

Camp Quest NorthWest Meeting Minutes

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

Thursday, December 28, 2023 @ 6:00pm

Board Members in attendance:

President – Michael Warbington

Vice President – Andrea Kunkle

Secretary – Jami Gramore

Members at Large – ColbyJack Klingele, Kiah Penfield, Cece Crosby

Others in Attendance: Sparrow Sloglicha, Sharon Zolnowsky, Sam Mulvey, Becky Friedman

Meeting Minutes:

Start time: 6:00 pm

Approving 11/28/2023 meeting minutes:

- The Board approved the minutes from the previous Board meeting.

Programming Committee:

- Mike: At the last Programming meeting, they discussed budgeting for 2024, the 2024 deliverables, and goals and guiding principles.
- Budget: Decided to lump all of the retreats into Programming. One group broken down into a few line items. Came out to be about the same total as last year.
- Mike reviewed the 2024 Deliverables:
 - Program Meeting Calendar
 - 2024 CQNW [Radio Weekend](#) event
 - Planned by Sam, Becky, Mike and Radio Club of Tacoma
 - Taking Place January 12-15
 - 2024 LT/Planning Retreat
 - Most volunteers sleeping in Herman's, Tayito
 - LTs sleeping and doing activities in Bluebird
 - Some combined time with LTs and staff co-planning
 - Potential rotation of staff in and out of LT supervision/facilitation
 - Great potential for LTs to feel and be integral members of planning camp
 - Combined meals, need a plan for meal prep.
 - 2024 Camp Program
 - Camp Theme
 - Program Documents
 - Free Time/Field Activity binders
 - Assign and coordinate with Program Leaders. Work with Staffing committee
 - 2024 Fall Retreat
 - Brainstorm 2025 program
- Mike reviewed the 2024 Goals and Guiding Principles and got feedback:
 - Continue efforts to be more inclusive of disability (and invisible disability) options. Having intentional options rather than just afterthoughts. Examples include outdoor activities at the

dance, outdoor eating option at meals, something intentional/productive that can be used as a Soc Cafe fidget. (For example, intentionally schedule bracelet weaving before Soc Cafe.)

- Assemble a perennial activity binder. Pages describe activities that we have on hand each year.
- Formalize plan to distribute Cabin Care Packages, including pencil box with markers, pencils, crayons; complex coloring pages; blank paper for writing letters; weekly schedule that can be posted; anything else that can be distributed to cabins at the start of the week.
- Intentionally include Ham Radio in the camp program and schedule.
- Continue efforts to distribute the programming effort throughout the week (rather than frontloading the beginning of the week) and distribute amongst several individuals to reduce the strain on any single person or group; allow for more flexibility and improvisation in programming (make an outline, not a script)
- ACA request: programming that showcases environmental stewardship and sustainability (Carryover from 2023)

<https://docs.google.com/document/d/1CEBSHkH35oFTDIHT5HEQE44s194p95Y4yjCRL-rVrLo/edit>

- “sustainability, which is here defined as: fighting climate change, pursuing social justice, reducing ecological footprints, and teaching this to the next generation.”

Registration Committee:

- Kiah: Ultracamp is slightly less of a mystery. All of the camper forms have been completely rebuilt except financial assistance. Have changed language that was outdated, or now we know better so we’re doing better. In our dietary needs section, having a spot for other dietary needs instead of limiting it to a couple options.
- Committee is looking at finding a better way to ask about neurodiversity, especially for people without firm or official diagnoses. Phrase it to be intentional and inclusive.
- Registration to open: February 3, 2024 @ 10am
- Need blurbs for archery and climbing wall.
- Discussed language for asking about demographic information.

Policy Committee:

- Sparrow is compiling all of our ACA documentation and policies.
- Recommends forming a safety committee to review risk management and inspections at camp. Need an official process for reviewing incidents. Would operate year-round, but not necessarily have meetings year-round. Compulsory attendance by Board president, Director, Assistant Director, with suggested attendance of other Senior Staff.
 - It’s not an ACA requirement, but a suggestion from Policy because we have a lot of people wearing many different hats at camp.
- Set a date for a risk assessment. There’s a guided process for ACA accreditation, and it’s long. Need it by April. A lot of it is evaluating what we’re exposed to. Get people involved from last year’s Senior Staff to start the process.
 - Action Item for next Board Meeting: Set a date for the risk assessment.
- Policy is going to have an open-to-the-public meeting in January. Further review of ACA policies before a recommendation to the Board needs to be completed.
- Mike: National is reviewing their licensing agreement, which will include some staff policy stuff. Mike will pass it along when he can.

Staffing Committee:

- Andrea is looking into options for online training. Has emailed National about what their plans are for online training. If it's going to be the same as last year (which we weren't impressed with), can we revert back to Expert Online Training? Might be good to get in touch with other camps and see what they think about the new training. Asked EOT if we can get a bulk discount.
- Worked with Kiah to figure out the staff registration and will continue to provide support.

Treasurer's Report:

- We don't want to vote on a budget without the Treasurer being present.
- Meg emailed the budget and balance sheets to the Board.
- Meg reported that the Tacoma business license was paid this month. UPS will be paid for the mailbox in the next couple weeks.
- Draft 2024 budget: https://docs.google.com/spreadsheets/d/15sXU5y1hCxj1nm9X9paYp5Oz3hahiv62d0vhc_1IWZU/edit?usp=sharing

Radio Weekend:

- Sam: Staff-to-camper ratio is 1:1.
- All of the counselors have been contacted.
- Transportation options to KTQA and the community center?
 - Becky: Lakewood Enterprise has a van rental. Would be within our budget.
- Sam's been working on the training videos. Has shared them in Discord and email.
 - Consensus from the Board: Sam's videos are awesome!
- Sam has a schedule prepared for the weekend.
- Will send an email soon about logistics.
- Would be good to go through inventory and bring things like board games for the campers. Jackbox games would work well, too.

Important Upcoming Dates:

- Radio Weekend: January 12-15, 2024 in Tacoma, WA
- Programming Committee: January 24, 2024 @ 7pm
- Camper and Staff Registration: February 3, 2024 @ 10am
- LT and Planning Retreat - March 29 to 31, 2024 - Camp Kirby
- July Session - June 30 to July 6, 2024 - Camp Waskowitz
- August Session - August 10 to 18, 2024 - Camp Kirby

Next Board Meeting:

January 20, 2024 at 1pm

Location: Mike's House

End time: 7:14pm