



Tuesday, April 17, 2018

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 4/17/2018 in the United Methodist Church, Mt. Gretna, Pennsylvania, Mr. Martin presided and Margaret Hopkins acted as Secretary.

A quorum was present including the following: Ted Martin (President), Mary Kopala (Vice-President), Sally Marisic (Treasurer), Margaret Hopkins (Secretary), Pam Bishop, Lisa Carr, Mary Kopala, George Resh, and Tammy Travitz. Kevin Burd, Larry Bowman, and Esther Mefferd were excused.

I. Call to Order, Ted Martin

The Chair called the meeting to order at 6:30 PM, Mr. Martin opened the meeting.

II. Approval of Minutes

- i. Since the Minutes were distributed to Board members prior to the time of this regular monthly meeting, the reading of the Minutes was dispensed with and the revised March Minutes were approved.

III. Treasurer's Report

- i. Sally reported that 25% of the financial year was finished; 98% of professional fees have been paid to date which is why that line is at 98%.
- ii. Sally noted that the truck and tractor costs were high.
- iii. The bank account records have been updated to note the new officers.

IV. Superintendent's Report

- i. Ed was unable to attend the meeting, Ted Martin will include Ed's comments in the B&G report.

V. Committee Reports

A. Communications Committee – Kevin Burd

- i. Gave a public session update.
- ii. Sally passed out his update on the Communications Committee – all questions to be directed to Kevin.
- iii. Will not enter the public session report into the minutes until all the questions from the public session have been answered.
- iv. Ted reported that there were around 35-40 people present at the public session. Kevin presented a powerpoint. Ted is pleased with the session and thinks it bears repeating; it is a good way for people to understand what we are doing and to have conversations. There was opportunity to talk about sewer, water, trees.
- v. The strategic plan and powerpoint will eventually be posted on the website.

B. Finance Committee - Sally Marisic

- i. No meeting, nothing to report.

C. Community Activities Committee – Tammy Travitz

- i. Tammy drafted a contract for the performers this year. Ed is going to require some advance payments for performers.
- ii. Tammy attended the Gretna Arts and Events roundtable. They discussed the "Saving Soldiers Field" campaign.
- iii. The porch sale currently has 10 households signed up. There will be no sale at the pavilion this year. Flyers will be placed in the post office and on porches.
- iv. Don Kensinger contacted Tammy about kids' events.
- v. Tammy met with Chic Rhoads about fundraising for trees.
- vi. Brainstormed about the annual picnic.



- D. Parks & Recreation Committee – Margaret Hopkins
 - i. Earth Day clean-up update.
- E. Ad-Hoc Library Committee – Lisa Carr
 - i. The Chautauqua Foundation awarded \$2,000 to the library.
 - ii. There are two clean-up days planned for the library, May 9 and May 16 at 10am.
 - iii. Postcards are going to be prepared; will be used to send overdue book reminders.
 - iv. 5 more windows are needed. Will be getting an estimate from Mt. Gretna 3 Rs construction. May use the money from the book sale to pay for the work.
 - v. The new sign on Pinch Road was donated by Fred Swarr.
 - vi. One Book, One Community activity will be held August 13th; this year the book is by Maria Snyder, *Poison Study*.
 - vii. There will be coffee at the library on Saturday mornings and on First Fridays.
- F. Ad-Hoc Superintendent Search Committee – Mary Kopala
 - i. 4 applications were received for the position. The committee has met and reviewed the applications and will interview 2 out of the 4. The interviews are to take place on April 23.
 - ii. Applications will be accepted until the position is filled.
- G. Property Ownership Committee – Pam Bishop
 - i. The property ownership committee met on 4/14. They are considering revising the property transfer form as well as revising the contents of the new member welcome packet. They are also planning to have a meeting with local realtors to discuss the property transfer procedure.
 - ii. There are currently 7 properties in the MGCA with for sale signs.
- H. Buildings & Grounds Committee – Ted Martin
 - i. 1st Street sewer project: all MGCA members who will be impacted by the 1st Street sewer project have been notified. Mr. Rehab will be here on the 19th to review the project. The response from 1st Street homeowners has been positive; no one has objected to the lateral clean-out work required. The manholes are in.
 - ii. Library sewer project: waiting for Mr. Rehab for project date.
 - iii. Water tower project: need to determine if we update what we have or join the Mt. Gretna Borough Water Authority. Will have a presentation at the annual meeting.
 - iv. Trees: will have a presentation for the annual meeting.
 - v. Mt. Gretna School of Art: Ted communicated to Jay Noble that the building permit was rejected by the B&G Committee.
 - vi. Building permit application by Andrea George of 5th Street was submitted. The B&G Committee recommended approval of this application, and it was approved via e-mail prior to the evening's meeting.
- I. Ad-Hoc Policy & Procedures Committee – Margaret Hopkins
 - i. Asked committee chairs to start making a list of the policies their particular committees require.
- J. Nominations Committee – Esther Mefferd
 - i. No meeting, nothing to report.
- K. Tabernacle Association – Esther Mefferd
 - i. The Tabernacle Association is working on purchasing a new sound system for the Tabernacle. The Board has met with two different companies who presented their bids; one from Lebanon and one from Mount Joy. There is a considerable difference in price and equipment between the two companies. The estimates will be presented to the Board of Trustees for their evaluation.
- L. Ad-Hoc Archives Committee – George Resh



- i. No meeting, nothing to report.
- M. Executive Committee – Ted Martin
- i. Ted Martin’s monthly community office hours will be moved to the Library once warmer weather arrives, most likely in June.

VI. New Business

- i. On a motion by Sally Marisic, a resolution was unanimously voted on as follows: **RESOLVED**, That the MGCA Board of Managers agrees to release \$6,800 from the Heritage Festival to pay for the music performances (\$1,000 to Iron Lion; \$800 to Vinegar Street Constituency paid in 2017; \$1,000 to Fireside Collective, \$1,500 to Andy Mowatt; and \$2,000 to Corty Byron) and \$500 for advertising expenses.
- ii. On a motion by Mary Kopala, a resolution was discussed and adopted unanimously as follows: **RESOLVED**, That the MGCA Board of Managers authorize Lisa Carr to get estimates for 5 window replacements in the library.
- iii. On a motion by Mary Kopala, a resolution was discussed and adopted unanimously as follows: **RESOLVED**, That the MGCA Board of Managers approved the distribution of \$2,000 from the designated tree fund to pay for landscaper Ryan Fretz to buy and plant several trees in designated areas of the Campmeeting.

VII. Old Business

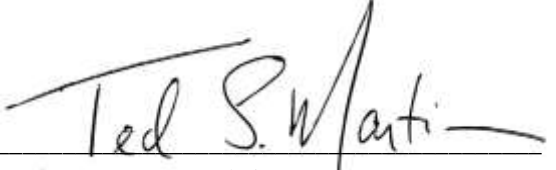
- i. Nothing to report.

Adjournment

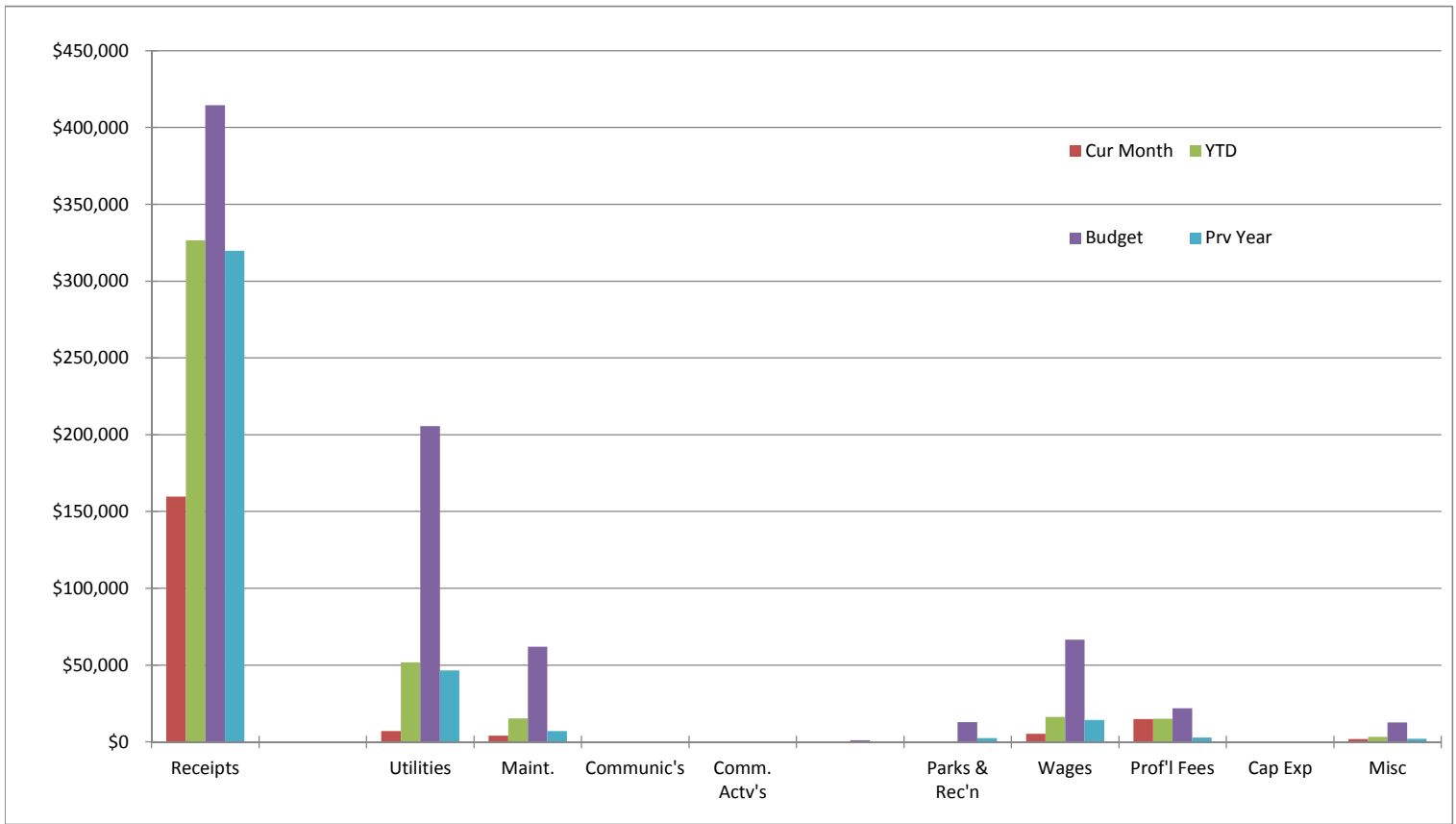
On a motion by Goerge Resh, the meeting was adjourned at 8:10 pm.

The next regular meeting will be held Tuesday, May 15th at 6:30 pm.


Secretary


Chairman

Mt. Gretna Campmeeting Association, Inc.
2018 General Fund Summary Report



March 2018	Cur. Mnth		Year to Date		Budget Actual	Previous Year		
	Actual	% of YTD	Actual	% of Bud.		Actual	\$ Change	%
Income								
Receipts	\$159,780	49%	\$326,639	79%	\$414,418	\$319,746	\$6,893	2%
Disbursements								
Utilities	\$7,132	14%	\$51,639	25%	\$205,500	\$46,475	\$5,164	11%
Maintenance	\$4,115	27%	\$15,204	25%	\$62,000	\$7,097	\$8,108	114%
Communications	\$0		\$0	0%	\$200	\$0	\$0	
Community Activities	\$0		\$0	0%	\$300	\$0	\$0	
Community Library	\$0		\$0	0%	\$1,000	\$0	\$0	
Parks & Recreation	\$0		\$0	0%	\$12,940	\$2,442	(\$2,442)	-100%
Wages and Benefits	\$5,169	32%	\$16,233	24%	\$66,543	\$14,165	\$2,068	15%
Professional Fees	\$14,813	98%	\$15,075	69%	\$21,847	\$2,883	\$12,192	423%
Capital Expenses/Projects	\$0		\$0		\$0	\$0	\$0	
Miscellaneous	\$1,788	56%	\$3,191	25%	\$12,750	\$2,140	\$1,050	49%
Totals	\$33,017		\$101,343	26%	\$383,080	\$75,202	\$26,141	35%
Net Margin	\$126,763		\$225,296		\$31,338	\$244,544	(\$19,248)	-8%

Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
January through March 2018

	<u>Mar 18</u>	<u>Jan - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense					
Income					
Assessments					
Apartment	0.00	825.00	800.00	25.00	103.13%
Garage					
Garage Assessment Discount	-111.90	-247.45	-80.00	-167.45	309.31%
Garage - Other	645.00	3,010.00	3,010.00	0.00	100.0%
Total Garage	533.10	2,762.55	2,930.00	-167.45	94.29%
Home					
Home Assessment Discounts	-3,036.00	-5,626.50	-5,500.00	-126.50	102.3%
Home - Other	161,765.00	311,533.35	393,912.00	-82,378.65	79.09%
Total Home	158,729.00	305,906.85	388,412.00	-82,505.15	78.76%
Penalties	0.00	512.00	500.00	12.00	102.4%
Total Assessments	159,262.10	310,006.40	392,642.00	-82,635.60	78.95%
Rentals					
Garage					
Garage Rental	0.00	10,578.34	10,580.00	-1.66	99.98%
Rental - Garage Discount	0.00	-70.60	-150.00	79.40	47.07%
Total Garage	0.00	10,507.74	10,430.00	77.74	100.75%
Parking	160.00	1,600.00	1,700.00	-100.00	94.12%
Pavilion/Kitchen	0.00	50.00			
Storage Sheds					
Rental - Storage Shed Discount	0.00	-22.90	-32.00	9.10	71.56%
Shed Rental	0.00	2,836.54	3,428.00	-591.46	82.75%
Total Storage Sheds	0.00	2,813.64	3,396.00	-582.36	82.85%
Tabernacle	300.00	650.00	3,000.00	-2,350.00	21.67%
Total Rentals	460.00	15,621.38	18,526.00	-2,904.62	84.32%
Interest Income	39.81	118.65	250.00	-131.35	47.46%
Miscellaneous Receipts					
Historical Plaques	18.00	18.00			
Reimbursed Expenses					
Mulch, Top Soil, Stone	0.00	874.50	500.00	374.50	174.9%
Tabernacle Expense Reimbursemen	0.00	0.00	2,500.00	-2,500.00	0.0%
Total Reimbursed Expenses	0.00	874.50	3,000.00	-2,125.50	29.15%
Total Miscellaneous Receipts	18.00	892.50	3,000.00	-2,107.50	29.75%
Total Income	159,779.91	326,638.93	414,418.00	-87,779.07	78.82%
Gross Profit	159,779.91	326,638.93	414,418.00	-87,779.07	78.82%

Mt. Gretna Campmeeting Profit & Loss Budget vs. Actual January through March 2018

		<u>Mar 18</u>	<u>Jan - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense						
Utilities						
	Electric (Street Lights)	3,774.80	7,475.20	22,000.00	-14,524.80	33.98%
	Garbage	2,985.00	9,112.96	38,000.00	-28,887.04	23.98%
	Sewer	30.85	33,220.81	133,500.00	-100,279.19	24.89%
	Water	341.40	1,830.34	12,000.00	-10,169.66	15.25%
	Total Utilities	7,132.05	51,639.31	205,500.00	-153,860.69	25.13%
Maintenance						
	General Maintenance	944.46	1,573.49	8,000.00	-6,426.51	19.67%
	Garage Maintenance & Util's	43.20	159.79	2,000.00	-1,840.21	7.99%
	Library Bldng Maint. & Util's	22.38	110.25	1,000.00	-889.75	11.03%
	Paving	0.00	0.00	7,500.00	-7,500.00	0.0%
	Recreational Facilities Maint.	22.28	73.45	1,300.00	-1,226.55	5.65%
	Sewer/Water Line Maintenance	0.00	6,613.38	7,500.00	-886.62	88.18%
	Snow Removal	862.08	2,147.24	5,000.00	-2,852.76	42.95%
	Tabernacle Bldng Maint & Util's	33.14	620.11	8,000.00	-7,379.89	7.75%
	Tree Removal & Trimming	2,000.00	2,000.00	18,700.00	-16,700.00	10.7%
	Truck and Tractor Costs	187.00	1,906.55	3,000.00	-1,093.45	63.55%
	Total Maintenance	4,114.54	15,204.26	62,000.00	-46,795.74	24.52%
Communications						
	Newsletter	0.00	0.00	100.00	-100.00	0.0%
	Web-Site	0.00	0.00	100.00	-100.00	0.0%
	Total Communications	0.00	0.00	200.00	-200.00	0.0%
Community Activities						
	Picnic	0.00	0.00	300.00	-300.00	0.0%
	Total Community Activities	0.00	0.00	300.00	-300.00	0.0%
Community Library						
	Community Library	0.00	0.00	1,000.00	-1,000.00	0.0%
Parks & Recreation						
	Recreational Activities & Equip	0.00	0.00	100.00	-100.00	0.0%
	Tree Health/Maintenance	0.00	0.00	12,840.00	-12,840.00	0.0%
	Total Parks & Recreation	0.00	0.00	12,940.00	-12,940.00	0.0%

B&G Committee
Activity Communications Committee
Parks & Rec Committee

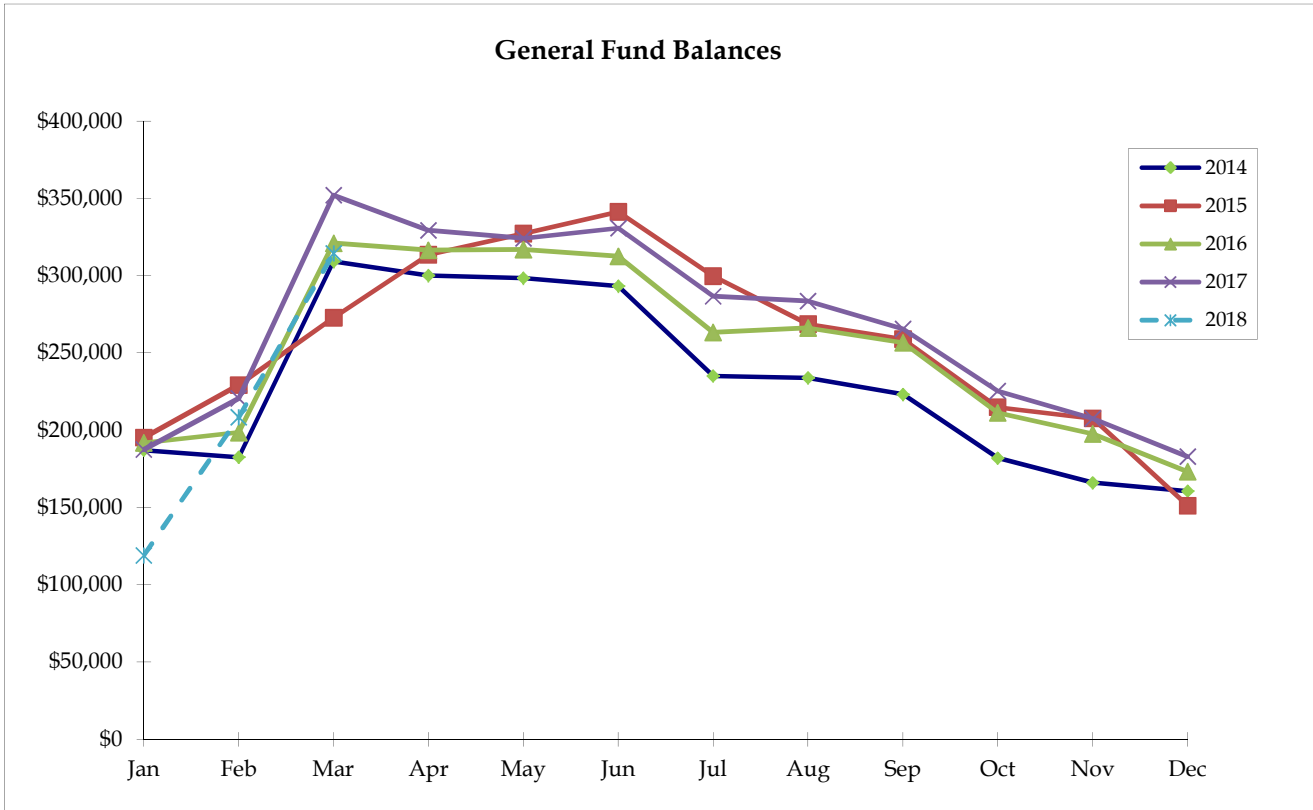
Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
January through March 2018

	<u>Mar 18</u>	<u>Jan - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Wages and Benefits					
Employee Medical Exp Reimb	877.90	2,020.64	4,000.00	-1,979.36	50.52%
Employee Payroll Taxes	427.04	1,407.58	6,128.00	-4,720.42	22.97%
Gross Payroll	3,864.21	12,789.36	55,715.00	-42,925.64	22.96%
Payroll Expenses	0.00	15.74	700.00	-684.26	2.25%
Total Wages and Benefits	<u>5,169.15</u>	<u>16,233.32</u>	<u>66,543.00</u>	<u>-50,309.68</u>	<u>24.4%</u>
Professional Fees					
Accounting	0.00	0.00	2,750.00	-2,750.00	0.0%
Insurance					
Auto	982.00	982.00	1,000.00	-18.00	98.2%
Bus. Catastrophe	2,283.00	2,283.00	2,250.00	33.00	101.47%
Commercial	8,895.00	8,895.00	8,900.00	-5.00	99.94%
Workers Comp	2,653.00	2,653.00	3,947.00	-1,294.00	67.22%
Total Insurance	<u>14,813.00</u>	<u>14,813.00</u>	<u>16,097.00</u>	<u>-1,284.00</u>	<u>92.02%</u>
Legal Fees	0.00	262.25	3,000.00	-2,737.75	8.74%
Total Professional Fees	<u>14,813.00</u>	<u>15,075.25</u>	<u>21,847.00</u>	<u>-6,771.75</u>	<u>69.0%</u>
Miscellaneous					
Administrative costs					
Banking Costs	11.90	110.51	150.00	-39.49	73.67%
Computer	254.38	268.26	300.00	-31.74	89.42%
Office Equipment/Furnishings	0.00	615.40			
Office Supplies	56.94	166.94	400.00	-233.06	41.74%
Postage and Delivery	14.57	191.35	500.00	-308.65	38.27%
Printing and Reproduction	43.03	80.02	1,500.00	-1,419.98	5.34%
Telephone	175.50	526.30	2,100.00	-1,573.70	25.06%
Total Administrative costs	<u>556.32</u>	<u>1,958.78</u>	<u>4,950.00</u>	<u>-2,991.22</u>	<u>39.57%</u>
Contributions - Note 2 Fin Comm	0.00	0.00	2,300.00	-2,300.00	0.0%
Property Taxes	1,231.76	1,231.76	5,500.00	-4,268.24	22.4%
Total Miscellaneous	<u>1,788.08</u>	<u>3,190.54</u>	<u>12,750.00</u>	<u>-9,559.46</u>	<u>25.02%</u>
Total Expense	<u>33,016.82</u>	<u>101,342.68</u>	<u>383,080.00</u>	<u>-281,737.32</u>	<u>26.46%</u>
Net Ordinary Income	126,763.09	225,296.25	31,338.00	193,958.25	718.92%

Executive Committee

Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
 January through March 2018

	<u>Mar 18</u>	<u>Jan - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Other Income/Expense					
Other Income					
Designated Funds					
Capital Project Fund	26.89	78.87			
Tree Maintenance Fund	1.19	3.86			
Total Designated Funds	<u>28.08</u>	<u>82.73</u>			
Restricted Funds					
Heritage Fest'I (Comm Act Comm)					
Her Fest Donations	0.00	564.00			
Heritage Fest'I Expense	0.00	-142.01			
Heritage Fest'I (Comm Act Comm) - Other	0.99	3.19			
Total Heritage Fest'I (Comm Act Comm)	<u>0.99</u>	<u>425.18</u>			
Marlin & Nancy Seiders Memorial	3.63	11.82			
Playground Fund (Recreatn Comm)	0.73	2.38			
Total Restricted Funds	<u>5.35</u>	<u>439.38</u>			
Total Other Income	<u>33.43</u>	<u>522.11</u>			
Net Other Income	<u>33.43</u>	<u>522.11</u>	<u>0.00</u>	<u>522.11</u>	<u>100.0%</u>
Net Income	<u><u>126,796.52</u></u>	<u><u>225,818.36</u></u>	<u><u>31,338.00</u></u>	<u><u>194,480.36</u></u>	<u><u>720.59%</u></u>



Restricted Fund Balances

Heritage Festival Fund	\$11,111
Marlin & Nancy Seiders Fund	\$26,351
Playground Improvement Fund	\$7,973

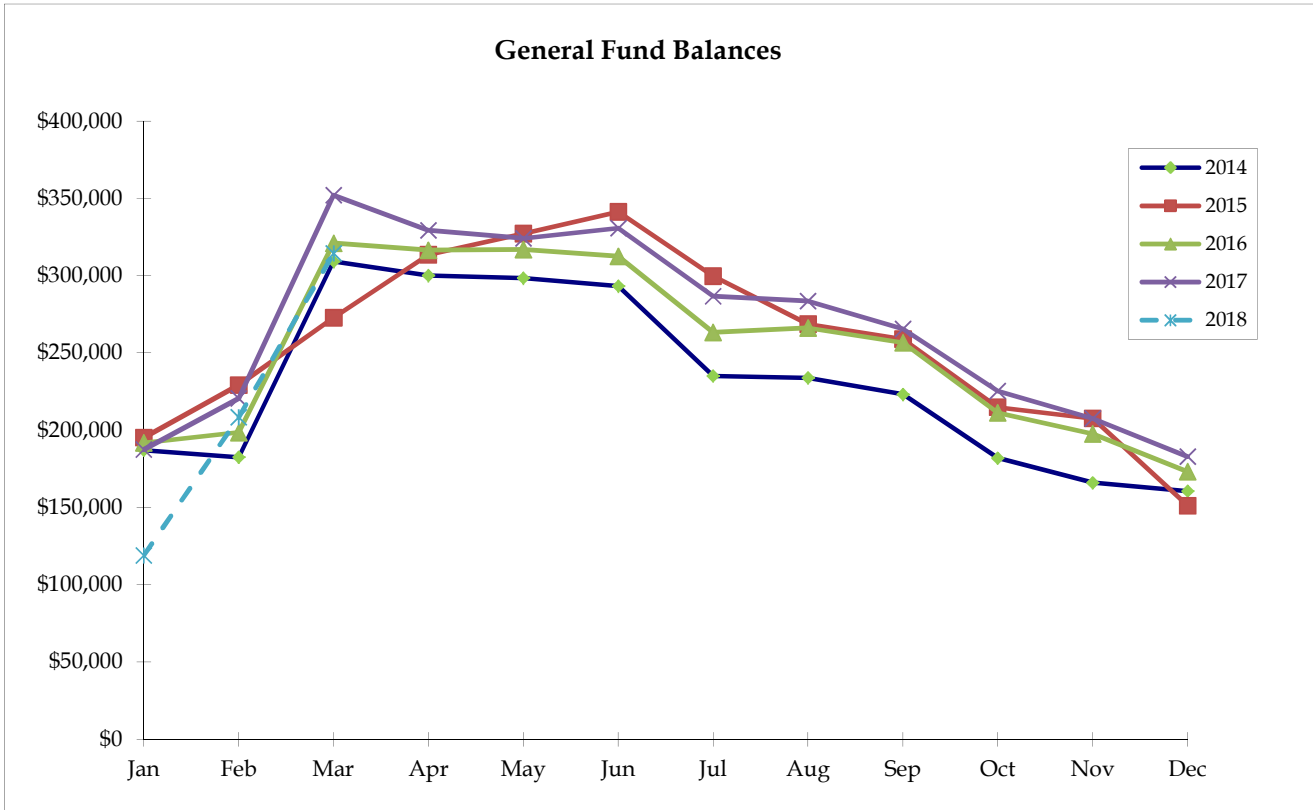
Designated Fund Balances

Capital Project Fund	\$125,192
Library Fund	\$4,483
Tree Maintenance Fund	\$12,931

Late & Delinquent Accounts

As of 31-Mar-18

	Prior Years	2018	Total
Property Assessments	\$2,372	\$0	\$2,372
Rentals	\$0	\$0	\$0
Misc.	\$0	\$0	\$0
			\$2,372



Restricted Fund Balances

Heritage Festival Fund	\$11,111
Marlin & Nancy Seiders Fund	\$26,351
Playground Improvement Fund	\$7,973

Designated Fund Balances

Capital Project Fund	\$125,192
Library Fund	\$4,483
Tree Maintenance Fund	\$12,931

Late & Delinquent Accounts

As of 31-Mar-18

	Prior Years	2018	Total
Property Assessments	\$3,191	\$0	\$3,191
Rentals	\$0	\$0	\$0
Misc.	\$0	\$0	\$0
			\$3,191