- (4) Will need to be a Saturday – Farmer's Market runs through the end of October

ix) Camp Cards

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

x) Leaf Raking

- (1) Fall 2016???
- (2) Earmarked for High Adventure program
- (3) Lynn will investigate

xi) Snow Removal

- (1) Earmarked for High Adventure
- (2) Walt's idea – we will discuss further when he is at the Committee meeting

6) Advancement (Coordinators – Allen, Bob, and Cindy)

a) Court of Honor

- i) The next Court of Honor will be Monday, November 14.

b) Recent Advancement

- ii) No major advancement this month
- iii) Proud Parent pin alternatives
- iv) Treasurer sent a \$250 check to the Scout Store to replenish our Scout Account

c) Life to Eagle Progress

- i) Ian Baum became Troop 883's newest Eagle Scout on September 15
 - (1) Need to update Eagle Scout plaque (Cindy)
- ii) Bob, would you please present a short status update of Eagle Scout candidates at each Committee meeting?
 - (a) **Matthew Lanier** – BOR completed. Appeal pending.
 - (b) **John Wolfe** – Project idea generated. Working to get initial project approval.
 - (c) **Dillon Kalmbach** – Project in progress.
 - (d) **Nate Jermann** – Project complete. Pending paperwork and BOR
 - (e) **Tyler Metz** – Project idea generated.
- iii) Starting now, we have three Eagle Scout Service Project Coaches: Bob Downing, Glenn Gross, and David Benedict. As of today, the Scouts "in the queue" are assigned as follows:

Eagle Scout Service Project Coach:	David Benedict	Glenn Gross	Bob Downing
Email:	sailem@verizon.net	asgross@verizon.net	pegnbob2@comcast.net
Mobile Phone:	410.215.2961	856.313.5531	410.236.1888
Scouts	John W.	Dillon K.	Ian B.
	Michael L.	Myron T.	Eric A.
	Chris S.	Alex S.	Nate J.
			Tyler M.
			Matt L.

7) Troop Service Projects (Coordinator – Tim)

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

i) Completed

- (1) Scouting for Food (Jim Lanier) – completed
- (2) Sunday Donuts at St. Joseph's – completed
- (3) Bike donations – completed
- (4) Adopt a Road (Trish) – completed

ii) In Progress

- (1) SJCC (Walt)
 - (a) Walt to maintain contact with the church about needs.
- (2) Flag retirement (Veteran's Day)
 - (a) Will collect flags in the Cassidy Center after Masses on the weekend of October 30, November 6, and November 13
 - (b) Cindy is working to see if a local funeral home would be willing to respectfully destroy the flags in their crematorium (environmental issues associated with burning petroleum-based flags).
 - (c) Depending upon the number of flags received from SJCC community, we will plan to retire at least some flags at the Court of Honor on November 14.
 - (i) Advertisements in the community to collect flags?
 - (ii) Invite community (including VFW posts and parishioners) to COH for flag retirement?
 - 1. Include veterans in flag retirement?
- (3) Donut Sundays (week prior to pancake breakfasts)

b) Tracking Service Hours

- i) For BSA Advancement (in Troopmaster)
- ii) For Service Learning (forms)
- iii) Tracking on-line with BSA (Journey to Excellence)
- iv) Can Ellen track these?

8) Training Report (Ellen)

a) Upcoming training

- i) ILST – November 12
- ii) Scoutmaster Specific Training
 - (1) 2016: November 19 and December 10
 - (2) 2017: January 21 and February 26
 - (3) <http://www.baltimorebsa.org/programs/specific-saturday-trainings/57465>
- iii) Trainer's EDGE® Development Conference
 - (1) November 5, 2016 and February 4, 2017
 - (2) <http://www.baltimorebsa.org/programs/trainers-edge/39862>
- iv) University of Scouting
 - (1) March 11, 2017 – Carroll Community College
 - (2) <http://www.baltimorebsa.org/programs/university-of-scouting/39855>
- v) Wood Badge
 - (1) Fall 2016 – <http://www.baltimorebsa.org/wood-badge/n6-220-16-2/61593>
 - (2) Spring 2017 - <http://www.baltimorebsa.org/programs/wood-badge/n6-220-17-1/63830>

b) Update on training tracking

- i) Encourage youth and adult leaders to continue training (beyond the basic position-specific training)
- ii) New registrations in progress
 - (1) Ed McCauley – registering as MC and merit badge counselor
 - (a) Processed
 - (2) Glenn Gross – registering as MC
 - (a) Waiting on paperwork
- iii) BSA training requirements for leaders
 - (1) ***The following leaders are NOT compliant for their position, and they will not be able to recharter with the Troop for 2017 unless they are fully compliant:***
 - (a) Gint Dragunas (MC) – will he recharter?
 - (b) Rachel Morey (MC) – will she recharter?
 - (c) Mike Sharpe (SA)
 - (d) Les Simon (SA)
 - (e) Christina Truesdale (MC) – stepping down
- iv) Shield the Vulnerable compliance
 - (1) 100% compliant for all registered adult leaders
- v) Worthy of the Call compliance
 - (1) Compliant through December 31, 2016

9) Scoutmaster's Report (Melissa)

a) Melissa was unable to attend the meeting

b) Upcoming Outings

- i) October 28-30 – Orienteering Competition
- ii) November 11-13 – Backpacking
 - (1) Introduction to Leadership Skills for Troops (ILST) training during outing
- iii) December 9-11 – Troop 78 Cabin & Valley Forge
- iv) January ____ – Cold Weather Wilderness Survival

c) Quartermaster

- i) Melissa requested permission to replace an Easy Up that was damaged at the last outing (~\$50)

10) High Adventure Outings

a) Florida Sea Base (Lee Miller)

- i) Coral Reef Sailing (Crew: CRT081517C) – August 15-21, 2017
 - (1) Financials
 - (a) \$800 deposit already sent (\$100 per person)
 - (b) "Half" deposit (\$6,050) sent October 1 (\$756.25 per person)
 - (c) Remainder (\$6,850) due 90 days before trek (\$856.25 per person)
 - (d) Airfare and ground transportation is extra

b) The Summit (Jen Metz-Walsch)

- (1) Financials
 - (a) Deposit sent (\$100 per person)
 - (b) "Half" deposit due in October

11) Deferred or "Tabled" Items

a) Philmont Purchases

- i) Jen (and the other QMs) will install a hasp and lock on the metal cabinet in the shed. Anything of value will be placed in this locked cabinet to make sure the items do not "disappear."
 - (1) Are we missing any "pocket rocket" stoves?
- ii) Lynn will maintain possession of the items until the cabinet is able to be locked.
- iii) **Action:** need to confirm purchase of items and that the cabinet is secured.

b) Tents

- i) For now, we will defer tent replacement options – driven by the BSA policy limiting the ages of Scouts who can be in the same tent
- ii) We will have to address tents in the spring of 2017 depending upon the number of Scouts who join the Troop

12) For Further Discussion

- a) Venture Crew?
- b) Any Process Manual updates?
- c) Sell open trailer (\$750-\$1,000) – Mark Harris
- d) SPL "term limits?"
- e) Parental involvement – what constitutes "involved?" Point system?
- f) Review Journey to Excellence requirements – and our progress to date
- g) Scout "Banquet" in February – continue? Need someone to coordinate

13) Action Items

a) Recharter

- i) The recharter packet will go out to Scout families very soon. Recharter paperwork is due to Jim Lanier no later than November 30.
- ii) The BSA recharter fee will remain unchanged from prior years:
 - (1) \$24 for National dues

- (2) \$4 per person for insurance
- (3) \$12 for *Boys Life* magazine (if requested)

b) Troop Fee

- i) The Troop Committee discussed at length the issue of annual Troop fees
 - (1) The Troop-level "Cost of Scouting" is approximately \$375 per Scout per year – see the FY 2017 budget for more details.
 - (a) There are opportunities for Scouts to fundraise, but only a handful of Scouts regularly participate in Troop-level fundraising programs. As a result, a small number of Scouts and families shoulder the responsibility to fundraise to support the Troop program.
 - (b) Some families would prefer not to fundraise. Instead, they would prefer to write a single check and not be "bothered with" fundraising.
 - (2) The Troop Committee voted during the Committee Meeting to:
 - (a) Set the Troop fee at \$30 per Scout per month – starting November 1, 2016.
 - (i) Families who elect not to fundraise will not be required to do so. They will simply pay for the cost of Scouting through our annual fee.
 - (ii) To support this change, we are going to look at fundraising a little differently going forward:
 - 1. We are adding additional fundraisers to make it easier for Scouts to earn money to seed their Scout Accounts.
 - 2. In almost every case, we will no longer have "Troop fundraisers." The vast majority of fundraising events will now be designed to go directly to Scout Accounts. The more the Scout works, the more he can offset the cost of Scouting – including outings and high adventure programs.
 - 3. There will be more than enough fundraising opportunities for the Scout to pay for the entire cost of Scouting (including outings and summer camp) over the course of each year.
 - (3) We will discuss this with families at the November Court of Honor (family meeting).

c) Upcoming Outing Costs

- i) Several different fees will be due in May 2017, including:
 - (1) Florida Sea Base
 - (2) The Bechtel Summit
 - (3) Summer camp

d) Treasurer

- i) Signature cards at bank – on hold pending transition to new treasurer (Michelle)
- ii) 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."
- iii) SJCC approved our use of a deposit-only debit card
- iv) The committee voted to move the bank account from BOA to PNC. The church supports this move. We will need to coordinate signature cards: Fr. Neville, COR, CC, and Treasurer
- v) Walt will check with SJCC to determine if we can use online payment (the bank sends the check to the recipient)
- vi) The Committee discussed opening a PayPal account. We will discuss further at the next meeting.

The next Troop Committee meeting will be Monday, November 21 at 7:00 PM in Room 9.

Boy Scout Troop 883

FY 2017 Operating and Capital Expense Budget

September 1, 2016 to August 31, 2017

	Annual Cost Per Person	Number of Scouts/Adults	Total Cost	Notes
INCOME				
Annual Dues - Existing Youth	\$ 76.00	40	\$ 3,040.00	
Annual Dues - New Youth	\$ 85.00	16	\$ 1,360.00	
BSA Registration Fee - Youth	\$ 24.00	40	\$ 960.00	<i>Assumes Webelos who bridge to Troop 883 do not have to pay BSA dues in first year.</i>
BSA Registration Fee - Adults	\$ 24.00	20	\$ 480.00	<i>We will significantly streamline this cost for FY 2017.</i>
Less: Fees for Adults Covered by the Troop			\$ (480.00)	
Boys Life Subscription				<i>Nets to \$0 since everyone pays their own BL costs</i>
Donations			\$ 500.00	
Fundraising				
Easter Candy			\$ 2,500.00	<i>Does not include money that goes into the Scout Accounts.</i>
Pancake Breakfasts	\$ 1,000.00	4	\$ 4,000.00	
Camp Cards				<i>Proceeds from camp card sale are earmarked for Scout Accounts.</i>
Concession Stand - HoCo Theater				<i>Proceeds from concession stand sales are earmarked for Scout Accounts.</i>
Patch Sewing	\$ 5.00	25	\$ 125.00	
Pelican Cases	\$ 50.00	10	\$ 500.00	
Martin's Cards				<i>Proceeds from selling Martin's Cards are earmarked for Scout Accounts.</i>
Other Fundraising			\$ 500.00	
Other income source				
INCOME			\$13,485.00	
PROGRAM EXPENSES				
ADMINISTRATION				
Survey Monkey				<i>No longer pay for Survey Monkey - use free version instead</i>
Bank Fees			\$ 100.00	
QuickBooks Online			\$ 258.72	
Internet and Website			\$ 100.00	
Administrative Expenses			\$ 500.00	
ADVANCEMENT				
Advancement			\$ 1,250.00	
Eagle Scout Courts of Honor	\$ 100.00	6	\$ 600.00	
OUTINGS				
Outing Costs			\$ -	<i>Cost allocations net to \$0</i>
Camperships	\$ 400.00	2	\$ 800.00	<i>Assumes two camperships for \$400 each</i>
Leader Summer Camp Fees	\$ 180.00	4	\$ 720.00	<i>Assumes four leaders at \$200 each</i>
RECRUITING				
Recruiting Costs			\$ 200.00	
RECHARTER				
Registration and Insurance Fees - Youth	\$ 24.00	40	\$ 960.00	

Registration and Insurance Fees - Adults	\$ 24.00	20	\$ 480.00	
Registration Transfer Fees (Bridging)	\$ 1.00	16	\$ 16.00	
Unit Charter Fee			\$ 40.00	

SUPPLIES & EQUIPMENT

Propane and Propane Accessories			\$ 250.00	
First Aid Kit Supplies			\$ 100.00	
Miscellaneous Supplies			\$ 400.00	
Trailer Costs (Registration, Tags, etc.)			\$ 150.00	

TRAINING

Training - Adult			\$ 750.00	Assumes 2 adults to Wood Badge + 2 adults to Powderhorn or Eagle's Nest + miscellaneous training
Training - Youth			\$ 1,000.00	Assumes 4 Scouts to NYLT @ \$180 + miscellaneous training
Troop Training			\$ 200.00	

UNIFORM ITEMS

Neckerchiefs				Purchase more in 2017
Neckerchief Slides	\$ 25.00			Purchase more in 2017
Shoulder Loops	\$ 25.00			Purchase more in 2017
T-Shirts	\$ 300.00			Purchase more in 2017

TOTAL EXPENSES \$ 9,224.72

CASH RESERVES

Contribution Toward Cash Reserves	\$ 1,500.00			Goal: Build a \$5,000 balance within three (3) years
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TOTAL CASH RESERVES \$ 1,500.00

CAPITAL EXPENSES

Tents				
Patrol Equipment	\$ 2,000.00			Assumes 2 new patrols
Cooking Equipment	\$ 250.00			Transition to 5 gallon propane cylinders - either refill 1 pound cylinders or use propane trees
Replacement Trailer				
Miscellaneous Capital Expenses	\$ 500.00			Storage closet and locks for high value assets

TOTAL CAPITAL EXPENSES \$ 2,750.00

INCOME - PROGRAM/CAPITAL EXPENSES - CASH \$ 10.28

NET CASH FLOW \$ 10.28

APPROVALS

Chartered Organization Representative:	Walt Crognale	<i>Walt Crognale</i>
Committee Chair (on behalf of the Troop Committee):	Marc Fischer	<i>P. Fischer</i>
Scoutmaster:	Melissa Reed-Konigsdorffer	<i>Melissa Reed-Konigsdorffer</i>
Treasurer:	Michelle Wolfe	<i>Michelle Wolfe</i>

Boy Scout Troop 883
Profit & Loss
September 1 through October 16, 2016

	Sep 1 - Oct 16, 16
Ordinary Income/Expense	
Income	
Donations	122.50
Fundraisers	
Fundraiser - Pancake Breakfast	1,065.00
Fundraiser - Patches	8.00
Fundraising Expense	-474.62
Total Fundraisers	598.38
Martin's Gift Cards	
Gift Cards - Martin's	-5,082.50
Gift Cards - Scout Accounts	-267.50
Gift Cards - Troop	5,350.00
Total Martin's Gift Cards	0.00
Outings	
Outings - September	443.80
Outings Expense	-339.74
Travel Expense	-84.00
Total Outings	20.06
Total Income	740.94
Gross Profit	740.94
Expense	
Awards	
Awards - Court of Honor	142.68
Awards - Scout Shop	250.00
Total Awards	392.68
Bank Service Charges	3.00
Dues & Memberships	45.00
Postage & Delivery	48.25
Scout Supplies	105.03
Total Expense	593.96
Net Ordinary Income	146.98
Net Income	146.98

Boy Scout Troop 883
Balance Sheet
As of October 16, 2016

	Oct 16, 16
ASSETS	
Current Assets	
Checking/Savings	
Bank of America - Checking	9,577.86
Total Checking/Savings	9,577.86
Total Current Assets	9,577.86
Other Assets	
Deferred Outing Expense	150.00
Total Other Assets	150.00
TOTAL ASSETS	9,727.86
 LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,691.95
Total Accounts Payable	1,691.95
Other Current Liabilities	
Due to Boy Scouts	
Due to Adults	75.47
Due to Scout - 03092000	588.38
Due to Scout - 03112003	691.38
Due to Scout - 03132000	51.38
Due to Scout - 03202002	77.91
Due to Scout - 03232002	317.34
Due to Scout - 04112000	-9.87
Due to Scout - 04242001	114.27
Due to Scout - 04252004	51.57
Due to Scout - 05032004	781.79
Due to Scout - 05112000	271.35
Due to Scout - 05202005	112.87
Due to Scout - 06032005	-54.85
Due to Scout - 06072011	-4.81
Due to Scout - 06262003	156.56
Due to Scout - 07012003	-33.87
Due to Scout - 07031998	63.32
Due to Scout - 07032002	76.79
Due to Scout - 07102002	675.77
Due to Scout - 07182000	249.04
Due to Scout - 08162002	0.84
Due to Scout - 08172004	-128.51

**Boy Scout Troop 883
Balance Sheet
As of October 16, 2016**

Oct 16, 16	
<u>-31.05</u>	Due to Scout - 08282001
-58.51	Due to Scout - 09032003
10.43	Due to Scout - 09172000
129.55	Due to Scout - 09232001
32.89	Due to Scout - 09251998
119.04	Due to Scout - 10212002
71.37	Due to Scout - 11132001
146.71	Due to Scout - 11232004
46.74	Due to Scout - 11271999
13.04	Due to Scout - 11282004
131.89	Due to Scout - 12021999
324.72	Due to Scout - 12071993
544.27	Due to Scout - 12242000
40.20	Due to Scout - 12282001
<u>5,645.41</u>	Total Due to Boy Scouts
	Total Other Current Liabilities
<u>7,337.36</u>	Total Current Liabilities
	Total Liabilities
3,651.48	Equity
	Opening Balance Equity
-1,407.96	Unrestricted Net Assets
146.98	Net Income
<u>2,390.50</u>	Total Equity
<u><u>9,727.86</u></u>	TOTAL LIABILITIES & EQUITY