

Camp Quest NorthWest meeting minutes

**Jennifer's home (1703 NW 62nd St., Seattle, WA 98107)
November 30, 2011 at 7:00pm**

Board Members in attendance:

President – Chuck Wolber

Vice President – Brennon Church

Secretary – Jami Blackann

Treasurer – Jerry Schiffelbein

Members at Large – Jennifer Jackson, Yuichi Shoda

Others in attendance:

Brian Jackson

Action Items:

- * Chuck: Ask volunteers if someone is interested in being a registrar.
- * Chuck: Set up Flickr account. Start moving August photos to our own online gallery.
- * Chuck, Jerry, and John: Get together to work on registration IT.
- * Chuck: Create half-hour presentation about CQNW. Deadline: January 31.
- * Chuck: Ask Eliza about joining the board.
- * Chuck and Sam: Work on website changes.
- * Chuck: Start doing background checks.
- * Jami: Work on a flyer and other promotional materials.
- * Jami: Ping Amanda about advertising materials.
- * Jerry: Add SA white canopy to SA board meeting agenda (Dec. 3)
- * Everyone: Work on Jennifer's training module.
- * Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.).

Meeting Minutes:

Start time: 7:25 p.m.

- * Previous meeting minutes were adopted.

Review of Action Items from Previous Meeting:

- * Chuck: Set up Flickr account. Start moving August photos to our own online gallery. **[not yet]**
- * Chuck: Buy bottles of water and canola oil. **[done]**
- * Chuck: Send message to Meetup and volunteer list to reassure everyone that the event is still on, even if it's cold and snowing. **[done]**
- * Jami: Bring SA banner holder and white string. **[done]**
- * Jami: Send email to board and volunteer list about bringing food and supplies for potluck. **[done]**
- * Jami: Start putting together list of volunteers and counselors. **[done]**
- * Jami: Prepare materials for information table. **[done]**
- * Jennifer: Have Sam call Chuck about working on the website. **[will do after meeting]**
- * Jennifer: Post message (with instructions, link, deadline, etc.) to the board list about training session. **[done]**
- * Jerry: Bring Seattle Atheists PA system, projector, and screen. **[done]**
- * Jerry: Bring purple CQNW t-shirts. **[done]**
- * Jerry: Put Solstice Party on CQNW Meetup. **[done]**
- * Jerry: Coordinate sale of white SA canopy to CQNW. Negotiate a reasonable price. **[will talk to board this weekend]**
- * Jerry and John: Work on registration tools. Talk to Amanda about Wufoo. **[ongoing]**
- * John: Set up Google Apps/Docs for CQNW. **[ongoing]**
- * Mary: Bring white duct tape. **[done]**
- * Mary and John: Bring coolers of ice. **[done]**
- * Everyone: Bring power strips. **[done]**
- * Everyone: Review and update inventory Google doc with supplies you have, and the supplies you're bringing. **[ongoing]**

Financial Report:

- * Contributions so far: \$7,754.29

- * Expenses: \$3,485.60

- * Balance: \$4,268.69

- * Jerry needs bank statements from Chuck.

Camp Tuition Exercise:

- * First year, we should only expect 10 – 20 kids.

- * Brennon put together a list of costs:

Base price is \$650 for 51 – 75 campers to not have to share the camp
\$21/day/person for 3 meals + possible snack
25% deposit + \$250 refundable damage, 75% refundable up to 60 days prior.

For 30 campers and counselors: 7 days * \$650/night = \$4550

Food: 7 days * \$21/day/person = \$4410

Total for 30 people = \$8960

Archery, Climbing Wall, Waterfront:
Onetime fee for each area – \$25

Total with archery, climbing wall, waterfront, housing, and food for 30 people
= \$9035 (\$452/2:1, \$393/3:1)

* The numbers in parenthesis are price points per ratio for breaking even – only as far as camp and food are concerned.

* For example, at a 2:1 ratio, \$452 per camper, and 20 campers, gives us \$9040. A 3:1 ratio, \$393 per camper, for 23 campers, gives us \$9039.

Other examples:

Total for 40 people = \$10,505 (\$390/2:1, \$351/3:1)

Total for 50 people = \$11,975 (\$352/2:1, \$316/3:1)

Total for 60 people = \$13,445 (\$337/2:1, \$299/3:1)

Total for 70 people = \$14,915 (\$318/2:1, \$282/3:1)

CQ prices elsewhere:

CQ Chesapeake = \$525 (\$475 by April 30th)

CQ Michigan = \$500 (\$450 by April 30th, \$25 sibling discount)

CQ Minnesota = \$489

CQ Montana = \$395 for 1st person, \$350 additional, 4 and under free. CIT = \$395

CQ Ohio = \$550 (\$500 by March 1st, \$25 sibling discount)

CQ Ontario = \$CA625 overnight, \$CA500 day, discounts available)

CQ Smoky Mountains = \$575 (\$525 by May 1st, \$25 sibling discount)

CQ South Carolina = N/A (only weekend camp so far)

CQ Texas = \$425 (\$375 by June 1st)

CQ West = Tiered, starting at \$465 going to ?

* Insurance Contact

John Moore w/ Northwest Insurance Group

3210 California Ave. SW

206-932-2500

His estimate for about 30 students is \$550 – \$750 for 2 to 14 days. This is very rough and changes drastically from year to year.

* Brennon has only contacted one person to get a basic idea. We'll definitely want to shop around when the time comes.

* If someone comes in to teach but aren't staying overnight, should we feed them? Seems like a worthwhile expense, but we need to keep the cost in mind.

* Future field trips will be necessary to figure out exactly what we need. Board games, sports equipments, craft supplies, etc.

* \$475 – \$550 seems like the right amount. If things work out well, and we get a lot of campers, we can lower the price for the next camp. Two-month window for early registration.

* We want to shoot for a 2 to 1 ratio. Seven staff members minimum. We have a lot of interested volunteers, and it would help train counselors for future camps. Only argument for 3 to 1 is cost (but it wouldn't be that significant).

* Most camps offer a field trip. Something to think about. We need to see what's around the camp.

Camper and Counselor Registration Plan:

* Wufoo and Paypal for now. The forms are being worked on.

* Administrative access to Wufoo: We only get one login. Might be a problem.

* Chuck will talk to Sam about website needs/wants.

Identify a Registrar:

* This is a very people-oriented job. Will work closely with Jerry and the database.

* Brennon: Would be ideal if we found someone outside the board to do this.

Medical Team Input:

* They're still working on it. Making a list of emergency supplies. Shouldn't be too expensive.

Volunteer Training Update (Jennifer)

* Counselor training is live. 1 hour module. Deadline: December 15.

Marketing:

* Jerry: Would like to see someone give a short presentation about CQNW at the Solstice Potluck on December 4, 2100 Building.

* Chuck: In general, he wants to put together a stock half-hour presentation about CQNW. Would like it to be interesting. He could then hit a bunch of Meetups.

* Northwest Freethought Coalition Conference: What kind of presence do we want? Should we push back early registration to include the conference? Discount for conference attendees (Wufoo does allow coupons)? Can we do CQ Junior? – Probably not this time.

* Darwin Day: More realistic to try a CQ Junior.

* Give out coupon codes at each event we're at. Also a good way to track where people are coming from.

* Jennifer: We need a flyer, among other advertising materials. Jami volunteered to work on this, just needs input on what we want.

* Jami: Has a Vistaprint sample portfolio. Contains free offers and special discounts for many different kinds of materials, such as business cards, postcards, magnets, flyers, brochures, letterhead, note cards, invitations, and announcements. These are useful offers that we should consider taking advantage of.

* Jami: Talk to Amanda (amanda@campwest.org) about what sort of example promotional materials they're willing to share.

* Jerry: We should have Meetups for volunteers/potential counselors to get together and talk. Get them interested. Something to keep in mind as we get closer to the date.

Board Resignation:

* Shirley resigned from the board. Will still volunteer when she can.

* We need to find someone for the open member-at-large position.

November Potluck Review:

* Overall, the kids had a good time. Well organized, great preparation.

* Programming didn't last as long as expected, some activities were left out, but the kids entertained themselves. Allow them to walk away, then come back when they feel like it.

* Acoustics were a bit of a problem, but not too bad.

* Brennon: A little too much separation between the age groups. Older kids already knew about the concepts.

* It was actually nice having the basketballs out. Kids had a lot of fun with them, occupied themselves without prompting.

* Would have preferred a bigger attendance. Distance may have been an issue.

* In general, it's always a challenge to reach outside the active atheist community.

Programming Idea:

* Jerry volunteered to teach unicycle lesson. We'd need smaller unicycles for the kids.

* Would love to have a gyroscopic unicycle.

Next Meeting:

Jennifer's home (1703 NW 62nd St., Seattle, WA 98107)

Wednesday, December 14, 7pm sharp

End time: 9:22pm