

Camp Quest NorthWest meeting minutes

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

Wednesday, October 16, 2013, 6:30pm sharp

Board Members in attendance:

President – Chuck Wolber

Vice President – Brennon Church

Secretary – Jami Blackann

Treasurer – Jerry Schiffelbein

Members at Large – Brian Demong, Becky Friedman, Yuichi Shoda, Lou Amadio

Others in attendance: Michael Warbington, Mike Keiser, Kayla Ritchie

Action Items:

- * Brennon: Compile camp feedback and make it available to board members.
- * Becky: Purchase plane ticket for leadership summit and submit receipt to Jerry.
- * Lou: Make sure staff/counselor applicants know about the retreat date during the application process.
- * Chuck: Create formal staff descriptions.
- * Brian: Get CQNW on the SSU schedule.
- * Chuck: Contact Stephen Peterson from FTW.

Meeting Minutes:

Start time: 7:00 p.m.

- * September board meeting minutes were accepted unanimously.

Review of Action Items from Previous Meeting:

- * Brennon: Compile camp feedback and make it available to board members. **[Will do for next meeting.]**
- * Chuck/Jerry: Refund CIT tuition. **[Done.]**
- * Chuck: Create agenda for next meeting. **[Done.]**
- * Buy Becky's plane ticket for leadership summit and submit receipt to Jerry. **[Becky still needs to buy the ticket. CQNW will reimburse.]**
- * Everyone: If one of your personal items ended up in storage, email Brennon about it. **[Done.]**

Financial Report:

- * The treasurer gave his report. Contact Jerry for details.

2014 Master Planning Calendar, in progress:

16Oct2013	Master planning calendar and schedule matrix submission to the board.
28Nov2013	Camp location and date selection.
18Dec2013	Abstract camp session plan definition (based on discussion at Nov meeting).
01Dec2013 - 28Feb2014	Camp staffing committee formation (Lou Amadio Staffing Director).
01Jan2014	Staff and camper registration opens for 2014 season.
15Jan2014	Camp session framework submitted to the board.

	10:30 PM Lights Out	8-13 L/O @ 10:00 14+ L/O @ 10:30	8-13 L/O @ 10:00 14+ L/O @ 10:30	8-13 L/O @ 10:00 14+ L/O @ 10:30	8-13 L/O @ 10:00 14+ L/O @ 10:30	8-13 L/O @ 10:00 14+ L/O @ 10:30		
Sunset: 2035hrs	Sunset: 2033hrs	Sunset: 2032hrs	Sunset: 2030hrs	Sunset: 2028hrs	Sunset: 2026hrs	Sunset: 2025hrs	Sunset: 2023hrs	Sunset: 2021hrs
09Aug2014	10Aug2014	11Aug2014	12Aug2014	13Aug2014	14Aug2014	15Aug2014	16Aug2014	17Aug2014

Discussions:

- * Chuck made changes to meal times, shortening them to a half hour. The board discussed pros and cons to a half-hour lunch. Becky says 45 minutes would be better. Or rather, half-hour lunch + 15 minutes transition time. Also, 12:30pm feels too late to some campers and counselors.
- * Ages 13 or under go to bed at 9:30pm, older kids at 10pm.
- * Becky proposed an alternate schedule with certain adjustments.
- * Have a meaningful service project – not just busy work to help make the groundskeeper’s job easier.
- * How to manage the appropriate amount of bathroom/shower time?
- * Regular staff getting Facebook messages about board meeting minutes, next meeting information. Stay on top of social media networking.
- * Leadership summit: Opportunity to have staff exchange program.

Discussion of Camp Management Software:

- * Lou: We’re getting lots of data, but no tools to efficiently manage it.
- * Wufoo has a lot of downsides. Doesn’t manage finances for the individual. Hard to keep track of existing campers from year to year (same problem with staff). We need to merge the data and have better communication. Kathy looked at different CRM solutions, one of which offers a lot of useful functionality. However, it is expensive (\$1,000 setup fee + \$350 / month). Is there an amount of money CQNW is willing to pay for commercial management software? Could CQ Inc. purchase a unified solution to share? Transition away from Wufoo? Realistically, we can’t find a solution fast enough for the 2014 camp session, but we need to come up with a solution as soon as possible. Our current management software is going to get more and more difficult to use. Questions: Technical details? Can they partition? Who owns the data?
- * Becky points out that CQ.org email addresses are going to be available to counselors, so volunteers can email with the credibility of CQ. Some members of the board have concerns about representing the group. We should be cautious about this and consider discussing the issue with CQ Inc. Kayla: We should think about having an official public relations person. Brennon will take a look at it.

Reminder of 2014 Camp Kirby Dates:

- * Reserved: August 9-17
- * Camp: August 10-16

Next Meeting: Tuesday, November 19, 2013
Round Table Pizza (15730 1st Ave S, Burien, WA)

End time: 9:20pm