

Camp Quest NorthWest meeting minutes

Teleconference Meeting – <https://us02web.zoom.us/j/4522050347>
Wednesday, January 19, 2022, 6:30pm (social), 7pm (official start)

Board Members in attendance:

President – Michael Warbington

Treasurer – Kathy Amadio

Secretary – Jami Gramore

Members at Large – Andrea Kunkle, Ben Frey, Cece Crosby, Loki Lyrix-Astyriel, Megan Jackson, Paul Mopps

Others in Attendance: Soup, Gino Prodan, Kate Turner, Andrew Jokela, Meg Vimes, Terry, Sebastian Turner, Becky Friedman, Sam Mulvey, Astryd Lyrix-Astyriel

Meeting Minutes:

Start time: 7:05 pm

Approving 12/15/2021 meeting minutes:

* **Consent Agenda** for 12/15/2021 meeting was approved without objections.

Staffing Committee:

Interviews:

- Reviewed interview process, updated some questions.
- Discussed permissions access.
 - Determined it should be fine for current staffing committee to access that year's interview notes, excepting special cases (interviews of returning staff, etc.)
- Determined current availability.

Upcoming Volunteer Communication:

- Sign up for camp!
- We need lifeguards.
- How to sign up for first aid training.
- Want to help Policy or Programming? (next meetings)
- Want to run a week-long program?
- Join Discord

23 Volunteers have submitted their applications.

- June: 10 (1 new, 9 returning staff)
- August: 20 (3 new, 17 returning volunteers)

Next Meeting: February 2 @ 6:30pm

Treasurer's Report:

- Kathy emailed the January Budget and Balance Sheets to the Board. No concerns/issues to highlight. She also sent the EoY Balance Sheet for 2021 with the refunds broken out to an expense for IRS reporting purposes. Revenue was around \$8,000 for last year. Refunds about \$13,000.
- Between 2020 and 2021, we netted out a positive of about \$3,000. Pleasant surprise. We were much more frugal in 2021.

Registration Committee:

- Registration launched on January 8.
- Camp Kirby – August: 46 (14 LT, 19 BLT)
- Camp Waskowitz – July: 31 (2 LT, 16 BLT)
- LT Retreat: 11
- Registration cap for July: 50
- Cap for August: 75
- Staff dependent, of course.
- Kathy reviewed some demographic information about the registrations.
- Becky asked about a merchandise question on the camper registration form. She didn't see one.
- Mike: Might be worth it to create a separate Google form for merch. Put it up soon so people have a long time to order merch.
- Kathy: There was a mistake on the volunteer application (still had the old header). Kathy reminded the Board that they need to review the things she sends out for review. Always best to have at least one extra set of eyes on everything we send out.
- Speaking of proofreading, if you're actually reading the meeting minutes, thank you! Send Jami some love. Don't tell your friends you found this – I want to see how many people read the minutes.
- This year we will have a medication authorization form. Kathy drafted that up and is having Mary look at it. Kathy found a vaccine exemption form to have available as needed.
- Mike: The sooner we get staff registrations in, the sooner we can raise the camper cap.

Grants Committee:

- Ben: We've gotten three requests so far, and have approved all of them. Total of \$2,500.
- Kathy: This early into registration, we ask families to at least pay the deposit amount. She explains to families asking for financial aid that it's usually later on when we relax that.
- \$3,500 remaining.
- Kathy: Ben, do you get a copy of the financial aid when it comes through?
- Ben: No.
- Kathy has it sent to the Grants alias. Kathy will look into it to make sure she and Ben are on the Grants alias, and make sure it's set up correctly in Active.

Policy Committee:

- Andrew: Continuing progress on becoming ACA compliant.
- Andrew to Jami/Programming: Environmental Activities? "The staff should be mindful of ways to help campers develop an awareness of the natural environment. This environmental education may be

different for camps that take place in the outdoors vs. camps that occur indoors. Each age group should have opportunities to learn about the natural world through hands-on experiences that may involve art, music, games, nature activities, etc. Campers and staff should practice responsible behaviors such as recycling, water conservation, and minimizing environmental impacts, including proper trail use (even in urban settings). Knowledge and use of the Leave No Trace principles is strongly recommended.”

- Andrew: We need help developing a dignity/rights of campers and staff to be shared with campers/parents/staff. Specifically, a thing which sets out expectations for respectful communications with and regarding all individuals, and might go on to specifically indicate individuals of varying abilities, cultures, genders, races, religions, and so on. The statement might speak to what the camp teaches, how campers and staff are expected to interact, the example staff sets for campers, and the examples that all camp participants set as they return to their own worlds. Training for staff may include both precamp and in-service sessions to help staff recognize and value individual differences within groups, particularly in relation to the camper populations served.
- Next Meeting: Jan 27 @ 6:30pm

Programming Committee:

- Big focus of last meeting: going over the LT Retreat 2020 schedule in detail and discussing how to adapt it to this year’s retreat.
- Discussed having an activity at the retreat, similar to 2020’s, for LTs to work on the Camper Bill of Rights and Mission Statement. Need to coordinate this with Andrew.
- Jami created a Brainstorming folder on Google Drive to drop all the volunteers’ ideas into. They made a document for writing down program ideas being discussed in the Discord channel. Jami also gave current Program committee members permission to access the whole 2022 folder on the Drive.
- Becky: Inter-committee request: Since there are currently 11 LTs registered for the LT Retreat, but more than that number currently registered for the summer sessions, can we send a personalized invitation asking those kids who are registered for camp to please join us at the LT Retreat? Let them know about financial aid. You’ll be instrumental in shaping your LT experience. You’ll have bonding time with the group, especially for in-coming LTs. More robust programming.
- Becky to write up a few sentences about the LT Retreat and send to Mike. Also, Mike will advertise it in more detail on Facebook and the website.
- Right before registration, Kathy had reached out to all the families who came before. Had already done mass mailings of that and wanted to let enough time pass so families weren’t getting too many emails. Now is a good time to send out info about the retreat.
- Mike: It would be good to have one more Program meeting, specifically for the LT Retreat, before the next scheduled Program meeting on Feb 9. The committee members present tried to find a date that works for everyone, but had trouble. Will need to schedule this after the Board meeting.
- Current volunteers who are interested in participating at the LT Retreat: Loki, Becky, Mike, Gino, Astryd. Loki: Kiah has expressed interest. Her perspective as high school teacher would be valuable.
- Kathy: To be a volunteer for LT Retreat, you need to be registered for camp in some capacity. Staff applications, background checks, vaccine requirements.

Planning Retreat:

- Mike: For the Planning Retreat, Mike will put together a sign-up form. Jami, will you let me know any program-specific questions you'd like to appear on that form? Survey you might want to do for volunteers attending and get their input before the retreat? Any prompts or questions you want answers to? Obvious thing we need is dietary requirements.
- Mike: Anybody interested in being in charge of cooking for the weekend?
- Astryd volunteered to cook. Happy to do it, had planned to do it in 2020 before COVID cancelled it.
- Mike and Astryd will continue talking online about the budget and menu.
- Kathy: From a budget standpoint, in 2020 we had prefunded Astryd for that (and then they sent a video of them burning the check when the event was cancelled).
- Kathy saw that Mike sent the completed Kirby use agreement for the retreat. Decided to go with full camp rate. Kathy will take care of payment. Mike needs to sign it and send to KitKat.
- Kathy will fill out and send the use agreement for August session. Will send to Mike first to double check. Mike: Include Andrea.

2022 Camp Directors:

- Need to make it official. Mike has been operating under the assumption that he will be director of July, and Andrea will be director of August. Discussed whether we've codified these with a vote in the past.

Vote:

- Ben made a motion, seconded by Cece, to make Mike Warbington director of the July camp session and Andrea Kunkle director of the August session. The motion passed unanimously.
- Mike and Andrea will start thinking of assistant directors.

T-Shirts and Hoodies:

- Hoodies will be zip-up this year.
- Ben: Whatever design we end up using, it will be available on Redbubble, which gives people more options for buying merchandise: <https://www.redbubble.com/people/CQNW/shop>
- Andrea: The ones we end up buying feel like better quality than the ones from Redbubble, but it's a good option for additional merch.
- Discussed shirt and hoodie color. Lots of folks interested in heather/purple. Also lots of excitement about tie dye.

Closed Session:

- The Board went into Closed Session for the last portion of the meeting.

Important Upcoming Dates:

- Policy Committee: January 27, 2022 @ 6:30pm
- Staff Committee: February 2, 2022 @ 6:30pm
- Programming Committee: February 9, 2022 @ 7pm
- LT Retreat at Camp Waskowitz: February 18 – 20, 2022
- Planning Retreat at Camp Kirby: March 25 – 27, 2022

Camp Dates for 2022:

- Camp Waskowitz: July 3 to 9, 2022 (7/2 to 7/9 for volunteers)
- Camp Kirby: August 14 to 20, 2022 (8/13 to 8/21 for volunteers)

Next Board Meeting:

February 21, 2022 at 6:30pm (for socializing), 7pm (official start time)

Location: <https://us02web.zoom.us/j/4522050347>

End time: 8:48 pm