



Property Meeting Minutes  
 October 20, 2010; 6:30 pm-8 pm

Welcome

Introductions: name, role, years in Girl Scouting  
 Review of agenda- no additional items added. Topics or questions were added to a “parking lot” (see attached).

Engagement expectations

- ❖ Cells on silent. Consideration. Listening. No “after meeting” “parking lot” meetings- hold discussions within time frame of meeting agenda. Honor time. One voice at a time.

Roles for the meeting

- ❖ Secretary- Minutes
- ❖ Keeper of Sisterhood- Be a sister to every Girl Scout
- ❖ Keeper of Mission- Keep mission and Girl Led in front of discussion
- ❖ Switch (roles)- if needed

Group: Pledge, Promise and Law

Information

Reduction in force. Sue Stewart reviewed how the budget decisions were made and prioritized for 2010-11 based on what we need in order to deliver the premier leadership program for girls in 10 counties. Consideration: board strategic plan, council wide and staff input. Utilized data, staffing, revenue and expense, trends, state and national initiatives.

- ❖ Facts: economic downturn and uncertainty, fewer members, less public support. 2009- reduction in work week and staff. No staff salary increases for several years. Need quality workforce to carryout mission.
- ❖ Initial budget from brainstorming projected loss of \$400,000. Goals of Finance Management Committee and Board were a balanced budget, ability to fund capital, and fund depreciation. Analyzed needs of \$11m in property.
- ❖ Capital budget includes \$187,000 authorized by Board from reserves and anticipated \$402,310 from grants and foundations, gifts in kind.
- ❖ Identified areas for reduction in expenses. Identified need to reduce three positions - approximately \$180,000 including benefits. Decisions based on priorities and needs 2010-11 and strategic plan with a focus on core mission. HR policy- no cascading- people are not bumped from current positions who have less seniority. Combined duties of several staff, outsourced other duties.
- ❖ Council requires increased revenue from public support- individual and family donors, foundations, etc. United Way funding will not increase in future. Need to continue strong product sale, with increased revenue from other sources.

Board approved operational budget 2010-2011 (\*not capital or reserves)

	HQ	GECC	HH	CC	FMSC	Pool (6mo)	All ***properties
Revenue	\$4,000	\$40,000	\$6,500	\$3,600	\$7,00	\$1,100	\$59,200
Expense	\$105,052	\$51,672	\$70,340	\$62,754	\$23,240	\$12,098	\$388,791
(loss)	(\$101,052)	(\$11,072)	(\$63,840)	(\$59,154)	(\$22,540)	(\$10,998)	(\$329,591)

\*\* does not include staff salaries

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## Property Management, Adult Development

- ❖ Communication about reduction in force of three staff positions was through Cybernews, Board, Corporation Team, Service Units, staff teams. Melissa Mason will focus on the people side of properties and environmental stewardship. Dale Lang is assigned to property oversight for Fort Myers, Caloosa, Collier GSH, Venice GSH, and Port Charlotte GSH. Amanda Jacobs and Yvonne Bras are taking on responsibility for Adult Development.
- ❖ Information, knowledge and clarification
  - The absence of a weekend person at Camp Caloosa is short term. We intend to finalize the role and the responsibilities and have a plan in place before end of year.
  - Managing expectations: the role and responsibilities of a person(s) for weekends at Caloosa will be further defined. Staff and outside vendors will support property management (mowing, plumbing, etc).
  - No intention to sell Camp Caloosa at this time.
  - We are moving forward with the Forest Stewardship Management Plan, adopted by the Board. It will begin around Nov 15. Communication will follow for membership and neighbors.
  - We have been informing troops since July 30 that their use of Camp Caloosa is without presence of a ranger and have offered choices of staying at camp with trained leaders assuming responsibility, getting a refund or transferring to Honi Honta.
  - We are aware of anonymous Facebook and petition.org postings. We do not respond to these nor do we believe they are respectful of our organization or open communication. We have removed disrespectful and disparaging remarks from the GSGCF Facebook site and have a policy in place to manage such comments in the future. Until last night, the CEO had received NO communication from any volunteer or girl regarding the reduction in force or Camp Caloosa or other issues being discussed in various communities. Open, two way communication is critical in our organization.
  - Data: will be available:
    - ❖ Girl membership 09-10.
    - ❖ Camp utilization and property utilization (underway)
  - Health Department: recently tested the water and the camp is out of compliance. Communication is in place with them, the problem is being taken care of at our end. Water needs to be brought in until the problem is resolved.
  - Plans:
    - ❖ Troops are responsible for property use and conduct until plans are in place for weekend support. Kaper charts being developed, along with a "how to guide."
    - ❖ Emergency book is being updated.
    - ❖ Guide on how to use the property is being established for all properties
    - ❖ Forest Stewardship Management Plan in place.
    - ❖ Current staff responsible for grounds and building management until work is outsourced.
    - ❖ Capital budget items being pursued: storage for outdoor equipment and repairs to foundation at Chalet.
    - ❖ Volunteer training will be reviewed and revised as needed to support adult volunteers who are ultimately responsible for girls at all Girl Scout properties.

## Open Discussion – Q&A:

- ❖ ***Michael Smith: Asked that pool at Honi Honta be put on hold. Would like to see the things breaking being addressed instead of building a resort. Requested the cost of future upkeep and liability insurance be considered.***  
*Sue Stewart: Settlement reached in March 2010 with receipt of \$345,000 - less than put into the pool. Small additional grants received. We will recycle and reuse resources. Estimate of pool expenses is budgeted for, assuming April start date. Plans launched three years ago still underway.*  
***Ann: I like to see a pool at one of our camps. We are in Florida and it is hot and the girls enjoy pools.***

- ❖ **Michael Smith: Requested confirmation of bed count procedures. Stated camp Caloosa must utilize floor.**  
*Melissa Mason: Lodge is not included in bed count at Honi Hanta. A new count and format will be established for 2010-1.*
- ❖ **Jackie Webster: Understands the need to cut expenses and is not trying to stir up the north and south divide – but why this ranger vs. the other ranger? Explain \$106,000 designated to Caloosa.**  
*Sue Stewart: As I understand from the past, the designated funds of \$110,000 from the reserves, approved by the Board 6/7/08 were established to support clearing of the fire lanes and eradicating of exotics. Donor restricted donations for Caloosa have also been put into this account and have been utilized to support capital items and repairs at Caloosa since 6/08. The current amount as of 9/30/10 in this designated account is \$102,036.99. The ranger decision was based on priorities and position not people. Our council does not have a bumping or cascading policy (seniority was not a factor in decision).*  
**Jackie Webster: A ranger is more important at Honi Hanta than Caloosa?**  
*Sue Stewart: The decision was driven by priorities underway at Honi-completing the pool, new land acquired and designated grant money.*  
**Jackie Webster: And accommodations for a non-existent pool?**  
**Michael Smith: For 3 years and 8 months.**  
*Sue Stewart: Plans to complete the pool are underway and in approved budget.*  
**Unknown: Would like to know the expense of a ranger to a camp.**  
*Sue Stewart: Unable to share staff salaries.*
- ❖ **Fire Chief, Lawrence Nisbet, EFO: Understands balancing budgets and the need to cut expenses however expressed concern that Caloosa is a target hazard area. He worked closely with ranger and troubled that position is gone. Closest tower for 911 calls is Charlotte County and worried calls might be routed there first. He stated it takes 6 minutes to respond to Caloosa. In the past variances have been given due to ranger relationship and the fire codes will need to be revisited which could be costly.**
- ❖ **Sue Stewart: We are always concerned with safety and will take this as an offer to assist us with a solution. Will meet with Fire Marshall regarding a review of safety at Caloosa.**
- ❖ **Fire Chief, Lawrence Nisbet, EFO: There are transient dormitory requirements that need to be reviewed.**  
*Sue Stewart: Will work with Fire Marshall and welcome the review. (Note: these beds have been in place for several years and we are open to making changes to insure safety.)*

Strategy Café (3 breakout groups): Highlights from brainstorming solutions to three topics.

People

- Training- need ongoing, especially outdoor. Promote more basic outdoor training programs
- More staffing at later hours at FM Service Center for working parents
- Girls want a ranger at camp-preferable Papabear-who did cater to girls
- Good staff support to service units
- Find a way to have events at less cost especially for adult participation
- Round table discussion for adults at girl events
- More marketing for events-better communication
- Use weekends more

Place

- Finalize water-septic and water quality
- Teach so groups are prepared to use camp
- Need landline, walkie talkies
- Weather radios
- Can we fundraise to get ranger position returned?
- Grant writing for funding
- A log for issues found at camp
- Check list for camp
- Site director for weekend-volunteer trainer, part time employees

## Things

- Celebrations, holidays. 4 times per year
  - Juliette Low Birthday, etc.
- Consistency with each season: no matter how many girls want to come to events, hold events. Will grow by word of mouth.
- Capital campaign for commercial kitchen. Turn lodge into kitchen. Donate tiles, etc.
- Butterfly garden
- Wish list for troops of activities they can do for service projects
- Community sharing of camp with other organizations. Teaching girls to teach others.
- Canned programs-everything ready to go. Grab and go. Hold no matter how many sign up.
- Scrapbook left at camp. Done by girls. History in the making. Each troop completes one page. Ask former troops to contribute.

## Wrap Up

Keep dialogue open

Have a second meeting and committee involvement

Volunteers supported and encouraged to have a voice

Moving forward to what girls need for the future

Minutes and other updates will be via group emails and posted on website

Closing: Friendship Circle

## Questions and Reponses to “Parking Lot”

- 1. Did we get AED's at the camp yet? We are now teaching how to use them at the FA/CPR classes. Can we get grants to cover them?**  
Not in the plan or budget for this year. Will assess for next year. Grants are a great option.
- 2. Fire Dept and Police Dept teach safety classes to both girls and adults so they can feel safe and be used elsewhere.**  
Good idea for community partnerships. Program and adult development staff to pursue.
- 3. Please keep us updated on this and other programs. Thank you for including us.**
- 4. Make family events-then more people will come out and see facilities and programs available. Families are short on time and need to include them. Recruiting events come and see.**  
A survey was conducted in spring to determine program interests. One of the results was the desire for family events and action was taken with 20 program events scheduled for the 2010-11 Girl Scout Year that involve girls and one or more of their family members including a family camping event to be held in April at Camp Caloosa. Additionally, a few weekends were reserved for family camping at Camp Caloosa and Camp Honi Hanta during this past summer. The dates were advertised in Cybernews and by word of mouth, with no one opting to utilize the weekends for family camping. Service units have the option of reserving the camps to host family camping events with one doing so thus far.
- 5. They make portable mobile kitchens. Can't we look into those? The flea market on MLK has one for sale.**  
Kitchen is not currently in the plan for Caloosa. Current infrastructure does not support this.
- 6. Let troops have family programs.**  
Troops can host family programs.
- 7. About summer camp. Why don't you take some of the camp ideas from Honi Honta and put them down here? Like horse camp. There are loads down here.**  
Resident camp is not in the long term plan for Caloosa. Cannot accommodate girls and programs needed to make the program viable. Day camp has been planned in the past with less than desired numbers. Will continue to assess. Bus option for resident camp at Honi has not been well received, but willing to consider in 2010-11.

**8. Volunteer site directors for weekends. We did this years ago on LI and it worked. Have to train them.**

Good idea. Included in options for consideration. Other concepts include weekend volunteers from the community and current volunteers, retired "campers," program focused volunteers with themed weekends, incentives for adult volunteers or troop leaders to manage additional duties of the weekend.

**9. After school programs. PT staff leaders to run troops. Parents working so cannot be leaders and too busy.**

Currently offered in at-risk communities where funding is available to cover costs. A pilot program was tested in a couple of areas to offer after-school program in middle income neighborhoods with the participants paying a fee for service. It was not successful, but will be re-evaluated for the future.

**10. I still think we should tap into lifetime GS. We do not have/have not let them know what was going. We have a lot of these, never have included them. If we do they will donate and get involved-as part time facilitators, etc.**

Excellent suggestion! Since September, lifetime members should be receiving Cybernews to keep them up-to-date.

**11. Will there ever be a time, instead of building a pool at Caloosa, that Donut Lake will be able to be swim in?**

There is no plan for a pool at Caloosa. We are assessing the benefits and costs to safely swim in the waters at Caloosa.

**12. What about the Garden?**

There is a group of girls and adults who will begin working on the garden in January through the Girl Scout Forever Green program which includes grant funding for the project.

**13. Is the loss of the ranger position temporary and if it is, when are you looking to fill it?**

The position of Ranger for Camp Caloosa has been eliminated. Solutions will be forthcoming to ensure the safety of girls and the property.

**14. What are the plans for the use of the ranger house?**

Options will be reviewed.

**15. Does the expense amount given for Camp Caloosa include any money that was already budgeted as part of the \$110,000?**

No. See minutes above.

**16. Do the expenses you gave earlier for the camps take into account the cost of the pool and loss of money in lawsuit and lack of gain? Small amount said for Honi Honta did not seem to include this expense.**

The pool is budgeted for approximately \$12,000 in expenses specific to electric, and maintenance materials. This does not include lifeguards or other staff salaries, nor revenue received from settlement which is in the capital budget to complete the pool.

**17. How much wildlife habitat is being destroyed by the Forest Management Program and how dramatically will the landscape be altered?**

The Forest Stewardship Management Plan addresses this issue. Current wildlife habitat will be safe and we anticipate seeing more after the thinning of trees. There will be more sunlight for new habitat growth. All gopher tortoise burrows on the property will be clearly marked and all permits have been received to comply with all local and state ordinances.

**18. We camp at Caloosa because there was a ranger. We family camp elsewhere. So what is the difference now?**

The primary role of a ranger position is to manage property and maintenance. The camp continues to be available for troop and group camping. Volunteers need to oversee girl safety. We are looking to add program options for weekend troop camping next year and if able- will be delivered by volunteers.

**19. Need more events at Caloosa-day camps, campfire, recruitments**

Camp Caloosa has nine program and adult development events scheduled thus far in the 2010-2011 Girl Scout year. Additional events may be added with volunteer support. At both camps we work to maintain the delicate balance between maintaining availability for troop camping and utilizing the sites for council-sponsored events and trainings. After the first of the year we will be adding activities focused on the environment as part of our Forest Stewardship Management Plan.

**20. Can fund raising be done and targeted to Camp Caloosa?**

The capital budget for this year includes both operational funding and grants to cover immediate needs at Caloosa. At this time, the needs of the camp are very extensive and a capital campaign is not part of the board strategic plan. If you know of individual or foundation donors who we might work with for future needs, please contact Melissa Burtless, Chief Development Officer at 800-232-4475.

**21. Who is going to monitor property to keep it safe and monitor people entering camp who are not Girl Scouts?**

We are developing systems and processes for this and looking at options from best practices from other councils. Seeking creative input from membership to assist us.

**22. After scrutinizing the council's financial statements, tax returns, etc. I found over \$701,000 in salary increases and other discrepancies in the facts you stated. I am very uncomfortable.**

The councils most recent 990 is on the website and open for public review. It covers the year ending 2009. The financial statements of the council are audited yearly.

1) Line 15 IRS 990 Prior Year vs. Current Year increase of \$701,978(see below):

	Prior Year	Current Year
14 Benefits paid to or for members (Part IX, column (A), line 4)	84,189.	93,812.
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	1,580,230.	2,282,208.
16a Professional fundraising fees (Part IX, column (A), line 11e)		12,500.

- Prior Year expenses are for a 9 month period (1/1/08-9/30/08) due to a change in Fiscal year.
- Current Year expenses are for a 12 month period (10/1/08-9/30/09)
- Current Year also includes 12 months of expenses for Community Youth Development for whom GSGCF acted as fiscal agent. Their revenue and expenses are reported in our 990 for the period we were fiscal agent.
- Bottom line, Line 15: 12 month to 12 month comparison with CYD deducted:
  - Prior Year: \$2,001,237
  - Current Year: \$2,066,553
  - Remaining difference of \$65,315 between Prior and Current Year is due to increased costs of existing benefits which include (Health, Unemployment, and Worker's Compensation Insurances) and required contributions to the GSUSA pension plan.

Sue Stewart received two letters from Girl Scouts-unsigned- so she is unable to respond directly back to them specific to their concerns to rehire the Camp Caloosa ranger. Sue received a signed letter from a Girl Scout specific to the Forest Stewardship Management Plan and she has responded to her.

**Next Meeting:**

Service Center Fort Myers

November 18, 2010

6:30-8 pm

Tentative Agenda:

Follow-up on specific questions and concerns

Creative planning for use of Camp Caloosa –girl led, adult learning and environmental themes.

Other (please submit to Sue Stewart in writing/signed in advance of the meeting).