

Transatlantic Council, Boy Scouts of America
Executive Board Meeting Minutes
Delphi Automotive
Bascharage, Luxembourg
Saturday, January 24, 2009

Attendance

William Kavanaugh	Hugh Klei – phone	Kevin Jackson
Shel Dick	John Scott	Skip Wagner
Brandon Jackson	Ray Eden	Brian Cook - phone
Richard Jimenez		

Professional Staff

Vince Cozzone	Karen Meier	Raymond Vail
Jeremy Woods	Leigh Jackson	

Meeting called to order at 11:00 a.m. by Council Commissioner, William Kavanaugh

Invocation: Skip Wagner

Brian Cook and Hugh Klei Joined the meeting via telephone conferencing.

Quorum Present

Welcome and Introductions – Bill Kavanaugh

Skip Wagner, host for meeting, communicated administrative notes and announcements with meeting location. Additionally, Skip shared an abridged Luxembourg scouting history with Executive Board members and attendees.

Summary of Resolutions

Bill announced a topic not on the agenda - Scout Executive position currently held by Vince Cozzone. Vince asked professional team to leave the room during the board discussion.

Action Items: Shel Dick made a motion the Executive Board concur in the decision of Area II and NE Region Directors by formally designating Vince Cozzone as our Transatlantic Council Scout Executive. Second: Skip Wagner, Motion carried.

Review and approval of minutes from the Council Executive Board meeting on 18 October 2008. (Appendix A)

Action Item: Motion to approve minutes: Shel Dick, Second: Ray Eden, Motion carried.

Council Event Insurance Fund;

Transatlantic Council (TAC) would create a fund to insure deposits in the event of unit/participation cancellations. The fund would be a custodial account. In the event the finance committee deems that the fund has a surplus those funds may then be transferred to the general fund. TAC is trying to create a win-win situation with their units. For many events like Klondike, Normandy, summer camp, day camp, TAC collects a significant amount of money from individuals that are non-refundable. TAC must pre-pay for many of the facilities months in advance and base those numbers on individual reservations. This creates hard feelings when scouts cancel (TAC refunds for illness, bereavement travel, TDY, etc.). The proposal would be to create a fund that units can opt to participate in when booking activities with a substantial cost. Units would be able to purchase Cancellation Insurance (about 5% of the deposit as a unit), in turn, deposit would be refunded in its entirety upon cancellations. This would not apply to National event such as High Adventure Bases and Jamborees. Hugh Klei cautioned that TAC would have to put up a liability to cover the premium. Vince suggested that we try this on a couple of events this summer, and see the outcome – good for the units and good for the council. Hugh Klei agreed, start as a trial basis. Vince Cozzone stated we will introduce on a small scale, to see the acceptance of the volunteers. Begin with this summer camp operations.

Action Item: motion to provide adequate reserves to pay due outs: Hugh Klei, Second: John Scott, Motion carried.

Action Item: Motion to approve Bob Schloesser as the Nominating Committee Chairman: Vince Cozzone, Second: John Scott, Motion carried.

TAC - Standard Statement of Operations – Unrestricted through 12/31/2008 (Appendix B). Vince pointed out that \$160,000 dollars was spent at the National Scout Shop website, we need to focus this year addressing what volunteers want to increase TAC Scout Shop sales. Klei mentioned budget is very tight, especially during the moves this year. We need to make sure we do not spend the budget but the cash.

Action Item: Skip Wagner made a motion to approve Statement of Operations for December 31, 2008. Second: Ray Eden. Motion carried.

TAC - Statement of Financial Position – Period ending 12/31/2008 (Appendix C), *TAC – Statement of Cash Flows – Period ending 12/31/2008* (Appendix D) Hugh highlighted we are very thankful to MWR this year with current economic environment, and lack of aide for nonprofit organizations. Additionally, TAC closed out the 2008 with a small surplus. TAC completed audit with IRS review, hence taking care of schedule submission as required.

Action Item: Motion to accept Statement of Financial Position ending 31 December 2008 and Statement of Cash Flow ending 31 December as presented. John Scott made a motion to accept the report. Second: Ray Eden. Motion carried.

Updates - Vince Cozzone

Council Office Move to Camp Darby

- Initial move was yesterday, January 23rd, and office furniture, files, and 24 years of dust will arrive next Tuesday, 27th January at Camp Darby.
- Julie Gardner will meet with Col. Cade to determine a suitable location. TAC will move into a temporary location. Permanent location move will be around June timeframe.
- Girl Scouts took over the space that was allocated for both the Boy Scouts and Girl Scouts. Command team is looking for alternative location to temporarily hold Boy Scouts headquarter offices.
- Opportunity came in December to keep our Scout Shop in Germany – caveat that there would be a year round presence on Franken. Lawyers looked over the agreement, and stated the scouting organization can have a year round presence in Germany. TAC is set up to service the volunteers in Germany – scout shop will move when the facilities are ready around April/May timeframe.
- There may be an opportunity for an alternative location with better access from the Autobahn. Tina Conard has agreed to stay on as the Scout Shop Manager. Along with another full time staff employee yet to be hired. Tina will move to Ansbach area.
- Small Shop will also be located at Camp Darby once move to permanent location is completed. Vince described this as value added service.
- There will be differences with DSN lines at Camp Darby; we will have to pay for 99 access. DSL will allow the council to Skype, which will help with telephone long distance calling expense.
- All bank accounts will be moved to Camp Darby Community Bank.
- John Scott inquired about Tour Permit council authorization while the council is in transition. Units will send tour permits to DE, Kevin Jackson suggested that units send via online. However, DE will track authorization and approval along with Simone Simpson who will be staying on in Germany through charter renewal months.

Staff Structure and 2009 Budget

Transatlantic Council Organization Chart FY 09 (Appendix E)

- Congratulations to Leigh Jackson new Edelweiss and Rheingold District Executive.
- Karen Meier promoted December 1st as the Finance Director. Region personnel office said it is hard to place professionals from TAC, so they recommended that Vince change the title from Program to Finance Director.
- Tony Dvorak, Assistant Scout Executive (ASE); Human resources suggested that the council hire an ASE – one who has several years of experience in the BSA organization. Tony Dvorak will be arriving in early February to mid February at Camp Darby, Italy. Tony will be giving leadership to day-to-day operations at the council offices.

Transatlantic Council Administration Organization Chart (Appendix F)

- Vince introduced all the positions along with the name of the employee he hired for each position.
- Vince shared the training plan with the Board members. Bring Tina Conard - Accounting Specialist, Robby Robertson-Martinez – Program Administrator, and Simone Simpson – Registrar and Advancements down to Camp Darby to train the new staff in their perspective positions.
- Sell wise will be integrated and compatible from Franken Scout Shop to Camp Darby. For example, if Pack 20 wants to purchase something from Franken, and deposit money for an event in Darby they will be integrated balance, and all will know what Pack 20 has at both locations.

Camp Freedom Move

- Karen Meier briefly reviewed the kitchen equipment pack up and meeting with Ansbach/IMCOM-E at Camp Freedom on January 21, 2009.
- Follow up meeting on Franken Kaserne will be held on February 2nd to determine camp layout and review building allocations.
- Camp Freedom program equipment move has not been set. Planned for end of February or early March. Update: Program Move from Camp Freedom is set for March 16th.

Council Annual Meeting May 16, 2009

- First option; Council Annual Meeting proposed location is Oberdachstetten near Franken Kaserne (location of Camp Freedom).
- Second option; Garmisch to accommodate Dr. Rose's busy schedule.
- Vince will be able to let the board know in a couple of weeks the final plans.

Commissioner Report – Bill Kavanaugh, Council Commissioner

Unit Commissioner Service Status

Districts recruited commissioners through out the year. TAC is now below the standard of 1 Unit Commissioner (UC) per 3 Units. TAC currently is at 2.9 – this is below the standard.

Unit Visitation Tracking System

Bill Kavanaugh introduced the new online tracking system and passed this session to Kevin Jackson.

- Currently, the test bed for the program is still in progress with Edelweiss. This is going to cause some districts to recruit additional UCs. For example, Mediterranean District requires seven UC, however, because of their geographic footprint they require additional UCs.
- Bill; tremendous management tool, revolutionary! Edelweiss will be the test. The program will be rolled out Dec. 1st BSA usage.
- Kevin commented that we will introduce at the TAC Scouter's Annual Conference, and then be up and rolling by mid-summer.
- Bill stated that dual registrations will become an issue.

- Brian Cook commented that this program makes transparent the unit visitation.
- Kevin Jackson announced new software is a measure of commissioner performance. Must be paired to a unit. Unit assignments must be entered first, next, the UC enters the unit visits in the software. Everyone can see what he/she is doing – council will know if the UC is performing. New check and balance system.
- Training opportunities will be at the Scouter's Annual Conference. One-hour presentation covering Unit Visitation Tracking System – mandatory for all commissioners.

Centennial Quality Unit

2008 Centennial Quality Commitment and Achievement Form for Council
(Appendix G)

Bill reviewed the success of the council to achieve all our goals – Quality Council status for 2008. Three areas that were very important; membership, Commissioner service – we had the numbers – and Friends of Scouts goal. By achieving quality council, we contributed to NE Region and Area II to achieve quality region and area.

Quality Districts for 2008; Edelweiss, Charlemagne, and Mayflower all contributed to our success for quality council. Other four districts did not achieve quality district because they did not meet their FOS and/or membership goals.

Upcoming Commissioner Training Opportunities

Full Commissioner Training March 27 & 28th at TAC Scouter's Annual Conference; Basic, Bachelors, Masters, etc. John Paul Meier will be managing the course.

Membership Report – John Scott, VP Membership/Relationships

End of Year Membership 2008

At the outset, we would like to congratulate the professional staff and volunteers for their hard work to recruit and register youth, especially during the last few months of 2008.

The result was a gain in total membership and a small gain in density of youth served. The latter enabled us to qualify for one of the requirements relating to the Council Centennial Quality Award.

Unfortunately, there was a small decline in traditional membership. End of year figures were:

Traditional membership: 5291 (5433 in 2007)
Learning for Life: 2496 (2133 in 2007)
Total youth membership: 7787 (7564 in 2007)

- Three districts recorded a gain in traditional membership: Barbarossa, Horizon, and Mediterranean.
- Six districts recorded a gain in total membership: Edelweiss, Rheingold, Charlemagne, Barbarossa, Charlemagne, Horizon and Mediterranean.
- In several program areas, Venturing – 134 (110 in 2007) and Boy Scouting 2001 (1962 in 2007) showed gains in traditional membership, with Webelos in Cub Scouting just in ahead of 2007 – 1460 (1457 in 2007).
- Cubs – 1384 (1564 in 2007) and Tiger Cubs – 306 (330 in 2007) both showed a decline.
- Despite the establishment of a number of new units, the Objective Report records a decline from 191 re-charted units at year-end 2007 to 176 at the end of 2008.
- These latter results require renewed focus and attention in 2009, since we will be required to show a growth in traditional membership in order to satisfy Centennial Quality goals.

Traditional Membership – current status; *Membership Objectives Progress Report, 01/09/2009* (Appendix I) End of year membership report.

Exploring Posts was introduced or re-addressed at the planning conference with Professionals. Exploring Posts are career specific programs. National has communicated that Exploring Post count towards traditional membership. Think now about recruiting new units through Explorer Posts early in the scouting year rather than later.

European Conference of International Schools (ECIS) – Nice, France

In November 2008 TAC rented and manned a stand at the exhibition associated with the ECIS Annual Conference in Nice. This is the third year of membership. It provides us with a presence at the most extensive meeting for international schools in Europe. Considerable interest was shown for both the traditional and Learning for Life programs. About 40 conference participants provided us with their contact details for follow-up. Initial contacts after the conference are continuing in the most promising cases, with the goal of setting up new units.

Membership in 2009

Since it has become clear that we can no longer rely on total membership or increased density of youth served to reach our quality targets, it is essential to record a gain in traditional membership in 2009. As mentioned earlier, the weaker numbers for 2008 lie in the CS program. We would therefore appeal for an extra effort to promote year-round recruiting. A spring recruitment drive, followed by a Fall Round-up, using all the tested methods developed by BSA needs timely planning and execution. Only with a new look at recruiting, out-of-the box thinking, and ownership of the goals by volunteers in every unit and district are we likely to achieve our goals. Additionally, we need to look urgently for opportunities to establish new units in currently served communities, as well as in new environments where available youth could benefit from BSA's programs.

Goal Setting for 2009,
The Transatlantic Council Centennial Quality Council Commitment

Vince Cozzone reviewed the 2009 goals stating these are only suggested goals. Leadership of the Executive Board present will determine the goals. Vince led those present through each requirement. Discussion on each criteria, the board came to a resolution for what the goals would be for 2009. (Appendix J)

VP Administration Report

Vince Cozzone; we will pass on VP of Administration report. Vince did remind the board that by 2010 we need a plan in place, on paper, and that we are all in agreement with the plan.

VP Finance Report

Karen Meier review the 2008 Friends of Scouting results.

Transatlantic Council Summary;

Community Campaign: Goal = \$21,500, Pledge \$15,324, Payments \$13,824

District Campaign: Goal = \$16,000, Pledge \$38,407, Payments \$29,139

Family Campaign: Goal = \$142,000, Pledge \$148,540, Payments \$137,019

Total: Goal \$180,000, Pledge \$202,271, Payments \$179,983

Districts meeting their FOS campaign goals were Charlemagne, Mayflower, Edelweiss, and Rheingold. Thank you to the district leadership who was out giving presentations, processing pledge forms, and following up with the unit campaigns. TAC was successful in 2008 because of your commitment.

2009 Friends of Scouting Kick-off; Karen shared the new Friends of Scouting brochure with Board members highlighting the new recognition gifts, and focusing on this year's campaign; maintaining records while TAC is moving to Italy. Transition time will be challenging for all, so it will be critical that districts maintain unit FOS collection records to cross reference once Scoutnet is up and running at Camp Darby with the new staff. TAC districts need to ensure the communication is flowing to the Finance Director with any issues in the field. Karen shared the results collected during the staff planning conference as the Professionals had an opportunity to give to FOS. Total collected from the Professionals, \$5,200. The challenge was on for the Executive Board.

Note: Collected at the Executive Board meeting, \$2,630.00

Popcorn and Bowl-a-thon Reports:

- Popcorn Sales currently down to a couple of pallets. Currently, there are several units owe TAC. Total due to TAC = \$28,467.93
- Bowl-a-thon is wrapping up with Robby collecting prizes to send out to the remainder of the units participating. Total for TAC = \$26,956.85
- Fall fundraising campaigns (Popcorn and Bowl-a-thon) are a crucial part of our budget. We must encourage participation across the council.

Council Treasurer's Report - Hugh Klei

2008 Budget Closeout Report (un-audited) Action Item documented at the beginning of meeting minutes.

Fiscal Status as of January 24, 2009 – acceptance – Action Item documented at the beginning of meeting minutes.

Overseas Council Fee (Fair Share) presentation

- Vince was unable to facilitate the PowerPoint presentation.
- Vince stated that we need to show that we collect a combination not necessarily from Fair Share – from other streams of revenue bowl-a-thon, popcorn, FOS, etc. We can show that we have received the \$105/per Non-DoD from scouts.
- Skip suggested that the unit contributes in other ways to total bill, individual unit needs to be addressed. It costs \$280 per year per scout in TAC. We do not need to focus on the \$105.
- Brian Cook mentioned that saying no is not an option – teeter totter analogy. We meet the intent of MWR grant.
- Vince – there are several units that are in partnership with council, that want to help us succeed as a council. At the end of the day, they are willing to support us through FOS, popcorn, bowl-a-thon, etc.
- Brian Cook suggested that council target the unit committee meetings, having discussions one on one to address the initial topic with a small crew of presenters – and then go wide. Brian Cook volunteered to join the small targets in Switzerland (Geneva). Discussed that springtime committee will visit Geneva with the PowerPoint presentation and a couple of other units (fire side chats) regarding Overseas Council Fees.
- Vince – TAC is leaving the Overseas Council Fee at \$70 for now – targeting the communities that are not paying full fee – encouraging units to make the contributions through one on one presentations to outlying areas (Switzerland) to support Council fee, FOS, etc. We will look at these units individually - we have to find the message for the 200 units. We need to cater the presentation to the individual unit, making it equitable, that the unit receiving the same level of service and program are paying the same. Address the “fairness” factor first, and then revisit the budget to see if we need to raise the fees. Recognizing mass resistance to \$105.00/per scout for the Overseas Council Fee. \$70 will remain, each unit will need to be aware of the structure; some carrying the weight for others. Units need to determine their quantities for FOS, Bowl-a-thon, and Popcorn.

Audit Committee – Robert Schloesser – No Report.

Council Program Operations Report

There will be an Administrative Review to check operations to make sure we are following policy and procedures of BSA. Team from NE Region will be at Camp Darby, 23 - 25 of March.

Training Status Report

Transatlantic Council Scouter's Annual Conference (TAC-SAC) March 27 & 28th, conference will be held in Schwetzingen at the Hotel Zagreb and Tulip Inn for Commissioner Science Courses. This year's theme, "Believe It, Live It!" Pam Lindgren is this year's Conference Director. Information can be found on the TAC website.

National Youth Leadership Training – John Woughter is the SM for the 2009 Course. John has chosen August 9 – 14th for the course, which will take place at Oberdachstetten near Ansbach, Germany. Information can be found on the TAC website.

Wood Badge for the 21st Century – Kevin Jackson is the SM for the 2009 Course. Course will take place June 13 – 19th which will take place in Grafenwoehr, Germany. Information can be found on the TAC website.

National Day Camp School – (Feb. 27 – March 1st) Pam Lingren is the course director for the 2009 camp school. This year, Pam has chosen Heidelberg for the location – Mark Twain Village. Fees are \$100, which covers the camp resource book, program supplies, and food for the weekend.

Council Advancement Report

Silver Beaver Committee – Vince reported that we receive 1 Silver Beaver award per 60 units. This year TAC can award up to four Silver Beaver awards. The committee meets in Heidelberg on February 13th to review nominations and determine award recipients. Bill added that with the nominations the committee is requesting a photo to also be submitted to ease the process of producing the brochure for awards ceremony.

Eagle Scout Reception – look for additional information for an Eagle Scout Reception open to all Eagle Scouts. Plans are to hold the event in May or June timeframe in the Heidelberg area. Mayflower is looking into US Ambassador to have a chance to honor Eagle Scouts. This will help create leadership partnership – opportunity for senior leadership to meet our scouts; EUCOM, IMCOM-E, etc.

2008 Results – no report.

Council Camping Report

Long Term Camps

- Baden Powell; Nick Airey will be the Camp Director for summer 2009. Please check out the council website for updated information regarding the fees, dates, and registration information.
- Camp Alpine; Karen Meier will be the Camp Director for summer 2009. There will be two weeks offered once again this summer. Week #1 is the troop cooking experience, and week #2 will be the dining hall experience. Please check out the council website in March for updated registration information, fees, and program information. 2010, Camp Alpine will be reduced to one week camp opportunity.
- Camp Freedom; moving to Oberdachstetten's Franken Kaserne. Jeremy Woods will be the Camp Director for summer 2009. There will once again be the two Boy Scout Resident weeks and one Cub Resident Week. Come and experience a new council camp – be apart of history. This year's theme will be a Safari them for both Boy Scout and Cub Scouts. Please check the council website for updated registration procedures, location information, name announcements, and much more.
- Camp Darby – Cub Resident Camp in summer 2010. TAC program team is looking into the possibility of holding a Cub Resident Camp for families as part of the 2010 Celebration feature in early summer.

Day Camp Operations

Transatlantic Council will offer several day camps this summer in Barbarossa, Rheingold, Edelweiss, and Mayflower districts' scouting communities. Districts are still heavily recruiting for Day Camp Directors, Program Directors, and Shooting Sports Directors. For all these positions, the Scouter must attend National Camp School, February 27, 28, and March 1st.

Council Venturing Status

Venture Adventure Weekend - February 20 – 22, 2009

Burg Reineck is the location for this high adventure Medieval themed Venture event. Set in the surrounding of a historic castle where rappelling off the castle tower and high ropes course will be the participant favorites. Rounding out the day's event will be a banquet where all will arrive in costume.

TAC Kodiak – June 5 – 11, Location will be Kandersteg, Switzerland. Course director for the first TAC Kodiak is John Paul Meier – Council Venturing Chairman. The Kodiak course combines the elements of leadership and service to others as the two key tenants of Venturing. Servant leadership is a philosophy that teaches the leader to work with and through a team to accomplish the mission. Please check the council website in March for additional information; cost, location details, and course guide.

International Scouting Opportunities

Peacelight 2008 - positive component of International Committee. Patch is currently in production.

TAC International Cookbook – Please send to the committee your favorite International recipe.

Intercamp 2009 – Peter Grunau is currently recruiting staff for this year’s Intercamp experience. There are 350 TAC-BSA slots, biggest change is that the units will register online and pay online directly to the Intercamp Committee. This year, we do not act as a bank – and there is no money going through TAC. There will be a TAC-BSA representative at Registration. Please check the council website for registration instructions.

Order of the Arrow – Brandon Jackson, Lodge Chief

- OA Winter Banquet will be held in conjunction with the Venture Adventure Weekend – Feb. 20 – 22nd at Burg Reineck, Germany. There will be a Lodge Executive Committee meeting during the weekend.
- 2009 Dues – Please pay your dues we have several delinquent members.
- 2009 OA Unit Elections; Jan. – March according to the Lodge Bylaws. Please encourage the troops in your district to hold their annual elections.
- NOAC 2009; currently collecting \$100 deposit to lock in participant slots. Black Eagle Lodge has 20 slots this summer. Contingent registration needs to take place prior to March 1st, 2009.
- Spring Fellowship will be at Oberdachstetten, Franken Kaserne. June 5 – 7th.

Council Activities - Karen Meier

Klondike Derby 2009 – January 16 – 19, 2009

Berchtesgaden, Germany; Event Director: Lori and Mike Newbauer

Theme – “Scouting, A Treasure of a Lifetime” – participant numbers were low this winter for Berchtesgaden, however the program once again was a hit for those who came to Berchtesgaden.

Kandersteg, Switzerland; Event Director: Leigh Drescher

Theme – “Arctic Winter Games” – 272 participants enjoyed a safe and adventurous Winter Games down in Switzerland.

100th Anniversary Celebration – Council will be launching the celebration with an overview at the Scouter’s Annual Conference. There also will be updated information on the council website and OneSource website.

Jamboree 2010 – Culmination of our council’s celebration will be sending off our full contingent to the National Jamboree at Fort A.P. Hill. TAC will be sending one troop with John Cass as the Scoutmaster. John Woughter and Luke Johnson are the ASM for the contingent. John and his leadership team have already planned a pre-jamboree camp outing to gather the troop prior to traveling to the states. The troop is busy creating a patch, coordinating equipment and travel plans, fundraising, and deciding on Jamboree activities.

District Reports

Barbarossa – Ray Vail, Senior District Executive

Charlemagne – Skip Wagner, District Chairman

Mayflower – No Report

Edelweiss – Leigh Jackson, District Executive

Rheingold – Leigh Jackson, District Executive

Horizon – Jeremy Woods, District Executive

Mediterranean – Jeremy, District Executive

Council Administrator Remarks – Vince Cozzone

Vince thanked Ray and Bonnie Vail for gathering and organizing lunch for the board meeting. Additionally, Skip Wagner for coordinating the Conference room for the meeting, as well as the telephone conferencing information to board members.

Office move is here, realistic expectation in the field during this council transition time. Vince was excited about the team he has hired at Camp Darby. We are receiving help from National and Region to support us during this move with training. Vince has taken every effort to strengthen communications by starting a weekly blog on the council website to communicate council updates.

Vince discussed the nominating committee – please send names forward to Vince and Robert Schlosser targeting new specific areas; 2010 Chairman, Quality Life Group, etc. Our Executive Board should look like our units – please send names forward to help us offer the quality scouts, units, and districts deserve.

Vince closed by thanking the board for placing faith in him as the Council Executive.

Bill Kavanaugh thanked everyone for coming, for participation and support, and bid everyone a safe journey home.

Bill Kavanaugh adjourned the meeting at 1545.

Vincent Cozzone
Scout Executive

Presiding Officer Executive Board