

**Sons of Norway District 5 Board Meeting Minutes
Stoughton, WI
October 20-21, 2018**

Approved

New board members attending: Andrew Johnsen, Cheryl Wille-Schlesser, Karen Broadhead, Sandy Olson, Audrey Severson, Kathy Secora, Connie Kross, Karen Eberhardt, Tom Boudreau, Dee Bumpers, Audrey Severson, Mike Palecek and Darlene Arneson. Not in attendance: Geraldine Lachman. Visitor: International Board member Robin Fossum

President Johnsen called the meeting to order and welcomed everyone and explained Board meeting protocol.

The Pledge of Allegiance was made and a Moment of Silence for departed members.

There was a motion to approve the minutes of the June 28 Board meeting and July 1 Re-organization meeting. 2nd. Motion passed.

There was a motion to approve the minutes of the 2018 District 5 Lodge meeting. 2nd. Motion passed.

There was no correspondence. Roll call was taken silently.

District Five President's Report- Andrew Johnsen

First and foremost, I would like to thank the new members of the board. Your willingness to serve the membership of our District Five is greatly appreciated. As District President, I look forward to working with you during the 2018 to 2020 biennium. Thank you to those board members who are continuing their service to the District. Your knowledge of matters that concern the District will ensure our future success.

During the last biennium, five lodges disbanded in the District. This trend cannot continue. A concerted effort must be made to increase local lodge membership. How is this possible? As members of the District Board, we must get the message out to our lodges. If a lodge is not recruiting new members, it is either stagnating or dying. Sons of Norway's Financial Benefit Counselors will pay up to \$400.00 in order to sponsor a membership dinner or luncheon. There is no reason why a lodge should not take advantage of this opportunity to increase its membership. Also lodges can offer more to their members and prospective members by offering improved programs and more cultural skills opportunities. Sons of Norway is half way through its "Growing To 2020" membership drive. As a District, let's do our part to help Sons of Norway achieve its membership goals.

In October of 2017 the District held its first ever "President's Leadership Conference." The District received many positive comments about the conference from those who attended. The basis for the conference was to have the leaders of the District lodges meet to discuss problems in their lodges and to develop answers that could solve those problems. Also lodge leaders could talk about their successes. The District Board needs to make a decision during this meeting regarding whether or not to hold a second President's Leadership Conference.

Due to the geographical size and the number of lodges in Zone #6 that have to be covered by two Zone Directors, I recommend that the Board consider the addition of a seventh Zone. If that is not possible, I recommend an additional Zone Director to be assigned to Zone # 6.

In closing, I think that the District is doing well in many ways, but there are also many challenges that lie ahead. The District is financially sound due to District fund-raising projects and to the funds the District receives from Sons of Norway headquarters because of the new dues structure. Working together we can achieve the goal to serve the lodges and the membership of the Sons of Norway's Fifth District.

Treasurer's Report- Mike Palecek gave the report and reviewed a packet of financial reports. Our District is in a very good financial position and currently is about \$14,000 ahead of last year. He also reviewed the background and purpose of the Nordic Legacy Foundation. He also reviewed the types of projects that the Foundation has been doing. There was discussion about what is tax deductible for a donor.

D5 Financial Recommendations – Treasurer's report

Additional recommended expenditures to strengthen local lodges, spend a total of \$10,000-\$15,000 in each of the next two years (July 2018-June 2020) on these local lodge priorities:

- 1.) Use D5 funds to assist local lodges in running Prospective Member Events. Provide up to \$400 in funding, for D5 lodges in states where SON insurance cannot be sold. Also, provide lodges with less than 50 members or less than \$3000 total assets (per D-17) with additional financial help with a Prospective Member event, for publicity costs.
- 2.) Discuss with lodges who aren't sending delegates to the convention if finances are an issue. If so, pay delegate fees for at least one lodge delegate from each lodge with assets under \$2000. Organize a room-sharing program for delegates, who are interested in sharing a room.
- 3.) Lodge presidents recently received an email from SON International, suggesting that lodge treasurer candidates received background checks as part of the lodge nomination process. This email even listed some possible vendors the lodge could use. D5's foundation uses a background check service (OneSource). Background checks cost us \$16 each. We could offer this service to lodges who want to use it (but not mandate it) for treasurer candidate background checks. The cost is not much more than the district share of one membership.
- 4.) Use funds to insure that Zone 1, 2 and 6 have annual zone meetings for officer development, and use funds if necessary to provide a gas card to lodges to attend. Bring in zone directors from other zones to help with zone meetings, as needed.
- 5.) Help fund two D5 leadership conferences in 2019, one located at each end of the district, to make it more convenient for key lodge officers to attend, vs. one centrally located conference.

Statement of allowable expenses for District Lodge Meeting: Travel \$.41/mile, hotel is \$149.41 plus tax, Meals are \$30/day with receipts. There was a motion to accept them.

Finance Committee Report - Mike Palecek (chr), Tom Boudreau, Karen Broadhead, Peggy Schroeder and Kathy Secora.

We reviewed D5 Finances. D5 has almost \$25,000 more than at the same time in the last biennial. District finances must be looked at from a biennial basis, because we have the expenses of a district meeting/convention and international meeting/convention every two years.

The increase in our cash position is due to three items: 1.) Increase of about \$15,000 due to increased dues income. The D5 portion of individual dues has gone up from \$7.75 to \$14.00. 2.)

Hidden Heroes fundraising, about \$5,800. 3.) Increase in Masse Moro tuition of \$150, which increased income \$7,500 annually. At the same time, our 2018 district lodge convention/meeting expenses were \$24,400, and 2018 international lodge/meeting expenses were \$15,000.

Committee recommendations:

- 1.) Close out the Designated Funds account and move the money to the Nordic Legacy Foundation. The Designated Funds account has earmarked funds for scholarships and was created before the Nordic Legacy Foundation was established. The Nordic Legacy Foundation serves the same purpose, and therefore the two funds are redundant. This could happen immediately.
- 2.) *Keep Masse Moro tuition at \$800.*
- 3.) Because we have a 501c3, we should be applying for grants and publicizing the Nordic Legacy Foundation to our members, to get member donations. This could happen immediately. We propose re-subscribing the Foundations of Wisconsin database (about \$200/yr), when we start work on this item.
- 4.) Evaluate how the D5 treasurer is investing funds (currently \$65,774 in SofN Deposit Account) to determine if this is the best practice, or if another investment options should be considered. A proposal would be presented at the Spring 2019 board meeting.
- 5.) Our committee will have an audio conference call on November 4 at 7 PM to start working on the above points.

There was a motion to approve the report and Recommendations #1, 3, 4, and 6 remove Recommendations #2 and #5 from the recommendations (increase Masse Moro tuition by \$50). 2nd. Motion passed.

Auditing Report - Audrey Severson, chair; Karen Broadhead, Karen Eberhardt, Andrew Johnsen
Absent: Geraldine Lachman

The committee checked 4 accounts: checking, designated account, Nordic Legacy Foundation, and Sons of Norway account.

The Sons of Norway investment account was verified with the District Treasurer's report.
The Nordic Legacy Foundation account was verified also with the District Treasurer's report.

In the Designated Account one deposit of 7-3-18 was missing from the bank statement. This will be investigated further by the treasurer.

In the General Checking Account, 6 check numbers had typos in the computer report that need to be fixed. Also voided checks did not always appear on the printed computer report. The treasurer will check the Quick Books program to be sure these checks were voided and to be sure in the future that these checks voided will appear on the report.

The Treasurer has done a great job in getting the accounting separated into four accounts. He will continue to organize the Masse Moro accounting with the camp administrator to make reports more accurate.

We thank Mike for his hard work in keeping accurate accounting.

There was a 2nd to accepting the committee report. Motion passed.

The Audit committee has requested more time during the board meetings for their work to proceed. That will be taken into consideration for next spring's committee.

Fundraising - Mike Palecek (chr), Karen Eberhardt, Connie Kross, Cheryl Wille-Schlesser and Peggy Schroeder

The Fundraising committee reviewed 2016-18 fundraising activities. They received copies of the new book project "The First Norwegian Settlements in America." A single copy of the book costs \$8.48 from Lulu (\$4.77 printing, \$3.99 shipping, \$0.44 tax). There are times which Lulu offers additional discounts or free shipping, and Mike will take advantage of these discounts whenever possible. The committee recommends a \$5.00 royalty payment to Mike Palecek for each book sold at a profit, to compensate him for the research costs, writing and fulfillment.

Books will be sold at \$25 (with Nordic Legacy Foundation donation), \$20 (no donation), 5 for \$100, 15 for \$250, and 33 for \$500.

The 3x5 Norwegian flags have all be sold. Fifty were ordered and about six were used for the District Leadership Conference. Profit was about \$900. Another order of 50 flags could be made, if the board desires, and could be promoted in conjunction with Syttende Mai. This would also tie into our current flag pin promotion.

The committee also discussed Cheryl Wille-Schlesser's proposal last year for a District 5 Caribbean cruise. The premise is that D5 would organize this for the end of February or beginning of March in 2020 and profit \$100 per person registered. At the Spring 2018 board meeting, the travel agent made a proposal and the D5 board expressed concerns about contractual liabilities. We propose that our committee further investigate the contractual requirements and work with Dave Ness at SofN to evaluate the contract and any risks, and then report back to the D5 board in Spring 2019. We believe that this might be an attractive vacation alternative to the 2020 International Convention, for individuals who cannot afford to travel to Norway, but still are interested in a vacation.

The committee discussed some type of logoed clothing as a fund raiser. We believe that a SoN logoed baseball cap and kitchen apron are the least risky items ("one size fits all") and we would like to work with SofN's graphic artist to get the correct logos. We would follow International guidelines for logo use. We have identified an embroidery company who can do short runs. There is little risk for this program, as a test market to determine interest in logoed wearables. There was some discussion about polo shirts, t-shirts, troll hats, ties, and a wrap-around printed t-shirt with a Norwegian sweater design, as other products to possibly introduce in the future.

There was a 2nd to accepting the committee report. Motion passed.

New Lodge Development - Darlene Arneson (chr), Dee Bumpers, Connie Kross, Peggy Schroeder

Dee updated the committee on her visit to Arctic Circle Lodge and we discussed ways to help lodges that are struggling.

Darlene updated the committee on new lodge forming in Carbondale area- Shawnee Skogen 5-689. They have 22 members and are just 3 short of the requirement. After they achieve that, they will work with the District and International to schedule the Chartering Meeting and other paperwork.

Andy has been in contact with a group in the Cleveland, Ohio called Norsemen of Ohio. He will be meeting with them to explain what Sons of Norway is and to encourage their participation in Sons of Norway.

Darlene reported that Sherry Gorse will have a "New Lodge Start" guide done soon and Darlene will distribute it to the Board.

Darlene has an inventory of items from Ray Knutson and from lodges that have disbanded to offer new lodges. This inventory includes flags, song books, pamphlets and a variety of other things!

The committee discussed how to use the Central Lodge list to identify members who might want to transfer to a local lodge. We also discussed looking at where our pockets are to focus on seeing if there is interest. We will reach out to lodges that are near disbanded lodge members and encourage them to do some activities in those areas in hopes they'll continue their involvement and membership. Other activities like field trips, remote meeting locations, and joint activities with lodges.

Our goals are:

- Assist in any way to help the Shawnee Skogen Lodge achieve its Charter
- To have zone directors involved in identifying and supporting members who were in lodges that disbanded by working with neighboring lodges
- To encourage zone directors to invite members from disbanded lodges to zone activities and meetings
- Utilize Zoom Meetings or other technology to reach officers on a regular basis (i.e. Secretary webinar on filling out Officer Election Form).

There was a 2nd to accepting the committee report. Motion passed.

Cultural - Chair Geraldine Lachman was absent. Dee Bumpers served as chair for this meeting, Karen Eberhardt, Sandy Olson and Andy Johnsen

Committee reviewed and discussed the following topics:

- a. Concerning cultural arts exhibit at the 2018 District Convention: we recommend that free time be given to allow delegates to view demonstration, see the cultural exhibits, and attend classes.
- b. The committee recommends continuing the Cultural Skills Contest was established to have a winner for each zone in District 5. Furthermore, if a lodge had already won a previous contest, even though they had received the most pins, the award would go to the lodge with the next highest pins. We felt this would not be an incentive to lodges to continue growing their strong cultural programs. Therefore, we recommend we drop the limitation on once won is enough.
- c. We recommend preparing written Guidelines along with history and purpose of the Viking Chest to be included inside the chest as it goes to each zone. We also recommend that an inventory be made to show which items each lodge contributed.
- d. Goals:
 - a. Promote the idea of each lodge emphasizing two cultural skills throughout the year. Perhaps pairing a skill that women may prefer with a skill that men may prefer. Also, consider partnering cultural skills with sports activities
 - b. Support the goal of all lodges getting involved with at least one cultural skill a year.

- c. Define what the Speaker's Bureau is, who's on the list, and how one gets access to it. Seek participation from lodges to add names to the list that will include two cultural skills.

Viking Chest- There are lots of items in the chest and an additional box. The original box is long and very heavy. There needs to be a documented list of what is in the chest, lodge that donated it, and its significance.

There was a motion to amend the original report to add "to continue the Cultural Skills Contest" to Item B. 2nd. Motion passed. There was a motion to accept the report. 2nd. Motion passed.

International Director Robin Fossum arrived.

Publicity – Karen Eberhardt (chair), Dee Bumpers, Connie Kross, Cheryl Wille-Schlessler, Audrey Severson, Peggy Schroeder

The above listed Publicity committee reviewed the report that had been submitted by the previous Publicity Chair – Christina Fairchild from April 13, 2018. Most of the items pertained to revising the District 5 website and were completed.

New goals set by the group.

1. Website - The committee discussed on the District 5 website that being able to search and find items pertaining to lodges by city and state. Searching by lodge name, especially for new members is confusing as to where lodges are located. Committee felt that it would be helpful to be able to look on the website by state, lodge city location and then the lodge name. So when clicking then on the lodge name it would bring up a link to their newsletters and photos of their various activities.
2. Friendly Fifth Friday Newsletter -
 - a. Request lodges to add to the 'Speakers Bureau' listing, on the website, the lodge's top 3 presenters contact information. This reminder might need to be in multiple newsletter requests.
 - b. Have reminder to Lodge President to check their lodge 'on-line lodge contact information' for the lodge accuracy. Changes will need to be sent to the District 5 Webmaster.
 - c. Lodge history - Check their lodge history information to be sure it is up-to-date.
3. Newsletters
 - a. At the next convention in Madison 2020, have a session on 'Newsletters' for lodge delegates to share information as to what works, bring copies of their newsletters to share. A presenter on the subject is also an option.
 - b. This topic can also be a Zone Meeting Training break-out item session.
 - c. Remind lodges that they can share their newsletters with their local library and senior center.
4. Scrapbook – Digitalize it with a continuous showing at the next convention The Publicity Director will take the Viking Magazine lodge photo submissions from the past two years to be placed on a 'stick drive' to be used in an on-going computer presentation.
5. Banner Competition – to be continued at the next convention. The banners will be in two categories of 'commercial made' or 'lodge made' with cash prizes to be determined during the

year of the convention. The goal is to have a banner for each lodge attending the convention. Lodges will be able to use past banners in this competition.

There was a 2nd to accepting the committee report. Motion passed.

Webmaster Report (sent via email from Richard Fairchild)

Christina and I send our greetings to the Board and hope everyone is well. We are continuing our efforts to maintain the District website. This is a busy time with all of the officer changes and calendar of events. We still need to update the contact information and picture for the international district Director (Robin Fossum). We could not find her picture on the international site. We've updated the lodge assignments and Directors. We continue to update the lodge newsletters and event calendar. We've added photo's to the website including photos from the last Convention. We still need lodge history from the following lodges. Anything the Board can do to acquire this history would be appreciated.

- Arctic Circle
- Christian Radich
- Fagernes Lodge
- Music City Vikings
- Nordlandet
- Norsemen of the lakes
- Ostestaden
- Valkyrien
- Vennligfolk
- Viking
- Vikings of the Smokies

We are currently adding history information on the newest district five lodge, Shawnee Skogen. We are working on the Speakers Bureau and will be enhancing the form to be more user friendly. We have received additional information for this form since Convention. We are looking for a lodge, an article or a member to feature in Ole's corner this month. If you have any suggestions, please forward it to us. We would like the new Directors to introduce themselves by writing a short message for the District website. Look at the Directors messages under "about us" for idea's.

Remember, the website is only as good as the data we receive.

Richard and Christina Fairchild
Inputd5@sonsofnorway5.com

The meeting was recessed until Sunday at 8:45 AM.

President Johnsen called the meeting back to order on Sunday at 8:44 AM.

International Director Report- Robin Fossum

It was an honor at the International Sons of Norway Convention in Bloomington MN, to be recognized as the District 5 International Board representative for the next two years. While continuing my role as president of Dovre Lodge 5-353 in Chetek WI, I hope to combine my local and District experiences with those of the international community through participation in meetings and district travel.

Following the convention, the International Board met to thank the former members and welcome new members. New board members were assigned new email addresses, completed compliance forms (National Association of Insurance Commissioners – NAIC), discussed Risk Based Capital – RBC, and the BoardPaq for online communications.

The board further reviewed board expenses, meeting schedules, and elected alternates for the executive officers. Dave Ness discussed confidentiality issues, then there was more discussion regarding international board goals. Final thoughts were about the next International meeting in Hamar, Norway.

Since the meeting, I have been assigned to the Corporate Matters Committee. Mark Agerter is the chair and other members are Marci Larson and Mary Beth Ingvaldstad.

Our fall board meeting is scheduled for November 5-10, near the main office in Minnetonka MN. There will be two days of orientation, followed by committee and board meetings.

I'm sure that the learning curve will be set high and I hope to immerse myself in the practical matters of our organization. I also look forward to meeting with many of our District 5 Lodges and help share the Sons of Norway fraternal experience.

Robin left the meeting after her report for a rehearsal.

Sports and Recreation - Cheryl Wille-Schlessler, Chair, Darlene Arneson Connie Kross, Audrey Severson

The initial report given on Saturday was replaced with the following report.

The following activities will be retained: *bowling, orienteering, Barnebirke, kubb, and the Sports Medal Program.* We recommend eliminating the golf outing and the card tournament, as previously published in the Policies and Practices document.

One goal of the Sports and Recreation Committee is to promote health and wellness in our members. Another goal is to encourage fraternalism between all generations.

RECOMMENDATIONS

1) The Committee suggests that Lodges consider tweaking the Chili Cook-off Event previously established, making it more relevant for members by ideally working together on the ***Traditional Norwegian Cooking series***, posted on the Sons of Norway website.

The first unit is entitled, *Favorites*, followed by *Baked Goods and Desserts*, and lastly *Meat or Fish Dishes*. Members cooking or baking together and could earn Cultural Skills pins for their efforts. *Members who have already earned their cultural pins for the Traditional Norwegian Cooking series could serve as mentors for others. The unit and its requirements can be found under the *Cultural Programming* tab on the SofN.com website.

The Committee suggests that lodges consider completing the *Baked Goods and Desserts* unit at the end of January or during the first two weeks of February. Traditional cookies could be made to satisfy

the requirements of the unit. Additionally, favorite family cookies could also be baked with the Barnebirkie event in mind. **Please be aware that nuts or nut products should not be used in the preparation of any cookies for the Barnebirkie.**

Lodges contributing cookies to the Barnebirkie will be recognized for their efforts by having their lodge name printed in an edition of the *Friendly Friday Fifth News*. Each lodge president or his/her designee will submit a document that discloses the amount of cookies donated to the event. A running tally of overall contributions will be posted on the 5th District's **Facebook** page.

A drawing for a lucky prize of \$50.00 will occur on the day of the Barnebirkie event from all entries received. Documents need to be sent with each shipment of cookies. The District is not responsible for lost or misdirected documents.

2) In an attempt to involve multiple generations of lodge members in a sporting activity, the Committee proposes instituting a **Friendly Fifth Fisheree!** The fisheree could be held during the warmer summer months or in the winter on ice. An outline of the Friendly Friday Fifth Fisheree project will be posted on the District 5 webpage sonsofnorway5.com. Pictures of the fisheree winners could be shared with the District 5 Sports and Recreation Director for electronic posting. *Written permission from a parent or guardian must be obtained before photos of children under 18 years of age can be used.*

3) **The Adopt a Highway or Adopt a Bike Trail program** is proposed for all lodges. The programs allow a lodge to receive signage for the portion of the highway or trail that a group tends. Members could also log miles for the Gangemerke or walking medal while completing this activity. Submit an article to your local newspaper, including pictures, and send a copy to the Sports and Recreation Director for further publicity

4) **Bowling Guidelines Established for the 2018-2020 Biennium**

The Bowling Activity timeframe will be between February 1 and April 30th each year.

The following categories have been established for recognition by the Sports and Recreation Committee: Adult Women, Adult Men, Youth-ages 5-12 (girl and boy), Teen-ages 13-19 (girl and boy) and Wi-Bowling.

A \$10.00 cash prize will be issued to the top bowler in each category. The Committee requests that \$70.00 be added to the District 5 Budget to cover these seven divisions.

There was a 2nd to accepting the committee report. Motion passed.

Membership - Kathy Secora, Chair; Attending: Dee Bumpers, Sandy Olson, Audrey Severson, Karen Broadhead, Darlene Arneson.

The numbers:

Although D5 showed an overall loss of 258 adult members this year, 13 lodges did make their recruitment goals of 10% for 2017. {Skjold, Valhall, Nordlyset, Solvang, Polar Star, Vennelag,

Elvesund, Fagernes, Vennligfolk, Gronnvik, Edvard Grieg, Vikings of the Smokies, Music City Vikings}

In 2018 our goal is 9% increase in membership. So far this year we have signed up 218 new members, lost 98 to death or other involuntary reasons, and lost 391 to voluntary reasons. Our membership for 2018 is down only 14 from last year at the same time (end of Sept.). We can make it. Be sure to support your lodges in their recruitment efforts.

Recruitment and retention:

One of the ways the committee tries to support recruitment and retention is posting a Monday Membership Tip on the **D5 Facebook** page. Member assignments for writing these are: December- Darlene; January-Darlene; February-Sandy; March- Kathy; April-Sandy; May-Karen. Darlene will add the membership tip to her FFFN to reach a larger audience. Kathy will send a monthly summary of the tips to the lodge Vice Presidents or other lodge officer.

Website: the Sons of Norway website at sofn.com has information on New Member Seminar Dinners and the current recruitment campaign, Growing to 2020 under member resources.

New Member Seminar Dinners require at least 10 prospective members and an FBC in order to qualify for reimbursement (up to \$400) for expenses. In addition, if you let me know that you had an event with 10 prospective members and an FBC, I will send you 3 copies of the Om Meg Game. (States without an FBC are exempted from that requirement for earning the games.)

Growing to 2020 The International office is offering \$100 to every lodge meeting their 9% membership increase in 2018. In addition, individual members recruiting a new member will have their name placed in a monthly drawing for \$25. Check the website for full details.

Problem of lodges disbanding We have had quite a number of lodges disbanding lately, especially this year. While some may be aging out or reacting to a dues change, we feel that often the reason is that a leadership vacuum has developed. We can look at ways to address this. Zone directors are encouraged to check with someone from the disbanded lodges, if possible, to discover the actual reason.

Leadership training An effort to improve leadership training is one avenue of addressing lodge disbanding. When someone becomes a new officer or is asked to run for an office they may feel they don't know what the office requires. We've been addressing this through zone meetings—but not every zone has meetings and not every lodge attends. We encourage every zone to have a meeting, especially in non-convention years. Additionally, the committee will look into the possibility of using ZOOM or a Webinar. We will need to be trained on this procedure and make sure all zone leaders are also trained.

Lodge officer succession Another point to address is lodge officer succession, or the lack of it. As discussed earlier in this meeting, term limits are the rule for International and for D5. This should be considered by lodges, too. Current officers should think about who they could actively recruit as a replacement. Some jobs can be shared or done by committees. Make sure all your members know what is going on, not just those who show up. (Consider emailing minutes and treasurer's reports.)

Including Central Lodge Members Central lodge is the largest lodge in the district. Don't neglect this resource. Some may prefer not to be actively involved; others may just be waiting to be asked. I can mail you a list of Central Lodge members in your zip code. I prefer that lodges list the zip codes they might be interested in; but, I will start disseminating this information anyway.

Satellite Lodges District 3 is developing an idea to create satellite lodges in zip codes where there is a cluster of online members and no lodge. I plan to watch their progress closely and see if this is something we could use.

A few other ideas and recommendations

- Lodge business cards with space on the back for the members contact information (and a set of blank cards to collect a prospect's information)
The committee suggests that the D5 Board gift one box of cards to each lodge.
- Put together a family membership campaign. With the new dues structure it is easy to buy a membership for the whole family. Perhaps include with it a gift basket of “Norwegian” items: candy, scarves, books . . .
- Are we losing Heritage members when they age out (23) or move out of the family home? Can lodges or D5 partner with them to **help** pay dues for a year (or two)?
- Have a membership drawing at special events. Maybe someone will enjoy getting the Viking and your newsletter enough that they'll decide to join.
- Recognize your continuing members—early. E.g. at one year, 5 years, 10 years, etc. Pins and certificates are relatively inexpensive.

Membership is every member's job. Our job is to facilitate our lodges and members in doing their job.

There was a 2nd to accepting the committee report. Motion passed.

Zone Alignment - Darlene Arneson (chr), Karen Broadhead, Sandy Olson and Kathy Secora

We discussed the lodges did not send delegates to the District 5 Lodge Meeting:

Zone 1

- Norrona- disbanded
- Nordlandet- in the process of disbanding
- Viking
- Sjoland- disbanded
- Ulseth

Zone 2

- Fossen
- Norskeland

Zone 3- all have representation

Zone 4

- Fosselyngen
- Vennskap- disbanded

Zone 5

- Trollhaugen

Zone 6

- Sonja Henie
- Christian Radich
- Tre Elver- disbanded

- Arctic Circle

We are asking the board member who is assigned that lodge to call, email or visit with them to learn why they don't send delegates. If they want to also contact disbanded lodge leadership, the committee feels it's important to know why they disbanded. The report should be returned to Darlene by December 31 and then the committee can study the reasons and help with a plan to address this to prevent such attrition in 2020.

Darlene contacted Sherry Gorse on the status of lodges disbanding. The only lodge Sherry has to finalize disbanding is 5-620 Nordlandet and she's having a hard time getting the last financial stuff finished up.

The committee discussed the President's Report comment to "*Due to the geographical size and the number of lodges in Zone #6 that have to be covered by two Zone Directors, I recommend that the Board consider the addition of a seventh Zone. If that is not possible, I recommend an additional Zone Director to be assigned to Zone # 6.*".

This action can't be done by the board as they are both bylaw changes. The committee recommends reaching out to their lodges and to find out what their feelings are, do they feel connected to the zone, do they care what zone they are in, and what are their expectations of a zone director and the District Board.

We discussed having some type of incentives for board members to take on visits. We recommend the board allocated \$10/lodge assigned to board member to use for a drawing/door prize when visiting a lodge.

Our goals:

- Provide encouragement and help to zone directors in reaching out to the lodges that didn't attend the District Lodge Meeting or have disbanded so we can address the reasons. We want to have the information back to the committee by December 31 so the committee can develop a plan to present to the board.
- To provide each Zone Director with \$10 per lodge they represent so they can bring something fun/nice to give out after their presentation
- To develop a survey and process to gain information from the lodges on their feelings about zones and expectation of zone directors and memberships.

Heritage & Grants Committee- Cheryl Wille-Schlesser (chr), Tom Boudreau, Sandy Olson, Mike Palecek, and Kathy Secora.

Note: After the October 2018 Board Meeting, Sandy Olson will assume chairmanship of the committee for the remainder of the biennium.

Camp-Masse Moro-Post Camp Report

Much preparation occurred prior to the 2018 camping session. We have been very fortunate that our co-administrators have been associated with Masse Moro for many years and have used that expertise to plan a quality experience for our youth. Early in 2018, employment contracts were issued to the co-administrators, one copy was signed by each co-administrator, and a third was signed by the District 5 Youth Director. A schedule of payments was prearranged through the District 5

Treasurer, Mike Palecek. The West Bend Mutual Insurance Company was selected as the District's liability provider, following a thorough review of other companies. Terry Fischer of Esch Insurance in Mt. Horeb, WI, served as the local agent. Following conversations with the agent, the District 5 Youth Director signed the final documents and made the co-administrators aware of its effective date, adding any concerns the company expressed. The policy covered the actions of our staff

Hiring Camp personnel became a mutual decision of the co-administrators, in some instances. Kaia Ellis and Sarah Barnes discussed the candidates, and following a consultation on a candidate's experience and qualifications, a decision was made in regard to hiring. Posting employment opportunities was also a shared responsibility of the two co-administrators. Kaia and Sarah each became responsible for specific positions at Camp, i.e. director, counselors, instructors, kitchen workers, and medical staff, to cite several positions.

Sysco Food Services was the primary provider of our food items, and the cook, Linda Watkins, an experienced school cook, planned meals and ordered the groceries. Occasionally, Linda supplemented locally grown foods, in an attempt to provide our youth with healthier options. Some purchases were made at Eau Claire food stores. She also arranged for additional refrigeration services. One lodge donated foods for meals.

Families sent their camp enrollment forms to the District 5 Youth Director, and Kaia Ellis was notified of the registration. Kaia then issued a welcome packet, which included health forms and required a physical exam for the child. A physician's approval for camp attendance was needed. Camper families disclosed their health insurance coverage in the event that a clinic or hospital transport of their child was warranted. Kaia made certain that all of this information was complete before campers arrived at 2 PM on Sunday, July 15th. She prepared a binder of camper information on each child, and this was forwarded to the Camp Director, who made certain that all campers' materials were included. Missing materials were provided that day.

Kaia purchased butikk items from Ingebretsen's in Minneapolis and created a till for purchases. She helped the Camp Director to secure a sales area where items could be stored for the duration of Camp. She secured an artist to design the annual Masse Moro t-shirt, subsequently ordered it, and had them delivered to Camp. Kaia made equipment and technology purchases and provided them to the staff. This summer due to unforeseen occurrences, she made an additional trip back to her home in a Minneapolis suburb when it was discovered that our staff could not use printer services at Beaver Creek. She also arranged for the storage and transport of the Masse Moro supply trailer. She was the liaison with Beaver Creek Reserve, signing our yearly contract, and solving issues, as they were presented by Erik Keisler, the Reserve's Executive Director. She hired a qualified and experienced person to distribute the camper medications. This person also held first aid certifications and was the first-line in regard to any injuries on-site. In addition, Kaia sent Christmas greetings to our campers via a postcard message. This year, the messages were sent as an immediate follow-up to Camp.

Sarah Barnes was our marketing specialist and developed many documents for use: applications for employment, staff biographies, and picture profiles. She requested background checks on all persons working or volunteering for Camp through One Source. She interviewed prospective candidates, and she placed multiple listings for employment at college career centers nationwide. Sarah spent much time updating the Masse Moro's website, too, finding a new server, solving glitches with technology, and giving Camp a fresh perspective.

Sarah also led staff training prior to the beginning of Camp on July 13th and 14th. Per a request from our insurance provider, Sarah made certain that the director and counseling staff were aware of the importance of mandatory reporting and the procedure for doing so. She also covered liability concerns such as safety, especially in regard to the dangers of Beaver Creek. She also highlighted

the sports options our campers play and their potential for causing injury. Safety was of utmost concern at Camp. She planned team-building exercises helped the staff to gel.

Both co-administrators are to be commended for a job well done. They gave untold hours of service for which they were not compensated. They were able to operate Camp on a shoestring budget and did so effectively, while providing a quality program to all campers. They were visionary and instituted changes, as needed. They also added new staff and programming to the Masse Moro line-up which was well received.

Kaia, Sarah, and I would like to make the Board aware of the positive responses we received from our participants this past July. The addition of more male counselors was welcomed by some of our youth who needed a strong male presence. This concern had been expressed previously, and we were fortunate to find qualified staff to fill this niche this year.

One counselor added a new activity which not only enhanced our program, but it was of high interest. The project was funded through a \$100.00 donation from Burton Bittner, and his lodge, Circle City, who added \$200.00, additionally. The remaining expenses were covered by donations to Masse Moro. The campers built Leopold benches which were later donated to Beaver Creek Reserve. This activity thus provided a service-learning experience and was of high interest due to its "hands-on" nature. It also planted the seed that it's meaningful to contribute to one's community.

Many thanks are extended to former District 5 Board of Director David Hermundson, his family, and to other members from Løven Lodge, Eau Claire, WI, as well as retired area educators for their continued support in the Masse Moro kitchen and beyond. All of the volunteer assistance and that of the additionally hired kitchen workers made a difference this summer. The Camp cook, Linda Watkins, echoed these sentiments, commenting that this summer's work became so much more manageable due to the mature help provided. Not only were meals prepared for a specific day, but the additional staff allowed her to plan and prep meals for days in the future. This made efficient use of staffing and reduced the anxiety level in the head cook from previous years. The review from the campers and staff on our food services this summer was overwhelmingly positive.

A special thank you is extended to Sandy Olson, the incoming District 5 Youth Director, for her family's immediate involvement in Camp operations. Both she and her granddaughter worked on meal preparation. Sandy has redesigned the 2019 registration documents and was present the last day of the session to meet and make a positive contact with camper families. She gave an impassioned speech to families about what Camp means to her family and encouraged all to return their campers to us next summer!

A total of 52 campers reported to Masse Moro from seven states: Arizona, California, Illinois, Indiana, Minnesota, Texas, and Wisconsin. Two youth were in attendance from the District of Columbia.

The breakdown of 2018 Masse Moro staffing is as follows:

| |
|-------------------------------------|
| Position |
| Associate Administrator D2 |
| Activities Instructor - Rosemailing |
| Jr. Counselor |
| Counselor |
| Counselor |
| Administrator |
| Activities Instructor - Woodworking |
| Jr. Counselor |
| Counselor |
| Kitchen Assistant |
| Activities Director |
| Counselor |
| Jr. Counselor |
| Counselor |
| |
| Camp Director |
| Counselor |
| Health Aide |
| Counselor |
| Business Manager & Sr. Counselor |
| Kitchen Assistant |
| Head Cook |
| Senior Counselor |
| Counselor |

Camp Volunteers

There were 10 volunteers who assisted the staff, staying at camp from 2 days to 1 week in duration. The District 5 Youth Director was in attendance at the Camp numerous days, per the Board’s request, but she did not spend the evenings at Camp. She checked on the wellness of first-time campers early into the camping session, watched classes, and enjoyed camper interactions. She personally donated hundreds of dollars of deli meats which offset the kitchen budget. She was present for the closing program, and introduced the new youth director to families.

2018 Programming:

Staff Development

An earnest effort was made to better prepare our counselors, returning and new, to our unique camping experience. One of our goals was to provide a meaningful experience for our staff and campers. An in-service training was provided with practical suggestions for working with youth, preparing for their arrival, and the counseling staff was made aware of legal obligations and liabilities.

Use of Google Drive and Wi-Fi Communication

This summer there were many issues with Wi-Fi, the Google Drive, and other forms of electronic communication. There had been an interruption of service prior to our arrival. Although our director was told that service would be restored, that never occurred, making her contact with staff members and supervision of the same difficult. It also prevented accessibility to lesson plans, posing immediate issues which needed to be rectified using an alternate format. Future plans should include copies of the lesson plans and schedules in additional formats, and possibly the creation of a hard-copy back-up of these items to be used in the event of another technology failure.

Camp Evaluations: All camp evaluations for staff were completed with the assistance of the co-administrators and these were posted electronically, allowing for quick and easy tabulation of results. Recommendations for future employment were also noted. The evaluations were posted to Dropbox. If given permission, the members of the Heritage and Grants Committee can access the files for further review.

Camp Library Project: Many books and other resources have been donated to Camp from individuals, families, and Sons of Norway Lodges. Some items were secured through grants from the Sons of Norway. These items have now been catalogued and a check-out system is in place for their use.

Social Media Posts: We used our Facebook page during the duration of the camping session to keep parents informed about our daily programming. Parents were appreciative of this option, especially those families whose child was away from home for the first time.

Camp Highlights

Pre and post assessments of Norwegian language skills continued this year, giving our teachers a better perspective of camper retention.

The end of Camp Viking Games and subsequent Viking Olympics went well this year. The Olympic champions, the Frigglings have bragging rights for 2018-2019! Gratulerer!

One-week cultural classes, two day shorter cultural classes, night programming which educated campers about cultural, historical, or other important aspects of Norwegian culture continued this year.

Taking advantage of the resources available at Beaver Creek Reserve, the staff provided camper opportunities for visits to the nature center. A class on mammals was enjoyed, as was a walk through the butterfly garden and a tour of the Scheel's Discovery Room at the Wise Nature Center.

Working together taught responsibility and appreciation. Our campers assisted in the Spisestue in a variety of ways from setting tables and preparing for meals to washing tables and using the dishwasher for trays, dishes, and utensils following meals. They also helped to serve foods on occasion. They swept floors on occasion. Clean-up was kept to a minimum because our counselors ate meals with the youth in their charge, and little refuse was left behind.

Donations

Numerous Lodge donations were received in the off-season. Thank you notes were sent to the respective individual, family, or Lodge by the Youth Director. In addition, Lodges were recognized on the Masse Moro *Facebook* page.

The largest large donation received this season was in the amount of \$3,000.00 which was given by Norrona Lodge in Superior, WI. This amount was the remainder of the Lodge's treasury when its members chose to permanently disband their lodge. A second donation came through the International Office from Norrona Lodge in the amount of \$307.81

- The Hagen Family Foundation, Stoughton, WI, presented the District with a \$1,000.00 donation.
- Valdres Lodge in Decorah, IA, sent \$100.00 in 2018.
- Nordkap Lodge in Detroit, MI, donated \$50.00.
- Elvesund Lodge in La Grange Park, IL, donated \$100.00.

- Scandiana Lodge, Chesterton, IN, has provided the Sarah Paulsen scholarship, which this year supported three campers at the \$200.00 amount.
- Norskeland Lodge, Iola, WI, provided \$500.00 in support.
- Ostestaden Lodge, Monroe, WI, send a check in the amount of \$150.00.

Support from the Draxten Fund is sent to District 5 from the Sons of Norway Foundation. The amount varies each year, but it provides a small stipend to all District 5 campers. This year the amount was \$1,281.00.

Campers attending from District 1 also have support that is assigned to each participant by their local lodges, as well as District 1. The contact person in District 1 is Carolyn Townsend:
cjtownsend@comcast.net

Local District 5 Lodges support their youth at an amount up to \$150.00, with some restrictions. District 5 matches that amount, considerably reducing the amount of money a family pays for their child's attendance.

Remaining Scholarship Monies

A recruitment scholarship was established to benefit past campers who recruit a new camper. Twenty-five dollars will be deducted from the recruiting camper's account and twenty-five dollars will be deducted from the new camper's account. The scholarship was created by Kaia Ellis and Cheryl Wille-Schlesser. Hundreds of dollars remain in this account.

One child received compensated attendance due to his brother's counseling service at Camp this summer. Another child received additional monetary compensation based on family financial need. Additional monies remain in our treasury. Many were earmarked for scholarships. District 5 Treasurer Mike Palecek can provide a breakdown of the remaining funds.

Mike Palecek should also be recognized as a major fundraiser for District 5. He completed a book of immigrant stories which sold well across the U.S., and the sales returned thousands of dollars to the District 5 treasury. He is completing a second book which will go on sale soon.

End of Year Concerns

At the end of the 2018 camping season, one personnel issue remained unresolved. After a month's time, the co-administrators were able to make contact with the individual and finalize all documents required. I thank Kaia and Sarah for their helpfulness and persistence in providing support to this staff member during a critical time in her life. Further information on this concern is available and can be addressed in a closed session with the Heritage and Grants Committee.

Moving Forward

- Zone Directors need to emphasize Masse Moro when speaking to lodges in the course of their official duties. They should also make arrangements to contact local Youth Directors or Lodge officers to plan a message to share with families. An area event could also be planned to make youth aware of this unique heritage experience.
- I cannot emphasize more the importance of on-site visits to lodges by Zone Directors. These individuals provide a direct link to the District 5 Board and an opportunity for all lodges to share their concerns. Recognizing that we are a volunteer organization, are gainfully employed in some instances, and we have family commitments, our time for Sons of Norway work is at a premium.

- District 5 Lodges need to be more proactive when it comes to sharing news about Masse Moro with their lodges, communities, and school systems. Are we doing all that is possible to promote Camp and what it offers to our youth? Do you place ads in your local papers? Are letter sent to the youth in your lodges about this opportunity?
- Has your lodge invited a representative from the program to speak with your member families? Has your lodge provided bookmarks or other handouts detailing Masse Moro?
- Has your lodge planned a youth day when children can experience some of the activities that are done at Camp?
- Has your lodge sent a donation to support the programming at Masse Moro? Are you aware that District 5's Nordic Legacy Foundation provides a tax deduction to donors?

Recommendations from Kaia Ellis, Camp Co-Administrator

- The Board needs to become better organized and communicate changes early in the off-season planning process.
- The Board needs to recognize that the administrator position is a part-time position, and as such, appeals to a limited number of applicants, often those who are raising young families and have limited time to give.
- We need to be cognizant of the number of hours invested in the administration of our program. Currently, our pay is not commensurate with the workload.
- The small salary that we currently offer our counselors is also a deterrent to hiring counseling staff. Are there additional perks that we can provide to the counselors which would encourage them to become part of the Masse Moro team?

Committee Recommendations

- The Board needs to creatively think of ways to involve more youth from additional District 5 Lodges, as well as those who may live in other Sons of Norway Districts. We do not have any attendees from Michigan, or Ohio. We could do a better job of marketing to Iowa Sons of Norway Lodges, as well. One student from Des Moines attended this year. The Committee recommends adding \$750.00 to the budget for Viking Magazine ads which will reach a wider audience.
- The tuition for 2019 Masse Moro will be \$800 per camper.
- From a sheer numbers perspective, our overall number of District 1 campers has been on the decline for the last few years. The Committee recommends more outreach to District 1 in addition to marketing to all District 5 Lodge members.
- We recommend that the Executive Committee approve the hiring of the camp administrator(s) and camp director(s) recommended by the Youth Director, Sandy Olson.
- It is necessary to replace our administration and director as soon as possible. Interviews will be conducted at a central location. Treasurer Mike Palecek recommends that a \$2500.00 budget line item be added to the Masse Moro budget to cover associated costs.
- *The Masse Moro storage trailer and its contents need to be relocated. It has been stored on the property owned by a former District 5 officer, and this person would like the trailer removed as soon as possible.

District 5 Scholarships, 2018

Morgan Patch of Nordlyset Lodge in Racine, WI, was the recipient of the Cyril K. Wittrock Scholarship. He will study engineering.

Maddison Wood from Nordland Lodge in Janesville, WI, received the Olav J. Eide Book Scholarship. She is an education major.

Both scholarship honors were posted on the District 5 website, and congratulations were extended to both young people on the District's Facebook page.

District 5 Scholarships, 2019

- The funding cycle will remain intact, as previously offered, unless altered by this committee.
- The Cyril K. Wittrock Book Scholarship offered by Skjold Lodge, 5-100, Arlington Heights, IL, has been altered to an \$800.00 award.
- The Olav J. Eide Book Scholarship from Fosselyngen 5-082, Milwaukee, WI remains at \$300.00.
- The Oslo International Summer School Scholarship is offered in the amount of \$1,000.00 with the understanding that prerequisites are met prior to application. This scholarship is open to youth and adult members.
- In addition, funding is also available for two Norwegian Folk High School Scholarships in the amount of \$500.00.
- The scholarship deadlines will be March 15, 2019.

There was a 2nd to the amended report. Motion passed.

Kathy Secora asked to be excused from the meeting at 12noon.

Kaia Ellis -Camp Ending Report 2018

NEXT YEAR'S CAMP – 40th ANNIVERSARY SEASON!

Staff will arrive July 12, 2019 and campers would arrive July 14 and stay through July 27, 2019. The reservation has already been made with Beaver Creek and is confirmed.

CAMPER RECRUITING:

I met with several lodges this year to share about camp and to provide marketing materials. We also made several efforts to increase awareness of camp in a variety of ways including but not limited to:

- Facebook Messaging – messaged lodges near me to ask if I can come to their next meeting
- Facebook – recruiting “masse moro advocates” to bring materials to lodge meetings
- Emailed the board asking them to bring materials to their lodge meetings, got 3 responses
- Emails out to local lodges to ask if I can come to their next meeting, 2 invites
- MailChimp – emailed D1 lodges about “tools for lodges” and sharing materials at their next events and meetings, emailed past camper families about registration, would like to create a D5 list somehow
- Sons of Norway Event leaders - emailed about 7 or 8 event managers about sharing materials at their event and offered to mail materials
- Sarah's postcard to past campers youth and members in D5 – pending Sons of Norway permission

- Kubb event at International convention in August, also had an ad in the convention booklet

Any recommendations for marketing, or how we handle our duties list, would be greatly appreciated early on in the year as we want our efforts to have the biggest impact they can have. Please notify Camp Administrators before year end if there are any recommendations to our goals or special focus you'd like us to have so that we can accommodate these recommendations to the best of our ability.

BANK, BUTIKK AND KIOSK:

We worked with Ingebretsen's this year for butikk inventory. With the help of our business manager, and data from last year, we were able to purchase the right quantity of candy and soda and completely sold out by the last day, which is ideal! No overstock on that which is awesome and means we purchased the perfect amount. Ingebretsen's continues to be very helpful and allow us to purchase our inventory at cost plus a small fee for overhead. We were also able to save on the sales tax on our order thanks to the nonprofit status of the Sons of Norway District Five Legacy Foundation.

STAFF AND VOLUNTEER RECRUITMENT

Recruitment efforts were strong again this year between Sarah Barnes and myself! Staff Recruitment on my end included but was not limited to:

- Handshake – a job board website which allows for job postings across multiple college campuses in Wisconsin. Posted for the camp nurse position as well as for kitchen assistants in coordination with Linda Watkins to insure the hiring of quality assistants. We were able to recruit and hire Naomi Van Dyke via the Handshake website.
- Kitchen volunteer recruitment was primarily coordinated by David Hermundson, and he did an incredible job at this! Thank you David!
- Emailing and messaging past staff – lots of enthusiasm in these communications, which is always exciting and wonderful to see!
- Several staff, volunteers and board members including Cheryl and Dave, commented that the kitchen staff did a tremendous job, and that the volunteers enjoyed helping out in the kitchen very much. It sounds like there is a lot of interest for this kind of support, so I think we should continue this effort for next year for anyone who is willing to help.
- We do need to be mindful about getting paperwork going earlier on in the recruitment process so that we all have the data we need to do our due diligence and protect camp and our staff and volunteers in the event of an emergency, as well as abiding by the BCR requirements for having health forms on file for all staff and campers, including volunteers.

FINANCIAL REPORT:

- Grants and donations: We received numerous donations from lodges this year in support of our scholarship fund, which has been very encouraging and exciting to see. I expect Mike and Cheryl will have some reports on that. We also received support for the woodworking project that was completed at camp this year, I believe from Burton Bittner and/or his lodge, so that is very much appreciated and the funds went to good

use! We built several benches at camp this year that will stay on site for future campers to use and appreciate!

- I have applied to the Clif Bar Family Foundation for a grant in support of expanding children's access to the arts and community for the 2019 season. With any luck, I hope they will support our 40th anniversary season so we can do some special programming in celebration of this amazing milestone! I will continue to seek out other RFP's from foundations who support programs like ours. I hope to apply to at least four more foundations / funders before the end of the year, including the Sons of Norway Foundation this December for support for the 2019 season.
- Camp Budget – this year we had some increases in spending for a variety of reasons. These included the air conditioning charge that we were notified of by Beaver Creek shortly before camp started. The addition of air conditioning is very welcome, and does make a substantial difference in the comfort level at camp, so we are very grateful. However, now that we know this is there, we can plan for this in the future. We also had increases in marketing expenses in the form of additional printing and mailings and advertising as well as background checks for the extra kitchen volunteers. We made the decision to run background screens on the kitchen volunteers as a safety precaution for our campers, and since the reports are 16.00 each, we felt this was the right thing to do to help ensure everyone's safety. I also explained our staffing budget ahead of camp and some of the increases there due to making our best effort to retain quality staff and meet the goals the board set forth of having a stronger male leadership presence. I think we were very successful in being mindful of spending, and hopefully we will be lucky in our efforts to secure additional grants and donations to help support these added costs.
- With that said, I personally do not think a 50.00 tuition increase per camper is necessarily the right action. I worry that this will have a negative impact on our enrollment goals and may be very frustrating for our campers' families. I'd like to exhaust every other option to avoid a tuition increase. Perhaps if we don't have any grant funding by March or whenever the spring board meeting is, we could decide at that point whether or not to raise tuition, just wanted to make that suggestion. Or, perhaps we could increase by 25.00 and really drive enrollment? The more people talk and share about camp at lodge meetings, the better off we are. And I believe we are in a much stronger marketing position now than we were at this time last year. I trust we will see the fruits of our labor this year with next year's enrollment.

BEAVER CREEK RESERVE SITE:

Interactions with Beaver Creek went pretty well this year – they attended to some maintenance issue we experienced in a very timely manner for the most part, and addressed our concerns for next year as well. We got great feedback from them after camp close as well. They also requested any ideas from us for their planned renovation of the central building which is where we have our meals, where the kitchen is, and some staff bathrooms, cook's living quarters, etc. I will follow up with them about what their plans are for this remodel.

CAMP WEBSITE – www.massemoro.org

Sarah is ready to move the camp website over to a new system which is must more user friendly and cost efficient. I expect she will give more detail in her report, my understanding is that it is ready to transfer.

GOALS FOR 2019:

1. Enroll 65 campers

2. Apply to additional grant opportunities – as many as possible
3. Continue with the marketing plan for camper and staff recruitment
4. Continue with the existing fundraising plan, annual giving letter, etc
5. Continue working on camp database for past campers/alumni/families
6. Meet with lodges to share about our program
7. Continue revisions on Spraktime materials

Zone activities-

1. Plan to have a meeting in early spring.
2. Will have 2 zone meetings
3. February 16 meeting planned
4. Spring meeting in Wind Lake and cover officer responsibilities
5. Website and medal program emphasis
6. Dee will do a meeting with Tennessee and Ohio lodges. Andy will do an Indiana and Michigan lodge meeting.

By-laws- The board reviewed the updated by-laws as approved by the District Lodge. There was a motion that the updates have been correctly made. 2nd. Motion passed.

Policies and Procedures Manual- Darlene reviewed the changes made via the minutes and committee reports along with suggested changes. There was a motion to accept the document. 2nd. Motion passed.

President's Leadership Conference: There was a motion to host a 2nd President's Leadership Conference in the fall. 2nd. There was an amendment to add "begin planning for exploring options for a 2nd President's Leadership Conference(s). 2nd. Amendment passed. The amended motion is to "Begin planning for exploring options to host a 2nd President's Leadership Conference(s) in the fall." Motion passed.

Next meeting date and location: There was a motion to hold the meeting on April 5-6, 2019. 2nd. Motion passed. Location in Dearborn, Michigan.

Fall 2019 Board Meeting- There was discussion about having the 2nd President's Conference in October 2019. When there is a possible date and location to have the meeting combined with the conference, Andy will email the board and have them approve a date. 2nd. Motion passed.

There was a motion to adjourn the meeting. 2nd. Motion passed and the meeting was adjourned at 1:50 PM on Sunday.