

## **Camp Quest NorthWest meeting minutes**

**Round Table Pizza (15730 1st Ave S, Burien, WA)  
Wednesday, February 22, 6:30pm sharp**

Board Members in attendance:

President – Chuck Wolber

Vice President – Brennon Church

Secretary – Jami Blackann

Treasurer – Jerry Schiffelbein

Members at Large – Jennifer Jackson, John Keiser

Others in attendance: Becky Friedman, Lou Amadio

### **Action Items:**

- \* Chuck: Finish half-hour presentation about CQNW.
- \* Chuck: Start doing background checks.
- \* Chuck: Start a camp budget.
- \* Chuck: Prepare registration IT for switchover at end of February.
- \* Chuck: Ask parents who are having a hard time financially what they would be willing to pay for camp.
- \* Chuck: Send retreat invite to the volunteer list.
- \* Chuck/John/Jerry: Add a field to the registration application so parents can help sponsor other campers.
- \* Brennon: Bylaw addendum (dissolution section)
- \* Brennon: Ask Camp Kirby about using cooking/eating utensils for the retreat.
- \* Brennon: Pencil us in for Camp Waskowitz for the week of July 4<sup>th</sup>, 2013.
- \* Brennon: Research reputability of Francis Dean Insurance.
- \* Brennon: Ask Camp Kirby about their Archery/Climbing/Waterfront vetting process. Can someone get vetted immediately before the retreat? How much notice do they need?
- \* Brennon: Contact Rick at Camp Niwana about setting up a tour date. March 16.
- \* John: Send in Google Apps application.

- \* John: Work on Ask an Atheist ads.
- \* Jennifer: Create job description list (share it as a Google doc).
- \* Jennifer: One-hour training module for staff members. No rush.
- \* Jennifer: Contact the Secular Homeschooling Meetup group.
- \* Jami: Work on a flyer and other promotional materials.
- \* Jami: Work on additional website banners.
- \* Jami: Create Meetup for retreat (daytime only—no overnight stays).
- \* Jerry: Confirm with NWFC that we have a table at the conference. Find leader(s) to run the information table, along with volunteers for shifts.
- \* Mary: Continue looking into magazine advertising options.
- \* Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.). We especially need to figure out where the t-shirts are.

## **Meeting Minutes:**

**Start time:** 7:00 p.m.

- \* Previous meeting minutes were adopted.

## **Review of Action Items from Previous Meeting:**

- \* Chuck: Finish half-hour presentation about CQNW. Deadline: January 31. [**Ongoing.**]
- \* Chuck: Start doing background checks. [**Ongoing.**]
- \* Chuck: Create a job description document. [**Ongoing. Jennifer can do this.**]
- \* Chuck: Give Jennifer access to the Wordpress site. [**Done.**]
- \* Chuck: Finish letter of thanks to Humanists of North Puget Sound. [**Done.**]
- \* Chuck: Prepare an announcement to give at the beginning of the Darwin Day event. [**Done.**]
- \* Chuck: Agenda item: a proposal for retreat plan. [**Done.**]
- \* Brennon: Look into amending the Bylaws about dissolution of group. [**Ongoing.**]
- \* Brennon: Contact AAI about the conference and tell them we're interested. Ask if we can promote CQNW. [**Done, but they decided not to have us run a mini-camp this year. They feel there won't be enough demand to warrant the expenditure.**]
- \* Brennon: Contact band camp parent about schedule conflict. [**She would actually prefer July 4. Depending on how other parents feel, Waskowitz might be a possibility for 2013.**]
- \* Brian, John, and Chuck: Press release about Humanists of North Puget Sound donation. [**Done.**]
- \* John: Update website donation widget. [**Done.**]
- \* John: Get Google Apps set up. [**John needs nonprofit information, and then he can apply.**]

- \* Jennifer: Contact Amanda to get information about training staff members. [**Talked to Amanda and Sara. Will discuss this at the leadership summit.**]
- \* Jennifer: One-hour training module for staff members. No rush. [**Ongoing.**]
- \* Jennifer: Add information to website about what Camp Quest is, and what they can expect. [**Done.**]
- \* Jami: Work on a flyer and other promotional materials. [**Still hasn't had time.**]
- \* Jami: Work on additional website banners. [**Still hasn't had time.**]
- \* Jami: Bring CQNW banner to Darwin Day. [**Done.**]
- \* Jami: Create Meetup for retreat once Brennon confirms it with Kirby. [**Waiting until we have a headcount of current RSVPs.**]
- \* Jerry: Bring CQNW t-shirts to Darwin Day. [**No. Doesn't know where they are. Everyone should look for these.**]
- \* Jerry: Ask NWFC if we can have a table at the conference and pitch CQNW. [**All groups will have that opportunity. Jerry still needs to confirm. We need a leader to be responsible for the table. Pair up volunteers with board members.**]
- \* Jerry: Ask volunteers if anyone wants to go to Camp Fair. [**We missed it. Also, it was too much money to spend for this year.**]
- \* Jerry: Ask Seattle Atheists if they are willing to reschedule the April board meeting to accommodate the CQNW retreat. [**Done.**]
- \* Mary: Contact Parent Map about getting in the magazine. Also inquire about advertising options. [**Macaroni Kid: free. Ruby Slipper Guide: no response. Becky also suggests Tacoma News Tribune. Mary requests a budget. Parent Map is \$350.**]
- \* Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.). [**This should always be an ongoing action item.**]

## **Financial Report:**

- \* Contributions: \$20,282.67
- \* Expenses so far: \$4,270.60
- \* Balance: \$16,012.07
- \* We also have \$1,883.84 in our PayPal account.
- \* We need a budget for the camp. What are our projected costs? How many campers, counselors, and staff members do we have at any given moment? Always have an idea of where we stand. This will help us determine fundraising goals, too. Chuck will work on this.
- \* Chuck recently checked the balance of our bank account. It showed \$6,000 instead of \$16,000. Apparently the check was not accepted: "endorsement irregular." The amount raised a red flag, and the name in "to:" field must be part of the endorsement. Chuck is trying to resolve the issue without bugging Humanists of North Puget Sound.

## **Year-round Liability Insurance**

\* Brennon got an email from Amanda with information about insurance. There aren't a lot of options, and many of the camps use Francis L. Dean & Associates, Inc. Seems like a good company.

\* Liability coverage rates: \$4.50 per person per day (overnight camp) and \$2.50 per person per day (day only camp).

\* Vote: Should CQNW use Francis L. Dean liability insurance? Motion passed unanimously.

\* Must get a certificate before each event. We don't have to specifically name all the attendees, but we have to give them a headcount.

\* Brennon: Research reputability of Francis Dean.

### **Bylaw Addendum (Dissolution section)**

\* Skip until CQ Inc. votes on it.

### **Kagin Campership Fund**

\* Each CQ camp is getting \$500. Handed to the camps to disperse however they see fit.

\* How should we use it? Campership? Chuck will ask parents who are having financial difficulties what they would be able to afford.

\* Suggestion to aid struggling families: During enrollment, ask parent to help sponsor another kid. Either leave it blank, or chip in specific amounts. Explain that this will help more kids attend camp.

### **Marketing**

\* Becky: There's a Secular Homeschool Group. They usually meet in the South Sound area. Jennifer will look into this, since she has experience with secular homeschooling.

\* Ask an Atheist: Still running Billy ads. Listeners would love a new installment. AaA crew is happy to take a script and produce it. John will stay in contact. We have new ideas that can be turned into new scripts. We want to advertise enrollment. At the very least, we'd like rerecorded ads with new content about camp registration.

### **Camp Planning Retreat Discussion**

\* Rough agenda: The board agrees that it looks good so far.

\* Jennifer can't stay the whole time, which is fine. Stay as long as you can—you don't need to stay overnight.

\* Registration Update – about 11 over-nighters so far. Official count is on the Google doc.

\* Becky: Parents want to see what a typical day at camp looks like. Chuck has made diary write-ups, which are useful. But we need more specific details about the schedule. Show how we're different than other competing camps.

\* CQNW will do this as much as possible, but we may not be as competitive as we'd like during the first year.

\* How do we feed everyone? Take turns cooking, help each other out. There are cooking and refrigeration capacities.

\* One meal leader, with two or three assistants.

\* Need a grocery list.

\* Brennon can be in charge of a dinner, Lou can take a breakfast.

\* We can probably use their utensils, but that might only be for people renting the dining hall, which we are not.

\* Where will we work? We have free run of the buildings not in use. We could potentially go into the dining hall, but we can't cook there.

\* Goal outcome for retreat: A mostly complete programming matrix.

\* Time that we have the camp: April 13<sup>th</sup> at 12:00 p.m. – April 15<sup>th</sup> at 5:00 p.m.

\* Advertised start time: 6:00 p.m. Friday evening will be used to hang out, get to know each other, light business. The real work starts on Saturday. We'll have lunch on Sunday and then clean up. Won't need to stay the whole afternoon on Sunday.

\* Chuck: Official invite to the volunteer list.

\* Plan the materials we need: Paper, whiteboards, projector, screen, groceries, etc.

\* Archery, Climbing, and Waterfront activities: We need people who know how to do this, and they need to be vetted ahead of time. Lou can teach belay. Archery requires certification, but we're not sure what exactly counts.

\* Brennon: When can people get vetted for activities training? Can they do this Friday afternoon? Probably needs to happen before the retreat weekend.

\* Medical: As long as Chuck can get a signature confirming that he finished the class, we're set for the retreat. Eileen is still a maybe. Anyone who can get Red Cross training, please do so.

## **Staff Interview Committee Formation**

\* Jennifer: At the Leadership Summit, ask about how they handle staff interviews.

\* Other Leadership Summit questions: Find out more about background checks (Who do they use? What criteria? Hard decisions they've had to make about staff members? What to do about a frivolous no-contact order?). Camp security? What do they do for marketing? What were the other camps' first years like?

\* Brennon has been interviewed for Camp Quest West. Wants to be a counselor. He can let us know what the vetting process is like.

\* CQ Inc. is looking to hire another full-time staff member.

### **Registration Update**

\* We have 6 kids so far.

### **2013 Camp Location Update**

\* Penciled in for Camp Kirby. Midweek to midweek.

\* Camp Niwana: All of their weekends are filled right now. We can tour the campgrounds during the week to talk about service projects and getting the camp up to specs. Brennon and Chuck will take a field trip: try for March 9 or 16. Brennon: Contact Rick T. to secure March 16, 10 a.m.

\* Camp Waskowitz: Let's pencil in July 4<sup>th</sup> week. If we get enough positive feedback, this might still be a possibility. The camp is very popular, closer (North Bend), and we would be able to secure a weekend-to-weekend slot (unlike Kirby, which would again force us into a midweek-to-midweek slot). The cost would go up to about \$600 per camper, and the length of camp is slightly shorter: 6 nights, 7 days.

### **Light the Night Walk**

\* It's an event to raise funds for the Leukemia & Lymphoma Society, and it would be great to get all freethought groups nationwide to participate. Will happen sometime in the fall. We love the idea, but it's not a priority unless we can find a volunteer who wants to lead it. The board has too much on its plate with the summer camp.

### **Next Meeting:**

**Round Table Pizza (15730 1st Ave S, Burien, WA)**

**Wednesday, March 21, 6:30pm sharp**

**End time: 9:00pm**