



Tuesday, November 20, 2018

At the regular monthly meeting of the Mt. Gretna Campmeeting Association Board of Managers, held on Tuesday evening, 11/20/2018 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, Larry Bowman, Kevin Burd, George Resh, Esther Mefferd, and Tammy Travitz. Lisa Carr was 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 October Minutes were approved.

III. Treasurer's Report

- i. On a motion made by Larry Bowman and seconded by Esther Mefferd, a resolution was adopted unanimously as follows: RESOLVED, That the Board of Managers accepts the October P&L report presented by the Treasurer.

IV. Superintendent's Report

- i. Leaf cleanup going well considering challenges with heavy winds and a lot of rain. Leaf cleanup has also been hampered by non-leaf items getting mixed into the piles – anything from sticks, to dog poop, to construction debris. Will discuss leaf pick-up areas with the B&G for future years.
- ii. The pump house has been cleaned out, and all water testers certified by Martin Water. There appears to be a small leak in the pump house roof which should be repaired in the near future.
- iii. There may be a way to save the MGCA money by automating the water testing at the pump house. Doug is collecting the details to make a recommendation to the Board.

V. Committee Reports

A. Finance Committee - Sally Marisic

- i. The committee met to produce a draft budget. The budget summary was distributed to the Board. Some information is still outstanding for final budget proposal such as sewer authority rate and the trash bid for 2019. The current budget lines for those items include 2-3% increase. One of the budget goals is to increase money for the Capital Fund without a special assessment. The budget includes recommending the removal of early pay discounts for all items other than the home assessment. Suggested rental fees were increased both for garages, sheds, and wedding events in the Tabernacle. Garage and shed rentals increased by around 20% to get them closer to the going rate in Lebanon County.

B. Special Committee on Rentals – John Green

- i. The committee has been continually working to refine their proposal. The committee will make a brief presentation of their recommendations at the public meeting in early December, will meet



with the Executive Committee to refine their proposals, and present a final draft to the Board for a first reading and potential vote to change the Rules & Regulations at the December board meeting.

- C. Communications Committee – Kevin Burd
 - i. The next public session (community information meeting) will be held on December 8th from 2-4pm. A flyer will be e-mailed and mailed to the MGCA in the next few days.
 - ii. The next Board meeting is December 18th; newsletter articles due in by noon on December 19th.
- D. Community Activities Committee – Tammy Travitz
 - i. Nothing new to report.
- E. Recreation Committee – Margaret Hopkins
 - i. Nothing new to report.
- F. Property Ownership Committee – Pam Bishop
 - i. No transfers in previous month. 504 Glossbrenner is being inherited by one of the Trustees.
- G. Ad-Hoc Policy & Procedures Committee – Margaret Hopkins
 - i. First reading of the image policy was conducted.
 - Title:** Policy for the Use of Images of the Mount Gretna Campmeeting Association
 - Purpose:** In the interest of honoring the Campmeeting’s tradition and listing on the National Register of Historic Places, the Board of Managers requires anyone seeking to use images of MGCA owned structures and facilities to complete a “Request to use Campmeeting Images” application. All applications will be reviewed by the MGCA Board of Managers for possible approval.
- H. Nominations Committee – Esther Mefferd
 - i. No meeting, nothing new to report.
- I. Tabernacle Association – Esther Mefferd
 - i. Larry Bowman reported that the Tabernacle Association chair sale of chairs is proceeding well.
 - ii. The upright piano in use for the past 80-90 years will be replaced. The current piano has found a home with the Lebanon County Historical Society.
- J. Ad-Hoc Library Committee – Lisa Carr
 - i. Nothing to report.
- K. Buildings & Grounds Committee – Ted Martin
 - i. Lisa Sweeney asked that the disabled parking spaces in the MGCA lot next to the fire company be re-graveled and painted. That will be taken care of.
 - ii. A building permit request was submitted by Susan Engle to remove (or have the MGCA remove) limbs from a tree. The committee is investigating the building permit application details.
 - iii. The B&G discussed the leaf clean-up process. They are working on a leaf clean-up map for next year.
 - iv. The trash contract RFP went out in the previous month. The deadline for submission could not be met, but there are at least 4 companies interested in submitting proposals.
- L. Ad-Hoc Archives Committee – George Resh
 - i. No meeting, nothing to report.



M. Executive Committee – Ted Martin

- i. Notified by Atlantic Sunrise that we did not get the \$10,000 grant.

VI. Old Business

- i. Nothing to report.

VII. New Business

- i. On a motion by Margaret Hopkins and seconded by Sally Marisic, a motion was adopted unanimously as follows: RESOLVED, That the MGCA Board of Managers accepts the first reading of the proposed policy on the use of Images in the Mt. Gretna Campmeeting Association.

VIII. MGCA Member Comments

- i. Bob Travitz responded to some of the Facebook feedback about the dumpsters. While there were problems with their suitable use initially, the most recent use has not been inappropriate.
- ii. Esther Mefferd commented that they are having difficulty getting over the speed bumps and speed tables with their handicapped accessible van.

Adjournment

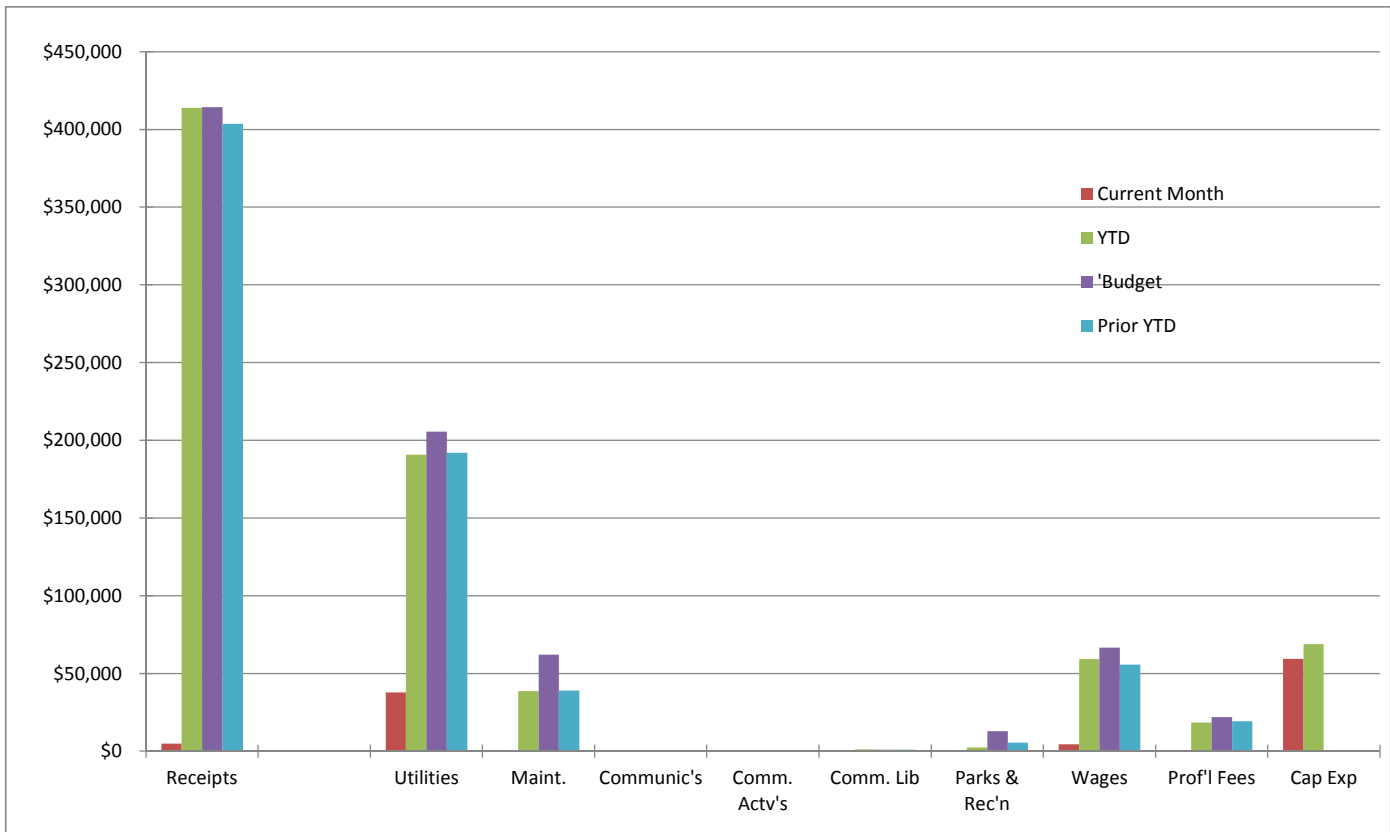
On a motion by Resh, the meeting was adjourned at 7:20 pm.

The next regular meeting will be held Tuesday, December 18 at 6:30 pm.


Secretary


Chairman

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



October 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	\$4,923	1%	\$413,935	100%	\$414,418	\$403,557	\$10,377	3%	
Disbursements									
Utilities	\$37,855	20%	\$190,691	93%	\$205,500	\$192,082	(\$1,391)	-1%	
Maintenance	\$470	1%	\$38,606	62%	\$62,000	\$39,027	(\$421)	-1%	
Communications	\$68	37%	\$185	93%	\$200	\$258	(\$73)	-28%	
Community Activities	\$0	0%	\$373	124%	\$300	\$73	\$300	412%	
Community Library	\$0	0%	\$1,070	107%	\$1,000	\$920	\$149	16%	
Parks & Recreation	\$0	0%	\$2,410	19%	\$12,940	\$5,531	(\$3,121)	-56%	
Personnel	\$4,409	7%	\$59,275	89%	\$66,543	\$55,655	\$3,620	7%	
Professional Fees	\$0	0%	\$18,419	84%	\$21,847	\$19,165	(\$746)	-4%	
Capital Expenses/Projects	\$59,434	86%	\$68,937		\$0	\$0	\$68,937		
Miscellaneous	\$445	4%	\$11,630	91%	\$12,750	\$10,120	\$1,510	15%	
Totals	\$102,680		\$391,595	102%	\$383,080	\$322,830	\$68,764	21%	
Net Margin	(\$97,757)		\$22,340		\$31,338	\$80,727	(\$58,387)	-72%	
								100%	

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

	Oct 18	Jan - Oct 18	Budget	\$ Over Budget	% of Budget	After Special Vote		Special Vote
						Budget	\$ Over Budget	
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	0.00	3,009.00	3,010.00	-1.00	99.97%			
Total Garage	0.00	2,761.55	2,930.00	-168.45	94.25%			
Home								
Home Assessment Discounts	0.00	-5,725.50	-5,500.00	-225.50	104.1%			
Home - Other	3,072.50	390,638.35	393,912.00	-3,273.65	99.17%			
Total Home	3,072.50	384,912.85	388,412.00	-3,499.15	99.1%			
Penalties	1,144.22	1,711.22	500.00	1,211.22	342.24%			
Total Assessments	4,216.72	390,210.62	392,642.00	-2,431.38	99.38%			
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	0.00	10,507.75	10,430.00	77.75	100.75%			
Parking	0.00	1,760.00	1,700.00	60.00	103.53%			
Pavilion/Kitchen	-25.00	100.00						
Raised Bed Gardens								
Deposit	0.00	0.00						
Garden Rental	0.00	150.00						
Total Raised Bed Gardens	0.00	150.00						
Storage Sheds								
Deposits	0.00	0.00						
Rental - Storage Shed Discount	0.00	-22.90	-32.00	9.10	71.56%			
Shed Rental	0.00	3,428.55	3,428.00	0.55	100.02%			
Total Storage Sheds	0.00	3,405.65	3,396.00	9.65	100.28%			
Tabernacle	0.00	3,450.00	3,000.00	450.00	115.0%			
Total Rentals	-25.00	19,373.40	18,526.00	847.40	104.57%			
Library Income								
Library donations/reimbursement	0.00	260.00						
Total Library Income	0.00	260.00						
Interest Income	119.38	926.36	250.00	676.36	370.54%			

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

	<u>Oct 18</u>	<u>Jan - Oct 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	After Special Vote			Special Vote
						Budget	\$ Over Budget	% of Budget	
Miscellaneous Receipts									
Hist Picture Book & Posters									
"Listed"	0.00	9.47							
Total Hist Picture Book & Posters	<u>0.00</u>	<u>9.47</u>							
Historical Plaques	0.00	54.00							
Reimbursed Expenses									
Legal Fees Reimbursement	612.25	612.25							
Mulch, Top Soil, Stone	0.00	1,439.14	500.00	939.14	287.83%				
Other Reimbursement	0.00	849.54							
Tabernacle Expense Reimbursemen	0.00	0.00	2,500.00	-2,500.00	0.0%				
Total Reimbursed Expenses	<u>612.25</u>	<u>2,900.93</u>	<u>3,000.00</u>	<u>-99.07</u>	<u>96.7%</u>				
Total Miscellaneous Receipts	612.25	2,964.40	3,000.00	-35.60	98.81%				
R&R Fines	0.00	200.00							
Total Income	<u>4,923.35</u>	<u>413,934.78</u>	<u>414,418.00</u>	<u>-483.22</u>	<u>99.88%</u>				
Gross Profit	4,923.35	413,934.78	414,418.00	-483.22	99.88%				

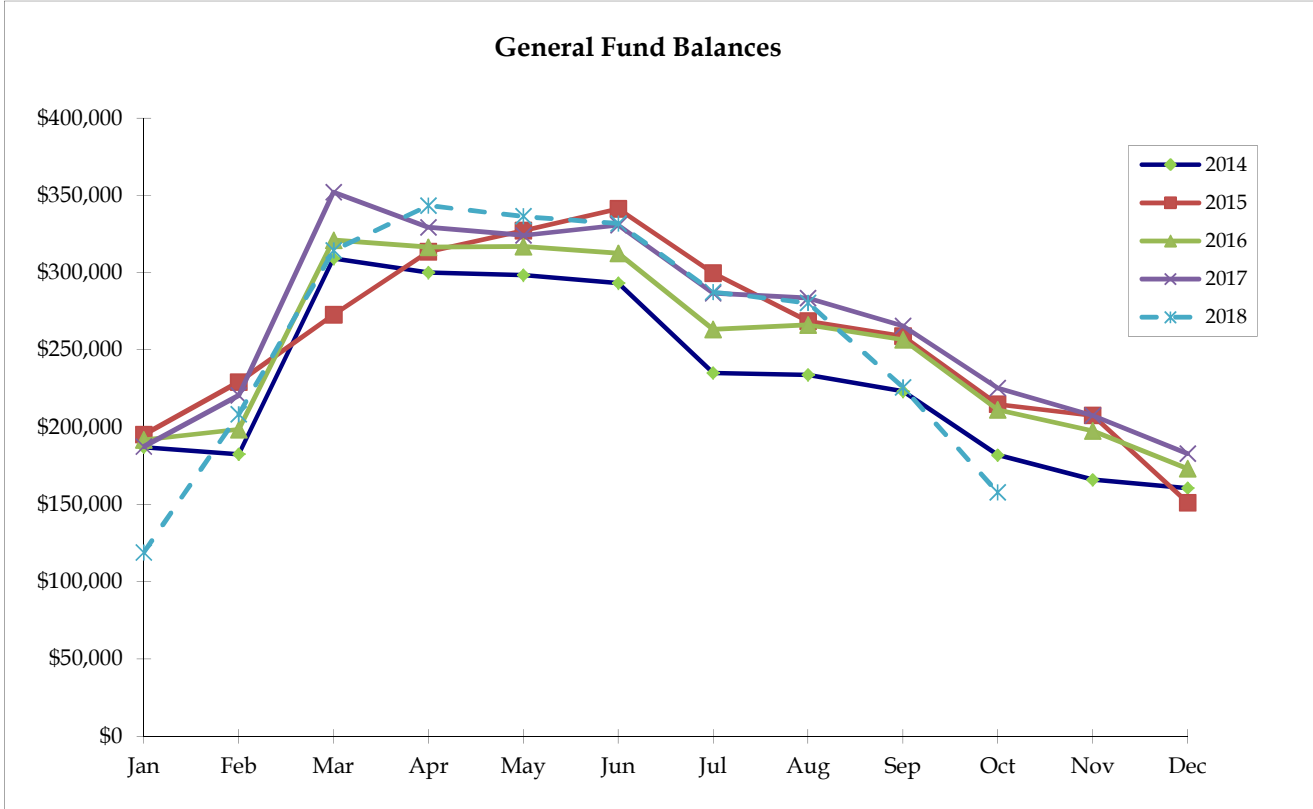
Mt. Gretna Campmeeting Profit & Loss Budget vs. Actual January through October 2018

Executive Committee

	Oct 18	Jan - Oct 18	Budget	\$ Over Budget	% of Budget	After Special Vote		
						Budget	\$ Over Budget	% of Budget
Personnel								
Employee Medical Exp Reimb	0.00	4,000.00	4,000.00	0.00	100.0%			
Employee Payroll Taxes	308.48	4,628.61	6,128.00	-1,499.39	75.53%			
Gross Payroll	4,091.56	49,925.75	55,715.00	-5,789.25	89.61%			
Payroll Expenses	8.73	720.18	700.00	20.18	102.88%			
Total Personnel	<u>4,408.77</u>	<u>59,274.54</u>	<u>66,543.00</u>	<u>-7,268.46</u>	<u>89.08%</u>			
Professional Fees								
Accounting	0.00	2,750.00	2,750.00	0.00	100.0%			
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	3,153.00	3,947.00	-794.00	79.88%			
Total Insurance	<u>0.00</u>	<u>15,313.00</u>	<u>16,097.00</u>	<u>-784.00</u>	<u>95.13%</u>			
Legal Fees	0.00	355.85	3,000.00	-2,644.15	11.86%			
Total Professional Fees	<u>0.00</u>	<u>18,418.85</u>	<u>21,847.00</u>	<u>-3,428.15</u>	<u>84.31%</u>			
Capital Expenses/Projects								
Capital Improvements	59,433.80	59,433.80						
Capital Expenses/Projects - Other	0.00	9,503.66						
Total Capital Expenses/Projects	<u>59,433.80</u>	<u>68,937.46</u>				\$58,862.98	\$10,074.48	117%
Miscellaneous								
Administrative costs								
Banking Costs	0.00	134.31	150.00	-15.69	89.54%			
Computer	0.00	363.26	300.00	63.26	121.09%			
Office Equipment/Furnishings	0.00	615.40						
Office Supplies	0.00	301.59	400.00	-98.41	75.4%			
Postage and Delivery	0.00	598.86	500.00	98.86	119.77%			
Printing and Reproduction	0.00	1,352.76	1,500.00	-147.24	90.18%			
Telephone	444.73	1,847.27	2,100.00	-252.73	87.97%			
Total Administrative costs	<u>444.73</u>	<u>5,213.45</u>	<u>4,950.00</u>	<u>263.45</u>	<u>105.32%</u>			
Contributions - Note 2 Fin Comm	0.00	1,100.00	2,300.00	-1,200.00	47.83%			
Property Taxes	0.00	5,316.09	5,500.00	-183.91	96.66%			
Total Miscellaneous	<u>444.73</u>	<u>11,629.54</u>	<u>12,750.00</u>	<u>-1,120.46</u>	<u>91.21%</u>			
Total Expense	<u>102,680.21</u>	<u>391,594.58</u>	<u>383,080.00</u>	<u>8,514.58</u>	<u>102.22%</u>			
Net Ordinary Income	<u>-97,756.86</u>	<u>22,340.20</u>	<u>31,338.00</u>	<u>-8,997.80</u>	<u>71.29%</u>			

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

	<u>Oct 18</u>	<u>Jan - Oct 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	After Special Vote			Special Vote
						Budget	\$ Over Budget	% of Budget	
Other Income/Expense									
Other Income									
Designated Funds									
Capital Project Fund	49.88	423.79							
Library Fund	0.00	2,334.43							
Tree Maintenance Fund	1.15	-1,790.75				\$2,000.00	-\$209.25	48%	\$2,000.00
Total Designated Funds	<u>51.03</u>	<u>967.47</u>							
Restricted Funds									
Heritage Fest'l (Comm Act Comm)									
Her Fest Sponsorships & Ads	0.00	2,450.00							
Her Fest Donations	0.00	3,206.00							
Heritage Fest'l Expense	0.00	-6,250.65							
Heritage Fest'l (Comm Act Comm) - Other	1.14	1,265.16							
Total Heritage Fest'l (Comm Act Comm)	<u>1.14</u>	<u>670.51</u>				\$7,300.00	-\$7,970.51	9%	\$7,300.00
Marlin & Nancy Seiders Memorial	2.56	-2,463.12				\$2,500.00	-\$36.88	98%	\$2,500.00
Playground Fund (Recreatn Comm)	0.74	7.89							
Total Restricted Funds	<u>4.44</u>	<u>-1,784.72</u>							
Total Other Income	<u>55.47</u>	<u>-817.25</u>							
Net Other Income	<u>55.47</u>	<u>-817.25</u>	<u>0.00</u>	<u>-817.25</u>	<u>100.0%</u>				
Net Income	<u>-97,701.39</u>	<u>21,522.95</u>	<u>31,338.00</u>	<u>-9,815.05</u>	<u>68.68%</u>				



Restricted Fund Balances

Heritage Festival Fund	\$11,356
Marlin & Nancy Seiders Fund	\$23,876
Playground Improvement Fund	\$7,978

Designated Fund Balances

Capital Project Fund	\$125,537
Library Fund	\$6,817
Tree Maintenance Fund	\$11,136

Late & Delinquent Accounts

As of 31-Oct-18

	Prior Years	2018	Total
Property Assessments	\$0	\$10,197	\$10,197
Rentals	\$0	\$0	\$0
Misc.	\$0	\$0	\$0
			\$10,197