
BYLAWS OF THE CAMPING BOARD OF STEWARDS

PACIFIC NORTHWEST CONFERENCE OF THE UNITED METHODIST CHURCH A WASHINGTON NONPROFIT CORPORATION

ARTICLE I - MISSION STATEMENT

Section 1.01 - “The mission of the Camping Board of Stewards, created by and accountable to the Pacific Northwest Annual Conference, is to lead and manage camping and retreat ministries in support of local churches and connectional ministries in their task of making disciples of Jesus Christ for the transformation of the world. As an extension of the Annual Conference, we recognize our role as stewards to manage the properties and resources in our care with ecological sensitivity, and to offer hospitality to the larger community.”

ARTICLE II - BOARD OF DIRECTORS

Section 2.01 - There shall be no members of this corporation.

Section 2.02 - The management and administration of the affairs of this corporation shall be by a Board of Directors (hereinafter, “the Camping Board of Stewards,” or “the Board”). The Pacific Northwest Annual Conference of The United Methodist Church (hereinafter referred to as “Annual Conference”) shall elect the Board. The number, composition, and terms of the Board shall be as specified in the Conference Rules as printed in the Journal of the Annual Conference (Section N-17, j).

Section 2.03 - One-third of the members of the Board shall constitute a quorum.

Section 2.04 - The Board may by resolution delegate such authority to one or more of the directors, as it deems necessary or appropriate for the carrying out of the objects of the corporation.

Section 2.05 - Vacancies on the board of directors shall be filled as provided by the Conference Rules as printed in the Journal of the Annual Conference (Section N-20, a).

Section 2.06 - Prohibitions and Limitations. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensations or services rendered and to make payments and distributions in furtherance of the exempt purposes of the

organization. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision herein, this organization shall not, except to an insubstantial degree, engage in any activities or exercise and powers that are not in furtherance of the purposes of this organization.

ARTICLE III - OFFICERS

Section 3.01 - The elected officers of the corporation shall be a chair, a vice chair, a secretary, and a treasurer, each of whom shall be nominated and elected from the Board at an organizational meeting, except that the office of treasurer shall be filled by that individual who is serving as treasurer of the Annual Conference (or a representative appointed by the Annual Conference Treasurer). No person shall hold two or more offices at once. Each officer will serve the duration of their term and may serve two consecutive terms if the Board approves. Officers shall be elected at the end of their term or if there is a vacancy. In the event of a vacancy, the Board may elect a successor to fill the unexpired term.

Section 3.02 - The duties of the chair, vice chair, secretary and treasurer shall be such as are usually imposed upon such officials of corporations and as are required by law and such as may be assigned to them respectively by the Board from time to time.

ARTICLE IV - MEETINGS

Section 4.01 - The Board of Directors shall meet at least quarterly and at such other times as established by the Board of Directors.

Section 4.02 - Special meetings of the Board of Directors shall be held upon the call of the chairperson or upon the written request and ten (10) days' notice in writing signed by four (4) directors.

Section 4.03 - Notice of any meeting of the Board may be waived in writing by any director at any time.

Section 4.04 - Each director shall be entitled to cast one vote at any election or on any subject before any annual or special meeting of the directors.

ARTICLE V - AMENDMENTS TO BYLAWS

Section 5.01 - These bylaws may be altered, amended or repealed and new bylaws may be adopted by majority vote of the Board, except that Article II, Sections 2.02 and 2.05 may not be modified or repealed without the approval of the Annual Conference.

Section 5.02 - Any proposal to alter, amend, repeal or adopt new bylaws shall be submitted to the Camping Board of Stewards for a first reading at an official meeting. The bylaw proposal will be voted on after a second reading at the following meeting. However, at a meeting where two-thirds of all directors are present, the Camping Board of Stewards may adopt a bylaw proposal by a majority vote after a single reading.

Section 5.03 - Any bylaw proposal shall be submitted in writing to the Chair or Vice Chair of the Camping Board of Stewards prior to the first meeting at which it will be considered, and at least five (5) days prior written notice of any bylaw proposal must be given to the full Board. This notice shall include the full text of the bylaw proposal.

ARTICLE VI - CAMPING POLICIES

Section 6.01 - . The camping Board of Stewards shall formulate and adopt written policies for the management and conduct of all Annual Conference camping and retreat ministries. New or amended camping policies may be proposed by any director or by the Camping Executive.

Section 6.02 - Any proposal to amend, repeal or adopt new camping policies shall be submitted in writing to the Chair or Vice Chair of the Camping Board of Stewards prior to the meeting at which it will be considered, and at least five (5) days prior written notice of such policy proposal must be given to the full Board. This notice shall include the full text of the policy proposal.

Section 6.03 - All adopted policies shall be available for examination by employees or interested members of the Annual Conference and local congregations. Current copies shall be made available from the Annual Conference in both electronic and hard copy form.

ARTICLE VII - SUB-COMMITTEES/TEAMS OF THE CAMPING BOARD OF STEWARDS

Section 7.01 - The Camping Board of Stewards may appoint and dissolve special sub-committees/teams as it deems desirable. The chair of each such sub-committee/team must be a director of the Camping Board of Stewards. Other sub-committee/team members need not be directors of the Camping Board of Stewards. Sub-committees/teams shall at all times be accountable to the Camping Board of Stewards, and any action of a sub-committee/team shall be subject to the prior review and approval of the Board.

ARTICLE VIII – DISSOLUTION CLAUSE

Section 8.01 - Upon the dissolution of the organization, all assets of the organization remaining after all liabilities and obligations of the organization have been paid, satisfied and discharged, will be transferred, conveyed, and distributed to The PNW Conference of the United Methodist Church. If on the date of such proposed distribution, the PNW Conference of the United Methodist Church is no longer in existence or does not qualify for exempt status under 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, the assets of the organization shall be transferred, conveyed, and distributed to the United Methodist entity (the “Successor Organization”) entitled under *The Book of Discipline of The United Methodist Church*, or by other General Conference, Jurisdictional Conference, Annual Conference, or District action, to receive the assets of the PNW Conference upon its dissolution. If pursuant to the preceding paragraphs, the organization’s assets are to be distributed to the Successor Organization, but on the date of the proposed distribution, the Successor Organization is no longer in existence or does not qualify for exempt status under 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, the assets of the organization shall be transferred, conveyed, and distributed to such other United Methodist related organization(s) as may be specified in, or provided for, under a Plan of Distribution adopted by this organization; provided, however, that in any event, each such distributee organization shall be exempt under the provisions of 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

ARTICLE IX - CERTIFICATION

Section 7.02 - I certify that the foregoing is an exact copy of the Bylaws of the Camping Board of Stewards of the Pacific Northwest Annual Conference of The United Methodist Church, which were adopted unanimously by the Board of Stewards on August 8, 2002.

Peter Nolen, Chairperson
Camping Board of Stewards

Bylaws Addendum of the Camping Board Of Stewards

Vision

Camping and Retreat Ministries in the PNW Conference will be at the forefront of making disciples of Jesus Christ and raising up Christian leaders for the transformation of the world.

Section One – Additional Responsibilities of the Board

1. Provide vision and mission for camp and retreat ministries in the Pacific Northwest Annual Conference of The United Methodist Church
 - a. In addition to the responsibilities listed in the original bylaws, CBS shall consider both the mission of the Pacific Northwest Annual Conference of The United Methodist Church and the special place of camp and retreat ministries within the overall ministry of the church. This responsibility also includes a conscious sensitivity to the cultural and environmental context in which our ministry is located. In light of this awareness, the Board shall continually articulate a coherent vision and mission for our camp and retreat ministries. The Board will consistently engage in long-range planning in fulfillment of this responsibility.
 - b. The Board shall review and approve long-range plans for each of the campsites.
 - c. The Board shall review and approve significant changes to the site plan such as, but not limited to, new structures, major landscaping, or the removal of a grove of trees. Cosmetic/minor landscaping projects will not need to be reviewed and approved.
2. Establish and Monitor Policy for the Board and Camp & Retreat Ministries
 - a. The Board shall establish policies and priorities with the aim of carrying out its mission.
 - b. The Board shall also engage in constant monitoring and evaluation of its programs with regard to their quality, effectiveness, safety, and risk management.
 - c. The Board shall, through its professional staff, always maintain procedures and policies that assure our operations meet or exceed accepted industry accreditation standards.
3. Provide Fiscal Oversight
 - a. The Board shall establish financial policy for Camp and Retreat Ministry programs subject to the policies and oversight of the Conference Council on Finance and Administration (CF&A) and the Conference Treasurer's Office.
 - b. The Board shall approve an annual overall budget for our Camp and Retreat Ministry and programs and receive and approve annual financial reports covering all of our operations.
 - c. The Board shall oversee historical operating loss payment plans by campsites and any additional debt repayment plans.
 - d. See Accounting Procedures for the PNW Conference and CRM pp. 8-10
 - e. See Major/Capitol Gifts Given to CBS and/or Camps within PNW-CRM pp. 11-12
4. Personnel Matters
 - a. The Board shall establish the annual compensation of the Executive Director, and this compensation plan will be reviewed whenever there is a change of Executive Director.
 - b. The Board shall also approve any annual cost-of-living increases for the Executive Director.
 - c. When a vacancy occurs in the position of Executive Director of Camp and Retreat Ministries, the Board is responsible for the selection of a new Executive Director.
 - d. Refer to the full job description of the Executive Director for additional responsibilities.
 - e. When a vacancy occurs in the position of Camp Site Director, the Board will work in cooperation with the Executive Director in the selection of a new Camp Site Director.
 - f. See the Executive Director Job Description pp. 14-17

Section Two – Responsibilities of the Officers

1. Chair
 - a. Convenes and leads meetings of CBS
 - b. Sets meeting calendar and agenda
 - c. Chairs the Executive Committee
 - d. Is a liaison between CBS and the Executive Director of Camp and Retreat Ministries
 - e. Approves the Executive Director's expense reimbursements
 - f. Attends Annual Conference and submits an Annual Conference report
 - g. Meets annually (or more) with the Bishop
 - h. Attends team meetings as needed
 - i. Maintains open communication with Chairs of each Sight Advisory Team and may need to attend SAT meetings on an as-needed basis
 - j. Maintains updated list of CBS members and terms
 - k. Maintains up-to-date communication with CBS members
 - l. Keeps CBS focused on its mission and vision
 - m. Communicate with the OR-ID Camping Board Chair and/or OR-ID Executive Director
 - n. Goes through annual evaluation process with Executive Director of Camping which includes the Executive Director's Self Evaluation, Executive Committee's evaluation of the Executive Director and each Camp Site Director's evaluation of the Executive Director.
2. Vice Chair
 - a. Available to convene CBS, or Executive Committee meetings if the Chair is unavailable
 - b. Will fill in for the Chair on an as-needed basis
 - c. Committed to being Chair at the conclusion of the Chair's term
 - d. Will lead at least one CBS meeting before becoming Chair
 - e. Will serve in roles as needed by the Chair
3. Secretary
 - a. Takes minutes at all CBS meetings and provides them to Chair to distribute to CBS
 - b. Provides needed signatures on any legal documents

Section Three – Committees and Teams

1. Executive Committee
 - a. Consists of the Chair, Vice Chair, Annual Conference Treasurer (or Treasurer-appointed representative), and Secretary
 - b. The Executive Director of Camping or other professional staff may be regular participants in the meetings as deemed appropriate
 - c. If the Annual Conf. Treasurer (or Treasurer-appointed rep.) can not attend meetings, another member of CBS with financial expertise can be designated as a stand-in for meetings
 - d. Meets quarterly, at a minimum, before CBS meetings
 - e. Assists in setting meeting agendas
 - f. Responsible for selecting and reviewing individuals to be nominated to CBS
 - g. Develops and updates policy to present to CBS
 - h. Annually evaluates the Executive Director of Camping
 - i. Examines budget before CBS votes on approval
 - j. Approves emergency expenditures
2. Program Team
 - a. Consists of a Chair, Secretary and 1 to 4 additional members
 - b. Will meet on an as-needed basis
 - c. Review and maintain policy standards for health, safety and quality
 - d. ACA (American Camp Association) standards will guide all policies relevant to health, safety, and quality for all programs

- e. The Program Team will provide routine monitoring of the consistency and quality of our programs and report these to CBS
 - f. Will develop and propose standards for staff recruiting, training and tracking, and in cooperation with the Executive Director and Camp Site Directors, may also provide services in these areas.
 - g. Program Development – the Program Team will share responsibility with program staff to plan and propose new programs that respond to emerging needs and that hold promise in extending the mission and goals of camp and retreat ministries
 - h. Program Team will monitor the effectiveness of current programs
 - i. Working with the Executive Director, will help to choose theologically appropriate camp curriculum for age-level camping which respects diversity within area churches
3. Marketing and Promotion Team
- a. Consists of a Chair (or Camp Ambassador), Secretary and 1 to 4 additional members
 - b. Will meet on an as-needed basis
 - c. Will be responsible for marketing and research for our camp and retreat ministries
 - d. Seek and interpret current data on the characteristics, needs and expectations of our outreach populations
 - e. These populations may include (but are not necessarily limited to) current campers and their families, members of our local churches, ethnic and cultural groups within the bounds of our Conference, other denominations that may utilize our sites, and unchurched people among whom we may be called to extend our ministries
 - f. This data and its interpretation will be made available to CBS, the Executive Director, Camp Site Directors and any other requesting groups within the church
 - g. This team will seek relevant data about what other camp and retreat programs are doing and how it is working
 - h. Will provide marketing consultation to our programs and sites
 - i. Provide macro-marketing for our camps and retreat ministries with the goal to increase awareness of camp and retreat ministries both within the Conference and to the public
 - j. Will collect and distribute stories from former campers and staff to be used for outreach
 - k. Responsible for any information that will advocate for camp and retreat ministries
4. Facilities and Properties Team
- a. Consists of a Chair, Secretary and 1 to 4 additional members
 - b. Will meet on an as-needed basis
 - c. Responsible for policy and evaluation for property and facilities
 - d. Will provide for periodic inspection and evaluation of all facilities and properties used by camp and retreat ministries
 - e. Reports will be made available to the sites, Executive Director, CBS and Site Directors
 - f. Review long range/master plans for each site and bring recommendations to CBS
 - g. Will provide property and facility purchase, sale and consultation services
 - h. Will provide consultation and support to each Camp Site Director and the Executive Director in the first phases of design for all projects involving new buildings, remodeling Projects that change the size or use of permanent structures, or substantial changes in vegetation management
 - i. This team will similarly provide consultation for projects involving the acquisition or sale of facilities
5. Site Advisory Team (SAT)
- a. Each SAT will consist of 5 to 10 volunteers
 - b. There will be a Chair, Vice Chair and Secretary on each SAT
 - c. See the Site Advisory Team Guidelines (p. 13)

Accounting Procedures for PNW Annual Conference and Camp and Retreat Ministries 2003

This document is for the mutual benefit of the PNW Annual Conference, the Camping Board of Stewards, and the individual camp and retreat centers of our conference. The procedures outlined here are intended to raise mutual accountability of the parties so that expectations, methods, responsibilities, and workflow are clear.

The Treasurer's office will endeavor to provide fast turnaround of check requests as funds allow. Camps will work to ensure that check requests, payroll, and deposits are done in a timely manner. All parties will work to communicate all questions, concerns and changes to the impacted parties.

The Treasurer's office will be responsible for:

1. Check writing and processing on invoiced expenses.
2. Monthly reconciliation of all funds received and disbursed
3. Payroll check processing including:
 - a. Deductions and processing of pension payments
 - b. Deductions and processing of State and Federal payroll taxes
 - c. Deductions and processing of health insurance premiums
 - d. Deductions and processing of employee contribution to pension plans
4. Annual completion and distribution of IRS Form W-2 for all camp employees
5. Annual audit
6. Monthly Income and Expense reports (via computer network)
7. Monthly Balance Sheet statements (via computer network)
8. Reimbursement of each camp's "manager" account
9. Disaster Security- daily backups and off-site storage
10. Consistent internal controls
11. Comparative information between sites
12. Consistency between camps
13. Large selection of comparative figures for reporting once fully implemented

Expectations of the Treasurer's Office

It is expected that the Treasurer's office will perform its responsibilities using generally accepted accounting practices. The Treasurer's "gate keeping" responsibilities will be limited to insuring line item compliance with each Camp's adopted budget. Re-occurring expenses (following initial notice by the camp) will be processed automatically by the Treasurer's office. These may include loan payments, taxes, salaries, etc. All other check requests received by the Treasurer prior to the weekly cutoff date (presently the close of business on Monday) will be processed and mailed on Tuesday of each week. All income, including gifts, received from a camp or directly by the Treasurer's office will be designated as assets of the camp and thereby restricted for the benefit of the camp. Gifts received from special fund raising activities will be designated as such and disbursed in accordance with specific directions of the camp. The Treasurer's office will be responsible for implementing any suggestions received via the annual audit and for informing the camp of such changes.

Expectations of the Camp

Each camp will approve and forward a complete operating budget to the CBS and Treasurer's office at least six weeks prior to the beginning of each calendar year. Any and all income received by the camp including, but not limited to: camper fees, retreat rental fees, rental income, store income, gifts of any size, and grants will be forwarded to the Treasurer. The camp shall ensure cash resources or reserves with the Treasurer sufficient to meet its monthly expenses. Any expenses that exceed budgeted amounts will require written authorization from appropriate camp designee(s). The Camp will immediately report to the Treasurer any significant changes to its financial operations as well as any capital additions or deletions to its asset inventory. The camp will inform the Treasurer of all current contractual obligations (related to personnel or capital matters) as well as those negotiated in the future.

The camp will also designate who will be the central site contact person for the Treasurers office. It is important that all communications come through that individual.

Upon the acceptance of this agreement, the camp will provide the Treasurer's office a complete and current accounting of the camp's assets and liabilities.

Provisions for Errors and Omissions

Each party will be liable for errors, omissions, and fraud that occur while funds are in their care. This liability would not exceed current insurance limitations. Legal or criminal action taken to recover losses or prosecute offenders will be the responsibility of the party directly involved. Neither party will hold the other responsible for oversights that result in expenses that would have been incurred had the error or omission not occurred.

Check Request Procedure

Camps send in the following information:

- Check request form with payee, address, phone number, line of account information and amount
- Copies or originals of receipts, itemized invoices, etc for the items or services purchased. Statements are not acceptable.
- Requests should be separated by vendor or payee in order to keep our internal controls effective
- Reimbursement of the Manager's account follows the same process and should have a copy of the receipt, invoice, check stub etc. that shows payee, check number, date and amount. Please see the attached sample.
- All requests need to be received in the Treasurer's office by Monday for processing on Tuesday. In weeks where the conference accountant will be absent (vacation etc.), notification will have been given to the camps in advance. In weeks where there are holidays, illness etc. the processing day may be pushed back.
- Vendor inquiries should be fielded by the camp with the designated site person asking for clarification from the Treasurer's office.
- In situations where cash flow is at issue the following protocol will be followed for paying bills:
 - Payroll
 - Food
 - Utilities
 - Camps with positive cash positions will have their bills paid first
 - All OtherIn these cases communication will be essential in keeping everyone abreast of what is going on and what choices have been made as to which bills have been paid or held.

Deposit Procedure

Camp will send the following information:

- Deposit slip with amounts and type of income and any notes on restrictions on the use of that income.
- Deposits for Age level camping will be made separately through the camp registrar to ensure registrations are complete. Please see attached samples.

Payroll

- Send in W-4 as soon as hiring takes place. Sending in a stack of them with payroll may delay payroll processing.
- Use the payroll form to report payroll
- Payday is the 25th of each month.
- Payroll is due in the Treasurer's office by the 19th unless otherwise notified
- All rate changes should be noted in the comments section of the payroll reporting sheet.
- Employees with weekly compensation rates will be paid in full week increments until their final check at which time partial weeks will be paid.
- For full time, year round employees their salary allocation should be done in January for the full year.

Account Transfers

Reporting of Deposits moving to income should include the date of deposit, amount, client name, and type of income. See attached sample document.

Age Level Camp Distributions

The Executive Director of Camping, the Camping Registrar, and the Treasurer's office will transfer monies to the camp account 7-10 days following the 1st and 15th. The transfers will follow this schedule between 5/15 and 9/15 of each year. Other transfers will be made to reconcile any remaining income. Notification and the check stub will be sent to each site soon after the transfer.

Reporting

The ED of Camping will distribute to each Site Director, SAT chair, and SAT finance chair a copy of the camps monthly financial report and balance sheet. These reports will be distributed by the 10th of each month.

Centralized Accounting Strengths and Considerations

- Timely payment of Payroll Taxes
- Shelby recognizes Idaho and its particular tax needs (we do need to know what EIN or other identifiers are being used and in which areas to set it up)
- Centralized audit trail and done by Conference Auditors
- Disaster Security- daily backups and off-site storage
- Consistent internal controls
- Comparative information between sites
- Consistency between camps
- Large selection of comparative figures for reporting once fully implemented
- Treasurer's office has carved out roughly one day a week to work on camp business. It is accomplished because the system is efficient and Pam crunches numbers rather than analyzing them.
- Pooled money: Recognizing that camps go through cycles, CBS allows the pooling of funds for the short term. At the end of the fiscal year any shortfalls are documented as a loan.
- Terminal Services implementation took longer than expected to get the bugs out.
- Payday is once a month and a new routine is needed. Emailing timecard summaries with return receipt requested ensures delivery and timely paychecks
- Bill paying always happens on Tuesday: Getting materials to the conference office by Monday is key especially considering the time it takes mail to arrive from eastern Washington

Accounting Procedure Updates 2015

-All full time and part time employees will have the option to receive paychecks through direct deposit

-The Treasurer's office will communicate to Site Directors when the following is taken from their accounts:

1. CBS Second Season Fee (10% of Second Season fee goes to CBS)
2. Summer Camp Income (20% of Summer Camp Income goes to CBS)

-The Treasurer's office/Executive Director will get approval from and communicate to Site Directors when a check or transfer on behalf of a specific campsite is made

-At the end of each fiscal year the Treasurer's Office will provide a clean balance sheet for the year including, but not limited to, how much money remains in a campership fund, a cabin maintenance fund, or how much remains in Maintenance Grants

-When a financial gift of any amount designated for a specific camp arrives at the Conference Office – the Site Director will receive notification within seven (7) days of receipt of gift with donor's contact information.

-Overall best practices in accounting will need to be followed and communication to Site Directors will need to happen so they are aware of when money comes in and where it is

Major/Capitol Gifts Given to CBS and/or the Camps within the PNW-UMC CBS Structure April 2010/Updated May 2015

(A) The Camping Board of Stewards (CBS) is interested in the long term health of the camps within our structure. As such, use of major gifts should be given considerable thought and evaluated in light of existing short and long term plans. Donations valued at \$50,000.00 or more are major gifts for this policy.

(B) CBS values ideas and plans that will further the camping program of the PNW-UMC as we partner with local churches to make disciples for Jesus Christ for the transformation of the world. The following priorities should be considered in any major usage plan.

1. Debt reduction (including Historical Operating Losses)
2. Endowments for specific camp related areas.
3. Catching up on deferred maintenance
4. Program development
5. A rainy day/reserve fund

Usage may vary depending on the camp, camp needs, camping needs, and special circumstances. It is recognized that the best use for a gift may not be in the priority order. For example, deferred maintenance may be needed to “keep the camp running” over an endowment. Another example may be a debt at a low interest rate, or a sweetheart deal, that is not a burden on the camp, may be ignored and program development may be a better use.

(C) In order to evaluate the priorities in light of a major gift, a usage document will be valuable and allow for additional evaluation and suggestions.

Gifts valued at \$50,000.00 through \$199,999.99 will need a usage (spend/save/etc.) document (document). The Site Director and Executive Director of Camping should develop this document, if the gift is to a camp, or the Executive Director of Outdoor Ministries (ED) if the gift is to CBS. The “document” should be in line with the camp or CBS existing short and/or long-range plan(s). The camp “document” will be submitted to the ED for suggestions. An ED “document” will be submitted to CBS for suggestions. Donations valued at \$200,000.00 or more are defined as Ministry Changing gifts (MCG) for this policy. A usage document will be prepared as above and submitted to the ED for consultation, and suggestions. If there are disagreements between the camp and ED/CBS on the “document”, the parties will enter discussions to reach a mutual agreement on the final “document.”

If we have a major undesignated gift to CBS, for the benefit of all the camps, CBS will evaluate the ED usage document with an eye to camping budgets, master plans, best use to fulfill our mission, and the current need for liquid rainy day/reserve funds. We will attempt to use the gift(s) to raise the camping experience at all the camps. Fund raising expertise or large gifts to one camp, will not make that camp ineligible for a share of major gifts, however, if there is “no need”, this will be a part of the evaluation. Funds do not have to be split evenly if there is a documented reason for the final use determination.

All “documents” should show when the funds are expected to be spent/saved and contain a suggestion for what saving form should be used. Long term bonds, short term or long term certificate of deposits, regular saving or checking accounts, and the UMC Foundation of the NW are a few of the available saving tools.

(D) Some gifts may contain stipulations or conditions placed on the use by the donor.

In these cases, CBS, the Site Director and Executive Director of Camping will review any such stipulations. They would decide whether the gift will be accepted. If the conditions are too restrictive or out of line with the master plans the giver should be asked if a use, in line with the master plan, would be acceptable. If not, the gift should be declined. For example, it does us no good to have a gift restricted to building and care of a specific dictated design chapel, if one is not needed to facilitate our mission. (A camp in N. Dakota returned a multimillion dollar gift from the local small-town banking family for a new dining hall/lodge because the donor wanted to dictate too much of the design.)

(E) Non cash gifts of any value, which do not immediately fulfill a need or fit in the master plan, such as stocks or other securities, to be liquidated immediately. It is understood that there could be a compelling reason to wait or other reason that it was advantageous not to liquidate. Exceptions will be dealt with one by one. A gift of a new truck, for example, when one is needed to fulfill the camps mission, would be kept. A gift of 3 trucks when the camps only need one, would allow keeping one and liquidating two.

Any gift of property is likewise to be liquidated, unless it fit into site development or programming plans as set forth in the master plan(s).

(F) Additional Considerations

(1) We would prefer no funds be restricted to “interest use only, for a specific purpose”. It is hoped that alternative uses for the funds will be included; a way to get at the principle, or a way to change the use of the funds should the stated use cease to be available. Donors will be asked to make changes to their restrictions if need be. Funds may be declined if the availability of funds is too restrictive.

(2) If we reach a point where one camp has excess gifts and grants to the detriment of other camps or the camping program, the donor(s) will be asked to re-designated the gift, or part of the gift, to CBS for best use to fulfill the camping mission.

(3) The Executive Director, CBS Chair, Site Directors, Site Advisory Teams and/or Camping Administrative Secretary will be responsible for acknowledging and thanking the donors in an appropriate and timely manner within seven (7) days of receipt of a gift of any size. Information from the Treasurer’s Office will include name, address and any contact information of said donor. And more than one thank you, maybe even one from the Bishop, may be appropriate, if the gift is significant.

(4) In order to further donor development, gifts of any size will be acknowledged.

(5) A simple bequest is available for expending the full amount, whereas an endowment gift allows only the earnings to be spent.

(6) It is recommended that investing with the Northwest United Methodist Foundation be the preferred method. It allows oversight by those experienced in handling bequests and endowments and provides access by both the Annual Conference and the local Site Advisory Team.

Camping Capital Campaign Money Management Policy 2016
(including Co-Mingling of Funds)

Major capital campaigns for camping ministry of over \$250,000 or likely to involve significant fundraising with a large number of PNW churches shall be reviewed and approved by the Conference Council on Finance and Administration (CF&A).

All major capital campaigns likely to exceed \$100,000 shall have a separate account set up in which all raised funds will be kept. In order to keep faith with donors who earmark funds for the campaign, capital campaign funds will not be co-mingled with program and/or operating expense funds.

The director of the camp engaging in the campaign, under the supervision of the Executive Director of Camping and Retreat Ministries and the Camping Board of Stewards (CBS), shall designate where monies shall be invested during the time they are waiting to be spent. The United Methodist Foundation of the Northwest is the preferred investment arm. Money received by the conference treasurer's office shall be forwarded to the designated investment agency within 45 days of its receipt. However, a small portion, normally no more than \$25,000, may be kept in a general checking account so that fundraising expenses can be covered in an efficient manner. The camp director, executive director, and treasurer may adjust that amount if all agree it improves fund management.

Smaller accounts of earmarked funds for smaller capital projects shall also be kept separate on the books, but may be co-mingled with other earmarked camping funds if the Camping Board of Stewards approves such a practice, sets guidelines to insure money is available when needed, and reviews the accounts at least annually.

Site Advisory Team (SAT) Guidelines

Indianola, Lazy F, and Ocean Park Camp and Retreat Centers
Pacific Northwest Annual Conference of the United Methodist Church
May 2015

Purpose

The purpose of the Site Advisory Team is to support the Site Director in fulfillment of the mission and operation of the camp consistent with the policies, vision, and values of the PNW Annual Conference, Camping Board of Stewards, and the Executive Director of Camping.

Responsibilities

In consultation and partnership with the Site Director and Executive Director of Camping, the Site Advisory Team is responsible to:

1. Bring expertise and resources including time, materials, gifts, wisdom and advocacy to further the mission of the camp.
2. Monitor and evaluate activities at the camp in order to continually improve the camp and retreat ministry.
3. Serve as sounding board for the Site Director in solving problems, fleshing out ideas, and planning for the future.
4. Assist in determining and implementing the unique vision for the camp. This may include such things as strategic planning, site improvements, and program opportunities.
5. Develop resources to help the camp more effectively serve its vision and the mission of PNW Camping and Retreat Ministries. These resources include, but are not limited to, identifying sources of funding, services, material resources, and people.
6. Engage with the mission field of the surrounding community, local churches, and new faith communities of the United Methodist Church.
7. Keep records of meetings and communicate meeting proceedings and pertinent issues to the Camping Board of Stewards as well as designate one liaison to CBS.

Limitations

1. Site Advisory Teams will not enter into contractual agreements or establish separate financial accounts.
2. Site Advisory Teams will not be responsible for developing or overseeing camp budgets.
3. Site Advisory Teams will not supervise or evaluate Site Directors or camp staff.

Membership

1. Each SAT will consist of 5 to 10 volunteers.
2. Members will serve a maximum of 3 consecutive 3-year terms starting July 1. As with CBS, members can decide if they would like to continue on the SAT after each 3-year term.
3. There will be a Chair, Vice Chair and Secretary on each SAT.
4. CBS, in consultation with the Executive Director and Site Director, will nominate and approve the chair of each SAT. The SAT Chair, Site Director and Executive Director of Camping will work together to nominate and choose members to serve on the SAT.
5. SATs will meet a minimum of four times each year (additional meetings can be held as needed).