

ROCK LAKE CHRISTIAN ASSEMBLY CAMP & RETREAT FACILITY

7389 E. Vestaburg Rd. Vestaburg, MI 48891
www.rlca.org 989-268-5377

Rock Lake Christian Assembly Association: Trustees Meeting Agenda

Date: January 21, 2025

Call to Order: Jessica

Devotions: Rhonda

Additions to the Agenda:

Public Comments:

Correspondence:

Review/Approval of December 2024 Trustees Meeting Minutes:

Review/Approval of December 2024 Financial Report:

Director's Report: Tim St. Louis

Facility Manager's Report: Luke Essex

Program Manager's Report: Blake Harrison

Committee Reports

1. Finance: Kristin (chair)

2. Family Campground: Logan (chair)

3. Property Development: Luke (chair)

4. Phase One: Bruce(chair)

5. Personnel: Justin (chair)

6. Camper Scholarship: Tim (chair)

7. ROLM: Jessica (chair)

8. Grant Writing: Bruce and Logan (co-chairs)

Old Business:

- Robert's Rules of Order

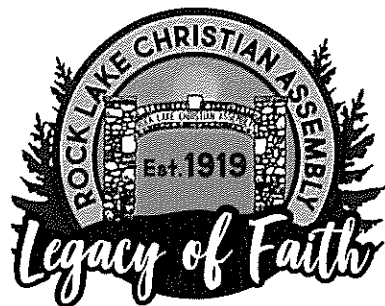
New Business:

Closed Session: called by Jessica

Motion to Adjourn:

Closing Prayer:

Next Regularly Scheduled Meeting: February 18, 2025 Jessica has snacks and devotions.



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Rock Lake Christian Assembly Association: Trustees Meeting

Date: December 17, 2024

Call to Order: Jessica Lucchesi called the meeting to order at 7:15pm.

Attending: Amy Essex (Business Manager), Luke Essex (Facility Manager), Rhonda Gilbert (Recording Secretary), Andy Goodrich, Pam Hager, Blake Harrison (Program Manager), Kristin Hoyt, Justin Lilley, Jessica Lucchesi (President), Logan Sackett, Tim St. Louis (Director), Bruce Telfer (Vice President)

Guests: Gloria Telfer, Tylynn Sackett, Mike Hager

Devotions: Tim St. Louis-Tim shared that the youth group had been looking at the Old Testament prophecies foretelling the birth of Jesus, citing Isaiah 7:14, Isaiah 9:6 & 7, Jeremiah 23:5 & 6, and Micah 5:2. All of these signs were given, yet the people were not able to see and hear the truth of the coming Messiah. Thank God for the Word we have been given.

Additions to the Agenda: No additions

Public Comments: None

Correspondence: No correspondence

Review/Approval of November 19, 2024 Trustees Meeting Minutes: The motion was made by Kristin Hoyt and seconded by Logan Sackett to approve the November 19, 2024 minutes. The motion was approved.

Review/Approval of November 19, 2024 Financial Report: The motion was made by Justin Lilley and seconded by Bruce Telfer to approve the November 19, 2024 financial report. The motion was approved.

Director's Report: Tim St. Louis-see attached report

Facility Manager's Report: Luke Essex-see attached report

Program Manager's Report: Blake Harrison-see attached report

Committee Reports

1. **Finance:** Kristin (chair)

2. **Family Campground:** Logan (chair)

3. **Property Development:** Luke (chair)

4. **Phase One:** Bruce (chair) -The next meeting is scheduled for Tuesday, February 18, 2025 at 6:00pm. in the camp office.

5. **Personnel:** Justin (chair)

6. Camper Scholarship: Tim (chair)

7. ROLM: Jessica (chair)-The next meeting is scheduled for Tuesday, January 21, 2025 at 6:00pm. in the camp office.

8. Grant Writing: Jessica, Bruce, Logan (co-chairs)

Old Business:

New Business:

Closed Session:

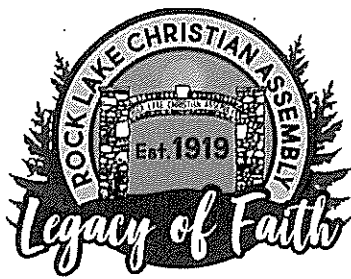
Motion to Adjourn: The motion to adjourn was made by Logan Sackett and seconded by Kristin Hoyt. The meeting adjourned at 7:22pm.

Closing Prayer: Rhonda Gilbert closed with prayer.

Next Regularly Scheduled Meeting: January 21, 2025. Rhonda Gilbert has snack and devotions.

Respectfully submitted by

Rhonda Gilbert, Recording Secretary



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Director's Report January 21st, 2025

1. Church visits: Mt Pleasant First Church of Christ: January 19th, Sermon & Display
2. All Clean Jan 20th
3. Communicated with Dean's about Camp Posters
4. Received new Promo video from Sovis Productions
5. Working with Hands On Originals regarding shirt design for 2025
6. Closed out the 2024 Camp & Retreat Season & Opened the 2025 Camp & Retreat Season
7. Submitted & received grant request for Microsoft 365
8. Set Blake up with Microsoft 365
9. Prayer Meeting Jan 14
10. Worked on setting up time clocks and testing them
11. Worked on SMS texting registration
12. Confirmed Jessica Preito as 2nd & 3rd Grade Dean for 2025 summer camp season
13. Completed Red Cross Bridge certification for CPR/AED/First Aid Instructor course
14. Setup Red Cross courses and put together lesson plans for Red Cross Courses
15. Taught CPR & AED for the Professional Rescuer and Responding to Emergencies First Aid with Dan Robinson Jan 16-18
16. St. Louis Youth Group Jan 12 & 19
17. Ferris Youth Group Jan 15
18. Staff Meetings Jan 13 & 20

Tim St. Louis

Jan/Feb Goals

1. Get Spring travel schedule set with churches
2. Get SMS texting services resolved
3. Spend time loving people

Facility Manager's Report:

Jan 21, 2025

Buildings and Grounds:

- Pumped Dickinson septic
- Started tearing down Hisun UTV to diagnose cranking issues.
- Added on/off switch to metal abrasive cutoff saw
- Ran conduit for additional outlets on north end of pole barn.
- Replaced surface ignitor in Director's oven.
- Patched drywall and painted Blue Spruce

Other Activities

- All clean 1/6/25, 1/13/25
- Plowed and shoveled 12/5/24, 12/20/24, 12/24/24, 1/6/25
- Trustee/Staff Christmas Party
- Winter break office closed Dec 22- Jan 2
- Clean up after Trustee/Staff Christmas Party 12/18/24
- Staff Meeting 12/16/24, 1/13/25
- Reported for NASP (archery) certification
- Started pricing materials (creating lists) for upcoming projects
- Completed online portion of red cross training for CPR
- Completed responding to emergencies, CPR and AED training 12/16/25-12/18/25.

Prepared by: Luke Essex

Program Manager's Report - January 2025

➤ **Camp Programs**

- Responding to emergencies (Jan 16-18)

➤ **Church Visits**

- Dewitt (Jan 26)

➤ **Social Media & Website work**

- Summer staff hiring poster
- Spring retreat Promo
- Summer Camp posts
- "The memes"
- Working on updating summer pages on wix for 2025

➤ **Housekeeping & Building Use**

- Bell - Todd Stephenson (house fire)
- Kimberling - Trish Heinzen (Dec 22-30)
- White Pine - Wrisley family (Dec 26-28)
- White Pine - Bellows & Brown (Dec 31- Jan 1)
- Blue Spruce - Novesta (Jan 2-4)
- Kimberling - Harrison (Jan 3-5)
- White Pine - DC3 Aspen (Jan 17-19)
- All Clean (Jan 6)(Jan 20)

➤ **Program Development**

- Young Adults
- 4th-5th
- Elders
- Worship Retreat
- Middleschool
- Highschool

➤ **Meetings & Correspondence**

- Coffee w/ Andrew Starry (Dec 19)
- Interviewed Val Saul (Dec 19)
- Interviewed Nate Voorhees (Jan 7)
- Lunch with Jordan Sovis (Jan 9)
- Staff Meetings (Jan 13)
- Statewide leadership (Jan 16)