



**Antiochian Village Conference and Retreat Center Report**  
*The Heritage and Learning Center*  
July 12th; Proklos and Hilarios the Martyrs of Ancyra

Master Bless! Christ is in our midst! He is and ever shall be!

Your Eminence, Your Graces, Reverend Clergy, Beloved Trustees, Convention Delegates, and Faithful:

The following represents my summary report of our present status as presented, in part, to the Village Council and the Board of Trustees in early June of 2011. After reporting signs of recovery at the Spring Meetings in New York City (May of 2010), our financial position took a less positive turn in the late Fall and winter of last year, a turn which has continued this Spring and Summer 2011. Looking forward, we are facing a very challenging current Fiscal Year. Since our meetings last month, however, there have been additional bookings and our projections are improving.

Looking even further to Fiscal 2013, I am becoming more optimistic each day. We have two new full facility rentals next summer in addition to the Clergy Symposium and our standard annual repeat business. As we make adjustments to reduce expenses, these bookings should produce a better result for us than we experienced in Fiscal 2011, and certainly better than our projections for this year.

Additionally, we are very engaged with Bob Laham and the Village Council to address our marketing and sales strategies within the difficult economic forces impacting the conference center, hospitality and tourism industry. The most significant economic force being rising costs (gas, utilities, food, healthcare, etc..).

On a positive note, the programs which we have created to minister to the Orthodox faithful and to meet the needs of the community continue to grow in number and as a source of revenue. One of our most positive new programs this year was the Clergy Marriage Retreat which was geared specifically toward the unique challenges facing our clergy and their wives. Although a small beginning, there were numerous jurisdictions represented including clergy from the Greek Orthodox Church, the Ukrainian Orthodox Church, the Orthodox Church in America, the Romanian Orthodox Church, the Patriarchal Russian Orthodox Church, and the Coptic Orthodox Church - very diverse! We believe this effort will grow in the years to come.

As always, we at Antiochian Village are working diligently in the sure hope that the Conference Center will remain "...committed to changing the lives of people by providing true Christian hospitality in an Orthodox spiritual environment."

*"Come ye, and let us go up to the mountain of the Lord, and He will teach us of His ways, and we will walk in His paths." Isaiah 2:3*

For your review:

**Administrative:**

*Accounting / Bookkeeping*

	2011	2010
Fiscal Year Ending January 31st	- Gross Revenue \$ 1,339,052	\$ 1,302,742
	- Total Expenses \$ 1,378,407	\$ 1,284,748
	(\$ -39,335)	\$ 17,994
Occupancy	25.5%	24.5%

1. Financial Notes:

A. Fiscal 2011 ended (-\$39,355.06) below projected revenue (budget) of \$17,935.00.

B. Fiscal 2011 was in a positive position and on tract with projected revenue through September of last year; however - and unlike the prior year, bookings began to perform below projections both in terms of number of attendees and duration of stay.

C. At the Fall Meetings in Jacksonville last October, I stated in my report that, "*Cash Flow may be an issue before year-end, especially as it relates to reimbursing the Camp.*" This proved to be the case and continues to be true. We have reduced the amount owed the Camp from over \$55,000 to \$34,449.71.

D. Cash Flow concerns were temporarily relieved this past winter by submitting receipts for Capital Improvements which had been paid out of our general operating monies in Fiscal 2011 and 2010 totaling just over \$71,000. This cash reimbursement, however, was not enough to keep us current.

E. In the first quarter of Fiscal 2012, bookings are performing below projected revenue (budget). We are below projected budget just over \$20,000 and below the previous year net ordinary income by \$37,900.32. Although some expenses are running less than last year, the almost \$38,000 difference YTD as compared to the prior year first quarter can be summarized, in-part as follows:

- Revenue is down	\$ 8,600
- Bad Debt from prior years	\$ 8,065 (written off)
- Bookstore Adjustment	\$12,300 (adjustment in Cost of Goods sold from Inv.)
- Food Costs	\$ 5,500 (even though food revenue is down)
- Marketing and Sales	<u>\$ 9,600</u> (salary and marketing expenses)
TOTAL	\$44,065

2. As agreed in October we did increase standard rates as follows:

Single Occupancy (group)	\$78 to \$79 (\$1)
Double Occupancy (group)	\$44 to \$46 (\$2)
Triple Occupancy (group)	\$33 to \$35 (\$2)
Quad Occupancy (group)	\$25 to \$28 (\$3)
Administrative Fee (group/person)	\$4 to \$5 (\$1)
Standard Lunch	\$14 to \$15 (\$1)
Standard Dinner	\$18 to \$19 (\$1)

3. Other Notes: Projections for Fiscal 2012 are approximately \$1,040,000 as compared to

\$1,083,000 at this point in the year in Fiscal 2011. Although there are several contracts out that we will likely renew, I predict revenue to be below average as compared to the last four years. Additionally, some expenses will track above where we were last year due to economic forces, particularly gas prices, through the end of Fiscal 2012 (Fiscal 2011 - Gross Revenue was \$1,339,052 and Total Expenses were \$1,378,407). Occupancy YTD is currently at 21.2%. According to Smith Travel Research, there is a slow recovery taking place in the hotel and hospitality industry.

### ***Event Services:***

Comments: Amy Stiffler (Director of Event Services), Debi Stoll and Barli Ross work very closely together to book new inquires, rebook repeat business, prepare set-up sheets, and to oversee group events. Together, they handle all new inquires - which were formerly handled by the sales and marketing position, and they continue to do an excellent job.

### ***KX Management Software:***

Goals: As resources allow, we have two primary goals with respect to the KX Management Software:

1. Purchase KX Module for Online Registration. Online registration increases:
  - A. Number of Attendees;
  - B. Transient business tied to local events; and,
  - C. Generates cash-flow revenue from advance payments.
2. Utilization of the Marketing Module for leads generation.

### ***Marketing and Sales:***

#### Points to Consider:

1. New Sales and Marketing Staff Member, Zachary Simons, began employment in late November of 2010.
  - A. A sales person should produce six to ten times their compensation (in our case, \$200,000 to \$300,000 annually).
  - B. Typically, a hospitality industry marketing and sales person will not begin to impact the revenue stream until their second year.
  - C. We need to increase our revenue about \$200,000 annually (or about 2,000 room nights annually) over the next two to three years.
  - D. The marketing and sales staff member is targeting the social, military, education, religious, and fraternal market (SMERF) as well as other business and corporate groups.
  - E. The marketing and sales person should assist management, when resources are available, in working with outside vendors for marketing assistance and will help develop the marketing tools needed to be successful. As of July 1st, we retained a marketing firm, 1st Team, of Johnstown / Pittsburgh, PA to help us develop a comprehensive marketing strategy.
  - F. The marketing and sales person is continuing to train in the KX Conference Center Management Software, especially the marketing module. The position has the capability to access KX on the server remotely via a company owned laptop during sales presentations.
2. All new inquires not generated by the marketing and sales staff person continue to be handled as follows:

A. **Debi Stoll** - All inquires of non-Orthodox groups and banquets (this is the majority of the inquires).

B. **Amy Stiffler** - All weddings and banquets as well as Antiochian Departmental, Organizational, and Clergy related events.

C. **Barli Ross** - All Orthodox inquires, Orthodox programs, non-orthodox programs. Barli will also assist Debi, where possible, with non-Orthodox group inquires.

### ***Orthodox Program and Program Development***

Barli Ross, in Program Development, is working to develop non-orthodox programs to generate additional revenue for the Conference Center. Among these are art classes for adults and day camps marketed to the local community. Last year, Orthodox programs generated approximately \$70,000 in revenue for the Conference Center.

### ***Antiochian Village Bookstore / Online Bookstore***

1. Fiscal 2011 was the best year on record for the Bookstore and Gift Shop:

Fiscal 2011 - \$143,018.86

Fiscal 2010 - \$ 91,116.28

Fiscal 2009 - \$ 61,343.00

2. Online Bookstore Sales, since it commenced in July of last year, is just over \$20,000.

3. Adam Henderson works three to four days per week and maintains the Retail Management Software in the Bookstore, the Online Store Website, maintains the inventory for both, trains co-workers in cash-register operations, and helps out at the front desk and with airport transportation.

### **Housekeeping:**

Linda Knupp, our most veteran employee, continues to maintain the building at a very high standard - especially given its age. For Fiscal 2011, housekeeping and janitorial expenses, as a percentage of revenue, ended the year at:

	<u>Fiscal 2011</u>	<u>Fiscal 2010</u>
Housekeeping Staff and Janitorial Supplies	25%	21%
Housekeeping Staff and Janitorial Supplies (including Linda)	32%	28%

Comparing performance year to date, we are off to a better start:

	<u>Fiscal 2012 YTD</u>	<u>Fiscal 2011 YTD</u>
Housekeeping Staff and Janitorial Supplies	30%	36%
Housekeeping Staff and Janitorial Supplies (including Linda)	39%	46%

### **Kitchen / Dining Services:**

Executive Chef Tim Johnston continues to deliver a great product. Food cost have increased sharply (12%) due, principally, to fuel costs. The following gives a snapshot of the cost of food service as a percentage of food revenue for Fiscal 2011 and for the current year to date.

	<u>Fiscal 2011</u>	<u>Fiscal 2010</u>
Kitchen Staff	19%	17%
Food Costs and Kitchen Supplies	28%	25%
SUB-TOTAL	47%	42%
TOTAL (including Tim)	56%	51%

	<u>Fiscal 2012 YTD</u>	<u>Fiscal 2011 YTD</u>
Kitchen Staff	21%	19%
Food Costs and Kitchen Supplies	38%	26%
SUB-TOTAL	59%	45%
TOTAL (including Tim)	74%	59%

The cost of food, kitchen supplies, and labor including Tim needs to be between 50-55% of food revenue annually.

**Maintenance / Facility / Grounds:**

1. Maintenance Staff - Jess Whipkey, Tom Altimus and Denny Baird continue to do a great job for us at the Village.

2. Sports Fields - Tom has initiated a maintenance program for the upkeep of the new football / sports fields which are now in excellent condition. We hosted a college level Women's Ultimate Frisbee Tournament this Spring which generated \$3,400 in revenue and we have booked an additional high school football team for August. This Fall we will host the YMCA's Ligonier Valley Flag Football teams over an eight week period.

3. Clarification of Capital Improvement Expenditures:

Monies were approved for repaving of the parking lot and driveways around the Conference Center and the addition of wireless internet from the Conference Center's Capital Improvement account last year. By the Fall of 2010 we had enough funds to complete both these projects. However, the Center was reimbursed over \$71,000 for qualifying Capital expenditures paid out in Fiscal 2010 and 2011. For Clarification, the following policy is being adopted:

(a) A Capital Improvement will be defined as: The addition of a permanent structural improvement or the restoration of some aspect of a property that will either enhance the property's overall value or increases its useful life.

(b) A Request Form for Capital Improvement funds will be completed and submitted to the Village Council Chairman, and a copy sent to the Comptroller of the Archdiocese with all supporting documentation. The Conference Center or Camp will be notified when the check is remitted to the vendor / payee.

5. The Village Council should consider recommending to the Finance Committee of the Archdiocese that the Capital Improvement Budget for the Conference Center be increased.

6. The following represents major expenditures we will have to address in the future:

B. Replace the composition shingles on Phase II.

C. Repair poor drainage behind the Museum.

D. Repair and Rebuild Kitchen Swamp Cooler.

E. Open and Utilize existing well to meet water demands in July, August and September. This project is tabled for now inasmuch as it would be much more cost effective to resolve the issue in the context of future convent development.

F. Floor-covering for the enclosed deck at the Center suites.

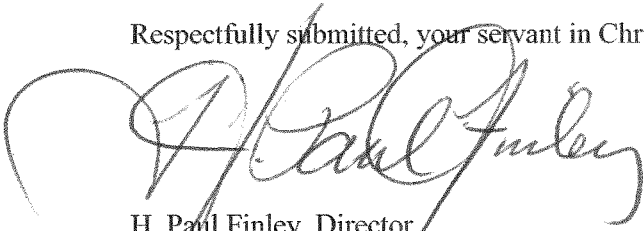
G. Building updates and upgrades.

**Heritage and Learning Center:**

A Museum and Library Report, prepared by Julia Ritter, can be found on the following page.

As always, the support Fr. Anthony, Mother Alexandra, and I receive from His Eminence and the Village Council is most appreciated.

Respectfully submitted, your servant in Christ!

A handwritten signature in black ink, appearing to read "H. Paul Finley". The signature is written in a cursive style with a large, decorative flourish at the beginning.

H. Paul Finley, Director  
Antiochian Village Conference Center / Heritage and Learning

## Antiochian Heritage Museum & Library Report

### MUSEUM

*Structure & Symbolism in Stone: the Architecture of Ancient Christian Syria* opened April 1, 2011, featuring photographs of 4<sup>th</sup> - 6<sup>th</sup> century Syrian homes and churches. From the archives at Princeton University, the photographs were taken during American archaeological expeditions to Syria between 1899-1909 and have been carefully selected for this exhibit based on their aesthetic beauty as well as their architectural significance and historic relevance to the Antiochian heritage. For further details about the current exhibit, please see enclosed flyer, and our article in the May 2011 issue of *The Word*.

For 2012, a unique exhibit is planned in honor of the 100<sup>th</sup> anniversary of the Titanic's tragic voyage. The exhibit will explore the lives and legacies of several not-so-famous Titanic passengers, and uncover a few of their surprising links to modern America, including to the Antiochian Village itself.

We continue to pursue our goal of increasing the Museum's visibility through advertising and exhibit-related events. Perhaps as a reflection of this effort over the past few years, we have already seen quite a few drop-in visitors for the latest exhibit. In addition, a variety of groups have toured the new exhibit in its first two months, including school field trips, biology conference attendees, a women's day tour, Orthodox clergy couples participating in our Clergy Couples Retreat, and families attending Family Camp. Next month, we will participate in the annual "*Community Day*," in which all the museums of the region offer special programming and free admission for local residents. We always view this as an wonderful opportunity to showcase our Museum and the Heritage & Learning Center alongside the other cultural attractions of the Ligonier Valley. This year, our special guest will be a real live camel, for museum visitors to pet, feed, and take pictures with.

### LIBRARY

Current statistics show that our library usage has increased more than 20% since last year:

<b>Antiochian Heritage Library - Circulation Statistics</b> <b>April 2010 – April 2011</b>					As compared to last year:
<b>Month</b>	<b>Checked Out</b>	<b>Renewals</b>	<b>In-library Use</b>	<b>2011 Total</b>	2010 Total
April	23	31	4	<b>58</b>	44
May	28	38	11	<b>77</b>	40
June	70	14	28	<b>112</b>	69
July	51	25	20	<b>96</b>	66
August	39	21	18	<b>78</b>	59
Sept.	50	34	50	<b>134</b>	151
Oct.	24	38	4	<b>66</b>	58
Nov.	42	66	29	<b>137</b>	77
Dec.	34	57	14	<b>105</b>	67
Jan.	33	15	1	<b>49</b>	75
Feb.	25	27	10	<b>62</b>	76
March	31	43	12	<b>86</b>	102
April	44	35	23	<b>102</b>	58
<b>Total</b>	<b>494</b>	<b>444</b>	<b>224</b>	<b>1162</b>	942

Cataloging continues on the large number of books which were donated to the library's collection over the past few years. In addition, we expect to have further consultation this summer with an Arabic-speaking archivist who has been quite helpful in advising us on our Arabic books and archives.

Respectfully submitted by Julia Ritter, museum curator and librarian, June 2011.



## Village Council Meeting June 2, 2011 Antiochian Village



Members Present: Bishop THOMAS, Robert Laham (Chair), George Nassor (Vice-Chair), V. Rev. Anthony Yazge, Paul Finley, Peter Dacales, Elaine Heider, Sameh Khouzam, Evelyn Koury, Stephen Koury, Kenneth Laham, and Jane Tadros.

Members Absent: V. Rev. Joseph Allen, Dr. Donald Howard, Dr. Joseph Samra, and Walter Parhamovich.

Guests & Staff: Gregory Laham, Brian Riffle, Julia Ritter and Zach Simons

The meeting was called to order at 7:10 PM by Chairman, Robert Laham.

Fr. Anthony Yazge led the Council in the opening prayer.

### **Approval of Spring 2010 Minutes -April 8, 2010**

**Evelyn Koury moved to accept the minutes as distributed. Second by Peter Dacales. Motion passed.**

### **Marcellus Shale Gas Leases**

We were at one time under contract with Jim Courtney who was representing us and some of our neighbors in an attempt to negotiate a contract with gas drilling company. Mr Courtney terminated the contract that we had with him and no longer represents us. This was at no cost to us.

Jerry Lynn of Greensburg, PA would like to represent us in the future for Marcellus Shale Gas Leasing. He currently represents many other people in the area. Bob Laham shared that if we were to sign with him, we would not agree to any taxation of the initial \$500,000 that we have already been offered by XTO/Exxon Mobil.

### **Heritage Museum & Library Report by Julia Ritter, Museum Curator & Librarian**

The current exhibit, Structure & Symbolism in Stone: *The Architecture of Ancient Syria*, opened a couple of months ago. The 2012 exhibit will be focused on the Titanic with a focus on the connection to our Antiochian heritage. Julia set up a small museum exhibit at St Vladimir's Seminary Education Day in October 2010 as the feature exhibit of the day. We participate in Ligonier Community Day that features art & history through the Ligonier Valley among numerous other museums in the immediate area. The library has experienced a 20% increase in usage this year. The staff of the library is continually working on cataloging the recent large book donations that have been received. It was suggested that we ought to establish a security system to protect the collection since we do not have a staff member at the library desk during all hours that the library is open.

**Elaine Heider moved to set up a small committee to study the feasibility of a security**

**system. Second by George Nassor. Motion passed unanimously.** Elaine Heider and Stephen Koury volunteered to serve on the committee.

### **Marketing and Sales Update by Zach Simons**

Zach shared a video presentation about the marketing and sales strategy being employed for the Conference Center. A Veterans Group that came to the Center was videotaped by a WQED TV (public broadcasting) in Pittsburgh. There is footage of the Center that is part of the show that was filmed. Although it is only being shown on the Pittsburgh station, it is expected to be picked up nationally as well. Zach shared some marketing and sales statistics of the current business that comes to the Center. Nearly 50% of the Center's business is repeat business and almost 20% is self-referred (individuals that have been to the Antiochian Village booking a different group). The result of research has shown that we are not really known to people who haven't already been here or met someone who attended an event at the Antiochian Village. As a cost effective attempt to get the word out about us Zach has established a presence in Social Media: Facebook, Twitter and through blogging. We have also moved into online listings with CVENT. Unique Venues is another possibility. It was commented that we had used Unique Venues in the past and had no success with an approximate \$900 annual expense. A strategic marketing approach would utilize Linked-In, You Tube and Facebook which are free and commonly used by many business professionals. Local radio and television such as NPR and Comcast may be good local marketing tools. It was suggested to try to reach out to the Western Pennsylvania area Orthodox Churches where there are many professional business people in the parishes that might be able to bring their business to us. Marketing the Challenge Course is also ideal for bringing in businesses that want to do teambuilding and leadership training. It was also suggested that we might want to approach area business with basic proposals to just get on their radar. It was also mentioned that developing relationships with meeting planners may be more effective. It was also suggested that we invite the meeting planners to do the challenge course as way to expose them to what we have to offer. Paul Finley expressed the need to bringing in a professional marketing firm that would help get the word out to the general public. The pros and cons of marketing strategies followed with brainstorming on how to bring in business.

### **Discussion of Financial Situation of the Conference Center**

Bob Laham asked Brian Riffle, our accountant, to share some information about the financial situation of the Conference Center. Fixed costs are approximately \$576,000 per year. Brian projects that we would need approximately \$1.4 million to break even. We need to have 1,130 guest nights per month to break even. General discussion followed about the financial struggles of the Conference Center to assist the Council to better understand our problem.

Bishop THOMAS and Sameh Khouzam shared a general message from His Eminence that he no longer wants the Archdiocese to subsidize the Conference Center. It was suggested that we must lay out a plan to fund the turn around. One suggestion was to tell His Eminence that we need \$250,000 to pay off old debt and then hire a marketing firm. The marketing plan that would cost approximately \$100,000 could be reduced by \$40,000 with the staff reduction of Marketing & Sales. The expectation would be that

Paul would pick up some of the follow and marketing since he represents the Conference Center well. There is some concern that we would make a mistake by releasing marketing and sales staff that would be needed to follow up on marketing efforts. Paul needs to give more specific direction to Zach Simons as to which Village-friendly markets he ought to focus on (i.e. faith-based communities in Western PA). Another recommendation is that the Village Council instruct Paul to cut expenses by a certain percentage and leave it up to him as the Executive Director to decide how to do it.

Bob Laham asked what he should go to the Metropolitan with as the Village Council's recommendation. The following steps are the Village Council's recommendation:

1. The Center needs an infusion of \$150,000.
2. Give Zach Simons until the fall Village Council Meeting to make head way on a specific market.
3. Reduce the expenses by 5%.
4. Add wireless internet to the building at a cost of approximately \$18,000.
5. Get specific marketing plans from marketing companies.

We will adjourn until 9:00 AM Friday morning.

The meeting was reconvened at 9:00 AM on Friday morning.

**Discussion of Financial Situation of the Conference Center (continued)**

Bob Laham and Sameh Khouzam met with His Eminence Metropolitan PHILIP on Friday night after the Village Council Meeting to discuss the financial position of the Conference Center. Bob informed us that Metropolitan PHILIP has given the following direction to be implemented:

1. Expenses must be decreased by at least 5%.
2. Install wireless internet throughout the building using finds from the Capital Reserves.
3. Marketing – no action is to be taken at the present time. In the near future a decision may be made. Bob will be in consultation with Paul.
4. Our sales focus ought to be on the religious and non-profit market. Although we would like to have weekday business make certain that we are filling the facility on weekends. He would also like Paul to get on the road visiting churches even as far away as Cleveland and the Detroit area. It was also suggested that Paul travel with Fr Anthony to parishes when the camp runs the Village at Home programs.
5. The Archdiocese will provide the \$150,000 to be used solely to pay accounts payable and nothing else.

**Heritage & Learning Conference Center Report by Paul Finley, Executive Director**

Paul Finley covered the highlights of his written report:

- He addressed several issues that summarize items that impacted the finances of the Center (including revenue down, writing off bad debt, employee benefits, bookstore adjustment, food costs, addition of marketing and sales person and related expenses)
- Projections for this year are falling short of the \$1.4 million needed.
- KX Management System – moving to an online registration component will be more user-friendly and may help with some advance payment.
- The online bookstore has done approximately \$20,000 in sales. It was recommended that we should consider doing sales like Amazon where we don't maintain inventory but have other sellers do the shipping from their own inventory. Inventory has been decreased over the past several months.
- Paul reviewed housekeeping and food services and the attempts towards reduction. Employees have been informed that they can no longer eat at the Center except for the kitchen staff. A discussion followed about the policy of employees eating.
- Maintenance – There are a two insurance claims being processed for Hail and Wind Damage and the Commercial Dryer Fire. Capital Improvements definitions were clarified.
- The finances of the Museum and Library were clarified. All related expenses are reimbursed from the Archdiocese.
- It was recommended that we look into all of the options regarding Health Insurance to see how we might save some money (i.e. variety of deductibles and possible coverages). A suggestion was to charge one percentage to singles and one to families. Employee participation is the recommendation of the Village Council.

**Marcellus Shale Gas Drilling Proposal presented by Jerry Lynn**

Jerry Lynn represents Western Pennsylvania Gas Leasing Consultants out of Greensburg, PA. He presented a general overview of the Marcellus Shale in our area. The owner of the company is Ed Bilik, attorney-at-law, and was unable to attend this meeting because he is presenting to another group of land owners in Greene County. WPGLC's compensation would be 10% of the upfront bonus money over \$1,250 per acre which we have already been promised previously by XTO. There would be no compensation to WPGLC for royalties. WPGLC would ask that we sign an 18 month marketing agreement. We need to make sure that there are no third party charges in our lease. **Ken Laham moved that we proceed with Western Pennsylvania Gas Leasing Consultants as our representation for a gas lease. Second by Elaine Heider.** Discussion followed. Motion passed unanimously.

**Camp Report by Fr Anthony Yazge, Camp Director**

Fr Anthony distributed a written report and financials for year-to-date through May 2011. Fr Anthony stressed the following items from his report:

- The attendance numbers for this summer are at a record high of 1,016. The staff is in the midst of training and the programs are shaping up well for this summer. The curriculum for this summer is Contemporary Moral Issues in the context of living a daily Orthodox Christian life.
- Family Camp continues to be a tremendous success with 37 families in attendance this past weekend. 32 of the 36 families left a deposit for next year's Family Camp with more promised in the next couple of weeks. There will also be a Family Camp the last weekend of the August but on a smaller scale.
- Sacred Arts Camps are growing with the introduction of the Byzantine Notation Workshop for adults and the traditional Byzantine Chant Camp which has expanded by adding a second session option.
- The biggest area of growth is the establishment of the Outdoor and Environmental Education Program. Under the direction of Tatiana Jacobs, our new Education Director, we have already welcomed a handful of different groups to participate in our pilot program:
  - Homeschooling group comes one day a month for programming.
  - Overnight Girl Scout Troop session.
  - 120 Ligonier Valley Middle School sixth graders participated in two days of programming.
- Our rental business is starting to blossom with little effort on our part. Coinciding with our Staff Training Week we will host two different groups for partial camp rentals which should generate approximately \$20,000.
- We are also working to develop our Challenge Course and have hosted several different groups. The Team-Building concept is highly marketable and may become an asset for the Conference Center in trying to attract business. We are working on plans for expansion of the course and the program.
- Scholarships are always a continual need and in fact the requests have increased over past years. We continue to look for sources of funding and are forever grateful to the Order of St Ignatius for their generosity.
- Fr Anthony presented a list of capital improvements funded from the Reserves for Capital Improvements. With nearly 50 buildings, thousands of trees and hundreds of acres there is always work to be done. Our maintenance staff does an outstanding job of managing our plant.
- Fr Anthony also shared the financial year to date report which presently looks strong. We anticipate a year in which we may not need to request our operational subsidy if the current climate remains.

- Fr Anthony proposed a project to renovate the Gathering Place so that it may be used year-round. The proposal is a bid from JBQ Construction in the amount of \$38,800 and would be funded through the Reserves for Capital Improvements. George Nassor moved that the Gathering Place be renovated by JBQ Construction. The motion was seconded by Evelyn Koury and passed unanimously.

**Old Business**

No old business.

**New Business**

- It was recommended by Elaine Heider that we ought to have some type of security for our facilities and property. Discussion followed. It was suggested to have a security consultant come give us some ideas on how to secure the Village.

Evelyn Koury moved to adjourn the meeting. Second by Ken Laham. The meeting was adjourned.

Respectfully Submitted,  
Fr. Anthony Yazge  
Acting Secretary