

## **Camp Quest NorthWest meeting minutes**

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

**Wednesday, July 2, 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, John Keiser, Mary Keiser, Jennifer Jackson, Brian Jackson

Others in attendance: Lou Amadio, Martin Daniels, Mike Keiser, Becky Friedman

### **Action Items:**

- \* Chuck: Finish half-hour presentation about CQNW.
- \* Chuck: Send programming activities to Becky and Jennifer.
- \* Chuck: Work on the camp budget.
- \* Chuck: Look into setting up a PO Box.
- \* Chuck: Post updated breakdown of ages and activities to Activities Committee.
- \* Chuck: Send Jami the final t-shirt distribution count.
- \* Brennon: Find out if we need special certification to distribute medications at camp.
- \* Brennon: Send final Camp Kirby bill to Jerry.
- \* Brennon: Ask Camp Kirby if we can create something with the CQNW name to leave behind, like a sign.
- \* Jennifer: Continue work on training module for staff members.
- \* Jennifer, Chad, and Becky (Activity Review Committee): Review activities.
- \* Becky: Invite Montana CQ family to CQNW.
- \* Jami: Contact Jason about t-shirt design.
- \* Jerry: Report on charitable contributions to campership fund after January 1.
- \* Mary, Brian, Yuichi, and Lou: Finish conducting background checks.

- \* Mary: Double-check if we can get someone certified as a lifeguard before camp.
- \* Lou: Post staff/counselor information to Google docs (make sure Becky gets it).
- \* Lou: Assist John with Google Adwords. Make at least one ad about donating to CQNW.
- \* John: Work on new Billy ads for Ask an Atheist.
- \* Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.).
- \* Everyone: Send John your personal email that you want to use for CQNW.

## **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: Work on the camp budget. [**Will do after camp.**]
- \* Chuck: Create program, activity, and hiring email lists. [**Done**]
- \* Chuck: Look into setting up a PO Box. [**Not yet.**]
- \* Chuck: Forward t-shirt contest flyer to Jami from other camp, if available. [**Done.**]
- \* Chuck: Ping volunteer list and Town Hall Seattle for storytellers. [**No success. Didn't feel like the right fit. We will put it together ourselves.**]
- \* Chuck or Jennifer: Write blog and social media posts about the camper limit. [**Done.**]
- \* Jennifer: Continue work on training module for staff members. [**Ongoing.**]
- \* Jennifer, Chad, and Becky (Activity Review Committee): Review activities. [**Ongoing.**]
- \* Jami: Work on additional website banners. [**Ongoing.**]
- \* Jami: Set up t-shirt contest asap. [**Done. No one submitted any designs. Will go with the premade CQ 2012 design.**]
- \* Jami: Continue to incorporate CQNW into Seattle Atheists fair booths. [**Done.**]
- \* Jami and Lou: Assist John with Google Adwords. [**Haven't made it a priority. John points out that we need to use it, otherwise we will lose it.**]
- \* Jerry: Report on charitable contributions to campership fund after January 1. [**Not yet.**]
- \* Mary, Brian, Yuichi, and Lou: Conduct background checks. [**Done for the first pass. Still have a few more interviews to do.**]
- \* Everyone: Update inventory sheet with supplies you have (t-shirts, food supplies, activity supplies, etc.). [**Ongoing.**]

### **Financial Report:**

- \* No report for this meeting. Jerry is still setting up his new computer.

### **Board Game Donation:**

- \* Mike Layfield has generously donated 144 Hexes (hexagonal chess games) to CQNW.
- \* Rules and info available at: <http://www.hexesgames.com/>

### **Clarification About Programming:**

\* Becky voices concerns about programming (what it will look like, who's filling what roles, and the process in which it's occurring). The scheduling still isn't entirely clear to staff and activity coordinators. Becky submitted activity descriptions via email and Google docs, but hasn't gotten a lot of feedback. Jennifer also doesn't have details about staff members.

\* Chuck: All concerns are registered. Notes that this is our first year, that we won't have everything worked out perfectly during our inaugural year. We're learning as we go, making as much progress as we can. Chuck is swamped with data, and not everyone can devote the time needed outside of the board meetings.

\* Becky: We have two educators at our disposal for the educational parts of the activity matrix.

\* Jennifer: We need to communicate better, make sure we aren't duplicating work or reinventing the wheel. People have been feeling out of the loop.

\* Lou: Problem is that we have multiple different data storage areas (emails, Google docs, meeting minutes, etc.). Jerry suggests a wiki format, but for now we can stick with Google docs.

\* Lou can post the sanitized information about the staff members to the Google docs.

\* Everyone: Send John your personal email that you want to use for CQNW. There have been some problems accessing data sent to campquestnorthwest.org accounts.

\* Chuck: Send programming activities to Becky and Jennifer.

\* Scavenger Hunt: Chuck needs a group to put together the hunt. Will also need prizes.

\* What camper rules will we follow? Rational rules of living.

### **Nurse:**

\* We don't have an official nurse, but we have several certified staff members.

\* Becky has certification, all ages. Will scan or take a picture of her certification card.

\* Chuck is officially our camp nurse.

\* Brennon: Check to make sure it's okay for first aid-certified volunteers to distribute meds with parents' permission. Do we need extra certification for this?

\* Where should the adults keep their meds? Shouldn't be in the same cabin as the kids. What is our reason? – Prevent theft and drug abuse (however unlikely that may be). Solution: keep it secure somehow. Put it in a different location, or lock it in your car.

### **2012 T-Shirt:**

\* Jami: Find out how much time Jason needs to make the shirts.

\* We don't have the final t-shirt distribution, but we should have it soon.

\* What color should the shirt be? Anything other than white would be preferred.

### **Materials:**

\* Once we've sorted out activities, then we can make a materials list.

\* Also need general supplies for camp (s'mores, campfire equipment, etc.)

### **Photography:**

\* Martin has a digital camera, laptop, projector. Will be recording as much as possible.

\* Doesn't have a screen or a video recorder (only an analog recorder). Becky has a flipcam that we could borrow. We can hang up a white sheet for a screen.

\* Martin plans to make a slideshow at the end.

\* We need to check the children's releases. Be deliberate about what gets posted publicly.

### **Lifeguard Update:**

\* Couldn't get someone certified quickly enough.

\* Mary: Double-check if we can get anyone certified in North Bend before camp.

\* We can also hire from Camp Kirby, which is about the same cost as certifying a volunteer. This is probably the best option.

### **Menu Update:**

\* If you want something specific, let Brennon know.

\* Brennon is in contact with the cook. He's making sure it's balanced nutritionally.

### **Service Project Ideas:**

\* Invasive species mitigation.

\* Trail clearing.

\* Kindling and firewood gathering.

- \* Build wooden boxes (but don't have materials at the moment).
- \* Painting cabins, with a lesson about how the outside setting affects the wear and tear on the cabins.
- \* Brennon: Ask if we can create something with CQNW name to leave behind, like a sign.
- \* Trail clearing and invasive species mitigation sounds like the best fit for us.

### **Miscellaneous:**

- \* Becky: Invite Montana CQ family to CQNW. We should at the very least keep in contact with them.
- \* Camp Kirby needs the rest of the money. Brennon: Send final statement to Jerry.
- \* Becky showed us a Billy animated video made by an Ask an Atheist fan. We should try to get a new ad out soon. John will try to make this a priority.
- \* Firewood: We should prepare to bring our own, just in case. Their wood might be wet, and they might be low after other camps.
- \* Theme: Northwest tree octopus.
- \* Do we want a movie night? We don't want the usual assortment of technology activities, but it's a decent backup. Movies are good rainy-day or timeout activities.

### **Next Meeting:**

**Round Table Pizza (15730 1st Ave S, Burien, WA)  
Wednesday, July 18, 6:30pm sharp**

**End time: 9:15pm**