

## **Camp Quest NorthWest meeting minutes**

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

**Tuesday, May 27, 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, Becky Friedman

### **Action Items:**

- \* Lou: Ping Waz about materials we need.
- \* Lou: Send out another monthly love note to staff.
- \* Lou: Research RFID tags for badges.
- \* Chuck: Continue working on programming.
- \* Chuck: Call new staff.
- \* Chuck: Add staff video PDFs to staff training.
- \* Chuck: Ask registrar about parent meetup.
- \* Mike: Continue to work on the flag contest.
- \* Gordon: Take notes about training videos, share with the board.
- \* Gordon: Talk to friend at Top Pot Doughnuts about getting donated or discounted coffee.

### **Meeting Minutes:**

**Start time:** 7:00 p.m.

- \* Chuck moves to accept the April board meeting minutes without reading them. Mike seconds.
- \* April meeting minutes were accepted unanimously.

### **Treasurer's Report:**

- \* Contact Brennon for details.

### **Registration:**

- \* The board reviewed up-to-date camper registrations and financial aid, including the waitlisted children.
- \* Straightened out some details about camper information and cabin arrangements.

### **Equipment Investments:**

- \* Archery: We can borrow a lot of supplies from the range where Lou practices.
- \* Lou would like to start ordering supplies for rope craft.

- \* Action item for Lou: Ping Waz about materials we need.

### **Coffee:**

- \* We need a lot for camp, probably 100 pounds. Chuck proposes that we try to get better quality coffee for the staff, like Starbucks or Top Pot.
- \* Can we get a charitable contribution from a business? Cheaper options? An additional coffee pot?
- \* Paul Mopps is the coffee tsar. Never let the coffee run out.

### **Storage:**

- \* In June, need to take inventory of supplies in storage.
- \* Lou: RFID tags?

### **T-Shirts:**

- \* We need to start designing shirts and badges.
- \* Theme: Blast off, lift off.
- \* Ideas, color scheme: Not orange (Lou). Outer space octopus: Rocktopus (Becky).
- \* Send these ideas to Brian, let him use his creativity.

### **Lead Cabin Counselor Job Description (Mike W):**

#### Job Description:

- \* The Lead Cabin Counselor is an intermediary position between the cabin counselor level and camp leadership level in order to reduce the burden on the Camp Director, Co-Director and Programming Director positions. The male and female Lead Cabin Counselors will oversee cabin staff to provide support, offer feedback, and manage staff resources to ensure a fun and successful camp.

#### Responsibilities:

- \* Handle and report on smaller problems as necessary and escalate larger issues to the leadership as required. (Camp director and/or assistant director should be advised of recurring disciplinary problems, any issue involving personal injury, or any situation where a parent should be contacted or made aware.)
- \* To be a resource and provide support for cabin counselors and floating staff. Ensure that the staff never feels overwhelmed or that they have to handle challenging circumstances on their own. Check in with staff regularly in addition to morning meetings.
- \* Ensure that cabin staff are taking their breaks, especially during designated times but also throughout the day as needed.
- \* To allocate the resources of the floating staff and provide direction to where assistance is required.
- \* To communicate before the start of camp with new and returning cabin staff regarding what to expect at camp and their roles and responsibilities. Assemble and distribute staff handbook prior to the start of camp. Unify and clarify policies and procedures. ("Lights out," etc.)

### **Staff Training Videos:**

- \* Gordon has started watching them. He's taking notes, and he gave a review of what he watched so far. He recommends that we point out the order staff should watch them in. Videos also come with summaries in PDF form – might be useful to include in staff manual.

- \* Paul agreed that there is some useful information in the videos.
- \* The board still thinks it's a good idea to have a private meeting for staff members to watch all the videos and take the quizzes. Can double as a staff reunion. Need to find a location and a date soon.
- \* Select videos that are most important and must be seen by all staff members.
- \* Action item for Chuck: Call new staff.

### **Emergency Procedures:**

- \* Chuck has been working on this.

### **Miscellaneous:**

- \* Lou: Ask parents to send in at least 2 soda bottles (with caps) for rockets.
- \* Chuck: Would be nice to do something to recognize kids who graduate / age out.
- \* Mike W has posted about the flag contest on Facebook. Will have ideas and more information for the next board meeting.
- \* Inventory of storage unit: Friday, June 20. 5pm
- \* Official policy for keeping email addresses after a board member leaves the board: They lose their email address, unless they remain active with the board.
- \* Staff Facebook page: Members can stay, even if they're not staff for that year. It helps to create community and stay in touch. The board will use their discretion about removing members if they're misbehaving.
- \* Reminder: If you're in an official position (especially executive positions), use your CQNW email address for communication.
- \* Becky: Fanny pack with essentials.
- \* Update Materials Needed list online.

### **Inventory Meeting: Friday, June 20, 2014**

#### **Next 3 Board Meetings:**

**Tuesday, June 17, 2014**

**Tuesday, July 15, 2014**

**Tuesday, July 29, 2014**

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

**End time: 9:32 pm**