



**Pacific Southwest District
of the UUA
Annual Business Meeting**

Arizona

Baja 4 Congregations

UU Church of Tucson

Mountain Vista UU

Sky Island UU Church

UU Congregation of Green Valley

April 1, 2017

Pacific Southwest District Annual Meeting

April 1, 2017

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***For a schedule of the weekend's events, please see the District Assembly website at <http://justiceda2017.weebly.com/>**

Annual Business Meeting Agenda

Pacific Southwest District of the Unitarian Universalist Association
and Camp de Benneville Pines, Inc.

April 1, 2017- Tucson, Amado, and Sierra Vista, Arizona, 4:30 P.M. MST

- I. Call to Order and Ingathering
- II. Approval of Agenda
- III. Stipulation of Quorum
- IV. Adoption of Rules of Procedure
- V. Approval of the Minutes of the 2016 Annual Meeting
- VI. A Message from the UUA Stewardship and Development Office
- VII. Greeting from the PSWD Youth Board
- VIII. PSWD New Business
 - A. Fair Share Increase of \$2.00 Effective 2017-2018
 - B. PSWD Budget Presentation and Adoption
- IX. Camp de Benneville New Business
 - A. Camp de Benneville Pines Budget Presentation and Adoption
- X. Elections
 - A. PSWD Officers, Trustees and Committee Members
 - B. B. Camp de Benneville Pines Directors
- XI. PSWD Reports
- XII. Camp de Benneville Pines Reports
- XIII. Announcement of Election Results
- XIV. Installation and Recognition of Leaders
 - A. Recognition of Outgoing PSWD Leadership
 - B. Recognition of Incoming PSWD Board and Elected Committee Members
- XV. Invitation to 2017 District Assembly
- XVI. 6:30 PM (or earlier) Adjourn to Dinner

Proposed Rules of Procedure

1. Order of Business: Consideration of and action upon items shall proceed in the order set forth in the final agenda as distributed in accordance with the PSWD Bylaws, Article 1, Section 1, unless that order is changed by majority vote during the meeting.

2. Means of Voting: Only registered delegates or their registered alternates shall be eligible to vote. Action on any question, unless the bylaws otherwise provide, shall be decided by an uncounted vote by show of voting cards, unless the chair is unable to determine the outcome by such an expression. In such cases, questions shall be decided by count of the voting cards. Members of the Board of Trustees or Board-appointed designees will be asked to serve as Tellers.

3. General Procedure: In accordance with the PSWD bylaws, Article VII, Section 2, all business of the Assembly shall be conducted according to ROBERTS' RULES OF ORDER, REVISED, except in such cases where these Rules of Order conflict with the Constitution or the bylaws of the Pacific Southwest District. Only registered delegates are eligible to speak to items on the floor.

4. Amending the Rules of Procedure: These rules shall be adopted by a two-thirds vote and may be amended, suspended, or repealed during the course of the meeting by a two-thirds vote.

5. Smoking: Smoking will not be permitted during this meeting. In addition to these rules, the chairs request that:

- Delegates wishing to address the assembly go to the microphone provided to be recognized. After being recognized by the chair, they should state their name, congregation and/or position before beginning their remarks.
- Anyone wishing to speak more than once to an issue may do so only after all who wish to speak have been heard for the first time. Speakers shall limit their remarks to 2 minutes. Anyone speaking longer than 2 minutes will be asked to quickly end his or her presentation.
- Delegates wishing to spend more than the allotted time on an agenda item will move an extension of the time, understanding that the meeting time will be extended accordingly.

**Minutes of the Annual Business Meeting
Pacific Southwest District of the UUA
and Camp de Benneville Pines, Inc.**

APRIL 30, 2016 - Unitarian Society of Santa Barbara

The meeting was called to Order and Ingathering by Jim Merrill, president, at 3:30 pm. He reported that the PSWD board of directors and the Camp de Benneville Pines board of directors had met together the day before and discussed covenant based on the book, The Four Agreements. He announced that a quorum for the meeting was met; the final count was 101 attendees who were delegates; 26 societies were represented.

Rules of Procedure (page 10 of the program) were approved. All were reminded that only delegates may speak and to use the microphone; we will wait for all to reach a microphone.

Approval of minutes of prior year: approved as distributed by hand vote.

Approval of Agenda: approved as projected and presented on page 9 of the program.

Announcement: The Rev. Harlan Limpert, Chief Operating Officer of the UUA, thanked congregations for supporting our larger faith and the district. He noted that PSWD is a model for generosity; most congregations consistently pay fair share to the UUA. He urged all to donate generously to the Annual Program fund.

PSWD New Business: There was a motion by Smoot Carl-Mitchell and a second by Kitty Merrill to open discussion of the proposed \$2.00 fair share increase for the 2017-18 district budget. There were a few questions of clarification, then the motion passed.

There was a motion by Smoot Carl-Mitchell and a second by Daniel Martin to open discussion of the proposed budget for 2016-17, page 14 of the program. 10 minutes were allocated for discussion. Some differences from budgets of previous years were noted; all were reminded that the details of the budget were discussed at a well attended program workshop in the morning. Glenn Noreen, president of the Camp de Benneville board, stressed the symbolic value of having a fair share contribution reflected in the camp budget and the proposed budget did not allow for this. After much discussion and several time extensions, Leslie Reuter suggested restoring the expenditure line for a transfer to Camp de Benneville Pines and adding a line in the income section of the budget in the equivalent amount as "Additional Income". It was agreed to accept this as a friendly amendment. The hand vote was counted and the budget as amended passed.

Camp deBenneville Pines New Business: None

Glenn Noreen presented a balanced budget for 2016-17 as an information item, pages 16 & 17 of the program. No voting needed. Janet James explained the Fire fund and the funds needed for erosion control.

Election of Camp Board Officers: The slate of candidates was presented: Michael Akseven, Paul Wallace, Nancy Fisk and Beth Cardall Leehy. There was a motion and a second to accept all four candidates; motion carried.

PSWD Officers, Trustees and Committee Members

George Yenoki of the nominating committee presented a slate of trustee candidates: Jim Merrill as president; David Sheh for Secretary, Bette LaCombe, trustee member at large.

Nominee for the White Memorial Fund Committee: Martha Esparza

Nominee for the Nominating Committee was announced with brief bio remarks:

Christiane Heyde, an Arizona community minister, for a Three year term.

There was a motion and a second to elect the proposed slate of officers. Motion was approved.

RECOGNITION: Ken Brown was thanked in absentia for his 42 years of service which included 17 years as PSWD district executive. As a token of thanks he was presented with a 2 year turquoise membership to the Gene Autry Museum.

Nancy Bowen was recognized and thanked for her service as the congregational life staff regional lead. She reminded everyone to read the regional staff reports that are in the program packet.

PSWD Reports: Pres. Jim Merrill suggested that everyone read the president's report available in electronic form in the program packet.

Camp deBenneville Pines Report: Glenn Noreen, board president, noted the many Homet lodge improvements and the soon to be finished Ed Laws Pavilion. A new water tank is in the planning stages and erosion control is a top priority. He noted that the best way to support camp is to attend camp! Janet James reported on fire damage. Over 30 thousand acres were burned around the camp. The smoke removal from the buildings cost \$130,000.00, most of it was paid by insurance. Over \$700 was raised for the scholarship fund at the opening reception. The 55th camp anniversary will be this summer. Several adult camps are planned in August as schools are now starting earlier and few children can attend at that time.

Leadership Recognition: Jim Merrill thanked retiring board members Daniel Martin, Olivia Calvi and Martha Kazlo for their service. Continuing and newly elected members of the PSWD board read their installation and Covenant of UUism across the district and wider Pacific Western Region. Continuing and newly elected board members of Camp deBenneville Pines read their installation and covenant of UU values.

The Rev. Matthew Funke Crary thanked the Unitarian Society of Santa Barbara for hospitality during this conference and then invited all to attend a Justice DA in Arizona in 2017. It will be experiential and will be hosted by the Baja 4.

MEETING ADJOURNED, 5:28 pm

Respectfully Submitted,
Martha P. Kazlo, Secretary
PSWD Board of Trustees

PSWD President's Report

To paraphrase Samuel Clemens (Mark Twain), the reports of the death of the PSWD – and other western districts – are greatly exaggerated. All four districts of the Pacific Western Region (PWR) - our own Pacific Southwest District, the Pacific Central District, the Pacific Northwest District, and the Mountain Desert District – remain independent districts within the Unitarian Universalist Association of Congregations. We also continue to develop our collaborative relationship in our PWR Regional Collaboration arrangement, our own western approach to changes within the UUA.

All four of the PWR districts recognize that we represent vast territories, unlike many districts. Our region covers more than half of the territory of the United States. And, we are physically and perhaps psychically more distant from Boston than most U.S. UU congregations. As PSWD board president, I am in monthly contact with leaders from the other three PWR districts, and we share our similarities and differences, as well as working on shared initiatives and the evolution of sharing district staff.

This has been a year of profound staff changes. Last year, we acknowledged the movement of the Rev. Tera Little from PSWD district service to parish service. With the retirement of the Rev. Dr. Ken Brown at the end of June, 2016, your PSWD board began to learn what the shift from having a de facto District Executive to region-wide Congregational Life staff is like. Every one of your congregations should know who is your Primary Contact among the regional Congregational Life staff. The CL staff have primary-contact relationships with congregations as well as portfolio specializations. Thus, our district congregations may rely upon the services of our primary contact CL staff; but we might also be referred to the expertise of any staff member throughout the region.

After Ken's departure, we have relied heavily on the good offices of PWR Regional Lead the Rev. James Kubal-Kumoto. As time goes forward, we'll continue developing ways to become more independent in doing our work and interdependent in serving the congregations of the district.

Sincerely,

Jim Merrill
PSWD Board President

PSWD Balance Sheet

As of June 30, 2016

Assets

Current Assets	
Checking & Savings	
General Account - Chase	103,218.54
Checking with Interest - Chase	45,276.82
Office Checking Chase	1,219.43
Smith Barney	37,055.95
Smith Barney - LaFerriere	3,230.00
Smith Barney - White Memorial	27,838.71
Total Checkings/Savings	217,839.45
TOTAL CURRENT ASSETS	217,839.45
TOTAL ASSETS	217,839.45

Liabilities & Equity

Current Liabilities	
Other Current Liabilities	
White Memorial Fund	27,913.99
Chalice Lighters	
Justice Call - May 2016	7,417.65
Chalice Lighter - Other	9,141.56
Total Chalice Lighters	16,559.21
Multi-Site Grant	1,475.00
PSWD Refugee Fund	4,517.10
Seminary In Care Program	
1099	-850.00
Seminary In Care Program - Other	12,730.10
Total Seminary In Care Program	11,880.10
Technology Grant	8,021.64
Trauma/Disaster Fund	24,916.57
Withheld Taxes	
California	
Income	44.35
SDI	.09
Total California	44.44
Federal	
FICA	91.15
Income	131.50
Total Federal	222.65
Total Withheld Taxes	267.09

Young Adult Camp	
Registration	9,542.58
Scholarship	2,119.00
Young Adult Camp - Other	9,156.00
Total Young Adult Camp	20,817.58
YRUU Scholarship	4,672.00
Family Camp Scholarship	1,775.00
Total Other Liabilities	122,815.28
Total Current Liabilities	122,815.28
TOTAL LIABILITIES	122,815.28
Equity	
Unrestricted - Unrealized Gains	10,088.00
Retained Earnings	93,514.42
Net Income	-8,578.25
TOTAL EQUITY	95,024.17
TOTAL LIABILITIES & EQUITY	217,839.45

PSWD Profit and Loss

July 2015 through June 2016

Ordinary Income/Expense

Income

Investment Gain/Loss	5.67
Friends of the PSWD	524.99
Miscellaneous	5164.72

District Fair Share (\$182,755)

Cambria (\$1,170)	1,170.00
Canoga Park (\$3,588)	3,588.00
Chandler AZ (\$8,034)	8,034.00
Costa Mesa (\$3,822)	3,822.00
Escondido (\$4,654)	4,654.00
Flagstaff AZ (\$2,912)	2,912.04
Fullerton (\$3,328)	3,328.00
Glendale AZ (\$676)	676.00
Goleta (\$2,964)	2,964.00
Hemet (\$676)	600.00
La Crescenta (\$1,040)	1,040.00
Laguna Beach (\$1,352)	1,352.00
Lancaster (\$364)	182.00
Las Vegas NV (\$2,652)	2,652.00
Long Beach (\$7,540)	7,540.00
Los Angeles (\$1,482)	1,482.00
Mission Viejo (\$3,770)	3,770.00
Montclair (\$3,276)	3,250.00
North Hills (\$1,144)	1,144.00
Paradise Valley AZ (\$10,816)	9,900.00
Pasadena Neighborhood (\$18,460)	5,623.50
Pasadena Throop (\$1,482)	1,482.00
Prescott AZ Granite Pk (\$3,172)	3,172.00
Prescott AZ UU Fell. (\$572)	572.00
Rancho Palos Verdes (\$5,642)	5,642.00
Redondo Beach (\$390)	390.00
Riverside (\$2,132)	1,000.00
San Diego - 1st (\$17,498)	17,489.00
San Luis Obispo (\$5,200)	5,200.00
Santa Barbara (\$11,830)	3,000.00
Santa Clarita (\$1,508)	1,508.00
Santa Monica (\$8,294)	7,656.00
Santa Paula (\$1,144)	1,144.00
Santee (\$4,576)	4,576.00
Sedona AZ (\$1,144)	1,144.00
Sierra Vista AZ (\$2,392)	2,392.00

Solana Beach (\$6,760)	6,552.00
Studio City (\$2,990)	2,600.00
Surprise AZ (\$5,824)	5,824.00
Newbury Park/Thousand Oaks (\$5,044)	4,633.63
Tucson AZ-- NW (\$3,562)	3,562.00
Ventura (\$5,876)	5,876.04
Vista (\$5,174)	5,174.00
Yuma AZ (\$130)	130.00
District Fair Share (\$182,755) - Other	2,691.50
Total District Fair Share	163,102.71
District Programs(\$10,000)	17,592.27
UUA APF Grant (\$37,900)	36,792.00
TOTAL INCOME	223,182.36
Expense	
District Services (\$188,355)	
Camping Ministries Director (\$9,500)	
Geoff Anderla	6,795.00
Camping Ministries Dir (\$9,500) - Other	7,995.00
Total Camping Ministries Dir (\$9,500)	14,790.00
CMD Expenses (\$3,200)	2,228.41
Cong Serv Contract (\$107,655)	109,015.76
DE Expenses (\$11,000)	3,491.71
Dist. Support Staff (\$42,000)	
Corinne Graham	4,200.00
Margaret Yenoki	5,760.00
Sarah Fulton	20,652.45
Total Dist. Support Staff (\$42,000)	30,612.45
District Office (\$13,500)	7,743.40
DLREC Expenses (\$7,500)	531.17
Payroll Taxes & Ben (\$4,500)	4,605.44
Support Staff Benefits (\$8,000)	200.00
District Services (\$188,355) - Other	22,836.66
Total District Services (\$188,355)	196,057.00
Operations (\$23,950)	
Administrative Ops (\$7,500)	7,724.77
Cons Tm Trng & Trav (\$3,500)	1,361.67
DeB Fair Share Trans (\$7,400)	3,029.10
Regional Expenses (\$5,500)	762.59
Operations (\$23,950) - Other	450.00
Total Operations (\$23,950)	13,328.13
Program/Project Ex (\$22,400)	
Chalice Lighters Team (\$1,000)	1,000.00
DA Planning (\$2,250)	3,990.92
District Program(\$10,000)	
Stipend	500.00

District Program(\$10,000) - Other	9,486.96
Total District Program(\$10,000)	9,986.96
Scholarships (\$1,750)	545.00
UU Legis. Min. AZ(\$1,000)	1,000.00
UU Legis. Min. CA (\$1,000)	1,000.00
Youth Camps Comm (\$4,000)	
Stipend	850.00
Youth Camps Comm (\$4,000) - Other	3,172.57
Total Youth Camps Comm (\$4,000)	4,022.57
YRUU (\$1,400)	
Stipend	50.00
YRUU (\$1,400) - Other	257.25
Total YRUU (\$1,400)	307.25
Program/Project Ex (\$22,400) - Other	454.14
Total Program/Project Ex (\$22,400)	22,306.84
Payroll Expenses	68.64
Total Expense	231,760.61
Net Ordinary Income	-8,578.25
Net Income	-8,578.25

		Scholarships (\$1,750)	545.00	1,750.00	-1,205.00	31.14%
		UU Legis. Min. AZ(\$1,000)	1,000.00	1,000.00	0.00	100.0%
		UU Legis. Min. CA (\$1,000)	1,000.00	1,000.00	0.00	100.0%
		Youth Camps Comm (\$4,000)				
		Stipend	850.00			
		Youth Camps Comm (\$4,000) - Other	3,172.57	4,000.00	-827.43	79.31%
		Total Youth Camps Comm (\$4,000)	4,022.57	4,000.00	22.57	100.56%
		YRUU (\$1,400)				
		Stipend	50.00			
		YRUU (\$1,400) - Other	257.25	1,400.00	-1,142.75	18.38%
		Total YRUU (\$1,400)	307.25	1,400.00	-1,092.75	21.95%
		Program/Project Ex (\$22,400) - Other	454.14	22,400.00	-21,945.86	2.03%
		Total Program/Project Ex (\$22,400)	22,306.84	44,800.00	-22,493.16	49.79%
		66000 - Payroll Expenses	68.64			
		Total Expense	231,760.61	469,410.00	-237,649.39	49.37%
		Net Ordinary Income	-8,578.25	-214,364.00	205,785.75	4.0%
Net Income			-8,578.25	-214,364.00	205,785.75	4.0%

PSWD Proposed Budget 2017-18

	<u>16-17 Actual</u>	<u>17-18 Proposed</u>	<u>Difference</u>
Ordinary Income/Expense			
Income			
40000 · Investment Gain/Loss	0.00	0.00	0.00
41000 · Congregational Assessments	182,755.00	196,814.08	14,058.08
42000 · District Programs	10,000.00	10,000.00	0.00
43000 · UUA Grant	38,000.00	38,000.00	0.00
44000 · Friends of the PSWD	0.00	0.00	0.00
46000 · Additional-Camp DeBenneville	7,400.00	0.00	-7,400.00
47000 · Misc. Income			0.00
48000 · Miscellaneous	0.00		0.00
Total Income	238,155.00	244,813.08	6,658.08
Expense			
51970 · Transfer-Chalice Lighters	1,000.00	0.00	-1,000.00
51980 · Transfer-(De Benneville Pines)	7,400.00	0.00	-7,400.00
51960 · Scholarships	1,250.00	1,250.00	0.00
51950 · District Programs	10,000.00	10,000.00	0.00
51940 · CA Justice Ministries	1,000.00	1,000.00	0.00
51930 · AZ Justice Ministries	1,000.00	1,000.00	0.00
51920 · District Assembly Planning	2,000.00	2,000.00	0.00
51910 · YRUU	1,300.00	1,300.00	0.00
51900 · Camping Ministries Program	3,000.00	10,300.00	7,300.00
51800 · Contingency/Regional Expenses	3,500.00	3,500.00	0.00
51700 · Governance Expenses	6,000.00	6,000.00	0.00
51600 · District Office Expenses	13,500.00	12,000.00	-1,500.00
51500 · District Consultants Exp	2,500.00	2,500.00	0.00
51400 · Camping Ministries Prof. Exp	3,000.00	3,000.00	0.00
51300 · Camping Ministries Comp.	14,500.00	15,500.00	1,000.00
51200 · Regional Admin Staff Comp			
Payroll Tax	4,500.00	4,590.00	90.00
51200 · Regional Admin Staff	41,700.00	42,534.00	834.00
Comp - Other			
51100 · UUA Employee Prof. Expenses	22,000.00	22,000.00	0.00
51000 · PWR Contract for UUA Services	103,655.00	109,633.26	5,978.26
Total Expense	242,805.00	248,107.26	5,302.26
Net Ordinary Income	-4,650.00	-3294.18	1,355.82

Camp de Benneville Pines

Report of the Executive Director, Janet James



What a busy year at camp! I think I say that every year.... but it is true. Just when I think we can't be any busier, along comes another camp opportunity we squeeze into the calendar. We had 100% of our prime weeks of summer booked and 99% of our off-season weekends booked. Since August is now "back to school time" for most school districts, we have re-created the August camp experience with expert facilitators for our newest camper group—UU adults! In August 2016 we rolled out our newly formatted Art Camp, Choir Camp and Adult Camp. Keynote speaker, Chris Epting, and John Muir impersonator/actor, Lee Stetson, wowed the crowd with their tales of Muir and

Roosevelt meeting in Yosemite Valley to discuss the preservation of Yosemite Valley. The two men went off into the woods on a 4-day camping trip, without any secret service, to mastermind what would become our country's national park system and environmental movement 100 years ago. To think what a camping trip can do for one's soul and for the soul of humanity!

In summer 2016, Kellie Walker-Hart gave her heart and soul to our summer camp music program, and her flock of experienced choir members added their voices to the already talented group of choir enthusiasts attending "Singing in the Pines". With Scott Roewe serving as choir camp coordinator, choir campers enjoyed group singing, improv songs around the piano, and salsa dancing! Photo and Art campers scrambled to be up at sunrise to get the best light for their nature photos, and many artists wandered into the woods to paint the pines under the towering Ponderosas. Missing from last summer's line up was the *Walking the Walk Social Justice Camp*, but I am happy to report that they will be back in camp with a dynamic program August 6 – 10, 2017. Evan Junkers will be the chief creator of the social justice program with Beverly Schmidkunz Boido offering her administrative and creative support. Once again, August will offer a lineup of adult camper activities. Check out our website or pick up a camp newsletter to view your options for camps for adults.

In an effort to make up for our income shortfall due to the 2015 wildfire closure, I jumped into full gear to book the camp in 2016. Booking most every weekend with a youth group or family camp

(even booking out our 2 traditional work weekends), we managed to increase our revenues to make up for the lost income in our previous operating year.

With the PSWD serving as the program arm for our youth camps, our collaboration with the district continues with Geoff Anderla serving as the PSWD Camping Ministries Director. Geoff brings to the position many years of volunteer experience in various camp leadership roles, as well as having grown up attending youth camps at Camp de Benneville Pines. The summer week-long programs for junior and senior high campers are very popular and tend to sell out during the early-bird registration period. We are working hard to find the next generation of de Benneville “kiddie campers” to fill elementary summer camp. It does seem that parents are more reluctant to send their little ones off to camp these days, but with such great reviews and resounding cheers of delight coming from our 60 summer kiddie campers, it is hard not to boast that **Camp Does Kids A World of Good!** The camp board sends its heartfelt *thank you* to all the volunteers who devote their summer and winter vacations to overseeing such wonderful youth camps. The week-long youth camps are a summer tradition at de Benneville Pines since 1961.

My big disappointment for the year was NOT getting the secondary water tank installed. The wildfire of 2015 burned the area immediately above our new tank site, and the charred mountainside required more erosion control measures than called for originally. Due to the multi-year delays and additional engineering at the site, the cost projections are \$100,000 more than what we have in savings. But, we are committed to getting this tank installed so that the camp has enough water reserves to fight a fire or to sustain us in drought years. We continue to fundraise so we can reach our goal to have the new tank completely on line by November 2017.

And speaking of fundraising, I am pleased to introduce Jacki Weber to head up our fund development efforts. Jacki is a fundraising professional with more than 20 years experience in the field. Most recently, Jacki served as Chief Development Officer for Homeboy Industries in LA, the gang rehab and re-entry center founded by Father Greg Boyle. A UU since 2001 when her son was born, Jacki now has three kids steeped in the UU spiritual tradition. She’s active in her local congregation, and she deans UU Santa Monica’s annual family retreat at de Benneville Pines. She also coordinates the camp’s annual Thanksgiving Family Celebration, and has raised a family of de Benneville campers. I look forward to working with Jacki to initiate a capital campaign that will lead us into the next 20 years of growth and capital improvements.

As I complete 20 years of service to Camp de Benneville Pines and to the UU community in this district, I have a dream. I dream that de Benneville will thrive long into the future, past me, and past many more generations of UU’s to come. I’d like to see our camp be a powerful place where people find inspiration in community, and beauty and strength in nature so they can be filled with hope and creativity. I want our young people to grow up to be leaders in many important movements, raise money for key social projects, and work to make the world a better place for their children. I want the camp to be the rock below the feet of our children. The

touchstone that they may always look back to for inner strength and courage when it comes time to doing what is right, and not what is easiest.

With Jacki's help we will set forth an organizational plan that will illustrate a vision for camp that inspires people to support camp today; invest in priority initiative areas; and leave a legacy that keeps camp strong for future generations. Watch for more information to come as Jacki starts to reach out into the larger PSWD community.

Please feel free to contact me at any time with your questions and to get involved with camp! My email is director@uucamp.org. I welcome your feedback and your support.

Camp de Benneville Pines 2016 Report

From Glenn Noreen, board president

With over 4,000 campers and more than sixty camps throughout the year, a (small) surplus budget, and a new strategic plan in the works, I'm pleased to report that 2016 was a great year for Camp de Benneville Pines; 2017 looks to be even better.

Last year, a small group of families banded together to provide seed funding to create and implement an organizational and fund development program to make our camp stronger for decades to come. We have enlisted longtime camper, UU, and experienced nonprofit management and fundraising professional Jacki Weber to work with us on that plan.

2020 Vision

The camp vision is to leverage nature and community to inspire people of all ages to become their best selves and come down from the mountain energized to work for a better world. To help embody that vision more fully, the board of directors has prioritized the following initiatives:

- Strengthening youth and family engagement.
- Campus improvements.
- Environmental stewardship.

In 2017, the board of directors will create a ten-year master site plan. Its aim is to make the de Benneville experience better for youth and adults who come to camp as well as those who work in it. Beyond a site master plan, an organizational plan will illustrate a vision for camp that inspires people to support camp today; invest in our priority initiative areas; and leave a legacy that keeps our camp strong for future generations.

In 2018 and 2019 we will be hard at work raising money to implement the first phase of the site master plan and the organizational development plan. By 2020, we should be in full swing with an even stronger camp and the beginning of new construction.

Want to find out more? Visit debennevillepines.org.

Camp de Benneville Pines

Balance Sheet

January 31, 2017

ASSETS

Cash

Cash on hand - Store	\$ 200.00
Cash on hand - Paypal	175,319.34
Cash in Bank - Cap One/ING	160,478.79
Cash - Reserve Svgs #6595	60,058.45
Cash - Operating	83,398.31
Total Cash	479,454.89

Cash - Restricted

Cash - IVB Ckg - Cap Campaign	28,870.00
Cash - IVB Svgs - Cap Campaign	72,105.07
Donations Account	37,770.68
Capital/RTR/WW - Citizens Bank	67,298.50
Capital/RTR - Everbank	115,263.88
Share The Vision Account	103,773.88
UUA General Investment Fund	181,241.60
UUA Campfire Ltrs Endowment	1,425.00
Woodcliff Ltd Investment	4,709.00
Total Cash - Restricted	612,457.61

Current Assets

Inventory - Food	15,822.01
Inventory - Store	8,335.88
Inventory - Operating	5,805.04
Accounts Receivable	15,327.25
Other Receivable - PSWD	790.00
Deferred Expenses - Insurance	2,530.40
Deferred Expenses - Other	2,325.27
Employee Advances	1,435.67
Total Current Assets	52,371.52

Property and Equipment

Leasehold Improvements	449,352.55
Improvements -Sewer/Water Sys.	533,391.82
Improvements - Water Tank	83,262.09
Buildings	1,038,347.66
Buildings - Craig's Cabin	138,574.97

Vehicles	46,193.69
Equipment and Fixtures	196,481.68
Pool & Pool Equipment	8,062.39
Accum Depreciation	(1,187,526.00)
Total Property and Equipment	1,306,140.85

Other Assets

Total Other Assets	0.00
Total Assets	\$2,450,424.87

LIABILITIES AND CAPITAL

Accounts Payable

Accounts Payable	\$109,334.20
Total Accounts Payable	109,334.20

Current Liabilities

Deferred Revenues	68,305.75
Payroll Tax Payable - State	749.37
Payroll Tax Payable - Fed.	2,276.63
Wages Payable	18,650.76
Vacation Wages Payable	7,141.00
Total Current Liabilities	97,123.51

Long-Term Liabilities

Total Long-Term Liabilities	0.00
Total Liabilities	206,457.71

Capital

Retained Earnings	1,449,117.75
Prior Fund Balance -Restricted	140,962.48
Prior Fund Bal - Unrestricted	452,815.49
Current Net Revenues	201,071.44
Total Capital	2,243,967.16

Total Liabilities & Capital	\$2,450,424.87
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Unaudited - For Management Purposes Only

deBenneville Pines

Income Statement - Summary

For the Ten Months Ending January 31, 2017

	Year to Date Actual	Year to Date Budget
REVENUES - CAMP SPONSORED	311,340.21	278,050.00
REVENUES - LEASE UU	132,943.00	137,100.00
REVENUES - LEASE NON UU	232,820.00	189,800.00
Total Revenues - CAMPS	677,103.21	604,950.00
Revenues - Grants and Misc.		
Revenue - Craigs Cabin	2,000.00	0.00
Additional/Unbooked Revenue	0.00	11,000.00
Revenue - Guest	125.00	0.00
Camp Store Income	11,759.93	13,400.00
Store - Consignments Paid	(374.25)	0.00
Interest Income - Svgs & Misc.	75.48	40.00
Interest Income - Cap One/ING	480.67	300.00
Miscellaneous Revenue	392.20	0.00
Total Revenue - Grants & Misc.	14,459.03	24,740.00
TOTAL REVENUES	691,562.24	629,690.00
Expenses - Operating and Administrative Accounting		
Accounting	9,288.50	8,050.00
Administrative Services	17,713.60	28,600.00
Advertising - Marketing	1,522.10	2,500.00
Bank Charges - Investmt Accts	107.00	100.00
Bank Charges - Operating accts	56.00	100.00
Bank Charges - Paypal	8,484.40	6,200.00
Board Expense	878.75	0.00
Compliance Documents & Svcs.	787.50	0.00
Computer Expense	3609.53	2,000.00
Computer Registration Program	0.00	2,000.00
Conferences/Training	1,998.83	2,600.00
Conferences/DA	1,103.68	1,000.00
Dues & Subscriptions	2,006.00	750.00
Employee Benefits/Kaiser	6,028.83	6,800.00
Employee Benefits/Medical	0.00	945.00
Infirmary - First Aid	1,686.80	1,600.00
Insurance	36,964.20	53,400.00
Janitorial Supplies	9,817.31	9,900.00
Kitchen/Lodge Operations	104,905.43	108,950.00
Lease Expense	6,800.00	10,000.00
Miscellaneous Expense	2,850.21	0.00

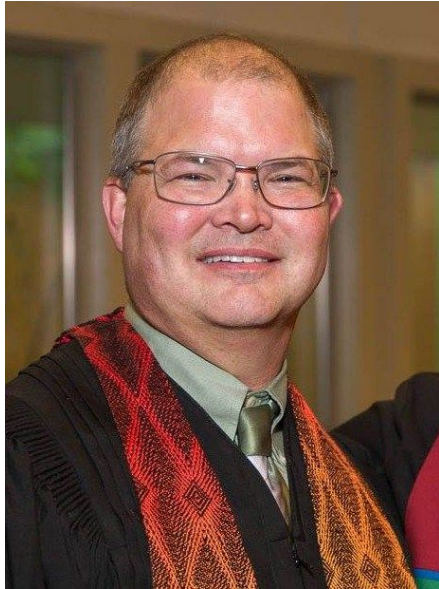
Office Expense	3,337.22	3,540.00
Operating Supplies	3,760.77	3,000.00
Postage & UPS	767.18	1,000.00
Postage - Bulk Mailing	140.50	0.00
Printing	1,666.59	1,500.00
Programming	26,247.16	16,950.00
Purchases - Store/Resale	4,431.39	5,000.00
Salaries & Housing	235,068.10	221,000.00
Repairs & Maintenance	45,833.95	25,900.00
Staff Expenses	5,447.75	7,000.00
Taxes - Payroll	23,244.97	25,500.00
Taxes, Licenses, Fees	3,219.00	5,460.00
Telephone	3,828.85	3,500.00
Utilities	38,876.16	42,970.00
Vehicles - Gas	3,751.16	4,875.00
Interest & Finance Charges	299.08	1,000.00
Total Expenses - General & Administration	616,528.50	613,690.00
Net Income - Camp Operations	75,033.74	16,000.00
Revenues and Expenditures - Restricted Accounts		
Revenue from STV - Donations	95,727.98	0.00
Expense - PSWD Support	(7,400.00)	0.00
Revenue from STV - Interest	62.15	0.00
Revenue from RTR/WW - Interest	549.46	0.00
Revenue from Don/Cap-Donation	4,904.15	0.00
Revenue - PSWD/Fair Share	7,400.00	0.00
Revenue from Don/Cap-Interest	257.60	0.00
Revenue - Moss & Co - Distrib	391.25	0.00
Revenue - FRF	3,604.50	0.00
Revenue - Donations - Other	4,709.00	0.00
Expenses - Fire Restoration	(2,307.59)	0.00
Revenue - Capital Campaign	127,100.00	0.00
Interest - Capital Campaign	5.07	0.00
Expenses - Fundraising	(34,965.87)	0.00
Major Improvement Expenditures	(230,029.67)	0.00
Capitalize Major Improvements	230,029.67	0.00
Depreciation Expense	(74,000.00)	(78,000.00)
Total Revenues & Expenditures - restricted	126,037.70	(78,000.00)
Net Income	201,071.44	(62,000.00)

Camp de Benneville Pines, Inc. Budget
 For the Twelve Months Ending March 31, 2018

	Year to Date Budget
REVENUES - CAMP SPONSORED	331,980.00
REVENUES - LEASE UU	150,275.00
REVENUES - LEASE NON UU	285,250.00
Total Revenues - CAMPS	740,505.00
Revenues - Grants and Miscellaneous	
Camp Store Income	12,300.00
Interest Income - Svgs. & Misc.	96.00
Interest Income - Cap One/ING	6,000.00
Total Revenues - Grants & Misc.	18,396.00
Total Revenues	758,901.00
Expenses - Operating and Administrative	
Accounting	10,350.00
Administrative Services	22,000.00
Advertising - Marketing	1,500.00
Bank Charges - Investment Accounts	127.00
Bank Charges - Operating Accounts	66.00
Bank Charges - Paypal	9,815.00
Board Expense	900.00
Compliance Documents and Services	900.00
Computer Expense	3,600.00
Computer Registration Program	240.00
Conferences/Training	4,300.00
Conferences/DA	1,200.00
Dues & Subscriptions	2,015.00
Employee Benefits/Kaiser	8,760.00
Employee Benefits/Medical	6,000.00
Infirmary - First Aid	1,730.00
Insurance	43,624.00
Janitorial Supplies	11,350.00
Kitchen/Lodge Operations	125,336.00
Lease Expense	8,160.00
Miscellaneous Expense	2,500.00
Office Expense	3,600.00
Operating Supplies	3,600.00
Postage & UPS	900.00
Postage - Bulk Mailing	300.00
Printing	1,745.00
Programming	23,500.00
Purchases - Store/Resale	6,000.00
Salaries & Housing	308,525.00
Repairs & Maintenance	43,200.00
Staff Expenses	5,200.00
Taxes - Payroll	28,700.00
Taxes, Licenses, Fees, Permits	3,690.00
Telephone	4,668.00
Utilities	56,240.00
Vehicles - Gas	4,200.00
Interest and Finance Charges	360.00
Total Expenses - general and administration	758,901.00

Net Income - Camp Operations	0.00
Revenues and Expenditures - Restricted Accounts	
Revenue - Capital Campaign	240,000.00
Interest - Capital Campaign	120.00
Expenses - Fundraising	150,000.00
Depreciation Expense	88,800.00
Total Revenue & Expenditures - restricted	1,320.00
Net Income	1,320.00

PSWD Nominations



Kevin Lawson - PSWD board, 2 year term

Kevin Lawson is the newly called Minister with Beacon UU Congregation, Flagstaff, AZ. He received his Masters of Divinity in June 2013 from Marylhurst University, Lake Oswego, Oregon. Kevin did his ministerial internship year with Westside UU Congregation, Seattle, Washington followed by a year as Chaplain Resident with the Portland Oregon VA Medical Center. Kevin was ordained into our UU Ministry by his home congregation First Unitarian Church Portland, OR in October 2015.

Prior to entering seminary, Kevin was a longtime and active member of First Church, Portland, Oregon where he served on the Board of Trustees, participated in their outstanding music program, and is a former Membership Committee Chair, as well serving on many various committees and workgroups over his years in Portland.

Kevin comes to ministry with a background of professional opportunities whereby he has always served the public: retail management; realtor; property management; corporate sales and service. His love of people, making connections and being of service provide a strong thread of continuity along his journey into ministry.



Craig Rock - PSWD board, 2 year term

Craig Rock is the editor of the online newsletter at the Unitarian Universalist Church of Tucson. Craig also chairs their Social Justice Council, a position he previously held at the UU Church in Las Vegas. He also served on its Program Council.

Accomplishments in Las Vegas include co-producing a social justice art show with a local gallery and arranging for three community forums on regional human rights issues. He also worked on interfaith projects related to immigration justice and workers' rights.

Before retirement Craig worked part-time as a librarian and a curator of community history exhibits for an historical society on California's Central Coast. His previous full-time jobs included eleven years as a middle school history and

civics teacher in Virginia City, Nevada. He also worked for defense attorneys in the Bay Area primarily conducting in-depth background investigations of defendants in death penalty cases. Craig currently lives in the city of Tucson with his wife, Susan, son, Dan, dogs Bear, Max and Eva, and cat, Fiona.



Michael Hart - nominee for PSWD board vice president, 2 year term

Michael and his wife, Susan, have been UUs for about 28 years, most recently for several years as members of the First Unitarian Church of Los Angeles. In December 2015, he finished a three-year term on the board of trustees, 2 ½ of those years as president of the board.

Previously, he has been a member of the UU Church of Studio City and the UU Congregation of Phoenix, where he served two terms on the board of trustees in the 1990s, including a stint as board president.

He is a freelance journalist who focuses on business and finance, but also writes occasionally for the UU World. Michael and Susan live in Mt. Washington, a

neighborhood near downtown Los Angeles.

He would like the opportunity to serve on the PSWD board as, according to what President Jim Merrill tells him, its role and focus changes along with the UUA's entire governance model.

Rev. Susan Manker - PSWD Board, One year term (completing Bette LaCombe's term)



Rev. Susan Manker has been serving churches in this district for about thirty years, mostly in Arizona. She's lived in this district almost her whole life, except for five years in the San Francisco Bay area when she attended Starr King School for the Ministry. Being a third generation UU minister, she's been embedded in our faith from birth and interested in why we do what we do. Her longest ministry was with the UU Congregation of NW Tucson (now Mountain Vista UU), where she served fourteen years. She was recently divorced (Curtiss Manker-Seale), and has two children, Ben Manker-Seale and Katie Choyguha.

Currently she's serving as interim minister of Monte Vista

UU Congregation in Montclair, California, and loving it. She lives just an hour away from our district camp, de Benneville Pines, which she's been attending since she was seven. She also participated in our Arizona Camp, SAWUURA, since its inception.

She has led UU organizations and served on several boards in her ministry, not including every church board, of course: VP and President of MSUU (the Ministerial Sisterhood UU - '96-'00), UUMA '02 Ministers Convocation Planning Committee ('99-'02), Good Offices on the UU Ministers Association Executive Committee ('03-'06), and the board of UU Mystics in Community ('06-current). She served on our PSWD Assembly Planning Committee in the early '90s, as well as being Good Offices for our PSWD UUMA.

As a Latina and tiny bit Delaware Indigenous, I participated in the old LUUNA (Latina UU Networking Association), which was integrated into DRUUMM (Diverse and Revolutionary UU Multicultural Ministries), and am one of the founding members of the indigenous UU ministries.



Rev. Dori Jeanine Somers - George White Scholarship Committee, 2 year term

Rev. Dori Jeanine Somers is a poet, artist, and writer, studied at Rutgers University, Bangor Theological Seminary, and Crane Seminary, and has been in the Unitarian Universalist ministry since 1971, serving congregations in Bangor, Maine; Fullerton, Whittier, and Mission Viejo, California.

Rev. Dori is a former Trustee of the Pacific Southwest District of the Unitarian Universalist Association and 1998 recipient of the PSWD Distinguished Service Award. She edited the district newsletter for some years and has served on the board of Sunset Hall retirement residence, as

secretary on the deBenneville Pines Camp & Conference Center Board, and as West Coast co-director and spokesperson for the UU Service Committee.

Collections of Somers's poetry and drawings, *Weeds? or Wildflowers!* and *Pineapple Sage*, were published in 1987 and 2002. The memoir, *Heart Room and Hyacinths* was published in 2012 and the inspirational *Serenity - Positive Paths to Inner Peace* in the fall of 2014. Dori is known for her artistry, her compatibility with the young, her warmth, and her "way with words."



Mathew Taylor - Nominee for the Nominating Committee

Mathew P. Taylor is a California native, has a Bachelor of Arts in Communication with a Mass Emphasis. He is a second-year seminary student currently enrolled at Claremont School of Theology. He joined the UU faith in 2009 and will be seeking Ordination in that faith tradition.

2nd Nominee for the George White Scholarship Committee - information to follow

Pacific Western Region Staff Report

Rev. Dr. James Kubal-Komoto, Regional Lead for the
Pacific Western Region of the Unitarian Universalist Association

Your Pacific Western Region is served by a field staff of eight and an administrative staff of seven, including full-time and part-time staff. As your Regional Lead, I have made our staff's top goal delivering relevant, responsive, high-quality, accessible services that are clearly communicated in a timely manner. Here are some specifics about how we have tried to make that happen this year:

- We have pro-actively reached out to congregational leaders, including ministers and board presidents, by phone, email, Zoom video conferencing, and in person, since this fall.
- We began a bimonthly regional newsletter in the fall.
- We have provided countless individual consultations to congregational leaders, now including consultations by Christopher Wulff, our communication and technology specialist.
- We have offered more webinars to more individuals than ever before and have been working to continually improve the quality of these webinars.
- We have offered stewardship consulting to individual congregations with Stewardship4Us consultants by Zoom.
- We have begun a group that meets by Zoom specifically for board presidents of congregations of 75 people or less.
- We offered innovative in-person workshops and trainings and events throughout the region, including "Staff Development Days," a Youth Revival, and "Beloved Community" and "Compassionate Communication" workshops.
- We have continued to offer support to congregations in search through our Regional Transitions Coaches program. As part of this effort, we have offered more than a dozen start-up workshops for new ministers and staff members.
- We provided staff support to a regional Chalice Lighters Task Force which made recommendations to all four district board to help reinvigorate the Chalice Lighter Programs in all four districts.

If you ever have questions, concerns, suggestions, or constructive criticism about regionalization or regional services to your congregation, don't hesitate to contact me at (253) 336-6561 or at jkubalkomoto@uua.org.

There are tentative plans to have a Regional Assembly in Spring 2018. Location TBA.

Pacific Western Region Staff List

Regional Lead

Rev. Dr. James Kubal-Komoto
jkubalkomoto@uua.org - (602) 908-7576

Pacific Western Regional Field Staff

Rev. Jan Christian, Congregational Life Staff
jchristian@uua.org - (602) 908-7576

Rev. Tandi Rogers, Congregational Life Staff
trogers@uua.org - (253) 278-4646

Rev. Sarah Gibb Millspaugh, Congregational Life Staff
smillspaugh@uua.org - (858) 215-2650

Rev. Sarah Movius Schurr, Congregational Life Staff
sschurr@uua.org - (503) 936-0479

Rev. Dr. Jonipher Kwong, Congregational Life Staff
jkwong@uua.org - (808) 728-7177

Eric Bliss, Youth Ministry Specialist
ebliss@uua.org - (303) 903-3144

Christopher Wulff, Acting Communications Specialist
cwulff@uua.org - 647-708-2622

Pacific Western Regional Administrative Staff

Diane Brinson, Administrative Specialist
dbrinson@uua.org

Melanie Buck, Bookkeeper
mbuck@uua.org

Sarah Fulton, Office Administrator
sfulton@uua.org

Chalice Lighters Report

The PSWD Chalice Lighters program is active and accepting applications on an ongoing basis. Two calls have gone out so far in the 2016-17 district fiscal year. The first was a grant to the Unitarian Universalist Church of Ventura to help seed the funding for a newly created position of Membership Manager. The second is for the First Unitarian Church of Los Angeles to complete badly needed refurbishment of meeting space.

Early in this church year, representatives from all four districts of the Pacific Western Region collaborated in a series of meetings to share best practices and plans to revitalize the districts' Chalice Lighter programs. One of the results of that process was a rolling calendar of Chalice Lighter calls for each district. That results in the potential for three calls per district within any twelve-month time frame. The reason for that calendar is that the districts are sharing administrative support staff. Different office administrators have specific roles to serve the entire region. The Chalice Lighter call calendar allows the staff member supporting Chalice Lighters throughout the region to balance her workload.

Another change agreed to by all four district boards was to move from having a budget line item to support the Chalice Lighters program to assessing a ten percent overhead charge on the proceeds of the call.

To learn about the eligibility requirements for congregations to apply for Chalice Lighter grants or to sign up to be a Chalice Lighter, go to <http://www.pswduua.org/about-us/about-the-district/programs/chalice-lighters/>

2016-2017 Pacific Southwest UU Ministers Association Report

The Pacific Southwest Chapter of the Unitarian Universalist Ministers Association (PSWUUMA) is the professional organization for UU ministers living and serving in the Pacific Southwest District. As a Chapter of the continental UUMA organization we work as they do to nurture excellence in ministry. We have 125 registered members in our Chapter, including retired ministers and student ministers, ministers in congregations and ministers serving in other settings, part time, full time, interim, contract and settled ministers.

I'm proud to serve this year as our Chapter President. My leadership team consists of Kathleen Owens, Vice President; Terry Sims, Treasurer; and Ron Phares, Secretary. All of us are volunteers. Other volunteers in our Chapter provide support and counseling for ministers (called Good Officers) and arrange our programming and logistics for our gatherings. Many of us also serve the continental UUMA in their programs. We meet as a District-wide Chapter two or three times a year. Most of us also meet in local gatherings more often throughout the year.

This year our Chapter has worked on administrative issues having to do with Chapter policies and our Chapter budget. During our January meeting we spent one day experiencing a UUMA workshop on issues of professional ethics and accountability. We spent a second day focused on information and preparations for this Justice District Assembly. As always, our main work is to share information, grow spiritually, and develop collegial relationships which help us affirm the connections between our separate ministries and the diverse communities we serve across the District and to remember that we are not, in fact separate at all.

Submitted by: Rick Hoyt-McDaniels, President

PSWD Camping Ministries Report

"The MISSION of PSWD Camping Ministries is to create an evolving, safe, and affirming community that encourages the exploration of Unitarian Universalist values through intentional programming and sacred connections that enrich mind, body and spirit. Our VISION is for our children, youth and adults to leave camp transformed and empowered to carry out loving action in the world."

Some PSWD Camping Ministries Highlights for 2016-2017:

Events and Programming:

The Counselor in Training Program had to select 8 highly qualified applicants that demonstrated strong leadership skills in both their congregations and communities. Although the programming is customized to Cabin Counselor training, our intention is that these youth are able to take what they have learned and apply it to life experiences.

After serving as a CIT trainer for 5 summers, Emmalinda MacLean decided to move on from being a CIT trainer. She was integral in the process of rewriting the CIT program training materials with Mary Carter-Vail. The program rewrite has been very successful due to all the hard work from Mary and Emmalinda. Emmalinda is going to be greatly missed on the camping ministries team and she can never be replaced.

With Emmalinda leaving the CIT program team, Melinda Merkel Iyer was brought on to take her place. Melinda was trained this summer by both Emmalinda and Mary and will be a very valuable asset on the future CIT training team.

Community and Leadership:

A healthy balance of more than 75 experienced and new adult and youth volunteers made up our 8 staff teams this season, with some serving multiple camps. This is incredible professional development for Religious Educators and Seminary Students, and also a wonderful way to encourage involvement in our congregations and youth programs.

We had a few new seminary students be part of camp this year as Chaplains. One of which flew in from Starr King in the Bay area. It was truly amazing to see how transformed the new people became after attending de Benneville for the first time.

During the 8 camps this season, we had a record numbers of campers come through the forest. Janet James was greatly supportive in reaching this milestone.

The dean team for winter Sr. High camp implemented a mentoring program between the adult on staff and the youth staff. Each youth staff member was assigned an adult before camp started that was available for them to go to for questions about their job up at camp or with any pre-camp planning.

Spirituality and Worship:

Worship was often the highlight at many of the camps and through leader's encouragement and allowing youth to create their own worship services. This winter, the youth staff worship coordinators were mentored by the adult Chaplains in regards to putting out a higher quality worship service at camp. The difference was truly amazing and we plan on continuing this practice.

At Sr. High camp this year we did leadership training and spirituality training. About 40 youth attended the trainings and we will continue to offer trainings on a rotating basis.

We have had issues in the past with Sr. High campers being able to attend our training programs we offer each camp for financial reasons. At the auction that is held each camp to raise funds for scholarships, the PSWD youth board voted to start a new training scholarship fund. All funds from the auction at winter camp went into a new fund that will be used solely for the camp training programs at Sr. High camps.

Camping Ministries Team Meeting:

The Camping Ministries Team held its annual meeting on December 11th 2016 and the meeting was held in an online chat room so as many people as possible would be able to attend. Deans from camps and the liaison to the Camping Ministries Team from the YRUU youth board, Sydney Kysar was in attendance. Here are some highlights from the meeting:

We discussed trying to align summer camp themes with a general theme that would be used at all the summer camps. We decided that it was too late to implement a general theme for summer of 2017, but we are going to try for summer of 2018.

We discussed summer cabin counselors being at camp for 3 weeks straight. There are several youth that are cabin counselors for elementary and Jr High camps and then are on staff for Sr. High camp. A new policy was decided on that if a youth is at camp for elementary and Jr High camps, then they are not going to be allowed to be on staff for Sr. High camp.

We discussed doing additional training for cabin counselors before camp starts via a video call or webinar.

We discussed checking with the UUA to see if they have any training resources for a training reboot for camp counselors.

A training manual for adult staff members will be put together and distributed at some point in the future.

Quite a bit of time was spent on talking about expanding the CIT program to accommodate additional youth wanting to be in the program. Every year we have to turn away youth because we only have room for 4 female and 4 male counselors. We talked about using a different cabin other than cabin 6 to accommodate more CIT's, we talked about possibly putting youth in tents outside, but ultimately we decided that one of the most important parts of being in the CIT program was the bonding that happened in cabin 6 when training was over. We felt like it would not be fair to ask some youth to stay in a different cabin and not have the bonding experience that others get.

I would like to thank everyone who attended the meeting.

Geoff Anderla, Camping Ministries Director

Camping Ministries Team

Celeste Plumlee
Danielle Bell
Melinda Merkel Iyer
Mary Carter-Vail
Kathleen Kaun Moscato
Marianne Swift Gifford
Lauren Eaton
Riley Brazell
Matthew Funke Crary
Stephanie Funke Crary

Pacific Southwest District Bylaws

ARTICLE I – MEETINGS OF THE ASSEMBLY

Section 1. Annual Meeting. An Annual Meeting of the Assembly shall be held in April, May or June of each year, at a time and place determined by the Board of Trustees and published at least six months prior to the Annual Meeting. Official notice of the Annual Meeting and a tentative agenda shall be sent to all societies in the District at least 60 days before the meeting.

Section 2. Special Meetings. Special meetings may be called by the Board of Trustees by written notice to all member societies at least 30 days before the date thereof. Business meetings must be called by the Board of Trustees upon petition of not less than 50 members of member societies representing among them not less than one fourth of the member societies. The agenda for a special meeting shall be confined to items set forth in the notice of the meeting.

ARTICLE II – DELEGATES

Section 1. Representation at Assembly. Every member society shall have the right to be represented at meetings of the Assembly by delegates on the following basis: for a membership of 1 to 50, 2 delegates; membership 51 to 100, 3 delegates; 101 to 150, 4 delegates; 151 to 200, 5 delegates; 201 to 250, 6 delegates; 251 to 300, 7 delegates; 301 to 350, 8 delegates; 351 to 400, 9 delegates; 401 or more, 10 delegates. Each member society is to determine its own method of selecting its delegates, except that every delegate must be a legal member of the society he/she represents.

Section 2. Ministerial Voting Rights. In addition, any minister who is settled in a member society shall be entitled to one vote at the assembly. Any minister emeritus/emerita of a member society who resides in the district shall also be entitled to one vote at the Assembly.

Section 3. Officer and Trustee Voting Rights. In addition, each officer and trustee of the District and each director of de Benneville Pines shall be entitled to one vote at the assembly.

Section 4. Alternates. All member societies shall be permitted to designate qualified persons as alternates. No minister or District officer shall be allowed an alternate.

Section 5. Delegate Accreditation. Not less than 30 days prior to any meeting of the Assembly, the secretary of the Board shall send to each society entitled to be represented by delegates the proper number of delegate credentials. With the approval of the Board of Trustees, the secretary shall make rules pertaining to accreditation of delegates and to election procedures, and under such rules, the secretary shall determine the number of delegates to which each society is entitled, membership being computed on the basis of figures listed in the current yearbook of the denomination. Any member society shall have the right of appeal to the Board of Trustees regarding the rules and procedures set forth by the secretary.

Section 6. Voting Limitation. No person shall be entitled to more than one vote.

Section 7. Ballots. The secretary shall provide enough ballots at each meeting so that all voting can be by closed ballot, if desired.

ARTICLE III – BOARD OF TRUSTEES: OFFICERS, TRUSTEES

Section 1. Structure of the Board

a. The officers of the District, to be elected by the Assembly, shall be a president, a vice president, a secretary, and a treasurer. These officers and four other persons called trustees shall constitute the

Board of Trustees. The four officers and three of the trustees shall be elected for two years, with no more than one of these persons from any member society. At least one member of the Board shall be from an Arizona or Nevada society. The eighth trustee shall be a representative elected by a youth organization of the District. The youth member of the Board must not have passed his/her twentieth birthday before March 31 of the year of election. The term of the youth member shall be one year.

b. Except for the President, no person shall serve continuously longer than six years plus an immediately preceding appointment of less than ten months. The six years may consist of any uninterrupted sequence of one and/or two year elected terms.

c. The President shall be limited to 3 terms except when elected to the presidency while serving as a trustee. In that case, service shall be limited to 2 terms, regardless of the length of prior continuous service.

d. All officers and trustees shall be members of a member society [or members of the Church of the Larger Fellowship who live within the borders of the PSWD].

e. Any vacancy on the Board of Trustees may be filled by the Board of Trustees until the next annual meeting of the Assembly at which time an election will be held to fill the position for the balance of the term.

Section 2. Duties of the Board.

a. The Board of Trustees shall meet in person at least two times a year and as many other times as is necessary to discharge their duties faithfully. A valid meeting of the Board of Trustees may be held with some or all members of the Board attending by telephone or other electronic means, so long as all those members of the Board can hear and be heard by all other members of the Board.

b. A quorum of the Board of Trustees shall consist of any five members.

c. The Board of Trustees may consider any officer or trustee who misses a second regular meeting of the Board in one year to have resigned. That officer or trustee may be replaced at the discretion of the Board of Trustees, which will use the procedure set forth in 1,e of this Article.

d. The Board of Trustees may appoint such additional persons as it shall consider necessary to help in the execution of its duties.

e. Prior to each annual meeting of the Assembly, the Board of Trustees shall prepare for submission to the annual meeting a proposed budget of sufficient proportion to permit the effective operation and services of the organization to its member societies in the succeeding fiscal year. Copies of the proposed budget shall be included in the call to the said meeting.

f. The Board of Trustees shall be responsible for raising funds required to meet the operating budget of the organization, and for control of budget expenditures as authorized by the annual meeting or special meetings of the organization.

Section 3. Duties of Officers.

a. The president, who shall also be the chairperson of the Board of Trustees, shall preside at meetings of the Assembly and the Board of Trustees. He/she shall be available to represent the District on special occasions and shall serve as chief executive officer of the District.

b. The vice president shall be assigned such duties and responsibilities as the Board of Trustees or the president shall from time to time determine. If for any reason the office of the presidency is vacated, the vice president shall assume the duties and responsibilities of the president.

c. The secretary shall perform all duties usually pertaining to the office and all other duties assigned to him/her by the Board of Trustees, and all duties specified in other sections of the ByLaws.

d. The treasurer shall have custody of all funds and property. He/she shall receive moneys, make disbursements as directed by the Board of Trustees, and otherwise transact all the business of the District relating to its property and finances. He/she shall cause an independent auditor to submit a report at each annual meeting. The cost of the treasurer's bond and the auditor's report shall be borne by the District. The treasurer shall make a report to each Board of Trustees meeting and shall submit a written report to the annual meeting.

ARTICLE IV – NOMINATION AND ELECTION OF BOARD OF TRUSTEES

Section 1. List of Candidates. The nominating committee shall prepare a list of candidates for all officers and trustees to be elected at the annual meeting. The committee must secure the consent of the candidates.

Section 2. Nominations. Nominations shall be made by the following two methods:

a. The nominating committee must submit a list of candidates to all member societies by February 1 of each year.

b. Additional nominations may be submitted to the nominating committee by March 1 over the signatures of a minimum of 10 members from at least two member societies, with no more than five from one society. The nominating committee shall submit to all member societies by April 1 the candidates so nominated.

c. Nominations from the floor shall be permitted when an election for Officers or Trustees is otherwise uncontested. Valid nomination petitions must be signed by a minimum of 10 delegates from at least two societies with no more than five delegates coming from the same society.

Section 3. Geographical Representation. In making its nominations, the nominating committee shall try to achieve as wide a geographical representation as possible.

Section 4. Elections. The president, secretary, and one trustee shall be elected in even calendar years. The vice president, treasurer, and two trustees shall be elected in odd calendar years.

Section 5. Date of Office. The officers and trustees elected at an Annual Meeting shall assume their offices on the first day of the new fiscal year following their election.

ARTICLE V – BOARDS, COMMITTEES and AFFILIATES

Section 1. Nominating Committee

a. The nominating committee shall have three members, who shall serve staggered three year terms. Members of the committee shall be elected at the Annual Meeting, with nominations by the nominating committee and from the floor. Members shall serve not more than three consecutive years on the committee. Vacancies occurring on the committee between elections shall be filled by the president with the approval of the Board of Trustees.

b. The nominating committee shall make nominations for all officers and trustees and all members of the nominating committee, and two members of the G. W. White Fund committee, to be elected at the Annual Meeting as set forth in Article IV of these by-laws.

Section 2. G. W. White Fund Committee

a. The G. W. White Fund committee shall consist of two elected members and one member appointed by the Board of Trustees who shall be a member of that board. The elected members shall serve staggered two-year terms, one elected at each Annual Meeting with nominations by the Nominating Committee and from the floor. Members shall serve not more than six consecutive years on the committee. Vacancies occurring on the committee between elections shall be filled by the president with the approval of the Board of Trustees.

b. The G. W. White Fund committee shall supervise the investment of the principal of the fund and administer the income only for and in the aid of students of the Unitarian Universalist ministry. The principal of the fund shall not be spent. Aid may be to individual students or to any theological school which trains students for the Unitarian Universalist ministry. Grants shall be for the term of one year and may be renewed.

c. The committee shall meet at least once a year to consider applications and to disburse available funds. The committee shall send written notice to all member societies 60 days in advance of any meeting at which funds may be disbursed. Notice shall include criteria to be used in allocating available funds, the amount of available funds, and an application form for grants.

d. The committee shall submit a report which shows activity of the fund to the Annual Meeting each year.

Section 3. Other Committees. The Board of Trustees shall appoint such other standing or special committees as deemed necessary to serve the District efficiently.

Section 4. Affiliates. The Board of Trustees may at its discretion grant affiliate status to organizations within the District who subscribe to the purposes and objectives set forth in Article II of the PSWD-UUA Constitution.

ARTICLE VI – RULES

Section 1. Rules made under the authority of these By-Laws shall take effect upon adoption but may be repealed or amended by vote of the Assembly.

Section 2. All business of the Assembly shall be conducted according to ROBERT'S RULES OF ORDER, REVISED, except in such cases where these Rules of Order conflict with the Constitution of the district or with these By-laws.

ARTICLE VII – FISCAL YEAR

The fiscal year of the District shall be from July 1 to June 30.

ARTICLE VIII – QUORUM

A Quorum for the Annual Meeting or any special meeting shall consist of at least 50 members of member societies representing among them at least 15 member societies.

ARTICLE IX – SPECIAL FUNDS

The Board of Trustees may accept gifts and bequests, whether restricted or unrestricted, which it believes will further the purposes of the organization, and the Board of Trustees may decline any gifts or bequests which it believes, in its sole discretion, do not further the purposes of the organization. Unrestricted assets may be received, managed and disbursed in accordance with such policies as may be adopted and

modified from time to time by the Board of Trustees. Restricted assets may be received only after the Board of Trustees consents to be bound by such restrictions as may be imposed by the donor or other source of restricted assets, and thereafter such assets shall be managed and disbursed in accordance with such restrictions. Notwithstanding the foregoing, the G. W. White Memorial Fund shall be managed in accordance with Article V, Section 4 of these By-laws.

ARTICLE X – DEDICATION OF PROPERTY

The property of the Pacific Southwest District is irrevocably dedicated to religious purposes. On dissolution of the District all its property, real or personal, subject to all just and legal claims upon it, will be transferred to the Unitarian Universalist Association or its successor.

ARTICLE XI – AMENDMENTS

Section 1. Amendments to these By-Laws may be proposed by a majority vote of the Board of Trustees; or by petition of not less than 20 members of member societies representing among them not less than one tenth of the member societies of the District.

Section 2. All amendments proposed by the Board of Trustees, or by petition shall be submitted to the secretary of the Board of Trustees no later than 90 days before the business meeting at PSWD Bylaws, rev. as of April 27, 2013 page 6 of 6 which they are to be voted on. The secretary shall notify all societies of the District of proposed amendments at least 45 days before that meeting.

Section 3. Proposed By-Law amendments will be adopted by the assembly at a business meeting if a quorum is present and if two thirds of those present and voting so order.

Camp de Benneville Pines, Inc. By-laws

Adopted by the delegates to the annual meeting of the Pacific Southwest District - Unitarian Universalist Association held in Long Beach, California, April 24, 1965. Revised May 1972, May 1973, May 1977, May 1987, May 1997, April 2002, April 2003, April 2005, April 2011 and April 2015.

ARTICLE I - NAME, PURPOSE, AND PLACE OF BUSINESS

Section 1. Name

The name of this corporation shall be, as set forth in its Articles of Incorporation, "de Benneville Pines, Incorporated".

Section 2. Purpose

This corporation, a subsidiary of the Pacific Southwest District - Unitarian Universalist Association, has the purpose of acquiring, operating, and maintaining facilities and sites to be used as conference and recreational centers for the advancement of the general, spiritual, and religious welfare of all persons, in accordance with Unitarian Universalist purposes and principles as officially expressed by the members of the Pacific Southwest District, the Unitarian Universalist Association, or its successor, and as set forth in the mission statement of de Benneville Pines and in the Articles of Incorporation.

Section 3. Principal Office

The principal office for the transaction of business of the corporation is hereby fixed and located at: De Benneville Pines, Inc. 41750 West Jenks Lake Road Angelus Oaks, CA 92305

The board of directors is hereby granted full power and authority to change said principal office from one location to another.

Section 4. Other Offices

Branch or subordinate offices may at any time be established by the board of directors at any place or places where the corporation is qualified to do business.

Section 5. Definitions

- a. "Church", "member", or "member church" means any church, fellowship, or society which is a member of the Pacific Southwest District - Unitarian Universalist Association or its successor.
- b. "PSWD-UUA" means the Pacific Southwest District - Unitarian Universalist Association or its successor.
- c. "Church member" means any member of any member church, as defined by the By-Laws of said church.
- d. "Delegate" means a church member designated by a member church to vote at any regular or special meeting of this corporation, or as otherwise defined in these By-Laws.

ARTICLE II - MEMBERSHIP

Section 1. Member Church

- a. It is the intent of this Article to establish membership in the corporation concurrently with the membership of PSWD-UUA. Every member church is a member of this corporation.

- b. Every member church shall designate delegates from its membership and shall have the right to be represented in membership of the corporation as follows:
Number of Church Members Delegates 1-50 2 51-100 3 101-150 4 151-200 5 201-250 6 251-300 7
301-350 8 351-400 9 401-or more 10
No church shall be entitled to more than ten delegates. Each church may determine its own method of selecting delegates

c. In addition, the following individuals are delegates during the continuation of their office:

(1) Any minister who is settled in a member church. (2) Every trustee and officer of PSWD-UUA. (3) Each member of the Board of Directors of de Benneville Pines, Inc.

d. Churches may designate alternates for their delegates, but no minister or PSWD-UUA officer or trustee or director of de Benneville Pines, Inc. shall be allowed an alternate.

Section 2. Representation of the Membership in the Interim Between Meetings

In the interim between meetings, as defined in Article III of these By-Laws, the Board of Directors is appointed to act, and shall act, on behalf of the membership, except that said Board shall have no authority to amend these By-Laws.

Section 3. Voting Rights and Accreditation of Delegates

a. Only delegates have the right to vote in this corporation. Each delegate shall vote in person.

b. All delegates accredited by the Secretary of PSWD-UUA as delegates to PSWD-UUA shall be deemed delegates to this corporation. In the event of any challenge as to the accreditation of any delegate, a Credentials Committee, consisting of the Secretary of PSWD-UUA, the Secretary of this corporation, and a third member, chosen by them, shall rule on the accreditation of such challenged delegate.

c. For the purpose of transacting business at any annual or special meeting of the membership, a quorum shall be declared when there are 50 delegates present representing fifteen (15) of more of the member churches or societies.

Section 4. Income

Income of this corporation shall be derived from rental fees, gifts and such other revenues as may be lawfully earned by the corporation. The directors of the corporation have the authority to prescribe rental fees and to change them from time to time as conditions may require, but such rental fees shall be reasonable and non-discriminatory. Changes in rental fees shall be made by the camp management with the approval of the Board of Directors.

ARTICLE III - MEMBERSHIP MEETINGS

Section 1. Annual Meeting

The annual meeting of the membership shall be held as part of the annual meeting of PSWD-UUA.

Section 2. Notice of Annual Meeting

At least sixty days in advance of every annual meeting written notice shall be sent to the member churches. The notice of the officers of PSWD-UUA of its annual meeting may be deemed sufficient notice of the annual meeting of the corporation.

Section 3. Business of the Annual Meeting

a. At such annual meeting, the directors shall be elected, reports of the affairs of the corporation shall be considered, and any other business may be transacted which is within the powers of the membership to transact.

b. The Nominating Committee shall consist of two members selected by the PSWD Board of Trustees, two selected by the de Benneville Board of Directors, and one elected at-large at the Annual Meeting to serve as Convenor. The PSWD Board of Trustees and the De Benneville Pines, Inc. Board of Directors shall select each of its respective appointments for two year terms in alternating years. The Nominating Committee shall propose a slate of candidates for directorships. Such proposed slate must be advertised in writing to the member churches, and to the President of the corporation, at least sixty days in advance of the annual meeting. Candidates may also be nominated by any ten church members, from at least two member churches, by submitting their names in writing to the Secretaries of the PSWD-UUA and of the corporation at least thirty days in advance of the annual meeting. Nominations not made in accordance with the foregoing are out of order.

Section 4. Special Meetings

Special meetings of the membership may be called for any purpose by the de Benneville Pines Board of Directors or by the PSWD-UUA Board of Trustees or on petition of not less than fifty legal members of member churches representing among them no less than one-fourth of the member churches. In such event, written notice of the general nature of the business there to be transacted shall be circulated to the member churches in the same manner as is provided for notice of annual meetings. Such notice must be transmitted not less than thirty days prior to the special meeting except in emergency situations, when fifteen days notice must be provided.

Section 5. Rules

- a. All meetings of the membership shall be conducted in accordance with *Roberts' Rules of Order, Revised* except in such cases where these Rules of Order conflict with the Constitution of the PSWD, with the Articles of Incorporation of de Benneville Pines, or with these by-laws.
- b. Rules made under the authority of these by-laws shall take effect upon adoption but may be repealed or amended by vote of the Assembly.

ARTICLE IV - DIRECTORS

Section 1. Powers

Subject to the limitations of the Articles of Incorporation, and of the By-Laws, and subject to the general Non-Profit Corporation Law of the State of California, all corporate powers shall be exercised by, or under the authority of, and the business and the affairs of the corporation shall be controlled by, the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the directors shall have the following powers:

First: to select and remove all of the agents and employees of the corporation; to prescribe such duties and powers for them as may be consistent with the law, with the Articles of Incorporation, and with these By-Laws; to fix their compensation, if any, and to review, at least annually, the performance of agents and employees of the corporation.

Second: to conduct, manage, and control the affairs and business of the corporation, and to make such rules and regulations therefore not inconsistent with the laws of the United States, the State of California, and the County of San Bernardino, with the Articles of Incorporation, and with these By-Laws, as they may deem best. No person shall ever be excluded from corporate premises on the basis of race, sex, creed, ethnic background, age, sexual orientation or political belief. No person shall be excluded from corporate premises on the basis of physical or mental disability except as determined by the Board of Directors or its agents that such presence may constitute a danger to the person or others.

Third: to borrow money and incur indebtedness for the corporation, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecation's, or other evidences of debt and securities therefore.

Fourth: to elicit gifts of money or goods to the Corporation.

Fifth: to appoint committees and to prescribe the manner in which proceedings of the committees shall be conducted.

Sixth: to make reasonable rules for the safety and conduct of persons visiting corporate premises and for the protection of property situated thereon. Such rules shall be effective immediately after being posted on corporate premises. No person shall be excluded from corporate premises for violation of rules of the corporation or the law except upon being given notice of the rule or law violated and the facts constituting the violation.

Seventh: to submit an annual report of the corporation's operations to the delegates of the annual meeting.

Eighth: however, nothing stated in this Article shall be interpreted to limit the final and ultimate authority of the member churches to determine the course of the corporation's affairs when in session as a deliberate assembly during regular or special meetings.

Section 2. Number of Directors

The number of directors of the corporation shall be nine, not more than two of whom shall be from the same member congregation or from the Church of the Larger Fellowship.

Section 3. Election and Term of Office

Each director shall hold office for a three-year term until his/her respective successor is elected or appointed. One-third of the membership of the board of directors shall be elected each year, the terms of office being staggered so that two-thirds of the membership of the board may, at all times, consist of experienced directors. Newly elected director board terms may be adjusted from one to three years to allow for the intention of the staggered terms. No person shall be elected to terms exceeding nine consecutive years.

Section 4. Vacancies

- a. Interim vacancies occurring on the board of directors may be filled by a majority vote of the Camp de Benneville Pines Board of Directors, in consultation with the Camp de Benneville Pines nominating committee, and each director so appointed shall hold office until the next annual meeting of the membership.
- b. A vacancy or vacancies in the board of directors shall be deemed to exist in the case of the death, resignation, or removal of any director.
- c. The Board of Directors will develop rules regarding the required degree of participation of each director in assuming responsibility for the corporation's affairs. Such rules will be promulgated to each new Board member at the first meeting after his or her election. In the event that a Board member fails to meet his or her required responsibility according to these rules, that member will be provided written warning by the President of the Board with the concurrence of the Board of Directors. If, within sixty days following such warning, the Board member's participation still fails to conform to the required standard, that member shall be deemed to have submitted his or her resignation, and shall so be informed.

Section 5. Meetings of the Board of Directors

Regular meetings of the board of directors shall be held at least four times each year at any time or place as designated by resolution of the board. Special meetings of the board may be called at any time by the President, or by a majority of the members of the board of directors, or by a majority of all the members of the PSWD-UUA Board of Trustees. All board meetings, excepting executive session, shall be open to all church members.

Section 6. Organization Meetings

The board of directors shall elect the officers for the ensuing year not later than thirty days following the election of the board.

Section 7. Quorum

A majority of the directors shall be necessary to constitute a quorum for the transaction of business except to adjourn. Every act or decision done or made by a majority of the directors present at any meeting duly held at which a quorum is present shall be regarded as the act of the board of directors in its entirety, unless a greater number is required by law or these By-Laws.

Section 8. Fees and Compensation

The directors of this corporation shall receive no compensation for their services but may receive reimbursement for expenses, as may be fixed or determined by resolution of the board.

Section 9. Qualifications

All officers and directors shall have their permanent residence within the boundaries of PSWD-UUA, and be members in good standing of a member church, fellowship or the Church of the Larger Fellowship. No paid employee of the corporation may serve as a director.

ARTICLE V - OFFICERS

Section 1. Officers

The officers of the corporation shall be a president, one or more vice presidents, a secretary, and a treasurer.

Section 2. Election of Officers

At the organization meeting referred to in Article IV, Section 6, the board of directors shall elect from its members a president and one or more vice presidents. The board shall also appoint a secretary and a treasurer, for the ensuing year.

Each shall continue to serve, within his or her term of office, until he or she resign, be removed, or otherwise be unqualified to serve, or his or successor shall be elected or appointed.

Section 3. Agents and Employees

The board of directors may appoint such agents or employees as the business of the corporation may require, each of whom shall serve for such period, have such authority, and perform such duties as are required by the By-Laws, and/or as the board of directors may determine.

Section 4. Removal

Any officer may be removed by a vote of no less than two-thirds of the board of directors, at any regular or special meeting thereof.

Section 5. President

The president shall be the chief executive officer of the corporation and Chair of the board of directors and shall, subject to the control of the board of directors, have general supervision, direction, and control of the business and officers of the corporation. He/she shall preside at all meetings of the membership and of the Board of Directors. The President shall have no vote at meetings of the Board of Directors except that in the case of a tied vote, he/she may vote to break the tie. He/she shall be an ex-officio member of all committees, and shall have the general powers and duties of management usually vested in the office of president of a corporation, together with such other powers and duties as may be prescribed by the board of directors or By-Laws.

Section 6. Vice President

In the absence or disability of the president, the vice president shall perform all the duties of the president, and when so acting, shall have all of the powers of, and be subject to all the restrictions upon the president. The vice president shall have such other powers, and perform such other duties, as may be prescribed for him/her by the president and the board of directors.

Section 7. Secretary

a. The secretary shall keep, or cause to be kept, at such place as the board of directors may order, a book of minutes of all meetings, with the time and the place of the holding of such meetings, whether regular or special, (and if special, how authorized and the notice thereof given) and the names of those present at the directors' meetings.

b. The secretary shall keep, or cause to be kept, in a safe place, all of the business documents and records of the corporation.

c. The secretary shall maintain a manual consisting of all camp policies and rules, both those passed by the Board of Directors and those instituted by camp management.

d. At the first meeting of the Board of Directors following the election of new Directors, the Secretary shall provide each new member of the Board with the minutes of Board meetings for the previous year, the

camp policy manual referred to in Section c. above, and the year-end financial statement for the previous fiscal year.

e. The Secretary shall have such other powers and shall perform such other duties as may be prescribed by the Board of Directors.

Section 8. Treasurer

a. The treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, and surplus.

b. The treasurer shall deposit all moneys and other valuables in the name of, and to credit of, the corporation, with such depositories as may be designated by the board of directors. He/she shall disburse funds of the corporation as may be ordered by the board of directors, and shall render to the president and directors, whenever requested, an account of all such transactions and of the financial condition of the corporation. He/she shall have such other powers and perform such other duties as may be prescribed by the board of directors or the By-Laws.

c. All checks, drafts, or other orders for the payment of money, notes, or other evidences of indebtedness, issued in the name of, or payable to the corporation, shall be signed or endorsed by the treasurer and the president, or by such other person or persons and in such manner as may be determined by resolution of the board of directors. The president and the treasurer shall have the power to make any disbursements necessary to cover the regular operating expenses of the corporation, but no other disbursements shall be made except with the approval of the board of directors.

d. The treasurer, and any other persons authorized by these By-Laws and/or the board of directors to disburse funds of the corporation, shall be bonded in reasonable amounts to be determined by the board of directors.

e. An audit of the books of the corporation shall be made annually and reported to the membership.

Section 9. Records

All continuing files and/or records of any officer or director are understood to be the property of de Benneville Pines, Inc.

ARTICLE VI - AMENDMENTS

a. These By-Laws may be amended by a two-thirds vote of the delegates present and voting at any regular meeting or special meeting called for that purpose.

b. The board of directors shall have no power to amend these By-Laws, but it may propose amendments to the membership.

c. Notice of proposed amendments to these By-Laws shall be circulated to the membership in the same manner as is provided for notice of membership meetings in Article III, Section 2 of these by-laws.

ARTICLE VII - DISSOLUTION

In the event of the dissolution of de Benneville Pines, Inc., the net assets thereof shall be assigned to the Pacific Southwest District, Unitarian Universalist Association, and in the event of the prior dissolution of that body, to the Unitarian Universalist Association, either assignment to be dedicated to the extension of liberal religion.