

Camp Quest NorthWest Meeting Minutes

Location: Mike's house

Saturday, January 20, 2024 @ 1:00pm

Board Members in attendance:

President – Michael Warbington

Vice President – Andrea Kunkle

Treasurer – Meg Vimes

Secretary – Jami Gramore

Members at Large – ColbyJack Klingele, Kiah Penfield (via Zoom), Cece Crosby, Mary Christiansen, Ben Frey

Others in Attendance: Sparrow Sloglich, Sharon Zolnowsky, Becky Friedman, Megan Jackson, Eman Pleshe, Sam Mulvey

Meeting Minutes:

Start time: 1:35 pm

Approving 12/28/2023 meeting minutes:

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

Programming Committee:

- Mike: Haven't had a meeting since the last Board meeting. Committee was focused on Radio Weekend. Next meeting scheduled for January 24.

Policy Committee:

- Sparrow: The committee has been meeting weekly and reviewing lots of policies. Lots of discourse on the Discord.
- Need to designate one person for each session to be our official ACA meet people. Ideas – have it be the Camp Director or Assistant Camp Director. These folks will need to be ACA members as well, which costs \$40 per person. Have to be designated by February 1. Can change it later.
 - Board agreed to make it the Camp Directors for now.
- Would like to put our policies under the Creative Commons.
- Sparrow went over a slideshow of proposals for a Safety Committee and discussed it with the Board.
- Safety Committee Objectives:
 - Involve volunteers in achieving a safe and healthful organization.
 - Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
 - Conduct facility inspections, identify hazards, and recommend methods for eliminating or controlling the hazards
 - Annually evaluate Camp Quest NorthWest's organizational safety program.
 - Recommend improvements to existing policies or identify areas necessitating policy coverage to the Policy Committee.
- The safety committee is composed of, at minimum, the following people:
 - The President of the CQNW Board
 - The Camp Director of each session, if applicable
 - A representative of the Policy Committee
 - One or more CQNW volunteer(s) in good standing
- Sparrow reviewed how officers, elections, and meetings might work.

- Stagger the election so there's always at least one person who's experienced and knows what's going on, and the committee stays active.
- Propose that the Safety Committee meet quarterly.
- Each meeting will have an agenda that includes a review of new safety and health concerns; a status report of concerns under review; and a review of all near misses, accidents, illnesses, or deaths occurring since the last committee meeting.
- Minutes should be recorded at each meeting.
- Guidance and resources? ACA and OSHA offer safety training.
- Conflict of interest considerations. Something to discuss at next meeting.
- Reporting obligations: Depends on what they're doing and how we classify it. Insurance reporting, not L&I.
- What level of confidentiality? Not addressed yet.
- Andrea: What necessitates a meeting? Leave it up to the Safety Committee to decide.
- Mike: We don't want to make the policy overly prescriptive about what triggers the need for another meeting (as opposed to waiting until the next scheduled meeting).
- Went over what documents we need to maintain, and for how long.
 - Staff records – health kept permanently. Will involve a lot more work. Discussed possibilities for records – paper or digital or both? Eman: Other services are available for securely digitizing that we can look into.
- Need to be ready by April 1.
- Vote to form the Safety Committee:
 - Meg V made a motion, seconded by Ben F, to form a Safety Committee.
 - The motion passed unanimously.

Registration Committee:

- Kiah: Almost ready for a test registration. Becky offered a camper for the first real registration.
- Expect an updated license policy from National.
- Mike: Add an optional field about amateur radio call signs on staff and camper forms.
- Kiah struggling with the donation feature on the form. Third party travel insurance.
- Let Kiah know if there's anything that we think should be on the staff or camper forms, or that needs to be modified.
- Staffing registration ready the same day. Will try to have LT/Planning Retreat registration open as well.

Staffing Committee:

- Andrea sent an email to Jenny on Jan 3 asking about EOT options. Hasn't heard back, so Andrea will follow up. In the past National paid for over half the cost of campers' EOT.
- Emailed someone at EOT. Even with a discount, it would be \$27/staff member.
- Do we want to create our own training? Yes, it's something we've been wanting to do for years. Could be possible to make a few of our own videos before camp. Mandatory reporting, for instance. Does ACA have resources?
- National platform is still free to us. Consensus is to use it for this year, but augment it.

Treasurer's Report:

- Meg hasn't been able to reconcile <\$1.
- For 2023, we had a deficit of about \$2,000. Didn't have as many campers as expected.
- Soon Meg will be sending the Board members requests to fill out their volunteer hours for taxes.
- The mailbox is paid.
- Camperships: 5%
- Everyone reviewed the [proposed 2024 Budget](#).

- Would be nice to have a list of inventory items going into the Planning Retreat so we know what we have to use for programming.
- Create an Amazon wishlist that we can publicize.
- Capital expenses: Need more clear plastic storage bins and another cart. Archery equipment. QR codes to put on the boxes.
- Sam: Fundraiser. Get our name out there. Maker space in Tacoma. Something to do in the fall.
- Vote for the 2024 Budget:
 - Cece C made a motion, seconded by Ben F, to approve the 2024 Budget.
 - The motion passed unanimously.
- Look into accounting software. Sam suggests Open Collective.
- Sam: Ham fest coming up. We can sell old electronics.

Radio Weekend Review:

- 6 campers attended. More counselors than campers attended.
- 5 counselors passed and got their technician license. 2 campers passed. Everyone who passed got a radio.
- Good learning experience. Training to a purpose. A lot more classroom instruction than they were expecting.
- Good connections with the Radio Club of Tacoma. Promoting the hobby to youth is in their charter.
- Sam's videos were really helpful.
- Didn't cover all the material. Sam would like help teaching.
- In the process of writing a blurb about the weekend.

Important Upcoming Dates:

- Programming Committee: January 24, 2024 @ 7pm
- Policy Committee: January 25, 2024 @ 6pm
- Camper and Staff Registration: February 3, 2024 @ 10am
- Safety Committee: February 6, 2024 @ 6pm
- 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:

February 27, 2024 at 6:30pm (for socializing), 7pm (official start time)

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

End time: 4:05pm