

Camp Quest NorthWest meeting minutes

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

Board Members in attendance:

President – Chuck Wolber

Vice President – Brennon Church

Secretary – Jami Blackann

Treasurer – Jerry Schiffelbein

Members at Large – Yuichi Shoda

Others in attendance: Lou Amadio

Action Items:

- * Chuck: Finish half-hour presentation about CQNW.
- * Chuck: Work on the camp budget.
- * Chuck: Create program, activity, and hiring email lists.
- * Chuck: Look into setting up a PO Box.
- * Chuck: Forward t-shirt contest flyer to Jami from other camp, if available.
- * Chuck: Ping volunteer list and Town Hall Seattle for storytellers.
- * Chuck or Jennifer: Write blog and social media posts about the camper limit.
- * Jennifer: Continue work on training module for staff members.
- * Jennifer, Chad, and Becky (Activity Review Committee): Review activities.
- * Jami: Work on additional website banners.
- * Jami: Set up t-shirt contest asap.
- * Jami: Continue to incorporate CQNW into Seattle Atheists fair booths.
- * Jami and Lou: Assist John with Google Adwords.
- * Jerry: Report on charitable contributions to campership fund after January 1.
- * Mary, Brian, Yuichi, and Lou: Conduct background checks.

* Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.).

Meeting Minutes:

Start time: 6:50 p.m.

* Previous meeting minutes were adopted.

Review of Action Items from Previous Meeting:

- * Chuck: Finish half-hour presentation about CQNW. [**Later**]
- * Chuck: Work on the camp budget. [**Ongoing**]
- * Chuck: Research if we can certify one of the board members to train other people (first aid, activity leads, etc.). [**This isn't necessary for this year. Will worry about it for the next camp.**]
- * Chuck: Contact Autumn H. about campership money. [**Sent an email.**]
- * Brennon: Get the exact amount that CQNW still owes Camp Kirby. [**Done.**]
- * Brennon: Contact Matt about sending his daughter and son to camp. [**Matt has the info.**]
- * Brennon: Forward information to Jerry about camper transfer to Michigan. [**Done. Jerry issued the refund.**]
- * John: Work on Ask an Atheist ads. [**Hasn't had time, but we don't need any more advertising.**]
- * Jennifer: Continue work on training module for staff members. [**Ongoing.**]
- * Jennifer: Contact Chad and Becky to set up the Activity Review Committee. [**Ongoing.**]
- * Jami: Work on a flyer and other promotional materials. [**Ongoing.**]
- * Jami: Work on additional website banners. [**Ongoing.**]
- * Jami: Incorporate CQNW into Seattle Atheists booths. [**Had brochures at the U-District Street Fair. Jami was unable to attend herself. Jerry reports that we moved a lot of brochures and stickers.**]
- * Jami and Lou: Assist John with Google Adwords. [**Haven't had time.**]
- * Jami: Post minutes from retreat. [**Done.**]
- * Mary: Talk to medical team and find out who is available to be camp nurse in August. [**No matter what, we're guaranteed to have someone there.**]
- * Mary, Brian, Yuichi, and Lou: Interview staff and counselors. [**Done.**]
- * Mary, Brian, Yuichi, and Lou: Conduct background checks. [**Ongoing.**]
- * Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.). [**Ongoing.**]

Financial Report:

* Contributions: \$27,862.13

* Expenses so far: \$5,750.88

* Balance: \$22,111.25

* Exact amount that CQNW owes for summer camp: \$3,162.50 for the rental. Additional \$4,410 for the extra 10 campers. Total needed: \$7,572.50

* Current number of camperships: 6 (all registered through Wufoo)

Camp Director Delegation

* Motion: Article 5, section 1. Chuck requests that the board create a camp director position as an officer. Brennon seconds the motion. **Passes unanimously.**

* Motion by Chuck: Make the final hiring decision of staff and counselors up to camp director, but board retains position to veto any of the candidates. Yuichi seconds the motion. **Passes unanimously.**

* Motion by Brennon: Make Chuck the camp director. Jerry seconds the motion. **Passes unanimously.**

Staff Interview Committee Presents Results

* Asked a number of questions during the interview process about interviewees' background, experience with children, interests, expectations, hypothetical situations, etc. Tried to identify personality types and balance outgoing/reserved types in the cabins.

* Lou presented the results to the board (complete with a digital presentation).

* Activities: Some involve consumption of materials. How do we handle this? Create a list of supplies, submit to the board as soon as possible. The board can pick them up, and we can also reimburse.

* Program committee: Chuck, Lou, and Brennon. Task: fill in the blanks on the matrix.

* Training committee: Someone needs to review the activities and train leaders on how to instruct children.

* Chuck: Create program, activity, and hiring email lists. Every committee should have an email list.

* Motion by Yuichi: Hire the selected counselor and staff members. Chuck seconds the motion. **Passes unanimously.**

* Program matrix needs to be finished within the next two weeks. Chuck is going to talk to everyone on the phone, asking about interests, activities, and curriculum.

Campership Report

* 6 camperships: 2x \$550, 1x \$425, 1x \$400, 1x \$350, 1x \$250. Total: \$2,525

* Projected revenue: \$10,950 – camperships (\$2,525) = \$8,425

* Will run camp at a loss, but not a huge loss.

* 23% campership rate. Lower than we thought it would be. Have also received contributions for the camperships.

* Jerry: Report on all charitable contributions to campership fund after January 1.

Registration Update

* 12 campers signed up prior to March 1. 9 signed up on or after March 1.

* How many campers do we need before we reach our limit? 4 more females, 7 more males.

* Make a post to the blog, Facebook, Twitter, etc., about the camper limit. Contact Jennifer about this – she does an excellent job with blog posts. Chuck will do it if she's unavailable. Deadline: this weekend, June 10.

Discuss ramifications of new CQ, Inc license agreement

* Territory discussion in progress at CQ, Inc.: Each camp has to have a set boundary. 200-mile radius around camp site. This shouldn't be a problem for us. Do we try to take on Portland, which is approximately 200 miles away from Seattle? It would be better if the center were in a metropolitan area rather than the campsite, as this will shift significantly from year to year. Oregon: Consider making the state of Oregon its own area.

Post Office Box

* Where do we want our address? Federal Way is convenient for the current president and vice president, but Seattle might be more logical for future boards. Check into UPS stores – may be able to forward (but they charge for this service). Look into South End area, too.

* Chuck: Look into setting up a PO Box.

2012 T-Shirts

* Suggestion is to have a unique shirt for each year. Other camps usually hold a contest.

* Jami: Set up contest. Deadline for submissions: June 30, so we can vote before the next board meeting. We need the shirts in hand by August 1. Give Jason three weeks to make them.

* Chuck: Forward t-shirt contest flyer from other camp, if available.

* Chuck: Ping volunteer list for storytellers. Town Hall Seattle.

Next Meeting:

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

Monday, July 2, 6:30pm sharp

End time: 9:00pm