

# Camp Quest NorthWest Meeting Minutes

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

Tuesday, February 27, 2024 @ 6:30pm

Board Members in attendance:

President – Michael Warbington

Vice President – Andrea Kunkle

Treasurer – Meg Vimes

Secretary – Jami Gramore

Members at Large – Colbs Klingele, Kiah Penfield, Cece Crosby, Ben Frey, Mary Christiansen

Others in Attendance: Sparrow Sloglich, Sharon Zolnowsky, Jade, MJ, Eman Pleshe, Sam Mulvey, Gino Prodan, Becky Friedman

## Meeting Minutes:

Start time: 7:00 pm

### Approving 1/20/2024 meeting minutes:

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

### Radio Chat:

- CQNW's Radio Weekend was featured in the Radio Club of Tacoma's newsletter: [https://w7dk.org/images/rct\\_bark/bark\\_2024\\_02.pdf](https://w7dk.org/images/rct_bark/bark_2024_02.pdf)
- Sam's idea for a radio club name: The Architeuthis Order of Lids, Kids, and Space Cadets

### Safety Committee:

- Sparrow summarized the committee's progress.
- They drafted an Operations Manual for the Safety Committee and sent it to Policy.
- Sparrow is Chair, and Mike is Vice-Chair.
- Risk assessment in process
- Safety Log Review:
  - "What happens if there is a conflict of interest where a safety committee representative does something (potentially) unsafe?" – Kiah P.
    - Response: All committee members should disclose potential conflicts of interest. If few members are affected by conflicts of interest, the committee should decide whether or not to necessitate recusal. If many members are affected by conflicts of interest, the committee should defer to the Board to determine suitability. Matters of malfeasance should be deferred to the Board.
  - "What level of confidentiality will the safety committee use?" – Board
    - Reports should be anonymized. Board members may request information about the identities of parties involved. Generally, meetings are open to members of Camp Quest NorthWest in good standing, or by invitation of the Safety Committee, but matters needing discretion or confidentiality are handled in private meetings.
  - "What necessitates a safety committee meeting between quarterly meetings?" – Andrea
    - Additional meetings are held at the discretion of the safety committee, such as when there are critical incidents to review, or if there are many items to review.
- Next meeting: March 5, 2024 @ 6pm
  - Agenda

- Old Business
  - Risk Assessment
  - Review of Safety Question Log
- New Business
  - Continuity of Operations Plan
  - Facilities Inspection Plan

### **Registration Committee:**

- 14 LTs are registered for the Spring Retreat.
- July session is full with 2 campers on the waitlist.
  - 8-9 = 3
  - 10-11 = 7
  - 12-13 = 8
  - 14-15 = 7
  - 16-17 = 3
  - 8 new campers
- August session currently has 49 campers (out of 70 spots)
  - 8-9 = 0
  - 10-11 = 6
  - 12-13 = 16
  - 14-15 = 14
  - 16-17 = 13
  - 11 new campers
- 8 campers are registered for both sessions.
- Suggestion from Becky: Group ages 15-17 together since that denotes LT age. Age 14 as its own group because that designates possible LT bump-ups.

### **Staffing Committee:**

- Andrea: We have staff. Most are either returning staff or former LTs.
  - July: 9
  - August: 15
- We need more staff to open the July waitlist. Also need more staff for August, but we haven't hit our cap yet.
- Need folks to send their certifications to Andrea.
- No requests for staff travel grants yet.
- Andrea will contact volunteers who expressed interest but haven't applied yet.
- Trying to get at least one lifeguard for both sessions. May need to look into hiring a local lifeguard for Wasko.
- What's our arrival date for Wasko? There was a scheduling issue.
  - Andrea: Let me follow up with Wasko to confirm that arrival date. If we cannot arrive on 6/29, we might want to look for options for staying overnight that night somewhere else, so I want folks to block that day off on their calendar regardless at this point.
- Recruiting more staff: Send out more emails. Contact volunteer list, parents.

### **Grants Committee:**

- Ben: Kiah and Ben pared down the application form a week before registration opened.
- Ben wasn't getting notifications. Update: It's fixed now.
- Amount currently budgeted for camperships (it's a % of tuition income): \$5,130
- Amount requested so far: \$6,200 over 11 campers.
- Send the list of names to Meg V.

## **Treasurer's Report:**

- Meg V emailed the budget and balance sheets to the Board.
- Meg not running for reelection, so we really need to find a new Treasurer.
- She's looking into [Xero](#) for accounting software. Reasonably priced. Nice user interface. A lot of online support.
- Required by law to have a named Treasurer on the Board. Could split up responsibilities, with Treasurer overseeing.
- Board Members: Fill out the volunteer hours spreadsheet!

## **Programming Committee:**

- Mike: Committee has met twice since the last Board meeting.
- Made a calendar for the year. Came up with the theme: "Orwell That Ends Well: A light-hearted dystopian summer camp experience!"
  - Description: A thought-provoking program theme that draws inspiration from George Orwell's iconic works 1984 and Animal Farm and explores the enduring relevance of these cautionary tales in our modern world. Campers will gain a greater understanding of propaganda and marketing, a greater awareness of surveillance, and examine how their individual agency can impact the world around them.
- Started planning for the retreat. What programs do we want to develop? How do we want to communicate the theme? Plan for the future of CQNW?
- Spring Retreat: Come up with a better name at the retreat.
- Roles we need to fill for the Retreat: LT Lead, Head Chef, Program Development Lead
- Kiah is interested in Program Dev Lead. Becky interested in one of these roles.
- Kiah: "Sam, could you be the Director of Kiah Programming? Throw a fun little riddle my way once a day or something."
- Next meeting: Finished planning for the Spring Retreat. Review notes from the Fall Retreat.

## **Policy Committee:**

- Sparrow: The committee has been meeting every week.

**Agenda**

1. ACA Accreditation Status Report
2. Timeline and 'What's Next?'
3. Next Policy Meeting
4. Actionable Items
  - a. Safety Committee Manual
  - b. Inclusion Policy
  - c. Privacy Policy
  - d. Child Sexual Abuse Prevention
  - e. Age-appropriate Materials
  - f. Personnel Policies

**Meeting Chat**

Sam could you be the Director or Kian Programming?

Throw a fun little riddle my way once a day or something

Sparrow to Everyone 7:50 PM

No questions about retreat: thank you for reminder of programming meeting tomorrow

Kiah Penfield to Everyone 7:52 PM

Oh also @Colbs you were requested to be a Tory Security Buddy at the retreat

Andrea to Everyone 7:53 PM

Question about July - our website says it starts June 29, but I was under the impression we couldn't arrive until June 30. I know we had wanted to have folks block the time out, but at what point do we start going with the actual date folks can be on campus? Or are we having some folks come in the night before and get an Airbnb? Looking at sending welcome emails to new staff and I want to be as accurate as possible with the info

Who can see your messages?

To: Everyone

Type message here...

- Sparrow gave an ACA Accreditation Status Report
- What does ACA accreditation give us?
  - Peer-reviewing process for camps
  - Establishes compliance with camp-industry best practices
  - Promotes longevity of information in the event of staff turnover
  - Marketing opportunities
  - Cost: \$927/year (and it increases occasionally)
- CQNW's status:

Item	When?	Complete?
Submit application with fees to ACA	ASAP	✓
Attend Accreditation Process Workshop	ASAP	✓? (it's complicated)
Comply with ACA Standards	ASAP	✓
Submit written documentation to ACA	April 1 2024	In Process
Undertake two site visits	Summer 2024	✗
Receive accreditation	November 2024	✗

- ACA Visits
  - Visitors assigned in early March
  - Visitors will complete Written Documentation Review from April – June
    - WDR is collaborative effort to ensure policies are compliant
    - If policies are deficient, we will be notified and given the opportunity to revise
  - ACA pays for visitors' travel expenses and lodging
  - Site Visit Contacts:
    - Waskowitz: Mike
    - Kirby: Andrea
  - If all goes well, expect accreditation in November 2024
- Next Policy Meeting: February 29 @ 7pm

- To-do: The Board needs to review the policies and approve them. The Board decided to have a study session on March 12. Everyone needs to read the documents ahead of time.

### **Outreach Committee:**

- Do we have an Outreach Committee? Yes, but it hasn't been active. We need to create an outreach plan. We need someone working on Outreach for both staff and campers. Room for growth in all areas of the organization. We need a new Treasurer, and specifically need lifeguards.
- Need someone to lead social media, and cross-post on different platforms. Efforts have fizzled when some of the board members have tried to be active on social media. Ask former LTs?
- Canva – create some business cards, brochures, and social media stuff. Meg V has worked on this some.
  - Might be worth paying for the full version. Good for creating things.
  - They have a social media content planner. Might make it easier for a social media manager to make cross-postings.
- What we have: official website, Facebook, Discord, Instagram (not active), Youtube Channel, Smugmug (repository of photos from last 4 or 5 years), iNaturalist projects
  - Need a leader to manage these, and suggest other platforms.
- Becky: “Super helpful also have guidelines for how to interact with and respond to comments for anyone managing social media (because it will come up). Note: IG should be linked to FB because they are both owned by Meta. Also helpful for what to make posts about (e.g. 3 posts per week – Monday is staff recruitment, Tues is camp excitement, Thurs is throwback, etc.)”
- Andrea: We should try to recover our IG handle. Mike will ask about this.

### **Radio:**

- Sam went over the benefits of forming a radio club. Camp gets ARRL benefits and funding for education. Camp will have its own call sign.
- Need 4 people who are authorized by Camp Quest. One of them needs to be the Trustee who runs the ~~camp~~ club.
  - Sam would be the Trustee. His privileges are transferred to the club, which is great, because he's Extra.
  - Four signers: Sam, Eman, Link, Gino
- Cost? \$35 to register with the FCC
- Vote:
  - Mike made a motion, seconded by Andrea, to empower Sam to create a radio club license with the ARRL and FCC in the name of Camp Quest NorthWest The trustee of the organization will be Sam Mulvey, and he will name the other members on the license.
  - The motion passed unanimously.
- Talked about potential call signs.

### **Important Upcoming Dates:**

- Programming Committee: February 28, 2024 @ 7pm
- Policy Committee: February 29, 2024 @ 7pm
- Outreach Committee: March 4, 2024
- Safety Committee: March 5, 2024 @ 6pm
- Policy Study Session: March 12, 2024 @ 7pm
- Staffing Committee: March 13, 2024 @ 7pm
- 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:**

**March 19, 2024 at 6:30pm (for socializing), 7pm (official start time)**

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

**End time:** 8:55pm