

## **Camp Quest NorthWest meeting minutes**

**Round Table Pizza (15730 1st Ave S, Burien, WA)**

**Thursday, February 20, 2020, 6:30pm**

Board Members in attendance:

President – Michael Warbington

Secretary – Jami Gramore

Members at Large – Meg Vimes, Andrea Kunkle, Bridget Lombardo, Paul Mopps, Autumn O’Leary (via tele-conference), Ben Frey (via tele-conference)

Others in attendance: Josh Oberg, Kate Turner, Astryd Lyrix-Astyriel, Theo James, Sharon Zolnowsky (via tele-conference), Gino Prodan (via tele-conference)

### **Meeting Minutes:**

**Start time:** 6:52 pm

### **Approving 1/22/2020 meeting minutes:**

\* **Consent Agenda** for 1/22/2020 meeting was approved without objections.

### **Treasurer’s Report:**

\* Kathy emailed her notes to the Board.

\* All \$ deposits for camp sessions and LT retreat have been made.

\* End-of-Year Affiliate report was submitted to CQ National on 4/Feb.

\* To do: Send Insurance Waiver in May to host camps after it’s been reviewed (due May 31st)

\* To-do: 2019 IRS filing (due May 15th)

\* Transfers of ownership – Kathy is still in process of getting addresses changed over. She’s updated our address with ACTIVE, CQ National, host camps, and the State of WA. She still needs to update address with IRS, BECU, PayPal, Benevity. Then she will do a final pass across accounts to look for gaps. BECU - removing Chuck and adding Mike to Signature Authority. Website: Lou & Kathy still need to cost out hosting the website and offsite image archiving.

### **Registrar:**

\* LT Retreat: All but one family is paid up. Reminder mail was sent to them. LT Info packet was sent to families and a notice posted to FB.

\* July: Currently at 34 registrations, with about 8 on the waitlist.

\* August: After discussion with Andrea (Camp Director) & Meg (Staffing Chairperson), it was agreed to raise the August registration limit to 70. Kathy is in process of offering those on the waitlist spots and then will increase registration limit next week.

### **Board Member Descriptions:**

\* The Board discussed the current descriptions of the Board member positions, and talked about updates to make.

- \* President: shall convene regularly scheduled board meetings, shall preside or arrange for another board member to preside. Publicize meetings. Propose a budget. Representation of org.
- \* Secretary: shall be responsible for keeping records of board actions, including overseeing the taking of minutes at all board meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each board member, and assuring that corporate records are maintained and available as required by law. The secretary shall be responsible for providing a copy of the articles or bylaws to any member of the public who requests them.
- \* Treasurer: shall make a report at each board meeting. If there is a finance committee, the treasurer shall chair it. Further, the treasurer shall assist in the preparation of the budget, help develop fundraising plans, and make financial information available to board members and the public.
- \* Vice President: shall be expected to preside over regularly scheduled board meetings in the event of the unexpected absence of the President. In the event of a vacancy in the position of the President, the Vice President shall obtain the title of Acting President and shall assume the responsibilities of the President until the board is able to convene and hold an election for that position. In coordination with the Board, identify a body of work to advance each year.
- \* Bridget: Will make proposed changes to the Bylaws. Board will vote on it at next meeting.

### **Outreach Committee:**

- \* Kitsap Atheists and Agnostics: Bridget talked to them, got interest (campers, staff, and donations).

#### Future events:

- \* Idaho: April, 3 events
- \* Montana: May
- \* Stronger Together event in Arlington: May 16
- \* The committee has business cards now. Working on flyers.
- \* Bridget is looking for leads in Oregon.
- \* Suggestion: Print ads in relevant publications.
- \* Need to look into outreach to younger campers. Elementary schools? Foster system? Peach Jar?

### **Programming Committee:**

- \* The committee is editing the schedule from last year.
- \* Josh has done some initial testing of the radios. Hardy, work pretty well. He went over the pros and cons.
- \* Sam is working on the license for the radios.
- \* Astryd is working on food for the Planning Retreat. Needs a budget and list of dietary restrictions.

### **Staffing Committee:**

- \* Registered: 15 for July; 33 for August.
- \* Gino put together a list of CPR/First Aid certification places.
- \* Meg emailed a notice to interested parties about archery certification at Camp Kirby.

\* Created a form for reference checks.

### **LT Retreat:**

\* Registered: 21 campers; 5 staff

\* Bridget: We have programming prepared. Structured during the day, party at night.

\* Megan Jackson to be medic for the weekend. Paul will be on call for questions.

### **Grants Committee:**

\* Funding still available for a few more campers.

### **Promoting Diversity:**

\* Sean at CQ Summit gave a really good talk about this topic. Will ask for advice – notes or video training.

\* Discussion about anti-racist trainings and pushing our growing edge. We want to find ways to be more inclusive and diverse.

### **Important Dates:**

\* LT Retreat: February 28 – 29, 2020

\* Planning Retreat: March 20 – 22, 2020

\* First 2020 Session: Camp: June 28 – July 4 (Staff: June 27 – July 5)

\* Second 2020 Session: Camp: August 16 – 22 (Staff: August 15 – 23)

### **Next Board Meeting:**

**March 11, 2020 at 6:30pm**

**Location: Round Table Pizza (15730 1st Ave S, Burien, WA)**

**End time: 8:26 pm**