

Camp Quest NorthWest meeting minutes

Teleconference Meeting – <http://gotomeet.me/CQNW>

Tuesday, April 27, 2021, 6:30pm

Board Members in attendance:

President – Michael Warbington

Vice President – Bridget Lombardo

Treasurer – Kathy Amadio

Secretary – Jami Gramore

Members at Large – Meg Vimes, Andrea Kunkle, Ben Frey

Others in Attendance: Megan Jackson, Josh Oberg, Becky Friedman

Meeting Minutes:

Start time: 6:42 pm

Approving 3/22/2021 meeting minutes:

* **Consent Agenda** for 3/22/2021 meeting was approved without objections.

Virtual Camp Presentation and Discussion:

* Becky presented a slideshow summarizing how CQ Virtual would work and what's been developed so far. All documents are available in Google Drive Virtual Programming folder.

* Kathy: Active takes flat rate of \$5 per registration, so remember to include that in the price.

* Kathy: Will be a loss, but not too much.

* \$7.50 to get CQ National Zoom license, which is a really good deal. Board considering leaving GoToMeeting all together. Kathy will contact Sarah Miller.

* What about grants? We should mention that help is available on a case-by-case basis.

* What do we need from here? A breakdown of costs so we can amend the budget. Registration cap for campers. Timeline for collecting registrations and money. How many staff are needed?

* Min of 3 staff per program to run smoothly. Need people to run the program, do tech support, and moderation.

Treasurer's Report:

* Kathy submitted our 2020 Affiliate Annual Report to National. She will submit IRS 990 form this weekend, so Board members should update the spreadsheet before then.

* Kathy emailed the Budget Summary and Balance Sheet to the Board.

* Between meetings, Kathy priced out the website expenses:

* SquareSpace fee cost was \$237.82 (\$216+taxes)

* SmugMug annual cost was \$60.56 (\$55+taxes)

* Domain registration for campquestnorthwest.org and cqnw.live, high estimate \$100 to be safe.

Vote to amend the budget, via email on March 25:

* Kathy made a motion, seconded by Mike, to add a line item to the 2021 budget for the website for \$400. The motion passed unanimously.

Registration Update:

* Kathy: We had a request for one full refund from July session. Several requests for updates about our summer plans. Kathy wants to be able to send an update to families soon.

* Discussed how to talk about the registration and refund deadlines.

* Registrations from July will get rolled over to August waitlist.

* Mike will draft a CQNW update to send out ASAP.

Website Update:

* Mike started the process of switching over the website domains. Will take about 10 days to go through.

Programming Update:

* Josh: Progress on activities and schedule are available in the Google Drive Programming folder.

* Adjusting to have 90-minute blocks to give more time for activities.

* Had to rethink the afternoon block and other parts of the schedule to comply with COVID precautions.

* Suggestion from Mike: Considering our theme, campers will be time travel explorers. The pod groups exist in different timelines. Can't let the time streams cross (to keep pods separate), as it will create a paradox.

Staffing Update:

* Meg wants to open staffing applications ASAP.

Policy Update:

* Meg: The Policy Committee created a list of recommendations if we choose to go forward with camp. The Board discussed the document "CQNW COVID-19 Registration Policies" in detail.

* Mike talked to KitKat about Camp Kirby capacity. She says they can still operate at near full capacity. In the cabins, we can arrange campers so they are all 6 feet apart.

* CDC and ACA have detailed how to follow WA guidelines for running camp in Phase 3.

* Will need to get insurance again.

Vote:

* Mike made a motion, seconded by Kathy, that we host a camp session in August at Camp Kirby in accordance with the expectations set in the CQNW COVID-19 Registration Policies document. The motion passed unanimously.

CQ Autism discussion:

* In the Camp Quest Leaders FB page, someone opened a dialogue about autism and Camp Quest. Folks talked about programs, policies, and recommendations to make camp more successful and enjoyable. Mike encouraged them to form an ad hoc committee to discuss. Looking forward to hearing from them.

Important Upcoming Dates:

- * Staffing Committee: May 4, 2021 @ 7pm
- * Policy Committee: May 5, 2021 @ 7pm
- * Programming Committee: May 12, 2021

Camp Dates for 2021:

- * Camp Kirby: August 15th to 21st, 2021 (8/14 to 8/22 for volunteers)

Next Board Meeting:

May 17, 2021 at 6:30pm

Location: Online – <http://gotomeet.me/CQNW>

End time: 9:04 pm