

Camp Quest NorthWest meeting minutes

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

Thursday, April 24, 2014, 6:30pm sharp

Board Members in attendance:

President – Chuck Wolber

Vice-President – Brennon Church

Secretary – Jami Blackann

Members at Large – Michael Warbington, Lou Amadio, Brian Demong, Becky Friedman

Action Items:

* Chuck: Put together hierarchy of staff leads.

* Chuck: Develop a staff training manual, along with a way to confirm that the staff read and understood. Provide links to staff videos.

* Lou: Send out updates to staff.

* Michael: Promote flag contest.

* Mike, Brennon, Chuck (and anyone else who wants to): Preview training videos.

Meeting Minutes:

Start time: 7:05 p.m.

* Chuck moves to accept the March board meeting minutes without reading them. Lou seconds.

* March meeting minutes were accepted unanimously.

Review of Action Items from Previous Meeting:

* Chuck: Put together hierarchy of staff leads. [**Ongoing**]

* Chuck: Remind Lou to send a general update once a month to accepted staff. [**Lou was reminded at the meeting.**]

* Chuck: Develop a staff training manual, along with a way to confirm that the staff read and understood. Provide links to staff videos. [**Ongoing**]

* Chuck: Tell Lou about mileage reimbursement for non-local staff members. [**Done**]

* Brennon: Communicate with parent about CQNW's policy on severe food allergies. [**Done**]

* Becky: Organize retreat shopping list and send to Chuck. [**Done**]

* Michael: Put flag contest on the CQNW website. [**Done**]

Treasurer's Report:

* Brennon would like to purchase Quickbooks. The board approves.

* Brennon needs to figure out how to accept non-cash donations.

Medical Information:

* Lou: Give chief medical officer identifiable medical information for the campers. Be sure to password-protect the data. The board approves.

Staff and Counselor Update:

* Lou gave an update of staff/counselor applicants.

* Darren – Get lifeguard training asap.

Program Submission Form:

In email, Becky sent a preview of the tool from Mary Barczack at CQ Inc. for keeping track of our program submissions: “Chuck is in possession of all the programs that were generated at the retreat—our next step is to refine and enter them into this format. This is a flexible form that allows for camps to share information and adapt programs to their needs as well. I didn’t include any in this sample, but you can also attach documents, photos, and other files in addition to website links.”

* Current downside: Can’t edit the form without starting over.

Training Videos

* A few board members need to watch and review the videos.

* How to entice some staff members to watch 4 hours of videos: Becky suggests that one or two weeks before camp, everyone get together to watch all the videos together and take the quizzes.

Reminder of 2014 Camp Kirby Dates:

* Reserved: August 9-17

* Camp: August 10-16

Next Meeting: Tuesday, May 27, 2014

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End time: 9:08 pm