

GIRL SCOUTS OF VIRGINIA SKYLINE COUNCIL, Inc.
Board of Directors
Meeting Minutes
Saturday, September 14, 2019

The Board of Directors for the Girl Scouts of Virginia Skyline Council met on Saturday, September 14, 2019, in the Council Offices at 3663 Peters Creek Road, Roanoke, VA.

Members present: Dawn Wiese, Audrey Hawkins, Diane Higgs, Katrina Goode, Violet Nelkirk, Virginia Newton, Sesalie Price, and Paula Prince.

Members by conference call: Melissa Richards, Karen Ford, Taisha Steele

Members absent with prior notice: Holli Drewry, Rachel Schweitzer, Mary Roberts-Baako

Staff members present: Nikki Williams

Guest present: none

Call to order: The meeting was called to order at 9:30 a.m. by Board Chair, Dawn Wiese. Dawn welcomed all attending in person and on the phone.

Secretary's Report: Quorum present.

Consent Agenda

- Approval of Board Meeting Minutes from July 13, 2019 Meeting

Audrey moved the Consent Agenda be accepted. Paula seconded the motion. All items on the consent agenda were approved unanimously.

Finance

Fund Development update

Dawn recognized Nikki to present the update from Fund Development. Nikki advised that the Fund Development goal had been met for 2018-2019 which reflected the hard work of Melissa Hildebrand and staff. Nikki informed the Board that Kelly Persinger had resigned. Nikki is currently looking to hire a grant writer to replace Kelly. Until then Lillian Minix will be filling in temporarily. Nikki reported the grant application made to the Roanoke Women's Foundation for a mobile STEM unit (\$75,000) has made the ballot. The award banquet is November 7, 2019. We have also received two additional grants earmarked for STEM. Nikki reminded the Board to buy their tickets for the Green and Gold Gala to be held on November 2, 2019 at the Shenandoah Club. This year's gala will feature the band, Uptown. There will be both a silent auction and a live auction.

Early Retirement Buyout Program

Nikki presented a proposal for a one-time early retirement payout of seasoned employees who were 50 or older with a minimum of seven years of employment. The payout would be a minimum of \$20,000 or the weekly salary times the years of service whichever was more. This would potentially

affect five employees. The cost would be approximately \$150,000 which could be funded from the Davenport endowment fund. The individual retirement date would be the anniversary of their hire. This would save the council between \$30,000 - \$50,000 in salary savings per year. The eligible employees would have until November 30, 2019 to declare their intentions.

Discussion on the issue included the reminder that the future saving would be to the annual budget. The savings would not go back into the endowment fund. Diane questioned whether the council needed to consider a mandatory retirement age for future employees. Karen Ford felt mandatory retirement was not necessary. Consensus was buyouts were standard in the business world. Melissa reminded that when the offer was presented focus should be placed on the restructuring of responsibilities taking place and recognition that these particular employees had taken salary reductions of as much as 25% in recent years.

A motion to approve the Resolution was presented by Audrey and seconded by Katrina. Motion passed unanimously.

Strategic Agenda

Strategic Plan

Dawn briefly discussed that the Strategic Plan had been reviewed for six months. The plan had moved from lofty to functional. The staff had done a great job adding details to the plan, including measurable goals. The staff had expressed to Nikki that they were thankful to be included in the process.

A motion to approve the Strategic Plan was presented by Melissa and seconded by Virginia. It passed unanimously.

Voluntary Advisory Council

Nikki lead the discussion on the possible formation of a voluntary advisory council that would advise the Board of issues throughout the council. Taisha felt that the "boots on the ground" perspective was very needed. Paula voiced concerns that it would need structure. It was questioned how would the members be selected. It was agreed that it should be made part of the membership voice committee. All board members encouraged the formation of the advisory council. It was agreed that this should be the topic of discussion at the Open Council Dialogue meetings. We should let the volunteers decide how to organize and implement this program. Dawn encouraged all Board members to attend at least one open dialogue meeting.

Annual Meeting Agenda/Keynote Speaker Discussion

Nikki gave an overview of the Annual Meeting to be held January 25, 2020, at Sweet Briar College. Sweet Briar has a Conference Center to host the meeting and hotel accommodations for attendees. The proposed agenda was presented. It has been recommended that the Council Recognition presentation be a stand-alone event on Friday evening, January 24, 2020. This would allow the award recipients to be celebrated at the business meeting. The award recipients could be recognized on Saturday with a nametag ribbon and corsage. Other possibilities include a power point presentation of the award ceremony. It would also allow attendees to travel home earlier in the day since the business meeting would adjourn before lunch.

Sweet Briar has expressed interest in increasing its partnership with the girl scouts. A Campus Girl Scout program has been started. In addition to the recognition programs for the girls currently offered, Sweet Briar has offered to host the Highest Award Banquet and to house a satellite girl scout office.

Nikki shared that Hollins University will be sending an intern to work at the headquarters this January. She has also had inquiries from Radford regarding interns.

Board Development Committee Update

Virginia reported on the progress of the BDC. The Board consists of 17 members which includes the BDC chairman. The search continues for four directors and one girl board member. The BDC is currently looking for representation for areas other than Roanoke and Charlottesville. Suggestions are welcome. Please provide name and contact information. Names have been suggested but without contact information there is no way to follow up.

Break – 10:45 am

Meeting resumes – 10:55 am

Property Committee Update

Audrey shared the updates the property committee has been working on:

- Camp rental fees have been updated
- New rental contracts were being drafted
- New No Trespassing Signs for all properties were being designed
- Price quotes for new swipe card security systems were being gathered.

It is planned to have the property committee finalize these four items in October

- Developments at Icimani
 - Special Use Permit has been revised and the process is complete
 - Plans for the amphitheater are being draw up and a location has been selected. This will be funded with a donation that is being held for this purpose
 - Platform tents will be transitioning to cabins. Cabins are requested more often than tents by the girls and research has shown building materials to be less expensive than tent replacements.
 - There is a possibility of purchasing a property on Bandy Road which shares a property line with our property. It would provide a second access point onto the property.
- Developments at Camp Sac
 - Troop House has been repaired
 - The Bath House will be constructed by spring
 - The design plan for Pavilion is being finalized. The design is 30' x 70'. It will include bath rooms and a utility room which will also serve as food storage.
- Developments at Sugar Hollow
 - This camp is suffering the most differed maintenance
 - Mold testing is being done in the Multipurpose Building. We are waiting on the report.

An issue with a long-term rental has been brought to the attention of the property committee. Audrey shared her recent discoveries while visiting Sugar Hollow day camp. *Living Earth*, a long-time renter has in the last three years begun to treat the camp as their own. The property keys have been duplicated and the group is coming and going even when they are not renting the property. Without permission new trails have been cut, new fire circles built, tarp shelters have been erected and their personal property left in storage within the camp structures. Their website now uses our address as theirs. From the information on their website it appears their beliefs do not align with the girl scout beliefs and policies. (Board members took a few minutes to review these websites while discussion continued). Nikki will schedule a meeting to address these issues and if necessary, sever any future relationship.

With the discovery of the property abuse, Diane reviewed the GIS records of Sugar Hollow and obtained a title search. The search shows that Sugar Hollow was deeded through a gift to the Albemarle Girl Scouts (now the GSVSC) with the provision the land is to be used for camping by the girl scouts. The property reverts to the United Way if GSVSC no longer uses it for camping. (One interesting note is that as long as part of the acreage is used for camping the rest can be dedicated to other uses. The reversion clause also prevents us from ever selling the property.) We have been operating Sugar Hollow under the belief that the United Way owned it and we were leasing it. Audrey has recommended we have a survey done to make the edges of the property and the easements. Requests for estimates to provide a survey are being done.

Dawn suggested we consult a crisis management coordinator to review potential PR problems before Nikki meets with Living Earth. Dawn offered a thank you to the property committee for watching over these problems.

Melissa Richards left the phone conference at 11:40 am.

CEO Evaluation Update

Nikki excused herself from the meeting. Dawn reminded the board that the CEO was reviewed annually and it must be finished by October. She selected a committee made up of Audrey, Katrina, Diane and herself to complete the CEO evaluation.

The prior CEO goals included:

- Grow membership
- Grow fundraising
- Build program
- Build volunteer support
- Review infrastructure / particularly camp
- Address the debt on Icimani

Possible additions to the goals:

- Employee experience; staff retention, diversity, succession plan for future retirees

Action Items

- Create an email address for the board to receive comments and suggestions.
- Better job description for staff on the website.

Meeting Adjourned at 12:25 pm.

2019 Board Meeting Schedule

* Coffee and conversation begins at 9:00 a.m. and the meeting begins promptly at 9:30 a.m.

- December 7, 2019 (9:00 a.m. – 1:00 p.m.)

Other Important Dates:

Sept. 24: Fall Product Program Begins

Oct. 3: [Open Council Dialogue Meeting](#), Lynchburg

Oct. 10: [Open Council Dialogue Meeting](#), Staunton

Oct. 12: [Open Council Dialogue Meeting](#), Charlottesville

Oct. 18-20: Girl Scouts Go Outside Camporee at GO Fest

Oct. 26-27: Girls & Ghouls 2019, Camp Sugar Hollow

Oct. 31: [GSVSC Recognitions Applications Due](#)

Nov. 2: [Green & Gold Gala](#)

Nov. 9: [Training for Trainers](#)

Nov. 9: Cookie College, Sweet Briar

Nov. 16: Cookie College, Charlottesville

Nov. 19: [Open Council Dialogue Meeting & Conference Call](#), Roanoke

Dec. 2: Fall Product Program Ends

Dec. 14: Girl Scouts Celebrate! Triumph, Gold, & Silver Awards Recognition

Jan. 1, 2020: Girl Scout Cookie Program Begins

Jan. 4, 2020: Cookie College, Roanoke

Jan. 11 & 12, 2020: Girl Scout Days at Wintergreen

Jan. 18, 2020: [Mall Madness](#), Harrisonburg

Mar. 15, 2020: Girl Scout Cookie Program Ends

Apr. 30, 2020: [Women of Achievement](#), Roanoke

May 2, 2020: String of Pearls, Roanoke

May 9, 2020: Girl Scout Bridging Ceremony, Natural Bridge State Park

Sept. 12 & 13, 2020: Girl Scouts Loves State Parks Weekend

Oct. 21-23, 2020: [National Council Session](#), Orlando FL

Oct. 23-25, 2020: [G.I.R.L. 2020](#), Orlando FL

2020 Annual Meeting: January 25, 2020 (weather date Feb. 1, 2020) in Lynchburg