

# Virginia Headwaters Council <br> EXECUTIVE BOARD MEETING 

Thursday, May 18, 2023
Online via Zoom
7:00-8:30 PM
Presiding: Roger Burke, Council Commissioner

## Join by Zoom:

https://us02web.zoom.us/i/84231637507? pwd=UE9JNS9rVjlWTW1YcGJLckd4bnVaUT09

## AGENDA

I. Opening

- Welcome
- Invocation
II. State of the Council
- Membership Report
- Special Events Report
- Summer Camp Report
- Board FOS Participation
- Endowment Report
- Treasurer's Report
III. Approval of April Meeting Minutes \& Financials
IV. Reports
- Commissioner
- Monticello District
- Mountain Valley District
- Scout Shop
- Council Office status
V. Business
- Nominations
- 2024 Council Program Fee
- Line of Credit
VI. Closing Remarks
- Acting Scout Executive
- Council Commissioner

Roger Burke
John Athayde

Mike White
Audrey Storm
Cindy Zollman
Jay Fox
Tom Greenwood
Larry Mellinger
Matt Phillippi

Roger Burke

Roger Burke
Ed Murphy
Dr. Lawrence Whitehurst
Sue Hart
Sue Hart

Will Hill
Sue Hart
Mike White

Sue Hart
Roger Burke

## Upcoming:

- Beaver Day: May 20, 2023 (Camp Shenandoah)
- Executive Committee Meeting: June 15, 2023 @ 7pm


Virginia Headwaters Council State of the Council Report May 18, 2023

GREEN = metric at or exceeds monthly target
VELLOW = metric slightly below monthly target RED = metric well below monthly target

| YOUTH MEMBERSHIP | FOS | SPECIAL EVENTS |
| :---: | :---: | :---: |
| 1,415 <br> (April 2023) | $\$ \underset{(\text { April 2023) }}{5634}$ | $\$ \underset{\text { (April } 2023 \text { ) }}{23,310}$ |
| 2023 goal: 1,913 Previous Month: 1,473 | 2023 goal: \$110,000 <br> Previous Month: $\$ 71,011$ | 2023 goal: \$171,500 <br> Previous Month: $\$ 53,310$ |
| CAMP ATTENDANCE | POPCORN \& PEANUTS | BOARD FOS PLEDGES |
| 810 <br> (April 2023) | (April 2023) | $\underset{\text { (April 2023) }}{73.20}$ |
| 2023 goal: 920 Previous Month: 757 | 2023 goal: $\$ 140,000$ <br> Previous Month: \$0 | 2023 goal: $100 \%$ Previous Month: $65.8 \%$ |
| INCOME (YTD) | EXPENSES (YTD) | SURPLUS/DEFICIT |
| $\$ \underset{\text { (April 2023) }}{215,574}$ | $\underset{(\text { April 2023) }}{\$ 14,159}$ | $\$ \underset{\text { (April 2023) }}{\$ 2,45}$ |
| 2023 goal: \$918,100 <br> Previous Month: $\$ 192,208$ | 2023 goal: \$904,565 Previous Month: $\$ 92,850$ | 2023 goal: \$0 <br> Previous Month: \$99,358 |
| Cash on Hand (General Account) | Endowment Fund Balance | Line of Credit Balance |
| $\$ 2 \underset{\text { (April 2023) }}{21,751}$ | \$954,027 <br> (April 2023) | \$646,000 <br> (April 2023) |
| Previous Month: $\$ 253,486$ | Previous Month: $\$ 944,888$ | Previous Month: $\$ 646,000$ |

May 18, 2023
Membership VP Report
Audrey Storm (alk1@cornell.edu)
The Committee met at the end of April to review progress and begin planning recruitment events shortly after Monticello District's Chair, Jason Jennings, announced he was stepping down.

COVID fallout was questioned as to possible explanation of Troop decrease in membership (fewer Cubs crossing over than Scouts BSA who aged out) given overall numbers were significantly up with Cubs. The VAHC draft Membership Plan was later shared with the committee for review and comment.

Districts were challenged to investigate the status of outstanding invitations and applications in my.scouting.org and links to training were provided to assist. It was acknowledged that with the VAHC office move, the "noise" in the system would remain and limited assistance was available to troubleshoot account access issues.

A greater focus on "combined recruitment" among the units was discussed as one approach to achieving the goal given the limited number of commissioners available to assist with local events. Monticello District's Roundtable would be about "planning" and the hope was to find units willing to advertise some of their future events as "open to the general public". Ideas such as baseball, fishing, spray parks, hikes, and more were mentioned. Additionally, the delay of Aviation Day was discussed as an opportunity.

Additional ideas from conversation with NST and HOVC membership were also solicited. Both groups acknowledged that rural recruiting was a challenge and requested our success stories. The NST noted that the Daisy inflatable range at a County Fair has generated significant interest, but HOVC did not agree. Similarly, different opinions regarding the success of having a strong unit "mentor" a new or struggling unit were discussed between VAHC and HOVC leadership.

Marketing was recognized as key to successful recruitment and thanks was given to John for his willingness to incorporate the potential for unit websites into the new Council system.

## Jay Fox, VP Camping, 5-18-23

Preparations for summer residency camp are ongoing.

1. All areas adequately staffed.
2. Plans are in place for furloughing staff during Weeks 2 and 4.
3. The Declaration of Readiness was submitted on time but missing a few critical items such as DoH Dining Hall and Drinking Water certificates. These are scheduled for completion soon.
4. Plans/arrangements for trans staff have been made and the first phase of contacting parents completed.
5. The initial phase of stocking the Trading Post is completed.

The main critical need is for a Health Officer. We have contingency plans, but they are not optimal.

# Virginia Headwaters Council Treasurer's Report <br> Executive Board Meeting May 18, 2023 

## Key Figures Year to Date as of 30 April 2023:

- Cash on Hand: \$211,750.55
- Net Operating Support \& Revenue (Revenues - Expenses): \$72,415
- Support \& Revenues: \$215,574
- Expenses: $\$ 143,159$
- Budget Variance (Actual - Budget): \$109,202;-296.84\% of variance ${ }^{\mathrm{B}}$.
- Support \& Revenues: $\$ 46,524 ; 27.36 \%$ in excess of budget.
- Expenses: $\$(62,678) ; 30.45 \%$ less than budgeted.
- Accounts Payable: $\mathbf{\$ 3 1 , 8 5 4}$
- Outstanding Debt: \$755,006
- Notes Payable: $\$ 646,000$
- Long-term Mortgage: \$109,006


## Notes on April 2023 Financials

A. A significant portion of this is from revenue for summer camp and will be used for the food services contract with Kandle. We have received $\$ 251,769$ from camp payments to this point.
B. Because of the timing of revenues, we were budgeting for a $\$ 36,787$ deficit at this point in the year. However, the variance has decreased from last month as a result of a slowing down of FOS donations and other support and revenue.
C. Still seeking more revenue for the FOS luncheon to make goals. We are below budget for income from the event. Revenue for the Covington Golf Tournament was slightly below budget as well.
D. FOS is our biggest revenue driver right now, which is great. We are currently $69.40 \%$ of the way to our annual goal. This is helping to make up differences in other areas but we can't rely on that as it will even out. We need to make sure our special events are raising money and we need to keep the FOS momentum up.
E. Most of our savings are personnel related but we need to start looking for DEs to help Sue out, so we will see these savings decrease.

Momentum has slowed, which is a concern. We are also not seeing expected registrations from camp which means that we will be even more reliant on fundraising if we are to meet our budget goals for the year.

Attached: April 2023 Statement of Financial Position and Statement of Operations.

Respectfully Submitted,
Matt Phillippi
VAHC Treasurer

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## Statement of Financial Position - <br> Period Ending: April 30, 2023



Accompanying schedules are an integral part of this financial statement.

## Statement of Financial Position -

Period Ending: April 30, 2023

|  | Operating Fund |  | Capital Fund |  | Endowment Fund |  |  | Total of All Funds |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | 2023 | 2022 | 2023 | 2022 | 2023 | 2022 |  | 2023 | 2022 |
| Standard schedules |  |  |  |  |  |  |  |  |  |
| Schedule 1: Contributions Receivable Current |  |  |  |  |  |  |  |  |  |
| Contributions Receivable-Past Years | 7,362 | 51,756 | 549 | $(5,000)$ |  | - | - | 7,911 | 46,756 |
| Allowance for Uncollectible-Past Years | $(5,186)$ | $(9,069)$ | - | - |  | - | - | $(5,186)$ | $(9,069)$ |
| Contributions Receivable-Current Year | 29,558 | 3,458 | - | 5,549 |  | - | - | 29,558 | 9,007 |
| Discounted Contributions Receivable |  | - | - | - |  | - | - | - | - |
| Allowance for Uncollectible-Current | $(5,830)$ | $(22,562)$ | - | - |  | - | - | $(5,830)$ | $(22,562)$ |
| Net Contributions Receivable Current | 25,905 | 23,582 | 549 | 549 |  | - | - | 26,454 | 24,131 |


| Schedule 2: Contributions Receivable Non-Current |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Contributions Receivable - Non-Current | - | 1,658 | - | - | - | - | - | 1,658 |
| Discounted Contributions Receivable | - | - | - | - | - | - | - | - |
| Allowance for Uncollectible Non-Current | - | - | - | - | - | - | - | - |
| Net Contributions Receivable Non-Current | - | 1,658 | - | - | - | - | - | 1,658 |


| Schedule 3: Land, Buildings \& Equipment |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Land, Buildings \& Equipment-Non Camp | - | - | 191,541 | 191,541 | - | - | 191,541 | 191,541 |
| Accumulated Depreciation-Non Camp | - | - | $(159,024)$ | $(155,571)$ | - | - | $(159,024)$ | $(155,571)$ |
| Land, Buildings \& Equipment-Camps | - | - | 2,259,625 | 2,259,625 | - | - | 2,259,625 | 2,259,625 |
| Accumulated Depreciation-Camps | - | - | $(1,476,503)$ | $(1,417,488)$ | - | - | $(1,476,503)$ | $(1,417,488)$ |
| Construction in Progress | - | - | 56,276 | 56,276 | - | - | 56,276 | 56,276 |
| ROU assets-finance leases net | - | - | - | - | - | - | - | - |
| Land, Buildings \& Equipment | - | - | 871,915 | 934,383 | - | - | 871,915 | 934,383 |


| Schedule 4: Custodial Accounts |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| National Fees \& Subscriptions | $(109,461)$ | $(110,809)$ | - | - | - | - | $(109,461)$ | $(110,809)$ |
| Unit Deposits | 140,344 | 157,192 | - | - | - | - | 140,344 | 157,192 |
| Order of the Arrow and NESA | 42,508 | 38,697 | - | - | - | - | 42,508 | 38,697 |
| Other Custodial Accounts | 69,928 | 46,507 | - | - | - | - | 69,928 | 46,507 |
| Total Custodial Accounts | 143,318 | 131,587 | - | - | - | - | 143,318 | 131,587 |


| Schedule 5: Unrestricted Net Assets Designated |  |  |  |  |  |  |  |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Total Board Designated Net Assets |  |  |  |  |  |  |  |  |
| Non-Designated Net Assets | $(544,045)$ | $(801,024)$ | 339,245 | 461,117 | $(97,410)$ | $(97,410)$ | $(302,210)$ | $(437,316)$ |
| Total Unrestricted Net Assets | $(544,045)$ | $(801,024)$ | 339,245 | 461,117 | $(97,410)$ | $(97,410)$ | $(302,210)$ | $(437,316)$ |

## Comparative Statement of Budgeted Operations - Unrestricted -

Period Ending: April 30, 2023

| Operating Fund | Current Period |  |  | Year to Date |  |  | Current Year |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Budget | Actual | Last Year | Budget | Actual | Last Year | Budget |
| Support and revenue |  |  |  |  |  |  |  |
| Direct support: |  |  |  |  |  |  |  |
| Net direct mail |  |  |  |  |  |  |  |
| Friends of Scouting: |  |  |  |  |  |  |  |
| FOS contributions | 9,000 | 5,323 | 15,483 | 41,000 | 76,334 | 60,047 | 110,000 |
| Net assets released FOS | - | - | - | - | 6,956 | - | - |
| Provision uncoll FOS | (600) | (372) | $(1,084)$ | $(3,000)$ | $(5,830)$ | $(4,162)$ | $(7,700)$ |
| Net Friends of Scouting | 8,400 | 4,951 | 14,399 | 38,000 | 77,460 | 55,885 | 102,300 |
| Net project sales |  |  |  |  |  |  |  |
| Special events: |  |  |  |  |  |  |  |
| Special event contributions | 20,000 | - | 100 | 105,000 | 53,310 | 500 | 156,000 |
| Spec event fees collected | - | - | - | - | - | - | 10,000 |
| Spec event cost direct benefit | $(6,000)$ | - | (950) | $(17,500)$ | $(1,341)$ | (950) | $(31,850)$ |
| Net special events | 14,000 | - | (850) | 87,500 | 51,970 | (450) | 134,150 |
| Legacies and bequests: |  |  |  |  |  |  |  |
| Legacies and bequests contrib | - | - | - | - | 2,388 | 3,080 | 3,000 |
| Net legacies and bequests | - | - | - | - | 2,388 | 3,080 | 3,000 |
| Net foundations and trusts |  |  |  |  |  |  |  |
| Other direct: |  |  |  |  |  |  |  |
| Other direct contributions | 625 | - | - | 2,500 | 593 | 2,000 | 7,500 |
| Net other direct contributions | 625 | - | - | 2,500 | 593 | 2,000 | 7,500 |
| Total direct support | 23,025 | 4,951 | 13,549 | 128,000 | 132,411 | 60,515 | 246,950 |
| Indirect support: |  |  |  |  |  |  |  |
| Net associated organizations |  |  |  |  |  |  |  |
| United Way: |  |  |  |  |  |  |  |
| United Way contributions | 100 | - | - | 700 | 143 | 65 | 2,000 |
| Net United Way | 100 | - | - | 700 | 143 | 65 | 2,000 |
| Net unassociated organizations |  |  |  |  |  |  |  |
| Net other indirect contributions |  |  |  |  |  |  |  |
| Government fees and grants: |  |  |  |  |  |  |  |
| Government fees grants gross | 625 | - | - | 2,500 | - | - | 7,500 |
| Government grants and fees | 625 | - | - | 2,500 | - | - | 7,500 |
| Total indirect support | 725 | - | - | 3,200 | 143 | 65 | 9,500 |
| Revenue: |  |  |  |  |  |  |  |
| Sales of supplies - net: |  |  |  |  |  |  |  |
| Sale of supplies gross | 6,250 | 2,828 | 4,319 | 25,000 | 16,541 | 22,459 | 25,000 |
| Sale of supplies cost of goods | $(4,063)$ | $(1,579)$ | $(2,454)$ | $(16,250)$ | $(10,492)$ | $(14,507)$ | $(16,250)$ |
| Net sale of scouting supplies | 2,188 | 1,249 | 1,865 | 8,750 | 6,049 | 7,952 | 8,750 |
| Product sales: |  |  |  |  |  |  |  |
| Product sales | - | - | 168 | - | - | 3,183 | 140,000 |
| Product sales cost of goods | - | - | - | - | - | $(2,696)$ | $(63,000)$ |
| Product sales unit commissions | - | - | - | - | - | $(1,663)$ | $(56,000)$ |
| Net product sales | - | - | 168 | - | - | $(1,176)$ | 21,000 |
| Investment: |  |  |  |  |  |  |  |
| Investment income current | - | - | 8 | - | - | 33 | 30,000 |
| Total investment income | - | - | 8 | - | - | 33 | 30,000 |
| Total realized invest gain/loss |  |  |  |  |  |  |  |
| Total unrealized invest gain/loss |  |  |  |  |  |  |  |
| Camping: |  |  |  |  |  |  |  |
| Camp revenues | 500 | 655 | 1,195 | 1,500 | 1,055 | 6,555 | 492,550 |
| Camp trading post sales | - | - | - | - | - | - | 51,000 |
| Camp TP cost of goods sold | - | - | - | - | - | - | $(28,050)$ |
| Camp refunds and discounts | - | - | (570) | - | - | $(1,005)$ | $(1,500)$ |
| Net camping revenue | 500 | 655 | 625 | 1,500 | 1,055 | 5,550 | 514,000 |
| Activities: |  |  |  |  |  |  |  |
| Activity revenues | 4,300 | 11,546 | 3,694 | 9,300 | 32,654 | 11,639 | 32,800 |

## Comparative Statement of Budgeted Operations - Unrestricted -

Period Ending: April 30, 2023

| Operating Fund | Current Period |  |  | Year to Date |  |  | Current Year |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Budget | Actual | Last Year | Budget | Actual | Last Year | Budget |
| Activity trading post sales | - | - | - | - | - | - | 500 |
| Activity TP cost of goods | - | - | - | - | - | (303) | (300) |
| Activity refunds and discounts | - | - | (70) | - | - | (70) | - |
| Net activity revenue | 4,300 | 11,546 | 3,624 | 9,300 | 32,654 | 11,266 | 33,000 |
| Other revenue | 4,575 | 4,965 | 2,829 | 18,300 | 43,263 | 35,027 | 54,900 |
| Total revenue | 11,563 | 18,415 | 9,120 | 37,850 | 83,021 | 58,652 | 661,650 |
| Total support and revenue | 35,313 | 23,366 | 22,668 | 169,050 | 215,574 | 119,233 | 918,100 |
| Expenses |  |  |  |  |  |  |  |
| Employee compensation: |  |  |  |  |  |  |  |
| Salaries | 18,546 | 12,732 | 35,219 | 74,183 | 54,316 | 139,878 | 288,550 |
| Employee benefits | 6,678 | 3,058 | 9,055 | 26,712 | 12,606 | 31,239 | 80,135 |
| Payroll taxes | 2,658 | 1,259 | 5,838 | 10,633 | 4,858 | 15,961 | 34,500 |
| Employee related | - | - | - | - | - | 2,156 | 2,500 |
| Total employee compensation | 27,882 | 17,049 | 50,112 | 111,528 | 71,779 | 189,234 | 405,685 |
| Other Expenses: |  |  |  |  |  |  |  |
| Professional fees | 8,250 | 5,527 | 523 | 33,000 | 16,329 | 25,086 | 99,000 |
| Program and other supplies | 1,754 | 3,382 | 10,258 | 6,867 | 5,620 | 16,555 | 201,750 |
| Telephone and communications | 733 | 798 | 1,170 | 2,933 | 2,205 | 4,593 | 8,800 |
| Postage and shipping | 267 | 100 | 207 | 1,817 | 24 | 1,671 | 5,300 |
| Occupancy | 1,824 | 2,240 | 1,966 | 6,699 | 5,387 | 7,380 | 27,800 |
| Rental and maintenance of equi | 1,383 | 559 | 1,752 | 4,533 | 1,667 | 3,222 | 13,000 |
| Publication and media | 267 | 402 | 487 | 1,817 | 1,654 | 3,758 | 7,650 |
| Travel | 2,904 | 306 | 3,907 | 10,117 | 1,216 | 12,330 | 32,900 |
| Conferences and meeting | - | - | - | - | - | - | 2,000 |
| Recognition and awards | 1,575 | 2,958 | 1,770 | 2,950 | 2,958 | 10,049 | 19,950 |
| Interest | 2,167 | 2,874 | 1,777 | 8,667 | 11,201 | 6,715 | 26,000 |
| Insurance | 1,417 | 1,346 | 2,655 | 5,667 | 5,500 | 7,916 | 20,000 |
| Other | 1,733 | 10,722 | 7,941 | 4,243 | 13,526 | 16,444 | 19,730 |
| National charter and serv fees | 1,250 | 2,046 | - | 5,000 | 4,093 | 7,052 | 15,000 |
| Total other expenses | 25,524 | 33,261 | 34,414 | 94,309 | 71,380 | 122,773 | 498,880 |
| Total expenses | 53,406 | 50,309 | 84,527 | 205,837 | 143,159 | 312,007 | 904,565 |
| Surplus (deficit) UR revenue/expense | $(18,094)$ | $(26,943)$ | $(61,858)$ | $(36,787)$ | 72,415 | $(192,774)$ | 13,535 |

Net assets summary

| Unrestricted net assets - beginning of year |  |  |  | $(611,260)$ |  | $(630,287)$ |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Change in net assets from operations | $(18,094)$ | $(26,943)$ | $(61,858)$ | $(36,787)$ | 72,415 | $(192,774)$ | 13,535 |
| Adjustments to net assets |  | - | - |  | - | - |  |
| Transfers between funds | - | $(1,300)$ | 3,486 | - | $(5,200)$ | 22,037 | - |
| Change in unrestricted net assets | $(18,094)$ | $(28,243)$ | $(58,373)$ | $(36,787)$ | 67,214 | $(170,737)$ | 13,535 |
| Unrestricted net assets - end of period |  |  |  |  | $(544,045)$ | $(801,024)$ |  |

## VAHC Advancement Report

 18 May 2023| District | Jan-Apr <br> 2023 | Year <br> 2022 | Year <br> 2021 | Year |
| :---: | :---: | :---: | :---: | :---: |
| Mtn. Valley |  |  |  |  |
| Cub Scouts (15 Packs) | 122 | 145 | 71 | 116 |
| Scouts BSA (31 Troops) | 43 | 224 | 165 | 232 |
| Eagles | 11 | 52 | 29 | 37 |
| Merit Badges | 108 | 1091 | 1191 | 875 |
| Monticello |  |  |  |  |
| Cub Scouts (16 Packs) | 290 | 456 | 225 | 442 |
| Scouts BSA (33 Troops) | 135 | 377 | 265 | 295 |
| Eagles | 9 | 39 | 44 | 43 |
| Merit Badges | 424 | 1674 | 1275 | 1072 |
| Eagles | 10 | 91 | 73 | 80 |

Notes: These numbers represent Jan 1 thru April 30 for 2023.

# Virginia Headwaters Council Program Report May 2023 

## Youth Activities

- Merit Badge Day at Blue Ridge Community College was held on April 22.
- A Zoom meeting was held for the Contingent to Jamboree. We have 4 adults and 17 youth attending.
- Cub Resident Camp registration is open. Deadline to sign up is May 31st. Currently there are almost 50 scouts and parents in attendance.
- Webelos Resident Camp registration is also open.
- A Fall recruitment event is in the planning stages.


## Adult Activities:

- Wood Badge Staff Development One will be held on June 24th at Camp Shenandoah. There are currently 16 participants signed up.
- Wood Badge S7-763-21 officially ended on Monday, April 17th. The participant who was granted an extension completed their ticket.

At the Monticello Roundtable at the beginning of May, there were several requests for BALOO and IOLS training to be offered more. It was also brought up about holding a University of Scouting event. I will work with Dan Dreelin to get the planning for this started.

Respectfully Submitted,
Tracey Stakem
VP of Program

