



# MEETING MINUTES

## Committee Meeting – Boy Scout Troop 883

### May 16, 2016



**Committee Members Present:** Marc Fischer (CC), Ellen Savedge, Jen Metz-Walsch, Jim Lanier, Trish Barrow, and Rachel Morey

**Guests:** Melissa Reed-Konigsdorffer (SM), Matt Carteaux (SA), Michelle Wolfe (Treasurer), Lynn Kalmbach (SA), Ellie Crognale, and Pam Simon

#### 1) Call to Order/Roll Call

#### 2) Approval of Prior Minutes

#### 3) Committee Chair Report

##### a) Projects

i) Troop Process manual (Marc)

(1) In progress. Status:

##### (a) Approved and Posted on Troop Website

(i) Re-chartering Adult Leaders

(ii) Campership Fund

(iii) Adult Leader Training

(iv) Adult Leader Training for Existing Leaders – One Time Catch Up (2016)

(v) Troop Committee Meetings

(vi) Leaders Going to Summer Camp

##### (b) Drafted = Require Committee Approval

(i) Scout Accounts

(ii) Uniforms

(iii) National Youth Leadership Training

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

(1) Preliminary budget completed. Needs more work before being presented to the Committee.

iii) Develop fundraising plan – purpose and goals

(1) Part of our budget process (budget drives the fundraising plan)

(2) Meeting with Ed McCauley re: fundraising strategy

##### 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

#### 4) Treasurer Report (Michelle)

##### a) Bank Balances

- i) **Checking account balance:** \$2,352
- ii) **Committed to Scout accounts:** \$848
- iii) **Available funds:** \$1,504

#### 5) Fundraising (Coordinator - \_\_\_\_\_)

##### a) Future Fundraising Options

###### i) Boy Scout Breakfast (Barb)

- (1) Scheduled for June 5
- (2) Barb Jermann is heading up this fundraiser
- (3) BSA Fundraising Application approved

###### ii) 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

###### iii) 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

###### iv) Leaf Raking

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

###### v) Theater Fundraiser (Matt)

- (1) June 30 and July 1, 2, 3, 6, 7, 8, and 9 – 7 PM/2 PM on Sundays
- (2) Matt reports we cleared about \$400 in prior years
- (3) Earmarked for High Adventure program
- (4) Marc to obtain fundraiser approval from BAC

###### vi) Snow Removal

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

###### vii) Fun Run in Sykesville (Fall)

- (1) Michelle will connect with Helene Taylor and Al Grasley to begin a dialogue about this opportunity.
- (2) Parking needs to be resolved – this could potentially create a parking issue

###### viii) 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)

### a) Recent Advancement

- i) No report.
- ii) Cindy & Allen, would you please present a short advancement update report at each Committee meeting?

### b) Life to Eagle Progress

- i) No report.
- ii) Bob, would you please present a short status update of Eagle Scout candidates at each Committee meeting?
  - (a) Nathan Carteaux – Project idea generated.
  - (b) Matthew Lanier – Project complete. Application confirmed. BOR needs to be scheduled.
  - (c) John Wolfe – Project idea generated. Working to get initial project approval.
  - (d) Dillon Kalmbach – Project idea generated. Working to get initial project approval.
  - (e) Nate Jermann – Project complete. Pending paperwork and BOR
  - (f) Ian Baum – Project complete. Pending paperwork and BOR
  - (g) Tyler Metz – Project idea generated.

## 6) 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)
- (2) Sunday Donuts at St. Joseph's – completed

#### ii) In Progress

- (1) Adopt a Road (Trish)
- (2) June bike donations (Melissa)
  - (a) June 4 – 9 AM to 12 Noon
- (3) SJCC (Walt)
  - (a) Walt to contact the church about needs. Per Tom Schwartz, they will have projects over the summer.

## 7) Training Report (Ellen)

### a) Update on training tracking

- i) Encourage youth and adult leaders to continue training (beyond the basic position-specific training)
  - (1) Eagle's Nest training for SAs
    - (a) September 10 (St. Mark's Church in Catonsville)
    - (b) Weekend of September 23-25 (Bee Tree Reserve in Parkton)
- ii) BSA training requirements for leaders
- iii) Shield the Vulnerable compliance
- iv) Worthy of the Call compliance
  - (1) Compliant through June 30, 2016
  - (2) 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
  - (3) Once we have them, the Troop is in compliance until December 31, 2016.

## 8) Scoutmaster's Report (Melissa)

### a) Upcoming Outings

- i) June 24-26 – **Wilderness Survival** weekend
- ii) July – **no Troop outing**
  - (1) PLC planning a day trip/activity in July
- iii) **Philmont 2016**
- iv) **Summer Camp** – July 31 to August 7
  - (1) Melissa is coordinating t-shirt order
  - (2) Melissa will work with Lynn to schedule swim test
- v) September \_\_\_\_ – C&O Canal cycling
- vi) October \_\_\_\_ – Backpacking
- vii) November \_\_\_\_ – Pioneering/orienteering
- viii) December \_\_\_\_ – Troop 78 cabin & Philadelphia

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

- i) Activity Uniform for summer

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

- i) **Carroll Provisional Camp Week at BCMSR** – week of July 4<sup>th</sup> at Camp Saffran
- ii) **5K Run and Obstacle Course** - July 9 at South Carroll High School
- iii) **Cub Scout Day Camp @ Farm Museum** – June 19-24
  - (1) Need Den Chiefs

## 9) Old Business

### a) Approve Process Manual Updates

### b) PayPal Account

- i) The Committee discussed opening a PayPal account to make payments easier. We will discuss further at the next meeting.

### c) SafeServ

- i) Tim will obtain certification (good for 5 years)

### d) Philmont Purchases

- i) On behalf of the Philmont crew, Lynn required committee approval to purchase certain capital items for use by the Philmont crew and future High Adventure outing
- ii) The Committee agreed to allocate up to \$500 for these purchases
  - (1) 2 backpacking stoves @ \$140 each
  - (2) Stove service kit @ \$30
  - (3) 2 Platypus (water carrier) @ 40 each
  - (4) Water filtration system @ \$100
- iii) 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?
- iv) Lynn will maintain possession of the items until the cabinet is able to be locked.

## 10) New Business

- a) The Committee approved a campership to cover the remaining cost of summer camp for a Scout (after applying the funds from the Scout's fundraising).

## 11) Action items

- a) 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) Walt is working with SJCC to determine if we can use a deposit-only debit card – approved by SJCC after the Committee meeting.
  - iv) Michelle will investigate moving the banking from BOA to PNC. The church supports this move.
  - v) Walt will check with SJCC to determine if we can use online payment (the bank sends the check to the recipient)
- b) Continue Troop Process Manual (Marc)
- c) Finalize FY 2016 and 2017 budgets (Marc, Melissa, and Michelle)
- d) Status of remaining Easter 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.
- e) Marc ordered 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.
- f) Explore Life to Eagle committee and coaches (Marc)

The next Troop Committee meeting will be Monday, June 20 at 7:00 PM in Room 9

**Boy Scout Troop 883**  
**Profit & Loss**  
September 1, 2015 through May 13, 2016

Ordinary Income/Expense	
Income	
Annual Dues	3,070.00
Fundraisers	
Fundraiser - Camp Cards	265.00
Fundraiser - Easter Candy	9,626.33
Fundraiser - Panera	280.00
Fundraiser - Patches	58.00
Fundraiser - Pelican Cases	780.00
Fundraiser - Scout's Profit	-2,632.62
Fundraising Expense	-6,087.08
Total Fundraisers	<u>2,289.63</u>
Martin's Gift Cards	
Gift Cards - Income	5.00
Gift Cards - Martin's	-29,307.50
Gift Cards - Scout Accounts	-1,542.50
Gift Cards - Troop	30,850.00
Total Martin's Gift Cards	<u>5.00</u>
Outings	
Outings - April	214.14
Outings - December	702.69
Outings - February	2,160.75
Outings - January	219.49
Outings - March	516.52
Outings - November	442.52
Outings - October	242.67
Outings - September	492.72
Outings Expense	-4,126.99
Travel Expense	-892.67
Total Outings	<u>-28.16</u>
Recharter Fees (Youth) Income	<u>1,052.00</u>
Total Income	<u>6,388.47</u>
Gross Profit	6,388.47
Expense	
Awards	
Awards - Court of Honor	235.90
Awards - Scout Shop	246.00
Total Awards	<u>481.90</u>
Bank Service Charges	32.25
Campership Costs	193.36
Dues & Memberships	340.00
Gifts	576.53
Insurance Expense	40.00
Office Supplies	341.48
Postage & Delivery	148.85
Recharter Fees (Adult)	728.00
Recharter Fees (Youth)	1,052.00
Recruiting Expense	54.14
Registration & Tags	51.00

**Boy Scout Troop 883**  
**Profit & Loss**  
**September 1, 2015 through May 13, 2016**

Scout Hats and Supplies (New)	301.71
Scout Supplies	267.60
Summer Camp - Adult Leaders	1,080.00
Summer Camp - Camp Fees	0.00
Training	
Training - Adults	330.00
Meals - Training	62.31
Training - Youth	1,545.00
Total Training	<u>1,937.31</u>
Troop Supplies	539.92
Webhost Account	57.52
Total Expense	<u>8,223.57</u>
Net Ordinary Income	<u>-1,835.10</u>
Net Income	<u><u>-1,835.10</u></u>

**Boy Scout Troop 883**  
**Balance Sheet**  
As of May 13, 2016

**ASSETS**

**Current Assets**

**Checking/Savings**

Bank of America - Checking

2,351.71

Total Checking/Savings

2,351.71

Total Current Assets

2,351.71

**Other Assets**

Deferred Outing Expense

100.00

Total Other Assets

100.00

**TOTAL ASSETS**

2,451.71

**LIABILITIES & EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

**Due to Boy Scouts**

Due to Adults

135.47

Due to Scout - 01202003

-106.86

Due to Scout - 03092000

-18.59

Due to Scout - 03112003

115.55

Due to Scout - 03132000

53.01

Due to Scout - 03202002

-12.76

Due to Scout - 03232002

-225.03

Due to Scout - 03282001

-6.19

Due to Scout - 04112000

20.36

Due to Scout - 04242001

93.08

Due to Scout - 04252004

42.58

Due to Scout - 05032004

557.92

Due to Scout - 05112000

123.23

Due to Scout - 05202005

145.50

Due to Scout - 06032005

-372.42

Due to Scout - 06072011

81.24

Due to Scout - 06262003

146.67

Due to Scout - 07031998

45.32

Due to Scout - 07032002

58.55

Due to Scout - 07102002

571.45

Due to Scout - 07182000

-48.88

Due to Scout - 08162002

-389.82

Due to Scout - 08172004

-327.92

Due to Scout - 09032003

41.41

Due to Scout - 09172000

-334.02

Due to Scout - 09232001

129.55

**Boy Scout Troop 883**  
**Balance Sheet**  
**As of May 13, 2016**

Due to Scout - 09251998	32.89
Due to Scout - 10212002	119.04
Due to Scout - 11132001	3.39
Due to Scout - 11232004	17.08
Due to Scout - 11271999	14.64
Due to Scout - 11282004	19.21
Due to Scout - 12021999	56.10
Due to Scout - 12071993	62.83
Due to Scout - 12242000	69.42
Due to Scout - 12282001	35.07
<b>Total Due to Boy Scouts</b>	<b>948.07</b>
<b>Total Other Current Liabilities</b>	<b>948.07</b>
<b>Total Current Liabilities</b>	<b>948.07</b>
<b>Total Liabilities</b>	<b>948.07</b>
<b>Equity</b>	
Opening Balance Equity	3,651.48
Unrestricted Net Assets	-312.74
Net Income	-1,835.10
<b>Total Equity</b>	<b>1,503.64</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,451.71</b>