

**Minutes of the Council Executive Committee****August 22<sup>nd</sup>, 2023**

The meeting opened at 5:35 pm at the Council Service Center and on zoom by Don Riegger, Council President. A quorum was present.

**Present:** Roger Dahlgren, Kevin Kinghorn, Steve Odenkirk, Fred Petersen, Don Riegger, Robert Samuelsen.

**Excused:** Jonathan Lang, Jerry King, Kathy Winger.

**Guests:** Mark Ellson

**Staff:** Shannon Roberts, Mike Korcheck

**Summary of Action:**

1. **Safety Minute:** Roger Dahlgren mentioned that when hiking or doing other events that require maps, make sure you have the right types of maps available. Different activities require different types of maps, and some of these may not be available electronically.
2. **Overview:** President Riegger provided an overview before getting started.
  - a. He noted that the Council mantra during and after the pandemic was to “SURVIVE, REVIVE, & THRIVE. We seem to be stuck on the “Revive” part as membership and revenues in particular, continue to lag.
  - b. He is also disappointed in our operational discipline. Shannon is committed to getting this cleaned up and instituting better policies and procedures.
  - c. He mentioned that there is a new documentary airing starting September 6<sup>th</sup> that will revisit BSA past failures with youth protection. We must remain vigilant on youth safety and support past victims. On another legal matter, Fred Petersen noted that the Purdue Pharma case may affect the BSA settlement. For BSA, there are two insurance companies and a small contingent of victims that asked for a stay, but this was denied. We are not sure that any new ground will be covered, but we will move forward positively.
  - d. The committee was referred to the Council performance standard report. There are some positive metrics, particularly with membership and recruitment.
3. **Board of Director meeting minutes** for July 8th, 2023, were reviewed and there were no comments.
4. **The committee reviewed Jerry’s July 2023 Treasurer’s report, financials, and Finance Committee minutes of July 18<sup>th</sup> and August 15<sup>th</sup>.**
  - a. In general, support and revenues have not met the goals and have not even met last year’s performance to date. Expenses have generally been within budget, although it seems the budget did not fully capture the staffing plan for the year, and we likely will be over-budget for expenses by the end of the year with potential hires to the Council staff. There were no comments on the treasurer’s report, financial statements, or the financial committee meeting minutes.
  - b. Don noted one item from the Audit Committee meeting on August 14<sup>th</sup>. The committee decided to retain WIPFLI as our Auditor/Tax Preparer for the next three years.
  - c. Based on our current financial status and the need to increase cash flow, the Committee

discussed the following resolutions that were recommended by the Treasurer and Finance Committee:

- **Resolution 1:** The Council has maxed out our internally authorized Line of Credit (LOC) of \$150,000 and revenues and cash flow continue to be a concern. Additional cash must be available for the Council to continue to operate. The Finance Committee recommends that the internal LOC be extended to \$250,000.
- **Resolution 2:** The Finance Committee revisited and discussed the budgeted endowment draw. Jitasa determined that our budgeted amount was less than the amount authorized under the Council Spending Policy. Whereas the council spending policy allows 5% of the rolling 12 quarter average for draw from endowment for operations, and whereas the 2023 budget included only a 4% draw on the 12-month quarter average, the Finance Committee recommends revising the budgeted draw for 2023 from 4% to 5%, or \$23,626.
- There were no comments on the resolutions, and they were accepted unanimously.

#### 5. Discussion Items – 90-Day Sprint Focus:

- Membership:** Mark Ellson presented a summary of the steps Sky Islands District are taking to reach out to the local school district leadership to gain their buy-in to conduct Scout recruiting events at their schools. Results are positive so far with more meetings to follow. He did note that some units do not like recruiting in schools which may be hindering their success rates. They are planning to have a recharter event in November to assist units with the process, and a Webelos to Scouts Transition Fair in January 2024 to ensure that those making the transition have a Troop to move into. Mark also mentioned that we need to have an easier way to handle credit card payments during the recruitment events.
- Manpower:** Shannon mentioned that we are still looking to hire first a new District Executive, and then a Program Director. The resumes we've received for both positions through National are not what we're looking for, so we've posted ads on a couple external job boards.
- Money:** Rob noted that Safeway will donate some water to our El Tour de Tucson efforts. He is working on a plan that will encourage our Charter Organizations to step up more financially. Since we did not meet our goal with the Arizona Tax Credit, they have renewed our contract for this year's effort for free. Don noted that we haven't had much success with the phone solicitation campaign and asked that each Board member make at least some calls.
- Popcorn Sales:** Mike noted that there were representatives from 21 units at the Popcorn Kickoff Meeting on August 19<sup>th</sup>, both in person and on zoom. Both districts were well represented. Next steps are to get leaders, units and scout registered in the Trail's End system so they can get their orders in. We are looking forward to a good selling season.

#### 6. Committee Updates were given, and submitted reports included in the packet:

- Properties Update:** Steve Odenkirk noted that the Properties Committee is taking steps to modify their processes to ensure obtain multiple bids for projects at the Council Office and both camps.
  - Payment for a new storage container for Camp Lawton was made and then purchased outside of proper approval procedures. The cash gift was \$4,250. The purchase was made on one of the Council credit cards. The gift did not factor in taxes, fees, or additional costs to get the container up to camp standards.

- As a result of not following the proper procedures, two motions were put forth to approve the donation and the acquisition. They are as follows:
    - **Motion 1:** Upon recommendation by management and after consultation with the Key 3+, the CCBSA Executive Committee accepts a restricted cash gift of \$4,250 for the sole purpose of acquiring a containerized storage unit at Camp Lawton. The property committee shall make a recommendation to the CCBSA board on the acquisition and installation of such a unit.
    - **Motion 2:** Upon recommendation by the Properties Committee, the CCBSA Executive Committee approves the acquisition of a 20' Standard Height Shipping Container in "Grade A" condition. Total budget is not to exceed \$5,000 which is to include all costs, including but not limited to: fees, taxes, delivery, site prep, materials and labor required to ensure architectural and visual uniformity with the property, and all finance and carrying costs.
  - These motions were approved unanimously, but the board notes the acquisition was made outside standard process and required fiduciary approval processes. As such, the board recognizes this approval is given on a one-time exceptional basis.
- b. **Programs (Summer Camps & NCAP):** Roger noted that the National Jamboree went very well from our perspective. The council completed a Summer Camp after action review that noted what went well and what didn't. NYLT was a hit, and the Scouts had a great time for the most part, but we did have a couple issues with staff. We also need to have more program directors trained. Work has started on next year's programs and how to beef them up with additional programs to get more Scouts excited about the experience we can provide.
  - c. **Communications:** Kevin Kinghorn brought the group up to date. The Communications Committee had their first meeting where they set the focus on community outreach. The most recent NuPoint Marketing report is included in the packet, and they are working on a targeted ad campaign that will better reach our desired audience. We also want to work with them to better coordinate this ad campaign with our join night efforts.
  - d. **Development:** Shannon noted that we've terminated our contract with Bell Fundraising Consultants and hired a grant writer that he worked with at the AZ Diaper Bank (Ian Arthur). He presented Ian's first report that notes a couple request are in the work and pending decisions. This report and the previous one are included in the packet. Shannon also notified the committee that we have cancelled this year's Campfire and Candlelight Gala as the finances were not working out. We will continue with the silent auction, however.
7. **Consent Items -The following reports were accepted:**
- a. Council Performance Standard update
  - b. FOS Report
  - c. Grants Report
  - d. Membership Report

8. **SE Minute:** Shannon noted that after being here for about 60 days, he started to make some changes in the way the Council does business. He stated that change is good, but it can be hard to make changes. Get ready for more changes!

9. **Kevin motioned, Odenkirk seconded, and the meeting adjourned at 7:07 PM**



Don Riegger  
Council President



Shannon Roberts  
Scout Executive/CEO

26 SEPT 2023

Date

26 Sept 2023

Date

**Our next meeting will be a Board of Directors meeting on**

**September 26<sup>th</sup>, 2023; 5.30 – 7.00 pm.**

**At the Simpleview Campus**

**8950 N. Oracle Road**

**Oro Valley, AZ 85704**