

Camp Quest NorthWest Meeting Minutes

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

Tuesday, June 13, 2023 @ 7:00pm

Board Members in attendance:

President – Michael Warbington

Vice President – Andrea Kunkle

Treasurer – Meg Vimes

Secretary – Jami Gramore

Members at Large – Ben Frey, Megan Jackson

Others in Attendance: Phil Cole, Sharon Zolnowsky, Sam Mulvey, Becky Friedman

Meeting Minutes:

Start time: 7:08 pm

Approving 5/23/2023 meeting minutes:

- The board approved the minutes from the previous meeting.

Programming Committee:

- Mike: The t-shirts are ordered. Don't have exact quantities yet. Going with last year's numbers + 15%.
- Hoodies: Haven't ordered, but there's a fundraiser ready to go through the same website as last year – Custom Ink. Same design as the t-shirts but in color. \$65. The more we sell, the more profit we make on the hoodies. <https://www.customink.com/fundraising/cqnw>
- Mike ordered 100 CQNW rainbow patches. The Board decided to sell them for \$10 each.
- Mike has ordered the Penske truck for Waskowitz. He'll pick it up at 10am in Tacoma on Saturday morning. Would like help, if anyone is available.
- Next meeting: June 14 @ 7pm
- Andrea completed the pre-session report for August. Phil will fill out the pre-session report for July soon.
- Things that still need to be done: Staff assignments, cabin assignments, pod assignments, staff scheduling, name badges, and guidebooks.
- Laundering tie dye shirts – we are not allowed to use the washer and dryer at Wasko, so we need to either use a laundromat, or go to a nearby volunteer's house to process the shirts.

Staffing Committee:

- Andrea: Everybody has been interviewed. Waiting on one background check for July. Still need to confirm that some of the volunteers will be at camp. We have 5 people who've completed the online training. 4 people have completed all of the forms. How does one access the forms? – Log into Ultracamp > Menu envelope > Message Center.
- We have 3 COVID vaccination cards that have been uploaded. Process: you have to take a picture of the card, save it in a PDF, then upload in Ultracamp in a different place (Menu envelope > Document Center > Medical > COVID Vaccine Card).
- Meg V: Needs confirmation from Staffing and Grants about any travel grants that have been issued so she can process requests. The Board confirmed the total and what is left. We've dispersed \$1,416 and have \$1,084 left.
- Food handlers: Andrea needs a list of the people who've gotten certification.

- Andrea will bring her computer to camp in case anyone needs to check off forms. But we're strongly encouraging folks to finish the forms beforehand.
- Staffing will be pushing volunteers to finish EOT.
- Ultracamp is hard to use. Kitkat loves it and is good at using it.

Treasurer's Report:

- Meg V sent the deposit to Waskowitz. It'll arrive by next week.
- Insurance is renewed.
- Let Meg know if there are any outstanding bills that need to be paid.
- We have one Ultracamp invoice that is outstanding, which needs to be resolved by someone who has Ultracamp access.
- Everything looks good in the bank account.

Waskowitz Food:

- Becky has questions about food. Phil will message Becky about it. Needs report about dietary restrictions from their intake forms. Will need lots of bowls and plates, snacks.
- Need more people to get their food handler's license.
- Need to ask Wasko what exactly we'll be able to use – kitchen prep area, fridge, utensils, etc. It may depend on who is working there during the week when we're at camp.
- After camp, as usual, we clean up and go out to dinner for those who are interested.

Registration Committee:

- We need regular reminders and check-ins with families about medication information and COVID vaccination cards.
- Andrea and Meg J talked about capacity/availability. Dividing up tasks.
- Ben: CQ National is hiring for an executive director. Apply if you're interested.

Important Upcoming Dates:

- Programming Committee: 6/14/23 @7pm. Usual Zoom channel.
- Staffing Committee: 7/10/23 @6:30pm. Usual Zoom channel.
- Camp Waskowitz Session: July 2 – 8, 2023 (July 1 – 8 for staff)
- Camp Kirby Session: August 13 – 19, 2023 (August 12 – 20 for staff)

Next Board Meeting:

June 27, 2023 at 6:30pm (for socializing), 7pm (official start time)

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

End time: 8:42 pm