

## **Deco-TEC Board Meeting 6/14/2014**

**Present:** Ed & Mellody Halvorsen, Dana O'Dell, Linda & Mitch Mitchem, Misty Cudney, Melissa Priest and Katie Stetler

**Guest:** None

**Absent:** Kyle Stetler, Briana O'Dell, and Steve Jones

**Opening Prayer & Meditation:** Opening prayer given by Mitch Mitchem and meditation given by Dana O'Dell

**Minutes from April Board meeting:** Because no one was asked to take notes for the April Board Meeting, the following topics were discussed with input given by all who were able to attend (the previous meeting), to bring the board up to date on what happened at that meeting:

- Members present included: Katie Stetler, Dana & Briana O'Dell, Misty Cudney, Mellody Halvorsen, Linda Mitchem and Steve Jones
- The March Minutes were reviewed and Linda motioned while Katie 2<sup>nd</sup> to accept as given. Carried
- Stacey Popp & Loyd Morris were guests
- Linda stated that there was \$1,877.05 in the checking account and Dana gave her an additional amount of \$562.00 as money collected from the team meetings
- Linda & Mitch donated 4 air-chair-beds to Deco-TEC
- Misty reported that it would cost @2.50 each to have music books printed and stapled. She also stated that we could purchase inexpensive t-shirts for \$1.88-2.75 and it would cost \$5.00 to have our Deco-TEC logo printed on them
- Misty is to change the wording on the Executive Board Description and send it out to the board for review. When it is sent out at least 15 days prior to a board meeting, it can then be voted on at the next meeting
- Katie was directed by the board, to remove two members from her team due to the fact that they (the two members) are living with their significant others
- Three people were nominated as Director for the fall weekend. They were Stacey Popp, Melissa Priest and Angel Dutton. Angel's name was drawn out of the hat and she will be the new Director

- Misty motioned and Linda 2<sup>nd</sup> to close the meeting. Steve Jones closed in prayer.

**President's Report:** Dana reported that she is working on the 501 c 3, following examples of the DeColores forms that were filled out when they (DeColores) filed for their 501 c 3 tax status

**Spiritual Director's Report:** No report given

**Treasurer's Report:** Linda reported that we have a balance of \$1,319.74. She also reported that requests for reimbursement were given to her (from the head cook) without receipts. A tarp was purchased to cover the trailer, as it has been leaking. A motion made to accept the report by Melody, 2<sup>nd</sup> by Misty. Carried

**Director's Report:** Katie turned in the Director's manuals and some "want to work" sheets. She said that she will send a thank you letter to the church (Faith Reformed) and Linda will send a check for the amount of \$150.00 for the use of the facility. Katie also said the last follow-up meeting was to be held today (6-14-2014) at Modes for a bowling outing.

Angel is to be the Director in the fall and Toby is going to be her co. Todd Shafer is going to be one of the Spiritual Directors and it will be held in Mancelona at the church where Todd is the pastor. They are trying for November 21<sup>st</sup> - 23<sup>rd</sup>.

**Historian's Report:** Nothing to report.

**Inventory Report:** Mitch is going to make a diagram of where everything goes on the trailer to make it easier for the teams from the weekends to put things away in an organized manner. Linda and Mitch will also be going through all the totes to make sure everything will be ready for the next weekend.

**Registration's Report:** Melissa said she needs more information supplied to her about the weekends (church, contact information, etc) so she can include that information in the letter to the parents. The Director needs to be in contact with the Registration person to go over this information prior to the weekend start. Lately it's been approximately 90% or more of last minute candidates.

**Old Business:** Misty is still working on the song books and she said she is making some progress

Discussion on changing the Executive Board Duties. Misty said she has finished the changes and will email the proposal out to the board in time for us to consider the bylaw change (15 days prior to the next meeting).

Misty said that there is nothing new to report on the t-shirts.

### **New Business:**

- Misty brought an “Examination of Consciousness” to the board to consider asking the Director to cover in their team meetings. The Examination of Consciousness is a reflection on the 10 commandments
- We discussed the need for a letter and phone call (to the parent of teens working the weekends) by the Director. The letter needs to cover the need for medical release forms, welcome the individual to the team and give the dates, times and location of all the meetings, including the follow up meetings. It was also suggested to include an application to give to a friend to come on the weekend.
- There was much discussion on the need for security individuals on the weekends. Dana has agreed to come up with a description of the Security individuals and will email it to everyone to review. It was also stated that we need to make sure there are backups in case someone doesn't make it.
- There was much discussion about methods of communication for cancelling or changing meetings. It was decided that a better attempt needs to be made and Facebook or email cannot be the only methods. A phone call needs to be made.
- Follow up meetings need to be in place prior to the weekend starting
- The number of Prayer Warriors should be 4 - 6 and they need to be more focused on their duties and responsibilities. More discussion will be done to this topic in future meetings.
- Medical Release forms need to be filled out for every weekend and a reminder needs to be included in the Director's manual. Linda said she would ask Mitch to include this as he makes the revisions to the manuals. We also need to have a list of what must be included the closing packets.
- We discussed the need to do background checks of those working the weekends. It was stated they have not been on a regular basis and we need to do this before each weekend. Misty said she will contact some churches to see what they use to do this and get back with us. We then need to plan on who will do this.

**Next meeting** will be 07/19/2014 in Kalkaska at 10:00 am.

Prayer requests: Eva has been asked to join a team to travel to Europe next year in July, with a traveling band (school). They will be doing some concerts at

various stops along their way. The cost to her will be \$7,000.00 so Misty asked for prayers regarding this

Motion made by Katie and 2<sup>nd</sup> by Melissa to adjourn the meeting. All ayes.  
Adjourned at 12:22 PM.

Minutes respectfully submitted by Ed Halvorsen.