



SCOUTING AMERICA®

ORDER OF THE ARROW

LEC Minutes Example

The below template is an example of a model LEC example that can be used to provide a suggestion for how to take minutes for an LEC meeting.

OA Lodge LEC Meeting Minutes

February 29, 2025

Scouting Council #000

Opening

This meeting of the OA Lodge Executive Committee was called to order on February 29th at 11:03am.

Lodge Chief Amanda Arrowman led the Executive Committee in reciting the Order of the Arrow Obligation.

Attendance:

Youth Present:

- Amanda Arrowman, Lodge Chief
- William Stumpp, Lodge Vice Chief
- Robert Baden-Powell, Lodge Secretary And Communications Chair
- Daniel Boone, Lodge Treasurer And Finance Chair
- Samantha Scout, Chapter #1 Chief
- Arnold Arrowman, Chapter #2 Chief
- Johnny Scout, Chapter #3 Chief
- Amanda Scout, Chapter #4 Chief
- E. Urner Goodman, Activities Chair
- Carroll A. Edson, Camping Promotions Chair
- James E. West, Ceremonies Chair
- Billy Clark, Inductions Chair
- Ernest Thompson Seton, Leadership Development Chair
- Daniel Carter Beard, Membership Chair
- William D. Boyce, Service Chair
- Harry Yoder, Unit Elections Chair



SCOUTING AMERICA®

ORDER OF THE ARROW

Advisers Present:

- Adviser Arrowman, Lodge Adviser
- Staff Adviser Arrowman, Lodge Staff Adviser
- Ann Adviser, Lodge Associate Adviser
- Tom Adviser, Lodge Associate Adviser
- Seth Adviser, Chapter #1 Adviser
- Dan Adviser, Chapter #2 Adviser
- Brenda Adviser, Chapter #3 Adviser
- Sally Adviser, Chapter #4 Adviser
- John Adviser, Activities Adviser
- Jacob Adviser, Camping Promotions Adviser
- Gary Adviser, Ceremonies Adviser
- Matt Adviser, Communications Adviser
- Mike Adviser, Finance Adviser
- Jody Adviser, Induction Adviser
- Wayne Adviser, Leadership Development Adviser
- Anna Adviser, Membership Adviser
- Cameron Adviser, Service Adviser

Review And Approval Of Previous Meeting Minutes:

Lodge Secretary Robert Baden-Powell read the minutes of the last LEC meeting to the committee. A motion was made to approve the meeting minutes by Carroll A. Edson and seconded by Harry Yoder. Billy Clark praised the quality of the minutes. The motion passed with 16 in favor, 0 against, and 0 abstaining.

Committee Reports:

- Activities (E. Urner Goodman, Chair)
 - “We just had a very successful Winter Fellowship I will discuss more about later. Our committee has grown to 8 people. We are looking forward to running some good events this summer.”
- Camping Promotions (Carroll A. Edson, Chair)
 - “The committee has been actively discussing with the council camping committee how our lodge can contribute to the council’s camp promotion campaign. I’d like to remind Arrowman here to consider serving on camp staff this summer. I also have promotional trifold that I have been given. Chapter chiefs, please see me to get a stack to hand out during unit elections.”
- Ceremonies (James E. West, Chair)



SCOUTING AMERICA®

ORDER OF THE ARROW

- “The team has started practicing every other week in preparation for the induction season to start in June. The goal is for all ceremonialists to be off-book prior to the first induction weekend.”
 - Lodge Chief Amanda Arrowman asked about the number of ceremonialists that have joined the team, James shared that there are 15 members of the team.
- Communications (Robert Baden-Powell, Chair)
 - “Our committee has been meeting weekly and sent out a newsletter last month. The next newsletter will be out at the start of April. Thank you to all that contributed! We are working on developing a way for lodge members to easily share photos with us to use in social media posts, and we are looking for members to join the committee and create some short video content with us! If you know anyone, please send them our way!”
- Finance (Daniel Boone, Chair)
 - “In the finance committee we have been working hard since the last LEC, we have standardized monthly meetings, meeting on the second Thursday of every month around 7 pm. Additionally we have recruited several new members to the finance committee and ordered new products for our lodge store, including a new Lodge Polo as well as lapel pins with the lodge flap design on them, I believe that both of these items will not only sell well within our lodge but also contribute greatly to improving our Arrowmen’s experiences within the lodge store by expanding our selection. In addition, we have been looking into the possibility of starting an on-demand online Lodge Store, we have talked to members of other lodges who have done this successfully and gathered information that we would need if we chose to do this.”
- Inductions (Billy Clark, Chair)
 - “Recently, the members of our committee and lodge officers took the Polestar Induction Training to get on the same page with the approved procedures for the induction weekend. I will be sharing a sample schedule of this year’s induction weekends with the LEC at our next meeting, and am working to secure volunteers to serve as elangomats and as kitchen staff!”
- Leadership Development (Ernest Thompson Seton, Chair)
 - “My adviser and I have met and started discussing the Lodge Leadership Development Weekend we will be holding at the end of October. We have set some high-level goals and will be building the committee to make those goals a reality. I would also like to promote the upcoming section ACT Conference taking place from March 29-31 at Camp OA. That’s a great opportunity to learn some skills to improve the lodge back home!



SCOUTING AMERICA®

ORDER OF THE ARROW

- Lodge Vice Chief William Stumpp added that the lodge will be organizing carpooling to the ACT Conference for all registered delegates.
- Membership (Daniel Carter Beard, Chair)
 - “The lodge currently stands at 459 members, down about 75 from the recharter in December. I am writing a phone call script so that myself and some volunteers can call and remind our members of their lodge dues for the year.”
 - Lodge Adviser Adviser Arrowman reminded Daniel and the entire LEC that those phone calls are a great idea, but to follow youth protection guidelines when making them.
- Service (William D. Boyce, Chair)
 - “I have been in contact with the council properties committee as to the needs of the camp for service this summer. They have requested that we assist them with setting up the waterfront area of the camp this summer. Additionally, they informed us that the roof of the craftshop is not going to pass state inspection this year, and that they have a quote of \$4700 to replace the roof. These are good opportunities for us to provide service along with the Spring Service Days coming up!”
 - Lodge Treasurer Horace Kern made a motion to approve an expenditure of not more than \$4700 to assist the council with replacing the craftshop roof and seconded by E. Urner Goodman. Staff Adviser Arrowman shared some context regarding the craftshop’s current shape and that the roof is unlikely to be repaired without the proper funding. Billy Clark expressed concern that this sets a precedent of the lodge giving financial bailouts to the council. Responding to Billy Clark, James E. West expressed that he doesn’t believe that is the case, and that the over 800 scouts coming to camp this summer deserve a complete program. After no further discussion, the motion passed with 14 in favor, 2 against, and 0 abstaining.
- Unit Elections (Harry Yoder, Chair)
 - “Unit elections have been going strongly, but there is still work to do. I have asked to hold a discussion about unit elections that will be taking place later in the meeting.”

Chapter Reports:

- Chapter #1 (Samantha Scout, Chapter Chief)
 - “Since the last LEC the chapter has been active. We have had two meetings and a chapter movie night. Our next event is our roller skating night on the 15th and our next meeting is the 18th.”



SCOUTING AMERICA®

ORDER OF THE ARROW

- Chapter #2 (Arnold Arrowman, Chapter Chief)
 - “The chapter had to cancel its last meeting due to weather. We hope to meet this month. We are looking at holding a chapter campout in May.”
- Chapter #3 (Johnny Scout, Chapter Chief)
 - “Our chapter has actively been working with the camp promotions committee to promote summer camp, since the council camp is in our district. We will be meeting next Tuesday.”
- Chapter #4 (Amanda Scout, Chapter Chief)
 - “We are having a hard time getting youth to meetings. It has been a constant struggle, but we have still had a lot of fun holding a sledding and board game night.”
 - Amanda Arrowman mentioned that they will follow up after the meeting.

Lodge Officer Reports:

- Chief’s Report (Amanda Arrowman, Lodge Chief)
 - “The lodge overall has been doing great work, I have been reaching out to members and discussing with them ways that we can make the lodge better. I will be working on relaying those action items in the coming days. Those action items include creating a committee involvement sign-up form so that people can sign up for the committee online and creating some resources for units to understand who we are and what we do.
- Vice Chief’s Report (William Stumpp, Lodge Vice Chief)
 - “I have been working with the activities, leadership development, and inductions committees to start event planning for this year. We have been working on committee building and creating schedules.”
- Secretary’s Report (Robert Baden-Powell, Lodge Secretary)
 - “My work has primarily been serving on the communications committee. I have nothing further to report beyond my report above.”
- Treasurer’s Report (Daniel Boone, Lodge Treasurer)
 - “I echo Robert’s statement. What I have done I have already shared.”

Old Business:

- Winter Fellowship
 - E. Urner Goodman shared that we had a successful Winter Fellowship at Camp Scouting from February 1-3. We had 84 attendees and maxed out the capacity of our wintertime accommodations. Goodman opened the discussion for further feedback. Samantha Scout brought up that the members of their chapter had a



SCOUTING AMERICA®

ORDER OF THE ARROW

great time, but mentioned that the schedule felt a little tight at points. Other members of the LEC echoed that sentiment. Goodman said that he would take the advice back to his committee.

- Unit Elections
 - Harry Yoder shared that the current unit election rate council-wide is 40%. Chapter #1 currently has 60% of elections scheduled, Chapter #2 has 54%, Chapter #3 has 38%, and Chapter #4 has 12%. Chapter #4 has been struggling to build election teams because of the lack of chapter meeting attendance. The chiefs of Chapter #1 and Chapter #2 volunteered to find some of their members that would help out in staffing unit elections. Chapter #3's chief and adviser mentioned that there are three unit leaders in their district who want nothing to do with the OA. Adviser Arrowman said that he will reach out to those unit leaders to have a discussion. Yoder reminded everyone to read the Unit Elections Handbook, as some of the paperwork turned in in the last two weeks was incorrect.

New Business:

- Conclave Weekend
 - Amanda Arrowman reminded the LEC that the conclave weekend will be June 7-9 at Camp OA. You can register through the section's website. The lodge has set a lofty registration goal of 120 Arrowmen to reach, and the expectation is that if LEC members are available that weekend, that they are at the conclave.
- Service Days
 - William D. Boyce reminded the LEC that the Spring Service Days are April 19th and May 10th this year, and they will be used to help prepare camp. In particular, all Arrowmen are invited and encouraged to be there, but May 10th is the day that the lodge will be helping set up the waterfront.
- NLS/DYLC
 - Ernest Thompson Seton reminded everyone that there is an NLS and DYLC training session coming up in late September. The lodge can afford to send 4 youth and 2 adults. Seton asked who may be interested in attending. The youth interested in attending were Harry Yoder, Amanda Scout, Billy Clark, James E. West, and Daniel Boone. The adults interested in attending were Jacob Adviser, Anna Adviser, and Matt Adviser.
 - Seton made a motion to approve an expenditure equal to the cost of one NLS registration and one DYLC registration and the motion was seconded by Billy Clark. Seton explained that he made the motion so all of those interested could



SCOUTING AMERICA®

ORDER OF THE ARROW

go. There was no further discussion. The motion passed with 16 in favor, 0 against, and 0 abstaining.

Open Forum:

- Daniel Carter Beard mentioned that OA members are interested in participating in the OA High Adventure program, and asked that the proper committees and officers work on promoting this year's high adventure opportunities.

Lodge Staff Adviser Minute:

- “On behalf of the council, thank you for everything the OA has done. We would like to see a record of the completed service from the lodge so that we can share this success with the council. I am available anytime by email if anyone has any questions, comments, or concerns regarding the council or the lodge.”

Lodge Adviser Minute:

- “Things have started the year very fast and furious. Glad that work behind the scenes has been going and that officers are off to a great start. Let’s look at moving some of our conversations into places where more people like the officers and your advisers and see them. The Spring Service Days are coming up and are a great way to showcase what our lodge has been up to. Continue to represent us well.”

Lodge Chief Minute:

- “Thank you to everyone that has gone on so far this year. We had an incredible turnout at the Winter Fellowship. Committees should not hesitate to reach out to the lodge officers to have discussions about how things are going, and what needs to change to enable their success! We are looking forward to seeing you at the ACT Conference and the Spring Service Days.”

Closing and Song

A motion was made to adjourn the meeting by Harry Yoder and seconded by E. Urner Goodman. The motion passed with 16 in favor, 0 against, and 0 abstaining.

The meeting ended in the OA song and adjourned at 1:10pm.