

## 2007 Section Annual Evaluation and Charter Report

**Section Name:** ACA Indiana

### **PART A – General Information**

1. Section Fiscal Year: January to January  
*Month Month*
2. Month of Board turn over: January  
*(Please attach a copy of your current Roster.)*
3. When is your Annual Business Meeting usually held? November

---

### **PART B – Section Goals and Accomplishments**

1. Please **attach** a copy of your Section's goals and objectives for 2007 (and 2008 if available.) If your Section has customized ENDS statements in addition to the 3 global-ACA ends, please share them as well.
  - o ACA Indiana will be financially secure and stable with resources to address future opportunities
  - o ACA Indiana will be the members' primary resource for access to camp education, information and research
  - o Increase recognition of the camp experience as a significant contributor to positive child and youth development
  - o Governance and management structures will support the ongoing needs of the membership and work of the section.

**Governance:** ensures that an effective and efficient structure and plan are in operation to the end those ACA members' needs and wants are served.

1. Maintain the health of the Section Board, operations and strategic planning.
2. Ensure compliance with charter requirements
3. Oversee goals and evaluations of Section employee(s).
4. Oversee and manage fiscal health to include bookkeeping, financial reports
5. Support work of ACA
6. Assist other committees to seek new avenues of income
7. Continue current and develop new partnerships for resources
8. Handle all ethics/complaints that are directed through ACA of ACA Indiana members/camps

**Member Services:** Provide services which enrich the value of membership.

1. Awards: Recognize volunteers on a national and sectional level that exceed expectations.
2. Scholarship: Provide members with financial support to increase their professional development, and the health of Section knowledge pool.
3. Lending Library: maintain, promote library, purchase new additions
4. Legislation: Provide legislative information to members
5. Education: Provide opportunities for learning, networking, increasing skills/knowledge
6. Standards: Implement the National ACA Standards Program

**Membership:** Recruit, welcome, maintain and involve members.

1. Recruitment: Identify opportunities to recruit new members & camps
2. Retention: Develop and implement a welcome process to new/transfer members, follow up lapsed members
3. Communication/Public Relations: Maintain consistent and regular communication with members
4. Public Awareness: Develop plan to include parents, public, camps, individuals

2. Please describe your Section’s major accomplishments for 2007 and briefly identify how your accomplishments align themselves within the current ACA Ends:

**END 1:** There will be greater public understanding of and support for the value of the camp experience.

- Continue co-sponsorship of Indy’s Child, Canterbury and O’Brien camp fairs including articles and ads in organizers publications, media coverage and distribution of CAMP: A Resource for Families and local section directory (upon request)
- Young Professional information made available at Purdue and Ball State camp fairs
- Section website updated to include information and resources for parents

**END 2:** An increasing number of children, youth, and adults of all social, cultural, and economic groups, will have a camp experience.

- Host food commodities workshop
- Section website updated to include information and resources for parents- directs them to “find a camp”

**END 3:** The camp experience will be of high quality.

- ISU/ACA Indiana Fall Camp Extravaganza- included New Director Orientation, Standards Course, Camp Fair, Annual Meeting/Board meeting (demonstration for non-profit management students), Professional Development sessions, networking and classroom presentations
- Continue and develop partnerships with local organizations- EEAI, CCCA Indiana, IPRA
- News In Brief and section website provides ongoing information and resources to benefit camps and staff.
- Strong support of standards volunteers, training to administer the accreditation program.

**PART C – Section Self Evaluation**

1. What are your strengths as a Section?
  - a) Small geographic area
  - b) numerous resources via organizations throughout state- Indiana Non Profit Resource Network, Indiana Youth Institute
2. What are your challenges as a Section and/or in what areas do you wish to improve? (Please include your challenges in camp legislation/regulatory issues in your State(s).)
  - a) Members not involved
  - b) Financial constraints
3. What plans do you have to address the areas that need change?
  - a) Revamping of board and committees
  - b) encouraging volunteer “buy-in”
4. What help is needed from ACA or from other sources?
  - a) Resources for membership recruitment- the “secret” to getting non-members
  - b) Continued conversation of developing non-dues revenue

**ADDITIONAL BUDGET INFORMATION:** The ACA National Board has asked the Audit and Financial Policy Committee to provide to them an overview of how the annual expenses are being distributed between the ENDS of the association. (ACA, Inc. is provided as a sample. Refer to Attachment A to determine what types of initiatives fall under each END.)

<b>ACA National Fiscal Year 2007 Projected</b>			<b>Your Section Fiscal Year 2007 Actual</b>		
	Dollars	% of total		Dollars	% of total
END 1	\$ 464,507	10 %	END 1	\$ 603.78	2.2%
END 2	\$ 322,760	07 %	END 2	\$0**	0%
END 3	\$2,979,891	61 %	END 3	\$10,325.60	37.3%
Other *	\$1,040,608	22 %	Other *	\$16,716.04	60.5%
TOTAL	\$4,807,766	100 %	TOTAL	\$27,645.62	100%

\*Including administrative costs, general, governance, and funds development

\*\* Efforts meeting End 2 were combined with efforts meeting other Ends, therefore counted in their spending lines

## **PART E – ASSESSMENT OF THE FIELD SERVICE COMMITTEE**

1. Who is your Field Service Liaison?
  - Chris Strevel
2. Describe any weakness/challenges you see with Field Service Committee and/or the Liaison program.
  - Limited opportunities to meet- utilization of the conference calls has improved this area.
3. Describe any strengths/achievements you see with the Field Service Committee and/or the Liaison program.
  - Fall Leadership Training was practical and useful for executives and President-Elects in format and content
  - Conscious effort to share knowledge and resources
4. Describe how the Field Service Committee and/or your Field Service Liaison could be even more helpful and supportive in the coming year:
  - Continued communication between sections of best practices, events and other ideas for the greater good of the association

## **PART F – Charter Tracking**

Similar in concept to the ACA-Accreditation Statement of Compliance, ACA Sections affirm that they have fulfilled the requirements of the ACA Charter agreement this year by Marking “YES” or “NO” to the Statement of Compliance items, and submitting written documentation of other items as requested below:

### **LEGAL ASPECTS OF THE CHARTER**

#### **Statement of Compliance Items**

The following items do not require submission of information or commentary, the Section simply affirms that the following is true: *(included after each item is the reference to the item in the charter)*

1. Y Our Section’s legal name is “American Camp Association, NAME” (I)
2. Y We are working together with ACA to achieve ACA’s Ends. (II). *If your Section has additional ENDS statements, please provide them in the written comments portion.*
3. N/A We maintain articles of incorporation (if separately incorporated from ACA) and by-laws that are consistent with ACA’s (and conform to the laws of our state of incorporation‡ ) and follow the appropriate amendment procedures described therein. (III A3)
4. Y We share draft copies of amendments to our by-laws and articles of incorporation (that are consistent with the laws in our state of incorporation‡ if separately incorporated from ACA) with ACA prior to asking our members to vote on the amendments to assure that the amendments are consistent with ACA’s governing documents. (III A4)
5. Y We are governed by a Board of Directors whose officers and at least half of the total number of members are elected directly by the members of the Section. (III B1)
6. Y We operate in conformance with our governing documents. (III C)
7. Y We understand that all disputes arising under this Charter shall be resolved according to the process described in the charter, section III E. (III E.)
8. Y We understand that the procedures listed in the charter in section III F are the procedures to be followed upon dissolution of a Section. (III F)
9. Y We understand that the charter does not create an agency relationship and the Section has no authority to obligate ACA – except upon the express written authority of ACA’s Executive Director. (III G)
10. Y We will indemnify and hold harmless ACA’s members, officers, directors, employees, agents, or other Sections for any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorneys’ fees, costs, and other expenses incurred on account of any activities conducted by the Section, respectively, pursuant to this Charter. (III H)
11. Y Our waiver or, failure to exercise, any right provided for in this Charter shall not be deemed a waiver of any further or future right under this Charter. (III I)
12. Y We understand that the Charter is binding on the parties, and on our successors and assigns, without regard to whether it is expressly acknowledged in any instrument of succession or assignment. However, this

Charter shall be void upon its assignment by the Section to any other person or entity without the express written consent of ACA. (IIIJ)

### **Commentary**

1. If you have additional ENDS statements beyond the three ACA Ends, please list them and describe. (II)
2. Please describe your nominating and election procedures. (IIB1)  
The ACA Indiana Nominating Committee was informal this year due to the resignation of board members who would otherwise comprised the committee. Nominations were solicited, and then reviewed by all board members. Election was posted online, communicated via News In Brief. Paper ballots were mailed to those members without email addresses on record as well as to members whose email was returned as "undeliverable"

## **OPERATIONAL ASPECTS OF THE CHARTER**

### **Statement of Compliance Items**

The following items do not require submission of information or commentary, the Section simply affirms that the following is true: *(included after each item is the reference to the item in the charter)*

1. Y We identify ourselves only as "American Camp Association, Name." (IA2)
2. Y We abide by the graphics display policies defined by ACA (Attachment 2). (IA3)
3. N We utilize a Section Nominating Committee that is comprised of at least half of its members elected from the general membership of the Section. (IB3)  
The ACA Indiana Nominating Committee was informal this year due to the resignation of board members who would otherwise comprised the committee. Nominations were solicited, and then reviewed by all board members.
4. Y We conducted‡ at least two Board meetings this year. (IB4)
5. Y We conducted‡ at least one business meeting of our membership this year. (IB5)
6. Y The term of office of our Section President matches the term of office of the ACA National President (IB6)
7. Y We provided the assigned number of delegates to actively participate‡ in the Council of Delegates (IB7)
8. Y We remain in good standing under the law in the state where we are incorporated (if the Section is separately incorporated from ACA).(IC7)
9. Y We understand we need to inform ACA if we intend to change our incorporation status (IC8)
10. Y We continue to qualify for exemption 501(c)3 of the Internal Revenue Code. (IC9)
11. Y We understand we need to inform ACA if we intend to qualify for a separate tax exemption or allow a current tax exemption to lapse. (IC10)
12. Y We operate in compliance with all applicable federal, state, and local laws, regulations, and ordinances. (IC12)
13. Y We have identified appropriate legal counsel. (IC13)
14. Y We understand that Section financial policies may not obligate the American Camp Association, Inc. to any financial, legal contractual obligation without specific, prior, mutual, written amendment to the Charter. (ID8)
15. Y We adhere to the financial reporting practices‡ as defined in Attachment 5 of the Charter. (ID10)
16. N We abide by all financial reporting laws. (ID11)  
The section board and section executive director became aware of delinquent 990s during this fiscal year. The 990 for 2005 was completed and filed. The 990 for 2006 will be filed along with the 990 for 2007 by January 31, 2007.
17. Y We maintain a mailing address and phone number for the Section office that is located within the geographic jurisdiction of our Section (IE5)
18. Y We employ an Executive Director or contract with a professional manager to support the work of the Section. (IE6)
19. N We abide by all applicable employment laws. (IE7)  
During Fall Leadership Training, an attorney provided guidance to defining exempt executive staff members. The Indiana Section Executive position does not meet the criteria to be defined as an exempt position. Effective 2008, the salary will be comparable, but the Section Executive will be paid in compliance with regulations.

20. \_Y\_ We maintain and abide by written personnel policies and procedures that have been approved by legal counsel (if employing an Executive Director instead of contracting with a professional manager.) (IE8)
21. \_Y\_ We have paid our portion of the premium for director's and officer's liability, general liability, and umbrella liability insurance. (IF4)
22. \_Y\_ We have a dedicated telephone line with a public listing answered "American Camp Association, [ENTER NAME]". (IIC7)
23. \_Y\_ We have an email address that allows for electronic communication from the public. (IIC8)
24. \_Y\_ We abide by the guidelines established for the production of a local directory of camps‡– if we choose to produce a Section directory (Attachment 9). *Submit a copy of the directory if you produce one.* (IIC9)
25. \_Y\_ We understand that our geographic jurisdiction is clearly defined in the charter agreement, section III4. (III4)
26. \_Y\_ We understand that our members are limited to only those individuals who are ACA members and have chosen to affiliate with the Section. (III5)
27. \_Y\_ We understand that our camps are limited to only those camps that have paid camp fees to ACA and have chosen to affiliate with the Section. (III6)
28. \_Y\_ We do not seek to recruit members and camps that are not in our geographic jurisdiction‡ (III7, IIIF5)
29. \_Y\_ We will communicate with and obtain consent from another Section (SECTION "B") if we desire to provide services or conduct activities within section "B"'s geographic jurisdiction. (III8)
30. \_Y\_ We will work with ACA to ensure both parties' needs assessments are valuable and not repetitive. (IIIA6)
31. \_Y\_ We adhere to the Section event scheduling policies of ACA (Attachment 10). (IIIB10)
32. \_Y\_ We pay for our President-elect to attend ACA's President-elect training. (IIIC9)

### Commentary

1. Explain the financial support you provided (as determined by your Section Board), to enable delegates to participate in delegate meetings and other delegate functions. (IB8)
  - Up to \$1,000 in expense reimbursement
2. If you have purchased insurance of any kind in addition to the policies defined in IF4, please comment on your other policies (IF5).
  - Personal property coverage purchased as endorsement to Executives personal homeowner policy in addition to personal liability endorsement for Incidental Business exposure. Section reimbursed Executive for nominal additional expense.
3. Discuss your public awareness plan of action, including an evaluation of its status and success thus far. (IIC10)
  - Interviews and information provided upon request by media- would like to develop a more formal plan of action for further media attention.
  - Co-sponsorship with Camp Fair organizers has been very successful for the fairs as well as for increasing recognition among parents attending.
4. Describe how you conducted or participated in the conduction of, a Section member needs assessment at least once every three years. Include the results and your follow up. (IIIA5)
  - A formal needs assessment was not conducted this year
  - Informal needs assessment conducted via survey and evaluations from 2006 ISU/ACA Extravaganza and ACA Indiana Annual Meeting.
  - Informal needs assessment conducted via survey and evaluations from 2007 event.
5. Discuss your development of plans for member services to meet the needs of Section members and the organization's ENDS. (IIIA8)
  - Re-alignment of committees to strengthen leadership within committees
  - Recruitment of committee volunteers from within membership
  - Identification of "gaps" (skills, knowledge) on committees to solicit volunteers outside membership
6. Describe how you provided for at least two educational offerings‡ for your members each year – include: what the offerings were, when they were, and how many people participated.(IIIB8)
  - Promoted group registration for ACA Mid-States Camping Conference for those otherwise unable to participate- Spring (3 attendees with section, other section members attended via their camp registration)
  - New Director Orientation (4), Standards course (6) offered prior to ISU/ACA Indiana Fall Camp Extravaganza- Fall

- Four Professional Development sessions offered in conjunction with ISU/ACA Indiana Fall Camp Extravaganza- Fall (~ 15 attendees)
  - Facilitators Coalition- Spring (not given)
  - Commodities Workshop- spring (6 attendees)
7. Describe your Board orientation. (IIIC8)
    - ACA vision/mission/ends, ACA Indiana goals
    - Board job description, committees
    - Management plan, budget
    - Explanation of reimbursement procedures, board materials available online
  8. Describe any training you provided for your Section volunteers. (IIIC10).
    - None this year
  9. Describe how you partnered with ACA in order to develop future leaders of ACA and the Section. (IIIC11)
    - Partnered with Indiana State University professor who is ACA member, member of ACA Indiana Education committee to promote membership and volunteer opportunities to students considering a career in camping.
  10. Describe how you frequently † communicated with your members and ACA to disseminate knowledge and information. (IIID2)
    - News In Brief
    - Additional email/mail communication on time sensitive issues
  11. Describe how you monitored † (and distributed information to your members) state legislation and regulations in the states in your geographic jurisdiction. (IIIE4,5)
    - Board member had access to state legislative watcher through their organization- no issues came up
  12. Describe your membership and camp recruitment and retention efforts (IIIF4).
    - Prospect packets with section specific information
    - New members receive welcome packet, board member mentor
    - Attend other association events- EEAI, CCCA, IPRA- to develop partnerships and promote membership
    - Board member Max makes particular effort that as he travels for his camp duties, he stops at camps he sees enroute to promote ACA.