

Camp Quest NorthWest meeting minutes

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

Wednesday, March 21, 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, Brian Jackson, John Keiser, Mary Keiser, Yuichi Shoda

Others in attendance: Becky Friedman, Lou Amadio, Kyle

Action Items:

- * Chuck: Finish half-hour presentation about CQNW.
- * Chuck: Start doing background checks.
- * Chuck: Start a camp budget.
- * Chuck: Send an email to retreat attendees about meals. Ask for cooks and suggest that those with dietary restrictions bring their own food.
- * Chuck: Get bio information about kids who need camperships. Send to Jami.
- * Chuck: Research if we can certify one of the board members to train other people (first aid, activity leads, etc.).
- * Chuck/John/Jerry: Add a field to the registration application so parents can help sponsor other campers.
- * Brennon: Ask Camp Kirby about using cooking/eating utensils for the retreat.
- * Brennon: Ask Camp Kirby if we're allowed to have alcohol at the retreat.
- * Brennon: Ask Camp Kirby about their Archery/Climbing/Waterfront vetting process. What time should they get there on Friday?
- * Brennon: Get detailed directions to Camp Kirby and send to the board.
- * Brennon: Look up the kid who emailed us about going to camp. He was willing to get a job in order to pay for it.
- * John: Clone campership registration form.

- * John: Start the Google grants process.
- * John: Work on Ask an Atheist ads.
- * Jerry: Bring CQNW t-shirts to conference (and any other relevant materials).
- * Jerry: Purchase donation buckets/jars for the conference.
- * Jerry and Lou: Purchase food items for the retreat.
- * Jennifer: Continue working on job description list (share it as a Google doc).
- * Jennifer: One-hour training module for staff members.
- * Jennifer: Contact the Secular Homeschooling Meetup group.
- * Jami: Work on a flyer and other promotional materials.
- * Jami: Work on additional website banners.
- * Jami: Update Meetup event for retreat.
- * Jami: Create Meetup signature that includes link to the website.
- * Jami: Fill out counselor/staff application.
- * Jami: Create campership signs for donation jars. Bring to conference.
- * Jami and Lou: Assist John with Google Adwords.
- * Mary: Talk to medical team and find out who is available to be camp nurse in August.
- * Mary, Brian, Yuichi, and Lou: Work on staff interview process.
- * Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.).

Meeting Minutes:

Start time: 6:45 p.m.

- * Previous meeting minutes were adopted.

Review of Action Items from Previous Meeting:

- * Chuck: Finish half-hour presentation about CQNW. [**Ongoing**]
- * Chuck: Start doing background checks. [**Later**]

- * Chuck: Start a camp budget. [**Ongoing**]
- * Chuck: Prepare registration IT for switchover at end of February. [**Done**]
- * Chuck: Ask parents who are having a hard time financially what they would be willing to pay for camp. [**Done**]
- * Chuck: Send retreat invite to the volunteer list. [**Done**]
- * Chuck/John/Jerry: Add a field to the registration application so parents can help sponsor other campers. [**Later**]
- * Brennon: Bylaw addendum (dissolution section) [**Still waiting for the lawyers.**]
- * Brennon: Ask Camp Kirby about using cooking/eating utensils for the retreat. [**Will do soon.**]
- * Brennon: Pencil us in for Camp Waskowitz for the week of July 4th, 2013. [**Done**]
- * Brennon: Research reputability of Francis Dean Insurance. [**Done**]
- * 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? [**Needs to contact**]
- * Brennon: Contact Rick at Camp Niwana about setting up a tour date. March 16. [**Done. This Friday at 10am**]
- * John: Send in Google Apps application. [**All approved. Need to add a few emails to it and coordinate with Chuck. Talk about Google grants sometime in the future (free advertising). Jami and Lou to help with Adwords.**]
- * John: Work on Ask an Atheist ads. [**Recorded and needs a filter.**]
- * Jennifer: Create job description list (share it as a Google doc). [**Working on it.**]
- * Jennifer: One-hour training module for staff members. No rush. [**Revamping the entire module.**]
- * Jennifer: Contact the Secular Homeschooling Meetup group. [**Later**]
- * Jami: Work on a flyer and other promotional materials. [**Ongoing**]
- * Jami: Work on additional website banners. [**Updated current banner with new information. Still needs to work on more exciting banners.**]
- * Jami: Create Meetup for retreat (daytime only—no overnight stays). [**Done**]
- * Jerry: Confirm with NFA that we have a table at the conference. Find leader(s) to run the information table, along with volunteers for shifts. [**Done. Need a staffing plan.**]
- * Mary: Continue looking into magazine advertising options. [**Ongoing. The big ones are pricey – a few hundred dollars. We also missed the deadline for Parent Map (January).**]
- * 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. [**Ongoing. Jerry found the t-shirts.**]

Financial Report:

* Contributions: \$20,881.80

* Expenses so far: \$4,685.60

* Balance: \$16,196.20

* Treasurer's report is in flux while Jerry resolves an issue with Paypal. Trying to get the money out of Paypal as quickly as possible to avoid problems.

Leadership Retreat Report (Jennifer)

- * Very informative, lots of useful materials.
- * Icebreaker activities will be posted eventually. Jennifer has three or four already that we can use at the retreat.
- * How to run the board. Redoing all of our training materials. Great info about communication, registration table, CQ leaders email list.
- * Pay special attention to your relationship with the host camp. Treat them like human beings, include them in your planning, give them gifts of thanks.
- * Walkie-talkies are better than cell phones.
- * Tips for new camps: Everything should be available in both hard copy and digital forms. How to use registration data as a potential pool of donors. Vetting staff and counselors.
- * Keeping parent and counselor hats separate. It's important not to burst the kids' "reality bubble." Children act differently when their parents are present at camp.
- * Ongoing discussion: Counselors stay overnight at camp (they act as parents). What about staff members? Who should stay overnight, who should go home? We need different levels of staff members. Overnighters will affect our costs, like food.

Archery Leaders

- * On March 17, Jami and Lou attended a class at the Issaquah Sportsmen's Club and received basic archery training certification.

Camp Planning Retreat Discussion

- * We need explicit directions to the camp and parking spots. Brennon will ask about this.
- * Need to know if we can use their utensils. Brennon.
- * How do we plan food? Menu for two dinners, two breakfasts, and one lunch. Need an email that directly asks about dietary restrictions (if they do, suggest that they bring their own food). We need cooks, menu, a grocery list, and then Jerry and Lou will buy materials. Figure out snacks and drinks later.
- * Brennon: Ask Camp Kirby if we're allowed to have alcohol if there are no kids.
- * Chuck: Email the retreat attendees and ask who would like to lead a meal. Ask for ingredient list. Gather information on a Google doc.
- * Jami: Meetup start time update: Be there at 8am and you'll get fed.
- * Jami: Create Meetup signature that includes link to the website.

Year-round Liability Insurance Update

* Sent the paperwork and check. Waiting to hear back from them. Brennon will call them at the end of the week to make sure they got everything. We need to get our certificate before the retreat.

Staff Interview Committee Formation

* Purpose: Decide exactly what you're going to do for an interview, then execute that plan. Judge their interest, character, enthusiasm, background.

* Mary, Brian, Yuichi, and Lou are volunteering for the committee. Mary has a lot of experience in this field, so she will head the committee.

* Mary: Talk to medical team and find out who is available for camp nurse in August.

* Timeframe: Ideally, the counselors will be selected by May 1. The committee will present their recommendations at the May board meeting.

* How many adults (counselors and staff) should attend camp overnight? With 20 kids and a 3:1 ratio, we only need 7 adults. With a 2:1 ratio, we need 10 adults. This means we need 4 counselors and 6 staffers.

* Three divisions: Camp counselors (stay with the kids in the cabins, acting as parental supervision), program staff (running the activities), and administrative staff (director, assistant director, nurse). Day/activity staff only show up for specific activities and do not stay overnight (not counted in 2:1 ratio).

* A concern: We have a surplus of adults who are interested in helping out—how do we include everyone? How do we keep everyone interested? Concentrate on getting more kids, because that way we have more room for additional adults.

Camperships

* So far, we're going to need \$1,925 for camperships. \$500 from CQ Inc. This could give us 5 more campers, for a total of 17 kids.

* Our goal is to send as many kids as we can, help out as much as possible.

* Conference table: Encourage people to donate to CQNW for camperships. Jar with silhouette of kid, age, favorite food, what he/she wants to be, etc. This is the best way to fundraise—raise money specifically for camperships.

* Chuck: Get bio information about the kids.

* Jami: Create campership flyers to stick on jars.

* Brennon: Double-check who the kid was in the email. He was willing to get a job in order to go to camp.

* John: Clone campership registration form.

Reimbursements for Certification

* How do we handle it properly? Anyone who wants to be reimbursed should be preapproved.

* Jennifer's advice from leadership summit: Keep track of in-kind donations, volunteer hours, etc. This is useful data when we apply for grants in the future. How many people in your community are participating in CQNW?

* Open it up to counselors. Let them know about certification and reimbursement.

* Chuck: Research if we can certify one of the board members to certify other people.

Ask an Atheist

* We will continue advertising. If we buy 6 episodes, AaA will take our script and produce the ad for free.

* Becky and Brian will work on marketing together.

Miscellaneous

* Camp activity idea: Learn about Native American art and/or make a cabin totem.

* Something to keep in mind: The advantages and disadvantages of having couples on the board.

Next Meeting:

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

Wednesday, May 2, 6:30pm sharp

End time: 9:00pm