



Tuesday, May 15, 2018

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 5/13/2018 in the United Methodist Church, Mt. Gretna, Pennsylvania, Mr. Martin presided.

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

III. Treasurer's Report

- i. One delinquency remains in process with the attorney and court system, everything else is as expected for this point in the year. On a motion from Esther Mefferd, a resolution was adopted unanimously as follows: RESOLVED, That the Board of Managers accepts the April P&L report presented by the Treasurer.

IV. Superintendent's Report

- i. The 1st Street sewer project has been delayed because the problems were worse than originally expected. To date half the line has been cleaned out. Mr Rehab originally anticipated two days to clean out the entire line, and it has been three days to complete about ½ the line. June 11 and 12 are still the dates Mr Rehab expects to insert the liner.
- ii. The sewer project around the library is on schedule. Mr Rehab will need to have equipment on Pinch Road, and as a result we should hire Flagger Force. Flagger Force will not only direct traffic to ensure safety at the corner, but they will also take care of any arrangements with municipalities and/or state agencies and assume all liability for traffic related issues.

V. Committee Reports

A. Communications Committee – Kevin Burd

- i. Kevin is working with the church to get a date for the next community meeting.
- ii. Because there are several time sensitive communications that need to be made to MGCA Members, Kevin proposed that an abbreviated newsletter be prepared to send out as soon as possible in addition to the summer newsletter at a later date. The Board agreed by consensus that this was a good idea.

B. Finance Committee - Sally Marisic

- i. Laura Feather, Secretary of the Mt. Gretna Volunteer Fire Company, told Sally Marisic that the Cicada Festival offers free seats to the volunteers of the Fire Company. Laura suggested that the various Mt. Gretna groups could sponsor the seats for the Fire Company.

C. Community Activities Committee – Tammy Travitz



- i. Ed reported that 5 bands coming in for Heritage Festival, one afternoon show on July 4th and then 4 evening shows. One group is a repeat due to demand. Sponsors are in place for this summer as well as some individual philanthropists. There will be another fundraiser for the Festival next Tuesday. Taco Tuesday, show up and eat and donate to the Heritage Festival – held in the backyard at the Neidigh's.
 - ii. The Porch sale has about 20 homes participating; Chautauqua and the Heights will be participating as well. Chic Rhoads will be distributing maps.
 - iii. The Fire hall has been reserved for the annual meeting on July 28th, starting at noon.
 - iv. The MGCA was contacted by a new Member to the MGCA who is a yoga instructor and would like to offer classes in the Campmeeting starting 2019. Will be meeting with her to discuss details and proposals.
- D. Parks & Recreation Committee – Margaret Hopkins
- i. Chair not present, no report.
- E. Ad-Hoc Library Committee – Lisa Carr
- i. The library received a \$300 donation from the Cicada Festival.
 - ii. The Library has been cleaned and is ready to be opened for the summer season.
- F. Ad-Hoc Superintendent Search Committee – Mary Kopala
- i. Have concluded the initial interviews, four applicants were interviewed. Of the four, one interviewee has withdrawn, and the remaining three are all good candidates. Different candidates have voiced different requests about the nature of the position. Before continuing, the committee is going to get some outside input as to the requirements for a position being exempt vs. non-exempt and hourly vs. salaried. Afterwards, the committee will likely meet with candidates one more time. The hiring procedure is right on schedule.
- G. Property Ownership Committee – Pam Bishop
- i. The committee has scheduled a meeting with local realtors for May 19th to discuss the process of property transfers in the Campmeeting.
 - ii. Barb Myers has offered to join the committee; Pam Bishop has appointed her to the committee as a community member.
- H. Buildings & Grounds Committee – Ted Martin
- i. The committee continues to discuss the water tower project and the pros and cons of going with a water authority. There are many, many details that need to be considered to discern what the best way to move forward is. This matter may be able to be discussed at the annual meeting to get community input.
 - ii. We've developed a system for notifying homeowners when MGCA trees will be coming down.
 - iii. The tree canopy is going to require another serious conversation; the tree canopy questions are growing exponentially. Who do the trees belong to? Do we remove healthy trees? The expense of taking down some of the larger awkwardly placed trees is growing, potentially costing \$7,000-\$8,000.



- iv. Art School building permit for the studio was denied, subsequent conversations have taken place to understand how we can work together so that both organizations can work towards their strategic plan and goals.
- v. Getting estimate for bathroom cleaning at the Tabernacle and pavilion.
- I. Ad-Hoc Policy & Procedures Committee – Margaret Hopkins
 - i. Nothing to report.
- J. Nominations Committee – Esther Mefferd
 - i. Esther asked for suggestions for people to serve on the Board of Managers.
- K. Tabernacle Association – Esther Mefferd
 - i. An ornament is being sold by the Chautauqua with the Tabernacle’s image. This raised several issues about control of the image of the Tabernacle at a Tabernacle Association meeting. We do not want to be too restrictive or heavy handed considering the artistic nature of our community, but the Tabernacle image is still one that should be controlled by the MGCA especially within a profit generating venture. Have reestablished that permission cannot be granted by an individual, but rather approval of a Board.
 - ii. The Tabernacle Association received a grant from the Endowment Committee at the Mt. Gretna United Methodist Church for \$6,700: \$5,000 for the sound system and \$1,700 for refinishing the piano at the Tabernacle.
 - iii. The Tabernacle Association is replacing the sound system at the Tabernacle. They received 5 proposals ranging from \$5,000 to \$20,000. The Trustees met with many professionals to determine what sound system would be the best all-around system to serve the needs of those who use the building now and in the many years to come. The Trustees also sought input from Larry McKenna, Ed Neidigh, Mike Remel, Max Hunsicker and Ceylon Leitzel. The Trustees have awarded the contract to Shenk Audio Design Systems at a cost of \$14,800. \$5,000 will come from an endowment fund, another \$5,000 from the Tab Association, \$2,500 from the Bible Festival. The MGCA Board discussed contributing towards the sound system.
- L. -Hoc Archives Committee – George Resh
 - i. No meeting, nothing to report.
- M. Executive Committee – Ted Martin
 - i. Ted talks “office hours”, which occur the first Saturday of every month, will move to the library for warm weather in June, 10 to noon.
 - ii. Ted has reached out to the Chautauqua’s Larry Roush and Max Hunsicker from the Heights. They have agreed to meet on a regular basis to better understand some of the issues facing various parts of the Gretna communities.
 - iii. We have finished 6 months of the strategic plan. It is time to meet and update it.
 - iv. There will be an Executive Committee meeting scheduled in the near future to discuss the annual meeting and its content.
 - v. The property boundaries within the MGCA is a growing issue. What is MGCA land and what is not? Surveying the MGCA land may be necessary in the future.



VI. New Business

- i. On a motion by Larry Bowman, a resolution was passed unanimously as follows: RESOLVED, That the MGCA Board of Managers release \$2,500 from the Marlin Seiders restricted fund to the Tabernacle Association to be used toward the purchase of a new sound system at the Tabernacle.
- ii. On a motion by Kevin Burd, a resolution was discussed and passed unanimously as follows: RESOLVED, That the MGCA Board of Managers agrees to support the woodcut ornament created by the PA Chautauqua via advertising, but not by sales.
- iii. On a motion by Sally Marisic, a resolution was discussed and passed unanimously as follows: RESOLVED, That the MGCA Board of Managers agrees to donate \$100 to the Cicada Festival to help defray the cost of complimentary seating the Festival offers to volunteer fire fighters from the Mt. Gretna Volunteer Fire Company.
- iv. On a motion by Ted Martin, a resolution was agreed upon unanimously as follows: RESOLVED, That the MGCA Board of Managers agrees to engage Flagger Force to manage traffic flow when Mr Rehab needs to have their equipment on non-MGCA roads to do the library project, to be paid for as a capital expenditure.
- v. On a motion by Larry Bowman, a resolution was agreed upon unanimously as follows: RESOLVED, that the MGCA Board of Managers approves the following individuals, submitted by the Board of Trustees of the Tabernacle Association, to serve as fellow Trustees at the indicated term limit: Tom Heberling (2018), Bob Kettering (2019), Esther Mefferd (2019), Bruce Gettle (2020), and Davie Pierce (2020).

VII. Old Business

- i. None

VIII. MGCA Member Comments

- i. None

Adjournment

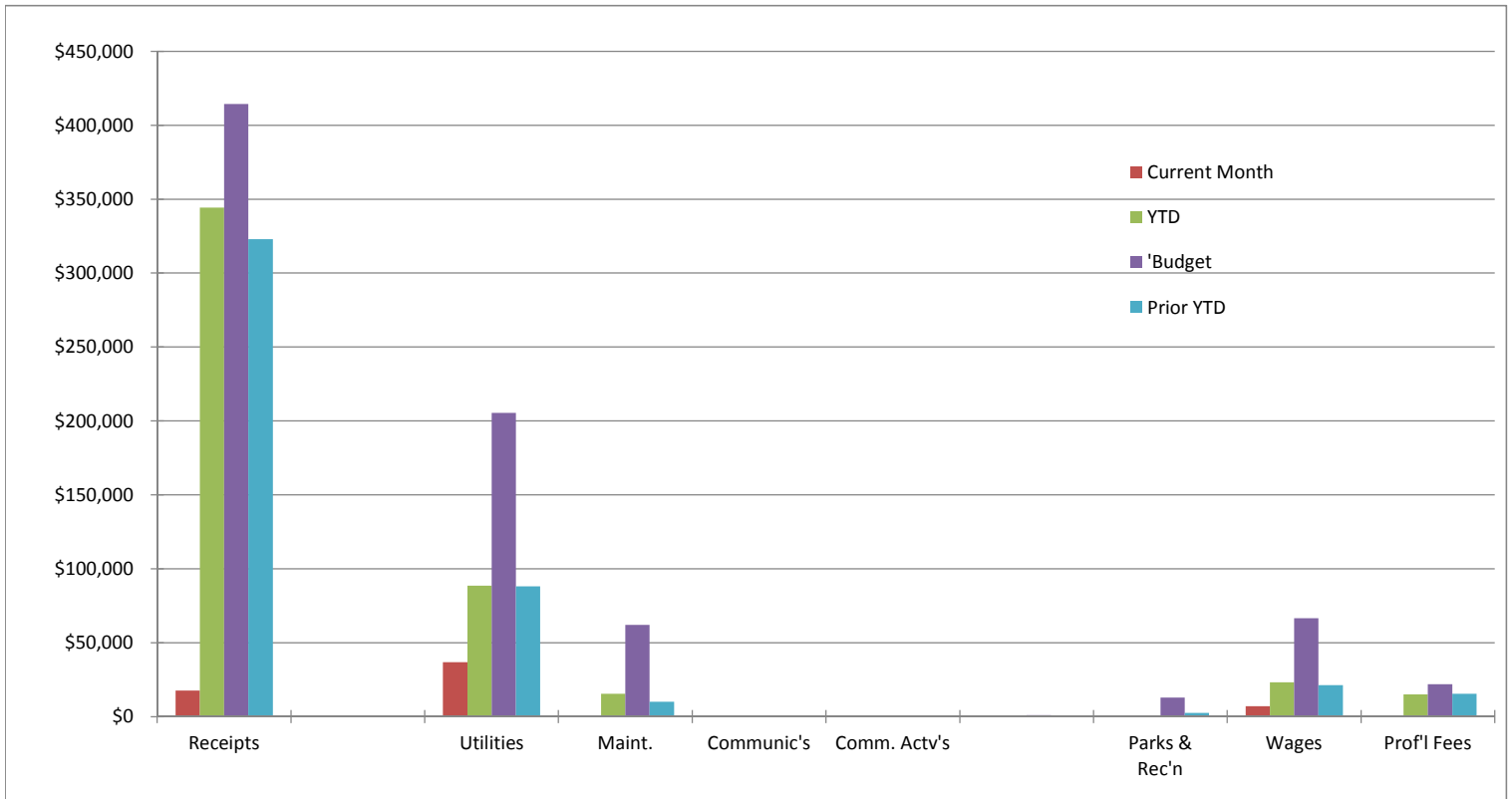
On a motion by Larry Bowman, the meeting was adjourned at 8:30 pm.

The next regular meeting will be held Tuesday, June 19th at 6:30 pm.


Secretary


Chairman

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



April 2018

	<u>Cur. Mnth</u>		<u>Year to Date</u>		<u>Budget</u>	<u>Previous Year</u>		
	Actual	% of YTD	Actual	% of Bud.	Actual	Actual	\$ Change	%
Income								
Receipts	\$17,620	5%	\$344,306	83%	\$414,418	\$322,997	\$21,309	7%
Disbursements								
Utilities	\$36,891	42%	\$88,531	43%	\$205,500	\$88,013	\$518	1%
Maintenance	\$282	2%	\$15,486	25%	\$62,000	\$10,131	\$5,355	53%
Communications	\$0		\$0	0%	\$200	\$0	\$0	
Community Activities	\$0		\$0	0%	\$300	\$0	\$0	
Community Library	\$90	100%	\$90	9%	\$1,000	\$47	\$43	93%
Parks & Recreation	\$0		\$0	0%	\$12,940	\$2,442	(\$2,442)	-100%
Wages and Benefits	\$6,962	30%	\$23,196	35%	\$66,543	\$21,189	\$2,007	9%
Professional Fees	\$0		\$15,075	69%	\$21,847	\$15,418	(\$342)	-2%
Capital Expenses/Projects	\$1,723	100%	\$1,723		\$0	\$0	\$1,723	
Miscellaneous	\$408	11%	\$3,598	28%	\$12,750	\$3,700	(\$102)	-3%
Totals	\$46,356		\$147,699	39%	\$383,080	\$140,940	\$6,759	5%
Net Margin	(\$28,736)		\$196,607		\$31,338	\$182,057	\$14,550	8%

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

	<u>Apr 18</u>	<u>Jan - Apr 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	0.00	-247.45	-80.00	-167.45	309.31%
Garage - Other	-1.00	3,009.00	3,010.00	-1.00	99.97%
Total Garage	<u>-1.00</u>	<u>2,761.55</u>	<u>2,930.00</u>	<u>-168.45</u>	<u>94.25%</u>
Home					
Home Assessment Discounts	-33.00	-5,659.50	-5,500.00	-159.50	102.9%
Home - Other	17,250.00	328,830.35	393,912.00	-65,081.65	83.48%
Total Home	<u>17,217.00</u>	<u>323,170.85</u>	<u>388,412.00</u>	<u>-65,241.15</u>	<u>83.2%</u>
Penalties	0.00	512.00	500.00	12.00	102.4%
Total Assessments	<u>17,216.00</u>	<u>327,269.40</u>	<u>392,642.00</u>	<u>-65,372.60</u>	<u>83.35%</u>
Rentals					
Garage					
Garage Rental	0.00	10,578.35	10,580.00	-1.65	99.98%
Rental - Garage Discount	0.00	-70.60	-150.00	79.40	47.07%
Total Garage	<u>0.00</u>	<u>10,507.75</u>	<u>10,430.00</u>	<u>77.75</u>	<u>100.75%</u>
Parking	160.00	1,760.00	1,700.00	60.00	103.53%
Pavilion/Kitchen	100.00	150.00			
Raised Bed Gardens					
Garden Rental	30.00	30.00			
Total Raised Bed Gardens	<u>30.00</u>	<u>30.00</u>			
Storage Sheds					
Rental - Storage Shed Discount	0.00	-22.90	-32.00	9.10	71.56%
Shed Rental	0.00	2,836.55	3,428.00	-591.45	82.75%
Total Storage Sheds	<u>0.00</u>	<u>2,813.65</u>	<u>3,396.00</u>	<u>-582.35</u>	<u>82.85%</u>
Tabernacle	50.00	700.00	3,000.00	-2,300.00	23.33%
Total Rentals	<u>340.00</u>	<u>15,961.40</u>	<u>18,526.00</u>	<u>-2,564.60</u>	<u>86.16%</u>
Interest Income	54.92	173.57	250.00	-76.43	69.43%

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

	<u>Apr 18</u>	<u>Jan - Apr 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Miscellaneous Receipts					
Hist Picture Book & Posters					
"Listed"	9.47	9.47			
Total Hist Picture Book & Posters	9.47	9.47			
Historical Plaques	0.00	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	9.47	901.97	3,000.00	-2,098.03	30.07%
Total Income	17,620.39	344,306.34	414,418.00	-70,111.66	83.08%
Gross Profit	17,620.39	344,306.34	414,418.00	-70,111.66	83.08%

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

		<u>Apr 18</u>	<u>Jan - Apr 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Expense						
Utilities						
	Electric (Street Lights)	0.00	7,475.20	22,000.00	-14,524.80	33.98%
	Garbage	3,184.99	12,297.95	38,000.00	-25,702.05	32.36%
	Sewer	32,983.22	66,204.03	133,500.00	-67,295.97	49.59%
	Water	723.00	2,553.34	12,000.00	-9,446.66	21.28%
	Total Utilities	36,891.21	88,530.52	205,500.00	-116,969.48	43.08%
Maintenance						
	General Maintenance	57.33	1,630.82	8,000.00	-6,369.18	20.39%
	Garage Maintenance & Util's	0.00	159.79	2,000.00	-1,840.21	7.99%
	Library Bldng Maint. & Util's	0.00	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.	0.00	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	0.00	2,147.24	5,000.00	-2,852.76	42.95%
	Tabernacle Bldng Maint & Util's	0.00	620.11	8,000.00	-7,379.89	7.75%
	Tree Removal & Trimming	0.00	2,000.00	18,700.00	-16,700.00	10.7%
	Truck and Tractor Costs	224.50	2,131.05	3,000.00	-868.95	71.04%
	Total Maintenance	281.83	15,486.09	62,000.00	-46,513.91	24.98%
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	90.07	90.07	1,000.00	-909.93	9.01%
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 Committees
Parks & Rec Committee

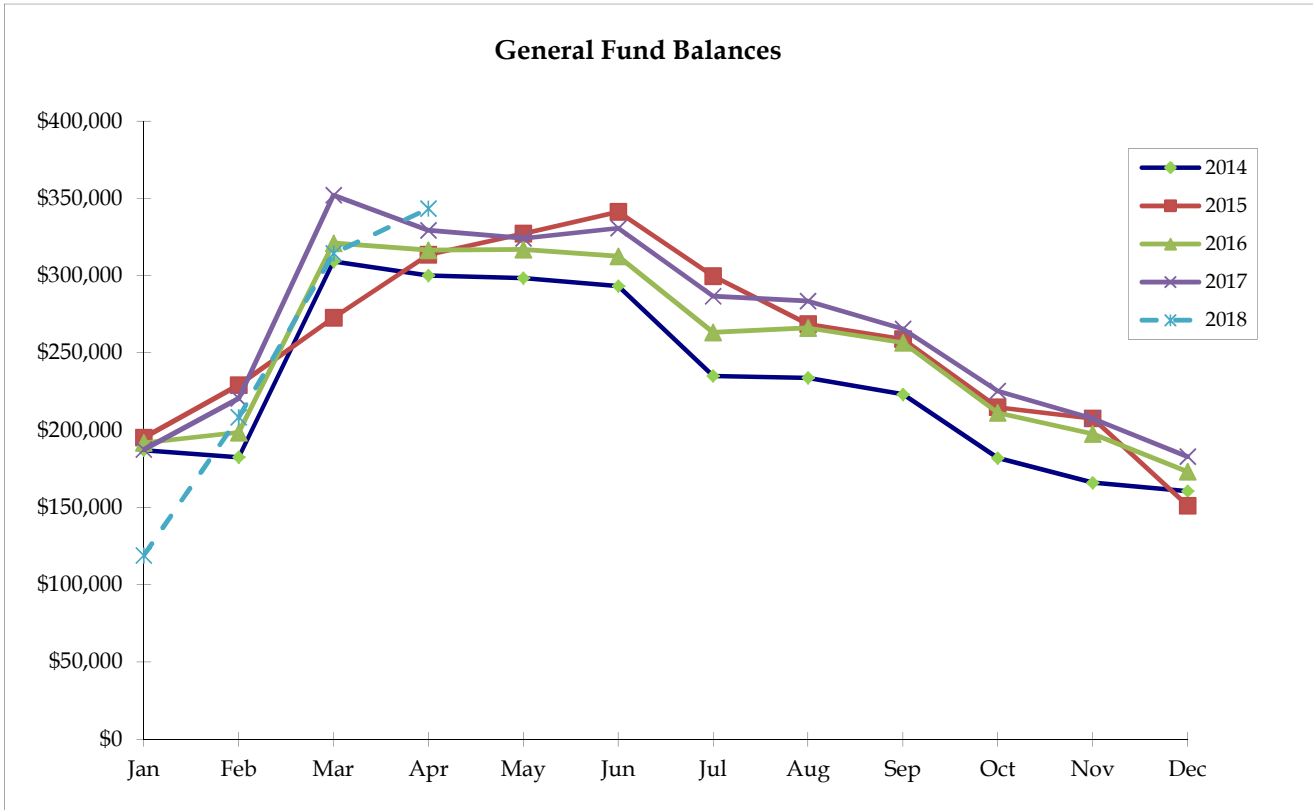
Mt. Gretna Campmeeting
Profit & Loss Budget vs. Actual
January through April 2018

Executive Committee

	<u>Apr 18</u>	<u>Jan - Apr 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Wages and Benefits					
Employee Medical Exp Reimb	491.00	2,511.64	4,000.00	-1,488.36	62.79%
Employee Payroll Taxes	520.46	1,928.04	6,128.00	-4,199.96	31.46%
Gross Payroll	5,281.48	18,070.84	55,715.00	-37,644.16	32.43%
Payroll Expenses	669.49	685.23	700.00	-14.77	97.89%
Total Wages and Benefits	<u>6,962.43</u>	<u>23,195.75</u>	<u>66,543.00</u>	<u>-43,347.25</u>	<u>34.86%</u>
Professional Fees					
Accounting	0.00	0.00	2,750.00	-2,750.00	0.0%
Insurance					
Auto	0.00	982.00	1,000.00	-18.00	98.2%
Bus. Catastrophe	0.00	2,283.00	2,250.00	33.00	101.47%
Commercial	0.00	8,895.00	8,900.00	-5.00	99.94%
Workers Comp	0.00	2,653.00	3,947.00	-1,294.00	67.22%
Total Insurance	0.00	14,813.00	16,097.00	-1,284.00	92.02%
Legal Fees	0.00	262.25	3,000.00	-2,737.75	8.74%
Total Professional Fees	<u>0.00</u>	<u>15,075.25</u>	<u>21,847.00</u>	<u>-6,771.75</u>	<u>69.0%</u>
Capital Expenses/Projects	1,723.18	1,723.18			
Miscellaneous					
Administrative costs					
Banking Costs	0.00	110.51	150.00	-39.49	73.67%
Computer	0.00	268.26	300.00	-31.74	89.42%
Office Equipment/Furnishings	0.00	615.40			
Office Supplies	9.16	176.10	400.00	-223.90	44.03%
Postage and Delivery	196.35	387.70	500.00	-112.30	77.54%
Printing and Reproduction	26.55	106.57	1,500.00	-1,393.43	7.11%
Telephone	175.50	701.80	2,100.00	-1,398.20	33.42%
Total Administrative costs	407.56	2,366.34	4,950.00	-2,583.66	47.81%
Contributions - Note 2 Fin Comm	0.00	0.00	2,300.00	-2,300.00	0.0%
Property Taxes	0.00	1,231.76	5,500.00	-4,268.24	22.4%
Total Miscellaneous	<u>407.56</u>	<u>3,598.10</u>	<u>12,750.00</u>	<u>-9,151.90</u>	<u>28.22%</u>
Total Expense	<u>46,356.28</u>	<u>147,698.96</u>	<u>383,080.00</u>	<u>-235,381.04</u>	<u>38.56%</u>
Net Ordinary Income	-28,735.89	196,607.38	31,338.00	165,269.38	627.38%

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

	<u>Apr 18</u>	<u>Jan - Apr 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	105.76			
Library Fund	2,000.00	2,000.00			
Tree Maintenance Fund	1.19	5.05			
Total Designated Funds	<u>2,028.08</u>	<u>2,110.81</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	1.03	4.22			
Total Heritage Fest'I (Comm Act Comm)	<u>1.03</u>	<u>426.21</u>			
Marlin & Nancy Seiders Memorial	3.64	15.46			
Playground Fund (Recreatn Comm)	0.74	3.12			
Total Restricted Funds	<u>5.41</u>	<u>444.79</u>			
Total Other Income	<u>2,033.49</u>	<u>2,555.60</u>			
Net Other Income	<u>2,033.49</u>	<u>2,555.60</u>	<u>0.00</u>	<u>2,555.60</u>	<u>100.0%</u>
Net Income	<u><u>-26,702.40</u></u>	<u><u>199,162.98</u></u>	<u><u>31,338.00</u></u>	<u><u>167,824.98</u></u>	<u><u>635.53%</u></u>



Restricted Fund Balances

Heritage Festival Fund	\$11,112
Marlin & Nancy Seiders Fund	\$26,355
Playground Improvement Fund	\$7,973

Designated Fund Balances

Capital Project Fund	\$125,219
Library Fund	\$6,483
Tree Maintenance Fund	\$12,932

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