

Camp Quest NorthWest meeting minutes

Teleconference Meeting – <https://us02web.zoom.us/j/4522050347>

Monday, February 21, 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

Others in Attendance: Soup, Kate Turner, Andrew Jokela, Sebastian Turner, Meg Vimes

Meeting Minutes:

Start time: 7:00 pm

Approving 1/19/2022 meeting minutes:

- **Consent Agenda** for 1/19/2022 meeting was approved without objections.

Registration Committee:

- Kathy: For July, we're currently at our cap of 35 campers, with 5 on the waitlist.
- For August, based on the number of registered staff, we raised the registration cap to 65 now. Currently have 57 registered, with 8 remaining spots.

Grants Committee:

- Kathy: 4 camperships (breakdown: 3 for Aug, 1 for July) came in, and all are approved. We have \$1,700 remaining. There's 1 outstanding grant, as Kathy waits for that family to register.

Treasurer's Report:

- Kathy noticed a couple of big oversights while she was going through deposit stuff for Kirby. She explained how the error happened. After the meeting Kathy emailed the reconciled February statements for our Budget and Balance Sheet. On the budget, Kathy highlighted the line items (Aug Kirby usage and ACTIVE registration fees) that were impacted by not catching that the estimate was using old 2021 hardcoded estimates due to the pandemic carry over.
- The National annual report is due at the end of March. Kathy looked at the annual report form and saw that it says we need to upload a signed agreement to use the new system, UltraCamp, for 2022. It's not happening for this year, since we're already using ACTIVE. There is a financial incentive to onboard now – National will subsidize the fees. Kathy will reach out to National to get more clarity about the requirement. After the Configio disaster, she'd really prefer that they go break in the software before we invest anyone's time in it.
- Andrew: Health Information Management through Ultracamp is... so much worse than Epic, which is not great to begin with.

Staffing Committee:

- Meg: We've begun staff interviews. Going through a couple of Grants requests. Going to be writing some of the ACA policies with the Policy Committee.

- Current staff numbers:
 - July: 15
 - August: 32
- Agreed that we need to focus on July for recruiting more staff. Would be nice to get about ten more. Five more for August, to account for attrition.
- Meg: How are we collecting registrations for the Programming Retreat? Active? Google form?
- Mike: Google form. Mike will finish the form in the next day or so.
- Kathy: Not a fan of using Google. Not as secure. Our default should always be to upload through Active.
- Kathy: Is there a way to simplify vaccination confirmation? Just show vaccination card at camp?
- Easier to ask at registration for the ones who hadn't done it online. Better to do it beforehand. Bummed to send someone home.
- Meg is keeping a spreadsheet up to date about vaccinations.
- Andrew: From an ACA perspective:
 - For staff: "A check for observable evidence of illness, injury, or communicable diseases or condition" is required. In my opinion, this means verification of vaccination status is not required.
 - For campers: "the health screening includes:
 - 1. A check for observable evidence of illness, injury, and/or communicable disease or conditions (such as lice);
 - 2. Verification and updating of health history information and vaccination information to identify any medication, changes in health status, or special needs that may require further follow-up;
 - 3. Review and collection of any medications to be administered during the camper's stay at camp; and
 - 4. Documentation of results of screening for each camper"
- ACA requirements for vaccination status for campers: "A statement from the custodial parent/guardian attesting that all immunizations required for school are up to date including the actual date (month/year) of last tetanus shot (a physician statement, a government immunization report, or a school immunization report is also acceptable)"
- Ben: Will we require boosters?
 - Consensus that we can't handle keeping track of boosters. Adds another level of complexity.
- Kathy: Uploads of documents happen on a per-registration basis (e.g., if you've uploaded your vaccination card for one 2022 camp session, you don't need to upload it again for other 2022 season events).
- Mike: We should be prepared for how many staff we want to have registered so that we can unlock camper registration as we go. Want to set a target, so when we hit that target, we can raise the camper cap.
- Right now, for July, we have 15 staff and 35 campers. Aim for a 1:2.25 ratio.
- Andrew: For comparison, ACA Ratios for Staff by Age:
 - 6–8 years 1:6 for overnight
 - 9–14 years 1:8 for overnight
 - 15–18 years 1:10 for overnight

- Let Kathy know if she needs to increase the camper cap.
- Mike: Someone make a list of Secular Student Alliances in PNW area. Contact info. Draft a letter to get in touch with them and get some involvement from those groups.
- Next Staff Meeting: No meeting scheduled yet.

Policy Committee:

- Andrew: Continuing to work on policies. We're 35% compliant with ACA at this point. A little behind schedule and elected for this summer to be a dress rehearsal of our accreditation and postpone the site visits to next year. The cost carries over.
- Currently fleshing out most of the HR administrative policies and the programming policies.
- Next meeting is the 24th at 6:30pm
- Andrea: KitKat is working on becoming an ACA site visitor. Mike will Reply All and include Andrew in the email.

Programming Committee:

- LT Retreat took place over the weekend at Camp Waskowitz. 12 campers, 7 staff.
- General consensus was that the weekend was very successful. Lots of good get-to-know-each other activities, brainstorming on the camp theme, and thoughtful discussions about leadership. Got input about what teens want to do as leaders at camp. Got to ask staff questions about camp and adulting. Lots of excitement to talk about D&D in particular. As expected, the Waskowitz food options were disappointing, but we brought a lot of good snacks.
- Regarding week-long electives, Sam will start having break-out programming meetings on the radio licensing program. <https://con.ktqa.org/FunkProject> (radio mtg link, so Sam can share screen)
- Mike will get the registration form up for the Programming Retreat.

Kathy Amadio's Resignation:

- Kathy announced at the Board meeting (and followed up with an email) that she is officially resigning her Board position and role as registrar as of May 1, 2022, or sooner if her Board seat is filled.
- She still intends to complete the 2021 IRS filing and the annual report to National. She will not leave the organization in a bind. She is happy to answer questions/train someone after May 1st if needed.
- Goal is to wrap up transition by April.

Closed Session:

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

Important Upcoming Dates:

- Policy Committee: February 24, 2022 @ 6:30pm
- Programming Committee (breakout meeting for Funk programming): February 23, 2022 @ 8pm
- 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:

Tentatively scheduled for Sunday of the Planning Retreat (March 27, 2022). Stay tuned.

End time: 8:38 pm