

## **Camp Quest NorthWest meeting minutes**

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

**Wednesday, July 18, 6:30pm sharp**

Board Members in attendance:

President – Chuck Wolber

Vice President – Brennon Church

Secretary – Jami Blackann

Treasurer – Jerry Schiffelbein

Members at Large – John Keiser, Mary Keiser, Jennifer Jackson, Brian Jackson, Yuichi Shoda

Others in attendance: Kathy Amadio, Becky Friedman

### **Action Items (most are repeated from previous meeting):**

- \* 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: Follow up with Steve Jones.
- \* Chuck: Continue looking into PA system.
- \* Brennon: Find out if we need special certification to distribute medications at camp.
- \* Brennon: Send final Camp Kirby bill to Jerry.
- \* Brennon: Figure out what supplies we need to make a plaque for camp.
- \* Brennon: Make sure all staff know how to get to camp and any other relevant information.
- \* Jennifer: Continue work on training module for staff members.
- \* Jennifer and Becky: Comb through the activities and make a grocery list of all the needed materials.
- \* Becky: Invite Montana CQ family to CQNW.
- \* Becky: update activities into discrete uploads on Google docs.

- \* Becky: update daily plan with times.
- \* Becky: upload populated schedule matrix.
- \* Becky and Jennifer: Contact all counselors/instructors and verify expectations for activities and make sure the activity plan looks kosher.
- \* Becky: type and upload skit topic document.
- \* Becky: make Sam fill out background check.
- \* Becky: Monday during cabin time: add 15-min scheduled segment to talk about social media expectations upon going home.
- \* Becky: everybody add non-activity materials to general list--on Google docs.
- \* Becky: camp song list and lyrics.
- \* Jami: Finalize t-shirt order.
- \* Jami: Bring CQNW banner to next meeting.
- \* 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:** 7:00 p.m.

- \* It was decided to postpone review of action items until the next meeting.

## **Financial Report:**

\* Contributions: \$31,104.53

\* Expenses so far: \$5,750.88

\* Balance: \$25,353.65

### **T-shirt Update:**

Screen setup \$20 x 6 = \$120.00

Royal Blue Shirts, 2 color front, 4 color back

71 x \$11.00 = \$781.00

\* Jami will place final order.

### **Schedule Matrix:**

\* Becky discussed activity plans, suggested changes to the matrix.

\* Brennon: Experience with CQ West showed that kids don't like over-scheduling, so it's something to watch out for. Leave lots of room for free time.

\* Change registration/camp intros from 1pm to 3pm. Becky's forensics icebreaker can follow.

\* Brennon: Don't do mandatory service projects. Talk about invasive species to all the campers, but let cleanup be optional.

\* Check out for archery/climbing wall/waterfront: We should do this Monday so campers can get their bearings.

\* Breakfast: Don't force to sit longer than 45 minutes. Program signup following.

\* Becky: Update document with activities and times.

\* Jennifer: Make sure program leaders view and approve the final activity write-ups and material lists.

\* Jennifer and Becky: Comb through the activities and make a grocery list of all the needed materials.

\* Brennon: Squishy frogs make good prizes.

### **Registration:**

\* Officially closed.

\* Distribution: 14 males, 17 females. (31 kids total)

### **Photography:**

\* Be responsible about your picture taking and posting them online. Get permission when possible. We don't want explicit rules about what staff members can and cannot photograph. Use your best judgment – this will be explained during staff training.

\* Staff: Do not tag children when posting photos.

\* Jennifer: Add something about using social media responsibly. Paragraph blurb about this.

### **PA System:**

\* Chuck would like to purchase one for camp and other events. Found a good system for around \$800.

### **2013 Camp Update:**

Niwana:

\* Brennon still hasn't gotten a response. Desirable dates: August 2 – August 10

Kirby:

\* August 12 – August 19 or 20. (Monday through Monday/Tuesday)

Waskowitz:

\* June 30 – July 6

### **Next Meeting:**

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

**Monday, July 30, 6:30pm sharp**

**End time: 9:30pm**