

# Circle Pines Center Fall Membership Meeting

## Minutes for October 14, 2023

Circle Pines Center a member-based, cooperatively-governed (501(c)3) non-profit. Location: 8650 Mullen Road, Delton, MI 49046 Phone: (269) 623-5555

1. Meeting called to order by Board Chair Romy Fitschen at 2:08 pm
2. Attendance/Quorum (Olson) Membership = 240, Quorum is (14%) = 34, Present 40 - We have Quorum

15 members present in person: Romy Fitschen, Gary McClelland, Andra Gomberg, Judith Transue, Kathy Seigenthaler, Meryl Domina,(to be added from sign in sheet)

25 members present online: Aidan Albano-Bachtell, Roalie Guttman, Chuck Hakim, Fred Beshears, John Zimmerman, Caleb Carpenter, Heather Turner, Deb Nyron and Todd Kuty, Deb Rauens, Justin Asay Barney, Bryan (GR Food Coop), Amanda Allen, Robin Connell, Leah M, Chia, Josh Olson, Deb Olson, Jean-Claire Fitschen.

Staff Present: Chris Schleuder and Deb Rauens

3. Welcome & Approve Agenda - Fitschen (5)

Romy Fitschen, Board Chair, referenced the report and answered questions.

Romy Fitschen reminded the membership that the process CPC has set up for democratic membership is through the committees and program committees and to please direct energies there.

 Board Chair Report 10.14.23.pdf

Motion to approve the [Meeting Agenda](#), with changes presented, by Meryl Domina, Seconded by Aidan Albano-Bachtell. Motion carried.

#### 4. Committee Reports

##### a. Land Use

Gary McClelland (15) We have a contract with those who have the utility easement which includes that they will not spray on our property.

Questions/Comments:

Heather asks what we do if they spray. Gary goes out to keep them from spraying when he sees them. If they violate our contract with them it would be a legal issue. Our best course is to work with them. They have instructions not to and Gary goes out to remind them.

Gary asked for volunteers to come out to do work on building and cutting firewood.

Deb Rauens commented people are spraying near our drinking fountains

##### b. Archival

Presented by Gary McClelland as Christyl Burnett was not available. The Archives Committee is reorganizing itself. Christyl Burnett & Fred Beshears are leading this committee to organize and enable access to the archives.

Fred asks if the archive project is considered a new or existing project as the Chair's report says that new projects are on hold. Confirmed is an existing project.

##### c. Membership/Outreach - JC Fitschen (15)

JC will add her slides here . We did a membership calling campaign. Andra stepped down as co-chair. We are looking for a new co-chair. We need

volunteers for these activities, that can be done with a small time commitment. Meeting every other month and you can volunteer for a specific experience. For Example:.

- Calling and welcoming new members - call, email or text
- Outreach (call, email or text) to visitors to tell them about other events throughout the year
- We need someone to help us with a script for the above things
- Signage needed
- UPdating the membership handbook
- Check in members at membership meetings
- Summer camp outreach
- Facilitating having a membership representative at each event -easy to do at events you regularly attend
- We need an additional co-chair
- Provide a list and calendar for \_\_\_\_\_
- Question about committee meetings - Aidan answered that most committee meetings happen virtually.

d. Executive Director Report - Eddie DeGraw (15)

Presented via video here. [Eddie DeGraw ED Report 10.14.23 Transcript](#)

e. Facilities/Housing - Fitschen(15)

Most of the presentation was in Eddie's presentation. Call for more committee members.

f. Program/Education - Siegenthaler/Brown (15)

- The 85th was our primary event this year. We organized the programming.

Call for committee members.

g. Summer Camp

Caleb Carpenter report:

Summer Camp was great. Folk Opera went great and is posted. We had no disasters. Disorientation went well and we thank the volunteers who helped the staff after the long summer. Next year we will have a new rubric for cleaning from Deb Rauens.

We got good feedback from parents and kids after every session. Next year we will focus on making the environment more comfortable for our BIPOC staff and campers. We will push more to get membership from campers, staff and camp families. We are always looking for summer camp staff.

Discussion followed about how to make sure people like those from the Spanish Culture group get all the info they need for camp registration. We should add an early registration as a member perk. A reminder that our bylaws require members to have early registration for all events, but we have not been doing it consistently.

Q from Meryl -there must be direct follow up when people make contact with the staff . Josh O - how do we help people who were not so quick to register. Can we add more weeks of camp? There is a limitation due to Buttermilk Jamboree. Romy- There was a problem with understanding if camp was full or not, a registration problem. Membership committee is there to disseminate materials, but the materials. We have not had a brochure since COVID. Most of everything is being marketed. We will bring up with Eddie if there will be

h. Fundraising

Presented by Deb Olson

[Fundraising Report - This attachment is the Fall fundraising letter](#)

[Fundraising Committee Handout](#) - this attachment is the fall fundraising letter.

A member proposed that we add information on our website on how to leave a bequest to CPC. Amy C -will look for some material for us on that. Jack Gordon is taking that on as an assignment for the Endowment Fund. Andra said you can name

CPC as a beneficiary of an IRA or a pension, as well as in a will. Romy would like to have co-chairs for all the committees.

#### 4. Finance Report

Presented by Chris Schleuder and Romy Fitschen

- Our Finance Chair, Aaron Carlson had an emergency and could not be at this meeting
- Question: Do the financials here show that Buttermilk Jamboree lost money? Is this a project we do to make money? Chris said “when we finish closing the books we think Buttermilk Jamboree will break even. The Finance Committee will be reviewing all programs to determine if we are making money on them, or if they are mission events that we lose money on but support our mission. We have data on who comes to what event. But we don’t have the staff time to analyze it. We are capturing it in our contact management program ( Little Green Light), and hope to eventually have the analysis done by staff or volunteers. We are looking for a volunteer who could do the analysis.
- We made some revenue in excess of expenses on summer camp, partly due to not having COVID this summer and because our food buying was more organized this year. We are implementing many new systems. We use about 10 systems. Little Green Light, our contact management system, is something that we are still learning, but we hope it will help us a lot with fundraising and knowing who comes to which events, and how we might get them to more events and get them to become members and contributors. We went from Desktop Quickbooks to Quickbooks online. Kathy Seigenthaler - many people are having problems registering for programs, especially for the Spanish language weekends.

#### 5. Adjournment

Motion to adjourn by Judith Trransue at 4:28 pm. Seconded by Gary McClelland - motion carried.

Respectfully submitted,

Deb Groban Olson, CPC Recording Secretary