

# Camp Quest NorthWest Meeting Minutes

**Teleconference Meeting** – <https://us02web.zoom.us/j/4522050347>  
**Tuesday, December 20, 2022**

Board Members in attendance:

President – Michael Warbington

Vice President – Andrea Kunkle

Treasurer – Meg Vimes

Secretary – Jami Gramore

Members at Large – Loki Lyle James Cockrill, Cece Crosby, Megan Jackson, Ben Frey

Others in Attendance: Sharon Zolnowsky, Liam, Soup, Terry, Sam Mulvey, Becky Friedman

- Attendees played a Jackbox game during social time. Decided to make it an official game-playing event next week.

## Meeting Minutes:

**Start time:** 7:00 pm

### Approving 11/21/2022 meeting minutes:

- The board approved the minutes from the previous meeting.

### Grants Committee:

- Ben: Nothing to report.

### Outreach Committee:

- We need a calendar of all our meetings and events. Jami has already created a Google calendar and shared (with admin access) with all the Board members.
- Participating in something like Giving Tuesday is a good idea, but we need more planning than a few folks sharing a link on social media just a few days beforehand. Have meetings specifically focusing on fundraising and recruitment efforts.

### Registration Committee:

- Andrea met with Megan and Jennifer from the National Center about using UltraCamp. They recorded the Zoom meeting.
  - There's a photo gallery feature, and Jenny's not sure if any camps are using it. Requires they take a 30% fee per download, which is really steep. We're better off using our own service with a password.
  - New fee structure with UltraCamp, which is a flat fee for all of the Camp Quest affiliates. They will work out how many registrations there were, then apply the flat fee divided by all those registrations. We may carry a higher load than other camps, but it will certainly be less than \$6 per camper. Staff register with no fee whatsoever, which is great. Also, we'll want to promote bank-to-bank transfers – communicate that it's better than using a credit card and having to pay CC fees. Need to pick a new credit card company.
  - In UltraCamp, we can list customized genders, but internally we have to map them to male or female. This isn't a public-facing issue, doesn't have to do with registering campers. Andrea will research more.

- Background checks – have very detailed invoices, come back within 2 to 3 days, and according to National it works pretty well. More expensive than our current background checks, but only by about a dollar.
- We have an option to enable the camper protection contract, which covers the cost of camp for parents if they have to cancel but it's not a refundable situation. Like travel insurance.
- Medical: We're trying to get all of our existing information and forms transferred. Might use their system for logging real-time administration of meds, or might use our own system. Leave it up to the medic.
- One thing Andrea shot down immediately: giving parents the ability to email their kids at camp, which would go through the staff. No point in that, given our policy on devices.
- There are features that will make things easier for the registrar, like automated emails to families about payments and deadlines. Forms will probably be easier to manage.
- The back end looks a little user unfriendly, but hopefully once everything is set up, we'll be good to go.
- Jenny's been incredibly helpful and can answer any questions that come up.
- Megan Jackson was officially made head of the registration committee, and Andrea stepped down from the role. Andrea will continue to be a support in this committee.
- Meg J and Andrea will dive into the UltraCamp stuff next week and figure more of it out.
- What is our registration date? We haven't set it yet, because we're waiting on answers from Waskowitz. Are we confirmed for those dates, and what's the cost after their price increase? Need to ping them the first week of January.
- Need to make sure we export everything we possibly can from Active if we're leaving the platform behind. Andrea has downloaded as much of the data as possible – will need to be cleaned up and organized/formatted. Since we're not paying for it, we should leave Active open for about a year in case there's anything we need to look up.
- Mike hasn't gotten a lot of inquiries about camp yet. Right now the only place talking about camp dates and registration is the website, with pretty general info. Website due for an update. Staffing and Registration, let Mike know what needs to be on the web pages. One thing we need to address is COVID-19 vaccination requirements.
- The Board discussed current COVID-19 status and vaccinations and wearing masks. Looked at what schools and businesses and other places are doing. Talked about following the Department of Health and CDC guidelines. Some voiced frustrations that businesses/organization are getting too lenient. Currently ERs are overloaded with patients who have COVID, influenza, and RSV. What kind of requirements and restrictions should we have for campers and staff? We will keep talking about this, and follow the science. Still going to strongly encourage vaccinations and boosters. Put a strong focus on testing.
- Right now, families check a box that says if campers have gotten all the other vaccinations currently required by schools.

### **Treasurer's Report:**

- Meg V emailed the Balance and Budget spreadsheets to the Board.
- Thanks to some big donations, we'll be ending 2022 in the black.
- The Board reviewed and discussed the proposed budget.
  - In 2023, even with a tuition increase of \$50-\$100 from last year, we will end the year in a net revenue loss. Need to think about sustainable growth, without depending on large donations.
  - But we do want to have more fundraisers, well planned out, explaining how inflation has affected our operations, long-term goals. Communicate more about fundraising. Look for good places to advertise, like community radio, school groups, Loki's choir and theatre group in Portland.
  - Still need final information from Waskowitz and Kirby to know where we're really stand in terms of budget.

- **Vote:** Mike made a motion, seconded by Andrea, to adopt the proposed budget for 2023, with the understanding that we may need to amend the budget once we have information about Waskowitz and Kirby.
  - The motion passed unanimously.
- Sam is happy to work on reducing the IT line items at a later date.

### **Staffing Committee:**

- Still looking for a committee chair. Cece is willing to co-chair. If we don't find someone, it's possible that Staffing gets led by Cece and both camp directors. Meg V will be talking to Ranjan next week, and others are welcome to join.
- Important to keep working on UltraCamp so we can start accepting staff and camper applications.

### **Programming Committee:**

- First programming meeting of 2023: Jan 10 at 7pm
- LT Retreat
  - Talked about potential locations. Liam emailed the two forts – Flagler and Worden. Flagler is completely closed because they're doing repairs. Two options for Worden: the reunion house, which has 14 bedrooms, and the dormitories, which have two wings with big open spaces of bunks. Liam doesn't have prices for these because all of the reservations are done through email. Cece gave some more details about the dorms.
  - Sparrow: Every activity we do with campers has to meet criteria for ACA accreditation. Hosting CQ at a state park, from an ACA perspective, is not impossible, but would require a lot of extra work. Any place that gives the public uncontrolled access to campers is difficult, including the aquarium and children's museum.
  - Best to find a location that is already ACA accredited. Will need to continue discussion about possible locations.
  - Andrea will talk to KitKat about the rental agreement and LT Retreat and Planning Retreat availability at Kirby. What weekends are available in February, March, and April?

### **Closed Session:**

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

### **Important Upcoming Dates:**

- Movie Night: January 15, 2023
- Program Committee: January 18, 2023 @ 7pm
- Tentative Camp Waskowitz 2023 Session: 7/1/23 – 7/8/23
- Camp Kirby 2023 Session: 8/12/23 – 8/20/23

### **Next Board Meeting:**

**January 16, 2023 at 6:30pm (for socializing), 7pm (official start time)**

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

**End time:** 9:40 pm