



**Virginia Headwaters Council
EXECUTIVE BOARD MEETING
Camp Shenandoah
Thursday, July 20, 2023**



Itinerary Guide

4pm – Arrive at Camp

Parking is available in overflow parking or near Camp Office. Check-in at the Camp Office (white tent) is required before proceeding anywhere on Camp property.

4:15-4:450pm – Camp Tour

The Camp Director will have a seasoned employee available to give an **exclusive** and informative tour of Camp. This could be enjoyable for new and old Board Members.

5pm – Executive Board Meeting

Due to the internet connectivity a zoom connection will not be available.

6pm – Camp Visit Concludes

6:30pm – Meet at Byers Street Bistro

18 Byers Street, Staunton VA 24401

Social Gathering of Board Members. Light Appetizers will be provided.

Dress Code: Wearing a uniform is optional. If you do wear a uniform then you cannot have drinks afterwards at Byers Street Bistro.



**Virginia Headwaters Council
EXECUTIVE BOARD MEETING**

**Thursday, July 20, 2023
Camp Shenandoah | Swoope, VA
5:00-6:00 PM**

Presiding: Steve Hammond, Council President

AGENDA

- | | |
|--|-------------------------|
| I. Opening | |
| • Welcome | Steve Hammond |
| • Invocation | Roger Burke |
| II. State of the Council | Mike White |
| • Membership Report | Audrey Storm |
| • Special Events Report | Cindy Zollman |
| • Board FOS Participation | Tom Greenwood |
| • Treasurer's Report | Matt Phillippi |
| III. Approval of June Meeting Minutes & Financials | Steve Hammond |
| IV. Reports | |
| • Commissioner | Roger Burke |
| • Monticello District | Ed Murphy |
| • Mountain Valley District | Dr. Lawrence Whitehurst |
| • Update on Black Pug software transition | John Athayde |
| • Popcorn and Peanuts 2023 | Shane Eppard |
| • Casino Night | R. C. Hartman |
| • Scout Executive selection | Steve Hammond |
| V. Closing Remarks | |
| • Acting Scout Executive | Sue Hart |
| • Council President | Steve Hammond |

Upcoming:

- Executive Committee Meeting: August 17, 2023 @ 7pm
- Mountain Valley Golf Tournament: September 18, 2023 @ 9am (Lexington Golf and Country Club)
- VAHC Casino Night: Friday, November 3, 2023 @ 7-10 pm (Bluestone Vineyard in Bridgewater)
- Executive Board Retreat: Saturday, November 11, 2023 (Apex Clean Energy in Charlottesville)

- Auction: December 1, 2023 (Best Western Inn & Suites in Waynesboro)



Virginia Headwaters Council
 State of the Council Report
 July 20, 2023

GREEN = metric at or exceeds monthly target
YELLOW = metric slightly below monthly target
RED = metric well below monthly target

| | | |
|---|---|---|
| <p><u>YOUTH MEMBERSHIP</u></p> <p>1,394 (June 2023)</p> <p>2023 goal: 1,913 Previous Month: 1,372</p> | <p><u>FOS</u></p> <p>\$80,087 (June 2023)</p> <p>2023 goal: \$110,000 Previous Month: \$77,626</p> | <p><u>SPECIAL EVENTS</u></p> <p>\$81,865 (June 2023)</p> <p>2023 goal: \$171,500 Previous Month: \$80,375</p> |
| <p><u>CAMP ATTENDANCE</u></p> <p>865 (June 2023)</p> <p>2023 goal: 920 Previous Month: 810</p> | <p><u>POPCORN & PEANUTS</u></p> <p>\$0 (June 2023)</p> <p>2023 goal: \$140,000 Previous Month: \$0</p> | <p><u>BOARD FOS PLEDGES</u></p> <p>100.0% (June 2023)</p> <p>2023 goal: 100% Previous Month: 85.4%</p> |
| <p><u>INCOME (YTD)</u></p> <p>\$286,706 (June 2023)</p> <p>2023 goal: \$918,100 Previous Month: \$248,053</p> | <p><u>EXPENSES (YTD)</u></p> <p>\$242,549 (June 2023)</p> <p>2023 goal: \$904,565 Previous Month: \$185,922</p> | <p><u>SURPLUS/DEFICIT</u></p> <p>\$44,158 (June 2023)</p> <p>2023 goal: \$0 Previous Month: \$62,130</p> |
| <p><u>Cash on Hand (General Account)</u></p> <p>\$198,121 (June 2023)</p> <p>Previous Month: \$232,134</p> | <p><u>Endowment Fund Balance</u></p> <p>\$976,753 (June 2023)</p> <p>Previous Month: \$944,888</p> | <p><u>Line of Credit Balance</u></p> <p>\$0 (June 2023)</p> <p>Previous Month: \$646,000</p> |

Virginia Headwaters Council Treasurer's Report

Executive Board Meeting July 20, 2023

Key Figures Year to Date as of 30 June 2023:

- **Cash on Hand: \$198,121**
- **Net Operating Support & Revenue (Revenues - Expenses): \$44,158^A**
 - **Support & Revenues: \$286,706**
 - **Expenses: \$242,549**
- **Budget Variance (Actual - Budget): \$245,341; -121.95% of budget.**
 - **Support & Revenues: \$81,156; 39.48% in excess of budget.**
 - **Expenses: \$(164,184); 40.37% less than budgeted.**
- **Accounts Payable: \$7,653^B**
- **Outstanding Debt: \$456,926**
 - **Notes Payable: \$349,750^C**
 - **Long-term Mortgage: \$107,176**

Notes on June 2023 Financials

- A. There are deferred revenues and expenses that will hit the books in July from camp. So far, those revenues are \$280,625 and the expenses are \$167,327, which is a surplus of \$113,298. This is due in no small part to a monumental effort by our camp leadership doing everything they can to run a tight budget.
- B. Our accounts payable have gone down significantly because we have paid off National. This was done so that we could set in motion our efforts to hire a Scout executive.
- C. Our debt is down because we paid off our lines of credit with the sale of the office. We now only have the one loan through PCB of \$350,000 and the mortgage on the ranger's house.

With the sale of the office, we were able to pay off the lines of credit in a timely manner and we have begun making the transition to move our banking over to Pendleton Community Bank. They have so far been great to work with and it really does promise to be a great relationship moving forward.

Camp is going well financially but we must wait and see how everything shakes out in the end. I cannot say enough how grateful I am to Pete Echols and Dee Schartiger for watching the budget and to Cindy Zollman and Tom Greenwood for running the trading post. They have been doing a great job out there and it shows in the financial statements.

We are still around \$30,000 shy of our FOS goal for the year. We need to do everything we can to make that goal. If you can think of community members to reach out to, let us know so we can make some asks.

Special events have netted about \$18,000 less than budgeted so far this year. We still have more events to make happen. So, sell those drop ball tickets and spread the word about the casino night and the auction once that information is available.

We continue to save money due to reduced personnel costs, but we need to start paying those out sooner rather than later by hiring professional staff. Once we have a permanent Scout executive in place this should become a priority which means we will see those savings start to disappear.

As always, if you have any questions about all of this do not hesitate to reach out to me. I know I am missing the meeting because I am at Jamboree, but the Summit has great wi-fi, so I can answer your emails. I hope you have a great evening at camp!

Attached: June 2023 Statement of Financial Position and Statement of Operations.

Respectfully Submitted,

Matt Phillippi
VAHC Treasurer

**Statement of Financial Position -
Period Ending: June 30, 2023**

| | Operating Fund | | Capital Fund | | Endowment Fund | | Total of All Funds | |
|---|------------------|------------------|------------------|----------------|------------------|------------------|--------------------|------------------|
| | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 |
| Current assets: | | | | | | | | |
| Cash | 109,090 | 363,674 | 176,871 | (17,422) | 5,668 | 2,668 | 291,629 | 348,921 |
| Accounts and notes receivable | - | 15,869 | - | 158 | - | - | - | 16,027 |
| Contributions receivable | 18,874 | 24,667 | 549 | 549 | - | - | 19,423 | 25,216 |
| Inventory | 82,987 | 124,404 | - | 26,069 | - | - | 82,987 | 150,473 |
| Deferred activity expense | 38,405 | 787 | - | - | - | - | 38,405 | 787 |
| Deferred camp expense | 167,327 | 16 | - | - | - | - | 167,327 | 16 |
| Deferred special event expense | 2,341 | 298 | - | - | - | - | 2,341 | 298 |
| Prepaid expenses | 1,241 | 9,798 | - | - | 65,037 | 65,037 | 66,278 | 74,834 |
| Total current assets | 420,267 | 539,513 | 177,420 | 9,354 | 70,704 | 67,704 | 668,391 | 616,572 |
| Noncurrent assets: | | | | | | | | |
| Contributions receivable | - | 1,658 | - | - | - | - | - | 1,658 |
| Land, buildings and equipment | - | - | 843,669 | 921,612 | - | - | 843,669 | 921,612 |
| Long-term investments | (1,000) | (1,000) | - | - | 948,888 | 1,423,552 | 947,888 | 1,422,552 |
| Other noncurrent assets | - | - | - | - | 2,754,853 | 2,754,853 | 2,754,853 | 2,754,853 |
| Total noncurrent assets | (1,000) | 658 | 843,669 | 921,612 | 3,703,741 | 4,178,406 | 4,546,410 | 5,100,676 |
| Total assets | 419,267 | 540,171 | 1,021,089 | 930,967 | 3,774,446 | 4,246,110 | 5,214,801 | 5,717,248 |
| Current liabilities: | | | | | | | | |
| Accounts payable | 6,653 | 19,093 | - | - | 1,000 | - | 7,653 | 19,093 |
| Accrued expenses | 20,793 | 8,351 | - | 31,960 | - | - | 20,793 | 40,311 |
| Taxes and benefits withheld | 1,365 | (854) | - | - | - | - | 1,365 | (854) |
| Custodial accounts | 144,491 | 124,931 | - | - | - | - | 144,491 | 124,931 |
| Notes and mortgage payable | 349,750 | 596,000 | - | 0 | - | - | 349,750 | 596,000 |
| Deferred activity revenue | 54,116 | 7,482 | - | - | - | - | 54,116 | 7,482 |
| Deferred camp revenue | 280,625 | - | (760) | - | - | - | 279,865 | - |
| Deferred special event revenue | 31,460 | 10,399 | - | - | - | - | 31,460 | 10,399 |
| Other current liabilities | - | (2) | - | - | - | - | - | (2) |
| Total current liabilities | 889,254 | 765,400 | (760) | 31,960 | 1,000 | - | 889,494 | 797,360 |
| Noncurrent liabilities: | | | | | | | | |
| Long-term indebtedness | - | 146,700 | - | - | - | - | - | 146,700 |
| Long-term mortgage | - | - | 107,176 | 118,086 | - | - | 107,176 | 118,086 |
| Total noncurrent liabilities | - | 146,700 | 107,176 | 118,086 | - | - | 107,176 | 264,786 |
| Total liabilities | 889,254 | 912,100 | 106,416 | 150,047 | 1,000 | - | 996,670 | 1,062,146 |
| Net assets: | | | | | | | | |
| Without donor restrictions | (525,119) | (425,109) | 571,387 | 437,634 | (96,410) | (97,410) | (50,142) | (84,885) |
| With donor restrictions | 55,132 | 53,181 | 343,286 | 343,286 | 3,869,855 | 4,343,520 | 4,268,274 | 4,739,986 |
| Total net assets | (469,987) | (371,929) | 914,673 | 780,920 | 3,773,446 | 4,246,110 | 4,218,132 | 4,655,102 |
| Total liabilities and net assets | 419,267 | 540,171 | 1,021,089 | 930,967 | 3,774,446 | 4,246,110 | 5,214,801 | 5,717,248 |

Accompanying schedules are an integral part of this financial statement.

**Statement of Financial Position -
Period Ending: June 30, 2023**

| | Operating Fund | | Capital Fund | | Endowment Fund | | Total of All Funds | |
|---|------------------|------------------|----------------|----------------|-----------------|-----------------|--------------------|-----------------|
| | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 |
| Standard schedules | | | | | | | | |
| Schedule 1: Contributions Receivable Current | | | | | | | | |
| Contributions Receivable-Past Years | 7,362 | 51,756 | 549 | (5,000) | - | - | 7,911 | 46,756 |
| Allowance for Uncollectible-Past Years | (5,186) | (9,069) | - | - | - | - | (5,186) | (9,069) |
| Contributions Receivable-Current Year | 22,791 | 5,288 | - | 5,549 | - | - | 22,791 | 10,837 |
| Discounted Contributions Receivable | - | - | - | - | - | - | - | - |
| Allowance for Uncollectible-Current | (6,093) | (23,307) | - | - | - | - | (6,093) | (23,307) |
| Net Contributions Receivable Current | 18,874 | 24,667 | 549 | 549 | - | - | 19,423 | 25,216 |
| Schedule 2: Contributions Receivable Non-Current | | | | | | | | |
| Contributions Receivable - Non-Current | - | 1,658 | - | - | - | - | - | 1,658 |
| Discounted Contributions Receivable | - | - | - | - | - | - | - | - |
| Allowance for Uncollectible Non-Current | - | - | - | - | - | - | - | - |
| Net Contributions Receivable Non-Current | - | 1,658 | - | - | - | - | - | 1,658 |
| Schedule 3: Land, Buildings & Equipment | | | | | | | | |
| Land, Buildings & Equipment-Non Camp | - | - | 72,338 | 191,541 | - | - | 72,338 | 191,541 |
| Accumulated Depreciation-Non Camp | - | - | (56,377) | (156,329) | - | - | (56,377) | (156,329) |
| Land, Buildings & Equipment-Camps | - | - | 2,259,625 | 2,259,625 | - | - | 2,259,625 | 2,259,625 |
| Accumulated Depreciation-Camps | - | - | (1,488,193) | (1,429,502) | - | - | (1,488,193) | (1,429,502) |
| Construction in Progress | - | - | 56,276 | 56,276 | - | - | 56,276 | 56,276 |
| ROU assets-finance leases net | - | - | - | - | - | - | - | - |
| Land, Buildings & Equipment | - | - | 843,669 | 921,612 | - | - | 843,669 | 921,612 |
| Schedule 4: Custodial Accounts | | | | | | | | |
| National Fees & Subscriptions | (109,239) | (105,193) | - | - | - | - | (109,239) | (105,193) |
| Unit Deposits | 138,112 | 149,647 | - | - | - | - | 138,112 | 149,647 |
| Order of the Arrow and NESA | 44,695 | 30,360 | - | - | - | - | 44,695 | 30,360 |
| Other Custodial Accounts | 70,924 | 50,117 | - | - | - | - | 70,924 | 50,117 |
| Total Custodial Accounts | 144,491 | 124,931 | - | - | - | - | 144,491 | 124,931 |
| Schedule 5: Unrestricted Net Assets Designated | | | | | | | | |
| Total Board Designated Net Assets | - | - | - | - | - | - | - | - |
| Non-Designated Net Assets | (525,119) | (425,109) | 571,387 | 437,634 | (96,410) | (97,410) | (50,142) | (84,885) |
| Total Unrestricted Net Assets | (525,119) | (425,109) | 571,387 | 437,634 | (96,410) | (97,410) | (50,142) | (84,885) |
| End of Standard Schedules | | | | | | | | |
| ----- End of Statement ----- | | | | | | | | |

**Comparative Statement of Budgeted Operations - Unrestricted -
Period Ending: June 30, 2023**

| Operating Fund | Current Period | | | Year to Date | | | Current Year |
|---|----------------|---------------|----------------|----------------|----------------|----------------|----------------|
| | Budget | Actual | Last Year | Budget | Actual | Last Year | Budget |
| Support and revenue | | | | | | | |
| Direct support: | | | | | | | |
| Contributions of cash and other financial assets | | | | | | | |
| Net direct mail | | | | | | | |
| Friends of Scouting: | | | | | | | |
| FOS contributions | 9,000 | 2,461 | 10,676 | 59,000 | 80,087 | 69,493 | 110,000 |
| Net assets released FOS | - | - | - | - | 6,956 | - | - |
| Provision uncoll FOS | (600) | (172) | (745) | (4,200) | (6,093) | (4,907) | (7,700) |
| Net Friends of Scouting | 8,400 | 2,289 | 9,931 | 54,800 | 80,949 | 64,586 | 102,300 |
| Net project sales | | | | | | | |
| Special events: | | | | | | | |
| Special event contributions | - | 1,490 | 56,840 | 113,000 | 81,865 | 64,295 | 156,000 |
| Net assets release spec events | - | 620 | - | - | 620 | - | - |
| Spec event fees collected | - | - | - | - | - | - | 10,000 |
| Spec event cost direct benefit | - | - | (13,586) | (18,050) | (5,607) | (14,936) | (31,850) |
| Net special events | - | 2,110 | 43,254 | 94,950 | 76,878 | 49,359 | 134,150 |
| Legacies and bequests: | | | | | | | |
| Legacies and bequests contrib | - | - | - | - | 2,388 | 3,080 | 3,000 |
| Net legacies and bequests | - | - | - | - | 2,388 | 3,080 | 3,000 |
| Net foundations and trusts | | | | | | | |
| Other direct: | | | | | | | |
| Other direct contributions | 625 | 415 | - | 3,750 | 2,544 | 2,000 | 7,500 |
| Net other direct contributions | 625 | 415 | - | 3,750 | 2,544 | 2,000 | 7,500 |
| Total contributions of cash and other financial assets | 9,025 | 4,814 | 53,185 | 153,500 | 162,760 | 119,024 | 246,950 |
| Contributions of non-financial assets | | | | | | | |
| Total direct support | 9,025 | 4,814 | 53,185 | 153,500 | 162,760 | 119,024 | 246,950 |
| Indirect support: | | | | | | | |
| Net associated organizations | | | | | | | |
| United Way: | | | | | | | |
| United Way contributions | 200 | - | - | 1,000 | 143 | 65 | 2,000 |
| Net United Way | 200 | - | - | 1,000 | 143 | 65 | 2,000 |
| Net unassociated organizations | | | | | | | |
| Net other indirect contributions | | | | | | | |
| Government fees and grants: | | | | | | | |
| Government fees grants gross | 625 | - | - | 3,750 | - | 100,000 | 7,500 |
| Government grants and fees | 625 | - | - | 3,750 | - | 100,000 | 7,500 |
| Total indirect support | 825 | - | - | 4,750 | 143 | 100,065 | 9,500 |
| Revenue: | | | | | | | |
| Sales of supplies - net: | | | | | | | |
| Sale of supplies gross | - | 2,997 | 7,904 | 25,000 | 22,451 | 40,071 | 25,000 |
| Sale of supplies cost of goods | - | (1,948) | (4,772) | (16,250) | (14,333) | (25,493) | (16,250) |
| Net sale of scouting supplies | - | 1,049 | 3,132 | 8,750 | 8,118 | 14,578 | 8,750 |
| Product sales: | | | | | | | |
| Product sales | - | - | - | - | - | 3,183 | 140,000 |
| Product sales cost of goods | - | - | - | - | - | (2,696) | (63,000) |
| Product sales unit commissions | - | - | - | - | - | (1,663) | (56,000) |
| Net product sales | - | - | - | - | - | (1,176) | 21,000 |
| Investment: | | | | | | | |
| Investment income current | - | - | 24 | - | - | 73 | 30,000 |
| Total investment income | - | - | 24 | - | - | 73 | 30,000 |
| Total realized invest gain/loss | | | | | | | |
| Total unrealized invest gain/loss | | | | | | | |
| Camping: | | | | | | | |
| Camp revenues | - | 15,905 | 270,274 | 1,800 | 20,848 | 277,885 | 492,550 |
| Camp trading post sales | - | 19,178 | 11,248 | - | 19,178 | 15,826 | 51,000 |
| Camp TP cost of goods sold | - | (3,196) | (6,948) | - | (3,196) | (9,529) | (28,050) |
| Camp refunds and discounts | - | (70) | - | - | (70) | (1,726) | (1,500) |
| Net camping revenue | - | 31,816 | 274,574 | 1,800 | 36,759 | 282,457 | 514,000 |
| Activities: | | | | | | | |
| Activity revenues | - | 51 | 12,321 | 9,300 | 32,706 | 24,195 | 32,800 |
| Activity trading post sales | - | - | - | - | - | - | 500 |
| Activity TP cost of goods | - | - | - | - | - | (303) | (300) |
| Activity refunds and discounts | - | - | - | - | - | (70) | - |
| Net activity revenue | - | 51 | 12,321 | 9,300 | 32,706 | 23,822 | 33,000 |
| Other revenue | 4,575 | 923 | 417 | 27,450 | 46,221 | 144,624 | 54,900 |
| Total revenue | 4,575 | 33,840 | 290,468 | 47,300 | 123,804 | 464,377 | 661,650 |
| Total support and revenue | 14,425 | 38,654 | 343,653 | 205,550 | 286,706 | 683,467 | 918,100 |
| Expenses | | | | | | | |
| Employee compensation: | | | | | | | |

**Comparative Statement of Budgeted Operations - Unrestricted -
Period Ending: June 30, 2023**

| Operating Fund | Current Period | | | Year to Date | | | Current Year |
|---|------------------|-----------------|----------------|------------------|----------------|----------------|----------------|
| | Budget | Actual | Last Year | Budget | Actual | Last Year | Budget |
| Salaries | 43,546 | 15,770 | 64,554 | 136,275 | 82,699 | 239,646 | 288,550 |
| Employee benefits | 6,678 | 2,781 | 9,538 | 40,068 | 20,144 | 51,055 | 80,135 |
| Payroll taxes | 2,658 | 1,444 | 5,053 | 15,950 | 7,504 | 23,847 | 34,500 |
| Employee related | - | - | 10 | - | - | 2,216 | 2,500 |
| Total employee compensation | 52,882 | 19,995 | 79,155 | 192,293 | 110,347 | 316,764 | 405,685 |
| Other Expenses: | | | | | | | |
| Professional fees | 8,250 | 4,650 | 1,386 | 49,500 | 24,919 | 27,539 | 99,000 |
| Program and other supplies | 70,354 | 3,517 | 27,730 | 77,325 | 9,262 | 44,733 | 201,750 |
| Telephone and communications | 733 | 1,208 | 1,129 | 4,400 | 4,197 | 6,971 | 8,800 |
| Postage and shipping | 717 | (3) | 935 | 2,800 | 511 | 2,866 | 5,300 |
| Occupancy | 2,855 | 8,711 | 4,433 | 11,730 | 18,302 | 13,407 | 27,800 |
| Rental and maintenance of equi | 1,633 | 3,681 | 2,409 | 7,600 | 6,057 | 7,515 | 13,000 |
| Publication and media | 267 | 429 | 1,295 | 2,350 | 3,064 | 5,053 | 7,650 |
| Travel | 3,004 | 1,817 | 3,535 | 16,025 | 6,803 | 20,653 | 32,900 |
| Conferences and meeting | - | - | - | - | - | (641) | 2,000 |
| Recognition and awards | 375 | 3,369 | 4,558 | 3,700 | 6,327 | 14,694 | 19,950 |
| Interest | 2,167 | 2,839 | 1,797 | 13,000 | 16,828 | 10,240 | 26,000 |
| Insurance | 1,417 | 3,202 | 1,327 | 8,500 | 9,984 | 14,092 | 20,000 |
| Other | 3,458 | 1,918 | 1,333 | 10,010 | 17,762 | 15,582 | 19,730 |
| National charter and serv fees | 1,250 | 2,046 | 1,886 | 7,500 | 8,186 | 10,825 | 15,000 |
| Total other expenses | 96,480 | 37,384 | 53,754 | 214,440 | 132,202 | 193,530 | 498,880 |
| Total expenses | 149,362 | 57,378 | 132,908 | 406,733 | 242,549 | 510,294 | 904,565 |
| Surplus (deficit) UR revenue/expense | (134,937) | (18,725) | 210,744 | (201,183) | 44,158 | 173,173 | 13,535 |

Net assets summary

| | | | | | | | |
|--|------------------|-----------------|----------------|------------------|------------------|------------------|---------------|
| Unrestricted net assets - beginning of year | | | | | (611,260) | (630,287) | |
| Change in net assets from operations | (134,937) | (18,725) | 210,744 | (201,183) | 44,158 | 173,173 | 13,535 |
| Adjustments to net assets | - | - | - | - | - | - | - |
| Transfers between funds | - | (1,300) | 7,281 | - | 41,983 | 32,005 | - |
| Change in unrestricted net assets | (134,937) | (20,025) | 218,025 | (201,183) | 86,141 | 205,178 | 13,535 |
| Unrestricted net assets - end of period | | | | | (525,119) | (425,109) | |

----- End of Statement -----

Virginia Headwaters Council, BSA
Executive Committee Meeting Minutes
June 15, 2023 – Zoom
Meeting – 7:00 PM

Presiding: Steve Hammond, Council President

Present: Larry Mellinger, Cindy Zollman, Mike White, Audrey Storm, Roger Burke, Matt Phillippi, John Taylor, Marc Monfalcone

Staff: Sue Hart

Call to Order: Steve called the meeting to order at 7:00pm announced there was a quorum present.

Decisions and Actions:

- Motion to approve the Board meeting minutes from April and May 2023 May Financials. Motion was moved by Marc Monfalcone and seconded by John Taylor. There were no further questions or discussions. Motion was approved by all.
- Motion to move the endowment fund from Vanguard to BSAAM. Motion was moved by Mike White and was seconded by Steve Hammond. There were no further questions or discussions. Motion was approved by all.
- Motion to accept the selection committee for the Scout Executive as: Cindy Zollman, Steve Hammond, Jim Lansing, Pete Fenlon, John Taylor, Mike White, Ken Young, Matt Phillippi, Will Hill and Audrey Storm. Motion was moved by Marc Monfalcone and was seconded by John Taylor. There were no further questions or discussions. Motion was approved by all.

Reports and Discussions:

- State of the Council Report was shared by Mike White
- Officer reports have been shared in the google drive and it is recommended that board members spend some time reading over some of those reports.
- In the state of the Council report there is a lot of green, which shows some positive movement.
- Membership follows a bell shaped curve and we are at the bottom of that curve and it is not expected to get lower then that.
- Membership was shared by Audrey.
- Commented that she knows at least 10 new Scouts that need to register.
- Reminded group that membership recruitment is not about recruiting only in the Fall, but that it is year-round. Continues to encourage units to share their events for other units to participate in.
- The Special Events report was shared by Mike and Cindy Zollman
- A deep dive needs to be reviewed and focus on a plan to meet the \$110k goal. Monticello is at 77%, Mtn Valley is at 40% and Executive Board is at 115% of goal.
- There were three special events thus far and we are tracking behind in goals.
- Summer Camp Report is at 850 registered.
- It is still tracking the same as last year.
- Board FOS pledges are nearly at 100% but we are short six individual gifts/pledges from board members. This leaves the board at just over 85%.
- The Endowment balance is at \$954,027. We are waiting to receive May's update. We are up about 4% from the beginning of the year.
- The treasurer's report is shared by Matt Phillippi
- Referenced that the full report is in google drive. Most of the funds coming in is still from the deferred camp revenue. The council is also saving money by not filling positions and cutting costs in other areas. Next month's debts, in the report, should show a lot less then this month. Transition to Pendleton Bank has been on the move from United Bank.

- Approval of April and May Meeting Minutes and Financials was conducted by Steve Hammond.

- Reports

- No Report from Roger on Commissioner Service.
- Council Office Status was shared by Steve
 - As of today, the office at Hopeman Parkway is no longer. The office is officially at 617 Greenville Ave.
 - \$309k was deposited at Pendleton Bank which will be put towards the LOC for Blue Ridge and United Bank.
- Scout Executive Selection Committee
 - If the Council does not have a Scout Executive then the National Office would charge the Council to pay for the services of the Territory Director on a monthly basis. To work around this issue the board would like to move forward with selecting a candidate through a nominating committee. Steve recommends the following candidates: Jim Lansing, Pete Fenlon, John Taylor, Mike White, Ken Young, Matt Phillippi and Will Hill.
 - It was noted to include female representation in which Cindy Zollman and Audrey Storm recommended they join the committee, and it was accepted.
- Executive Board Retreat
 - Mike shared that a date and location for the Board Retreat has been identified as a one day event on Saturday, November 11th, 2023 at Apex Clean Energy in Charlottesville.
- Business
 - Larry presented a motion to move the Endowment Fund to BSAAM.
- Closing comments by the following:
 - Sue Hart: Commented that she has been in communication with camp leadership on a daily basis and ensuring they are staying on budget. Praises Cindy for all the hard work she's been doing out at the Trading Post.
 - Steve Hammond: It's good to hear about camp. Jay, Mike and Steve met last august about camp and there were numerous debates about the length of camp. We decided on 4 weeks. Camp is our most tangible offering we have for our Scouts. Encourages each of us to visit camp and spend \$50-60 in the trading post and pay \$10 to eat in the dining hall. Please make note that we will be at Camp on July 20th for the board meeting.
- Meeting adjourned at 8:05 PM

Respectfully Submitted,

Sue Hart
Assistant Scout Executive

Signed: _____

Date: _____

Approved: _____
Steve Hammond, President

Date: _____



Technology & Communications Committee

REPORT 20 JULY 2023

EXISTING WEB SITES

- Discussed missing camp content with Camp Director & Ranger
- Minor content updates

BLACK PUG TRANSITION

- Held training on facilities and camp rental (outside of summer camp), scheduled training for events and customer service followup.
- Setup campsites in BlackPug, working on rest of camp facilities
- Working to setup new events in BPS
- WPENGINE account setup and ShenandoahLodge.org ported
- Rough information architecture/content map laid out
- NEXT:
 - Design concepts for Council & Camp home pages.
 - Continue training on various modules
 - Send out survey to unit leaders and volunteers (this week)
 - Need to coordinated with Terry to setup new merchant account to move everything to (cheaper setup)

GOOGLE WORKSPACE

- Need approval to shift email MX records (Sue)
- Collecting brand and marketing materials to include on the workspace Google Drive
- NEXT:
 - Finalize plan for accounts/use
 - Setup Google Drive structure
 - Create some basic training material
 - Shift primary domain of workspace to virginiaheadwaters.org

OTHER AREAS

- Recruiting people to volunteer as part of the web project, overall committee
- Pulling together social media accounts and looking at SOPs for posting/publishing (editorial calendar)
- Researching fiber optic availability for Camp Shenandoah (on current build out, no date for availability)
- Looking at email deliverability on all domains (SPF/DKIM records)

John Athayde

VP Technology & Communications

john@athayde.com

202-285-3544 (m)

Survey for Volunteers/Unit Leaders

Name

Do you volunteer at (unit, district, council, camp, lodge, other)

Role(s)

Unit(s)

Communication Prefs

Do you use email for scouting purposes?

Do you use SMS for scouting purposes?

Do you use chat (web or apps such as Slack, WeChat, etc), if so which ones?

Do you use social media for scouting purposes?

If so which ones? (FB, Instagram, Twitter, LinkedIn, Other)

Do you use phone trees for scouting purposes?

What is your preference for receiving communications from the council? Unit? Camp? Lodge?

Does your unit have a website?

If so, what did you use to build it?

Who maintains it?

What problems do you have creating and maintaining your website?

What technology improvements would make your unit recruiting easier?

What would make your unit communications easier?

What things do you put on your website? [multicheck with other]

Do you have a domain for your unit?

Do you have email accounts setup on that domain?

What difficulties or frustrations have you had with receiving information from the council?

What difficulties or frustrations have you had with council technology solutions? National technology solutions (online advancement, scout book, lodge master, etc)?

Do you read the Council Newsletter, the Tributary?

Before this survey, had you heard of the Tributary?

If you've read it, how do you feel about the content and its timeliness?

How do you feel about event communication (e.g. Apple Harvest, Aviation Day, Klondike Derby)

How do you feel about Camp Shenandoah communication around summer camp

How do you feel about Camp Shenandoah year-round usage/rental

How do you feel about the Leaders' Guide

How do you feel about pre-camp technology (class signup etc)

How do you feel about post-camp technology (blue card retrieval, etc)

Do you use any of the mobile apps provided by National

- Scoutbook
- Scouting
- OA
- Other

What information do you wish you could more easily get from the council/camp/lodge? How would you like to receive it?

Free form area for any other comments, concerns, etc

VAHC May DEI committee meeting minutes

May 31st, 2023

Present: Anne Blair, Jim Echols, Audrey Storm, Steve Brown, Renee Brown

1. We learned that Cub Scouts can now officially be co-ed from Lions through Webelos. Arrow of Lights still has to have technically separate dens between male and female Scouts.
2. Camp Shenandoah Update: Anne presented a brief DEI training to Camp Staff at the beginning of their training week. We heard feedback from more than one camp staff that it was appreciated. Anne included feedback from Audrey about the need to include upstander training to camp staff about how to effectively intervene. This included simply saying “ouch” when unsure what to do, and the 4 D’s of upstander training (See below)
3. Camp Update #2: A few minor DEI related concerns have been brought up at camp and Anne has been able to offer up feedback and support to camp leadership. Solutions have been found and camp staff have expressed feeling supported. Camp Director will continue to consult with Anne/committee as needed.
4. Audrey reported that progress on converting stalls in the shower house to single unisex private stalls continues as our volunteer architect is still working on drawings. Jim continued to emphasize the need for a capital campaign to make bigger changes to shower/bathroom facilities as well as other large needs at camp.
5. The book “BlindSpot:Hidden Biases of Good People” by Binaji & Greenwald was recommended as a good resource to read.
6. Going forward: Discussed areas still to be worked on going forward for the committee.
 - a. Making Scouting more welcoming to women and girls
 - b. Supporting Scouts with special needs, including ADHD, autism, physical, and mental limitations
 - c. Finding and reaching diverse leaders, and diverse scouts
 - d. Having marketing materials show diverse leaders and scouts, but also following up with actually having diverse scouts and leaders present is also important.
 - e. Seeing the shower house/bathroom conversions through to support gender diverse scouts, whether on a smaller or bigger scale.

7. Anne expressed interest in allowing someone else to lead the committee going forward after the fall, as she has been helming the committee for two and a half years now. Jim suggested that meetings can be reduced to every other month to decrease the load. If anyone would like to pick up the reins let her know!
8. New member update: Anne has been chatting with work colleague Leric Vetter about potentially joining the work of our committee. We hope she will say yes!
9. Next Committee meeting: Wednesday, July 26th, 7 to 8pm.
Zoom link:
<https://us06web.zoom.us/j/87800732799?pwd=UFRRNWJ3LzM1bFhwODA2R2dYS2VBUT09>

4 D's of Upstander Intervention

Direct: Confront the person doing the behavior in a calm, respectful, and assertive manner.

1. Tone matters- Calling in vs. Calling out
2. Separate intent from impact
3. Separate behavior from the person.
4. Easy call in: "Ouch!"

Distract: Provide an opportunity for the victim to exit the situation.
"Hey, I need your help with something over here."

Delegate: When you don't feel like you can handle the situation yourself, get help from another camp staff, or camp leadership team.

Delay: When intervening does not feel safe, circle back around to check on the victim later to see if they are ok and need additional support.

"Hi, I saw what happened back there. I did not think it was right and I wanted to check in to see if you are ok."

Virginia Headwaters Council
Program Report
July 2023

Youth Activities:

- Cub Resident Camp was held from June 18-20. 35 Cubs (with their parents) enjoyed a variety of activities from crafts, swimming, fishing, shooting sports and rockets. The camp enjoyed two campfires and some liquid sunshine. Many positive comments were made from numerous families. A survey was sent out this week for feedback and we are working on setting a date for the future.
- Webelos Resident Camp was held from June 21-24. The number of scouts increased by over 25% from last year. The weather was not our friend but it did not dampen the spirits of those in attendance.
- Scouts BSA Camp Report will be given by the camping committee but as a Scoutmaster of T2020, we had a fantastic time!
- The Contingent for Jamboree will depart on Wednesday, July 19th with Edmund Potter and Joanne Norford serving as Scoutmasters.
- Aviation Day registration has reopened for the new date of September 9th.

Adult Activities:

- BALOO and IOLS training was held during camp.
- Wood Badge Staff Development 1 and 2 have been held. The staff is working together well and are excited to deliver a stellar program.
- As on July 17th, there are 26 participants signed up for the course. The 30 by 30 mark will be hit soon and then the push for a full course of 48.

Respectfully submitted,

Tracey Stakem