

Camp Quest NorthWest meeting minutes

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

December 14, 2011 at 7:00pm

Board Members in attendance:

President – Chuck Wolber

Vice President – Brennon Church

Secretary – Jami Blackann

Members at Large – Jennifer Jackson, John Keiser, Mary Keiser

Action Items:

- * Chuck: Send out follow-up email about finding a registrar.
- * Chuck: Email Jami with information about registration dates and early bird dates (for website banner).
- * Chuck, Jerry, and John: Keep working on registration IT.
- * Chuck: Finish half-hour presentation about CQNW. Deadline: January 31.
- * Chuck and Sam: Work on website changes.
- * Chuck: Start doing background checks.
- * Chuck: Set up teleconference to elect Brian to the board – two weeks from now.
- * Chuck: Create a job description document.
- * John and Chuck: Coordinate with Robert from Humanists of North Puget Sound about photo shoot and ceremonial procedures.
- * John and Chuck: Press release about Humanists of North Puget Sound donation.
- * Brennon: Look into amending the Bylaws about dissolution of group.
- * Brennon: Send email to Amanda with all camper information.
- * John: Give Eliza access to the Wufoo account (medical) and show her how it works.
- * Jennifer: Once Sam is finished with the website, send Jami the dimensions needed for the banner.
- * Jennifer: Let the board know when Module 2 is ready to go.
- * Jennifer: One-hour training module for staff members. No rush.

- * Jami: Work on a flyer and other promotional materials.
- * Jami: Talk to SA about sharing a storage unit.
- * Jami: Work on new website banner.
- * Jami and Jerry: Add white canopy to next SA meeting agenda.
- * Everyone: Work on Jennifer's training modules.
- * Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.).
- * Everyone: Write a personal letter of thanks to Humanists of North Puget Sound for their generous donation.

Meeting Minutes:

Start time: 7:20 p.m.

- * Previous meeting minutes were adopted.

Review of Action Items from Previous Meeting:

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

Financial Report:

- * Contributions so far: \$7,754.29
- * Expenses: \$3,485.60
- * Balance: \$4,268.69

* Nothing new to report.

* John: Approach Humanists of North Puget Sound about matching donations.

Board Nomination

* Chuck nominated Brian Jackson to the vacant member-at-large position. Seconded by John. We will now wait two weeks to officially elect him. Will do this through a phone conference.

Storage

* We'll need to think about this as we acquire supplies. One possibility is to share a space with Seattle Atheists. Jami will add this to the agenda for the next SA meeting (Jan. 8).

Camp Quest Summit

* March 3rd and 4th in Ohio.

* Brennon will go to this unless someone else would like to.

* Jennifer might be able to go, since she can visit family during the trip.

Year-Round Liability Insurance

* Annual report due at end of January.

* Chuck recommends looking into Hartford Insurance.

* Brennon: We need to amend the Bylaws about what happens with the dissolution of the group. Should go to other Camp Quests.

Registration and Camper Fees

* Most camps allow for a nonrefundable \$100 minimal deposit. Should we do this? Yes.

* Tuition: \$550

* \$25 discount for siblings.

* \$50 discount for early bird registration.

* Ages of campers: 8 – 15

* Pretty much all the forms are ready to go. Camper registration, medical forms, staff.

* Brennon: Send email to Amanda with all the information he has.

* John: Give Eliza access to the Wufoo account and show her how it works.

Photographer

* We would prefer to have one person who does this at every event. Kat may not be able to because she has a full-time job. Will need to find out what her commitment level is.

- * Chuck will send out a message asking for a more permanent photographer volunteer.
- * Chuck: Create a job description document. That way we can keep that information all in one place.

2012 T-Shirts

- * Most groups have a contest. The form gets sent out in the registration packet. Deadline around July 1. The board chooses the winner.

Marketing

- * Jennifer has had a lot of pushback while trying to find volunteers. They usually don't say no, but they aren't enthusiastic, either.
- * John: Just set up Google Adwords for Seattle Atheists. He explained that they get a certain amount of free pay-per-click advertising, and this is something we should look into once we get our nonprofit status.

Volunteer Training

- * Most people have finished the first module. Jennifer extended the deadline to this weekend.
- * Second module is almost finished and will be uploaded soon. Due January 15.
- * Jennifer will work on one-hour training for staff. Deadline: June.

Website

- * Sam is currently working on a new layout.
- * We need a new website banner. Jami volunteered to do this. The banner should emphasize registration dates, camp dates, and early bird registration. Deadline for banner: January 1.
- * Chuck will make a webpage that has all this information. Should also have a big button for registration.

Next Meeting:

**Keisers' home (755 SE 10th St., North Bend, WA 98155)
Wednesday, January 25, 7pm sharp**

End time: 8:45pm