



**Camp Frances Educational and
Recreational Center
1501 S. Cochran Ave.
Charlotte, Mi 48813**

**Camp Frances Board of Directors Meeting
Tuesday May 10, 2022 at Camp Frances**

Attended by:

Cathy Bogner
Susie DeBack
Mikaela Bliven
D'Lynn Smith

Absent:

Margaret Bales
Barb VanderMolen
Amy Smith
Sue Latchaw

CALL TO ORDER: The meeting was called to order at 6:35 pm

MINUTES from March 8, were unanimously approved as written

1. RESIGNATIONS: Sue Latchaw is resigning as treasurer and director. Thank you, Sue, for all of your years of service on the board! Amy Smith has agreed to step into the treasurer position. Thank you, Amy, Colleen Armitage has resigned her director position. Board members have been asked to reach out to friends and possible candidates to become board members.
2. FINANCIAL REPORT: Cathy reported that rental income for February and March was \$1770, expenses were \$589.63 for Consumers and Sundry items, and at the end of March our balance was \$20690.93.
3. BUILDING MAINTENANCE/REPAIRS/CONCERNS:
We have mice again and a trap has been set in the basement.

OLD BUSINESS

1. BROCHURE: Margaret is making edits to the brochure and she will send out to directors when completed.
Action: Margaret will send out final brochure to the group.
2. MEMORY BOOK: D'Lynn will have the memory book for the next meeting, and it will include a reference to "our little gem in the woods"
Action: D'Lynn to bring memory book to the next meeting.
3. 2022 PROMOTIONAL ACTIVITIES:
 - a. Barb spoke with Julie Kimmer who said that the Charlotte Chamber is trying to keep the Christmas festivities downtown so partnering with the city would not be an option for Christmas. Julie suggested we find another organization to partner with for an event at camp.
Action: Look for info on who we partnered with a few years ago for the Christmas event.
 - b. Margaret is working on the Youth Fair which is scheduled for August 25. She will contact the schools for distribution of the information. She is also doing an article for the County Journal.
Action: Margaret to do article for The County Journal on Youth Fair.
4. PICNIC TABLES: Cathy checked with Amy at DPW and there are no extra picnic tables at the park that we could use.
5. EMERGENCY NUMBER FOR THE CITY has been posted in the cabin and will be added to the guidelines
6. NATURALIST: Susie has talked with the naturalist who works for the county and will try for next year for wildflower walks and other activities. **Action:** Susie will contact her and ask her to set up some programs for 2023.
7. EAGLE SCOUT FOR DECK: **Action:** Amy will look into having an Eagle Scout take on the deck Project.

8. FACEBOOK: Mikaela has been doing posts on Facebook on the camp page and city pages. Thank you, Mikaela, for your work on this.
9. PROJECTS FOR 2022-2023: Wildflower walk and other programs with county Naturalist.
10. ANNUAL CLEANING: the cabin received a thorough cleaning including windows, etc. in March.
11. PARKING SIGN: The city DPW has approved using parking signs. We decided to have moveable signs for the parking area that say "Parking Reserved for Private Event" and renter would put out signs and take them in.
Action: *Cathy to look into parking signs.*

NEW BUSINESS

1. NON-PROFIT RENTALS: Cathy distributed the new rental fees for non-profits, and the rental application that was revised to include the rental fees and a space for the business tax ID number.
2. EVENT CALENDAR: Cathy noted that the event calendar does not always match the google calendar that Mikayla uses to record rentals. Mikayla is looking into having the 2 calendars merge. Kim Bailey will be attending the meeting in June and we can discuss this with her as she is the one who puts the rentals on the camp calendar.
Action: *Further discussion of the calendar at the June meeting.*
3. CLEANING PROCESS, REFUNDS: Cathy noted that the check list that is completed by renters should be finished and dropped at city hall within 48 hours of the rental of the cabin. It can be placed in the city drop box. There was discussion of the floor cleaning process and that many renters do not do the mopping, and even when it is done the floor does not come clean. Everyone agreed that the expectation for renters will now be that the floor is swept and that stains/spills are cleaned up. It was suggested that if the renter does not clean the cabin they can be asked to come and clean it in lieu of losing their deposit. It was also suggested to obtain an electric broom or something similar for floor cleaning. **Action:** *the expectation for renters will now be that the floor is swept and that stains/spills are cleaned up.*
4. FIRE PERMIT: Action: Mikaela will contact the fire department about an annual permit.
5. JUNE MEETING: Kim Bailey has been working on changes to our website and will be attending our meeting in June to discuss the changes and seek further input from board members.

Meeting was adjourned at 8:10 pm

The next meeting is June 14, 2022.