



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: December 17, 2024

Call to Order:

Devotions: Tim

Additions to the Agenda:

Public Comments:

Correspondence:

Review/Approval of November 2024 Trustees Meeting Minutes:

Review/Approval of November 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)

no report, next meeting 6pm Tuesday, February 18, in the camp office

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

6. **Camper Scholarship:** Tim (chair)

7. **ROLM:** Jessica (chair)

no report, next meeting 6pm Tuesday, January 21, in the camp office

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

Old Business:

- Robert's Rules of Order –deferred to January

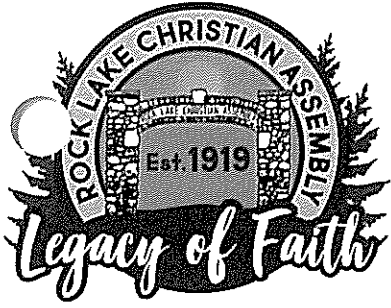
New Business:

Closed Session:

Motion to Adjourn:

Closing Prayer:

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



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Rock Lake Christian Assembly Association: Trustees Meeting

Date: November 19, 2024

Call to Order: Jessica Lucchesi called the meeting to order at 7:00.

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

Guests: Troy Sackett, Pam Saunders

Devotions: Bruce Telfer shared that music has always been a big part of his life. He shared the words from the song, "It's About the Cross." This song uses powerful words to tell of the real meaning of Christmas- Christ's birth, death on the cross and His resurrection. This, too, is the powerful message that we share with the campers that attend camp each summer. Bruce closed with prayer.

Additions to the Agenda: No additions

Public Comments: Pam Saunders addressed the board with the concern of barking dog(s) throughout the camping season. She asked about rules that govern pets in the Family Campground. Logan Sackett, chair of the Family Campgrounds committee, stated that the committee is working on the rules and consequences for failure to follow them. This will be added to the Family Campground handbook for the 2025 camping season.

Correspondence: No correspondence

Review/Approval of October 22, 2024 Trustees Meeting Minutes: The motion was made by Logan Sackett and seconded by Tony Russell to approve the October 22, 2024 minutes. The motion was approved.

Review/Approval of October 22, 2024 Financial Report: The motion was made by Logan Sackett and seconded by Bruce Telfer to approve the October 22, 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) Nothing to report

2. Family Campground: Logan (chair) A committee meeting will be set up to discuss necessary changes to rules/consequences for the Family Campgrounds handbook.

3. Property Development: Luke (chair) Nothing to report

4. Phase One: Bruce (chair) We were reminded to get our thoughts about the direction of the Phase One to Bruce.

5. Personnel: Justin (chair) Justin is currently asking for possible dates for the committee to meet for the annual Director's review.

6. Camper Scholarship: Tim (chair) A meeting will be scheduled for the first week in December.

7. ROLM: Jessica (chair) A meeting will be held at 6:00 prior to the January board meeting to discuss job descriptions for volunteers.

8. Grant Writing: Jessica, Bruce, Logan- Beth Clarke has also expressed interest in serving on this committee. They are looking to schedule a ZOOM meeting.

Old Business:

- Communication with Supporting Churches (Jessica)

New Business:

- Agenda and meeting procedures (Jessica)

Additions to the agenda and meeting adjournment, both require a motion, a second and a vote.

- Christmas Potluck sign ups (Jessica) The sign up sheet was passed around for everyone to sign up for the potluck.
- Camp Leadership Conference-After discussion, a motion was made by Tony Russell and seconded by Rhonda Gilbert to fund the staff's trip to the leadership conference in West Virginia at a cost of \$3000. The motion was approved.

Closed Session: Trustee planning session (Jessica) A motion was made by Logan Sackett and seconded by Bruce Telfer to go into closed session at 7:35. The motion was approved. The motion to come out of closed session at 7:42 was made by Logan Sackett and seconded by Bruce Telfer. Motion was approved.

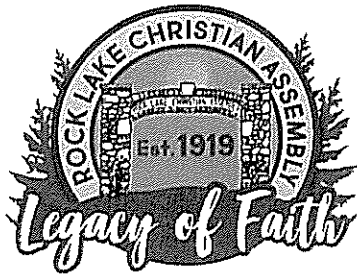
Motion to Adjourn: The motion to adjourn was made by Andy Goodrich and seconded by Logan Sackett. The meeting adjourned at 7:47.

Closing Prayer: Jessica Lucchesi closed with prayer.

Next Regularly Scheduled Meeting: December 17, 2024 everyone has snacks and Tim has devotions.

Respectfully submitted by

Rhonda Gilbert, Recording Secretary



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Director's Report December 17th, 2024

1. Church visits: McBride Church of Christ: November 24th, Visit
Wheatland Church of Christ: December 1st, Visit
Coe Church of Christ: December 8th, Visit
East Superior Church of Christ: December 15th, Visit
2. All Clean Nov 25th, Dec 9th
3. Put together Christmas Cards for all deans
4. Printed material for Christmas Card mailing
5. Put together Angel Tree Christmas Card / Present to gift them a week of camp
6. Printed & Mailed Angel Tree
7. Put together article for the Ripples
8. Put together the Ripples newsletter & printed materials for mailing
9. Printed material for Registration postcards that will mail right after new year
10. Put together material for RLCA Prayer meetings Nov 26th & Dec 10th
11. Prepped materials & lessons for Responding to Emergencies Class in January
12. Worked to fill Nursing roster
13. Worked to fill dean vacancies
14. Met with Personnel committee to do employee review
15. Meeting with Jeremy Wittwer (Owosso CoC)
16. Meeting with John Robinson (Forest Hill)
17. Meeting with Carlos Berroa (River's Edge, Lansing)
18. Meeting with Gary Rose (First Church MTP)
19. Meeting with Natalie Lemert about Running Camp
20. Scholarship Committee Meeting
21. Ministerial Meeting Christmas Dinner w/ spouses @ Forest Hill
22. Financial Review with Jim Lockwood
23. Men's Fellowship @ St. Louis Church of Christ
24. Staff Meetings Nov 25, Dec 2, 9, 15

Tim St. Louis

December Goals

1. Get Spring travel schedule set with churches
2. Get lesson plans together for Responding to Emergencies
3. Finalize Dean for 2nd & 3rd Grade
4. Start prayer meetings at camp

Facility Manager's Report:

Dec 17, 2024

Buildings and Grounds:

- Hung cabinets in pole barn
- Repaired plow controller
- Prepped snow blowers for winter
- Installed Cabinets in Pole barn
- Ran conduit, outlets and added new circuits in pole barn.
- Replaced blower motor start capacitor on Blue Spruce C/D Furnace.
- Repaired Bell Cottage shower door.
- Installed New blind in Bell Cottage
- Scheduled Alignment on F250
- Cut down tree above arch, trimmed dead branches in front of tabernacle, and cut down tree along camp trail drive.
- Flushed on demand water heater in Kimberling Hall.
- Replaced burnt out bulbs in Blue Spruce showers.

Other Activities

- Cleaned off office roof, Director's roof and Hare roof.
- Started organizing in pole barn
- Shoveled and plowed snow as needed
- Took down garage in a box temporary storage for winter.
- All clean 11/25, 12/9
- Attended Staff Meetings 11/25, 12/2, 12/9
- Attended Community Prayer Meeting 11/26
- Wrote article for Ripples Newsletter
- Worked on filing and organizing desk area

Prepared by: Luke Essex

See page 2 for Missing Items from Nov 19, 2024 Facility Manager's Report:

Missing Items from Nov 19, 2024 Facility Manager's Report:

Buildings and Grounds:

- Dug up and replaced water shut-off at Schraeder Cottage
- Replaced outer tie rod ends, Track Bar, Track Bar ball joint, Sway bar end links, steering dampener, changed fluid in transfer case.
- Looked at boiler in Director's residence, locked damper in open position and ordered new damper
- Helped with demo of Ferris Church of Christ Kitchen received donation of upper cabinets for use in the pole barn.

Other Activities

- Cleaned off office roof, Director's roof and Hare roof.
- Cleaned gutters on office and dining hall,
- Scheduled gutter installation on lodges
- Staff evaluation
- Staff meeting 11/11/24
- All clean as required

Program Manager's Report - December 2024

➤ **Camp Programs**

- Craft Retreat (Nov 20-23)
- Prayer Meeting (Nov 26)(Dec 10)
- Christmas Party (Dec 13-15)

➤ **Church Visits**

- Farwell Church of Christ (Dec 8)

➤ **Social Media & Website work**

- Giving Tuesday (raised about 1k)
- Pumping Christmas party
- Prayer Meeting Schedule
- Christmas Card Video
- Community Questions
- Updated summer camp dates on WIX

➤ **Housekeeping & Building Use**

- Gates Christmas
 - Bell - Aubrey Milliman
 - Kimberling - Craig Gates
 - White Pine - Gates Christmas
- All Clean (Dec 9)

➤ **Program Development**

- Emailed parents about Christmas Party
- Texted parents about Christmas Party
- Mailed out an official invitation for Elders Retreat
- Talked to Shannon Shaw about a possible Fiber Arts Retreat

➤ **Meetings & Correspondence**

- Breakfast with Danny Buegar (Nov 26)
- Breakfast with Gary (Nov 27)
- Staff Meeting (every monday @ 11am)
- Vestaburg Prayer Breakfast (Dec 4)
- Statewide Meeting (Dec 11)

➤ **Other news**

- Stuffed Christmas Cards (Nov 26)
- Thanksgiving Break (Nov 27 - Dec 1)