

Camp Quest NorthWest meeting minutes

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

Tuesday, July 29, 2014, 6:30pm sharp

Board Members in attendance:

President – Chuck Wolber

Vice-President – Brennon Church

Secretary – Jami Blackann

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

Action Items:

- * Lou: Check car insurance about liabilities for renting the U-Haul.
- * Everyone: Submit to Michael anything that should be included in the staff manual. Due date: August 6.
- * Everyone: Immediately submit to Brennon any remaining supply requests.
- * Michael: Put together staff manual, send out PDF before camp, and print copies.
- * Brian: Finish badges.
- * Brennon: Order camp supplies (including American flag).
- * Waz: Contact director of Camp Quest West to ask about how they dealt with norovirus.
- * Brennon: Withdraw petty cash for camp.
- * Becky and Chuck: Work on staff training notes.

Meeting Minutes:

Start time: 7:08 p.m.

- * Chuck moves to accept the July 15 board meeting minutes without reading them. Becky seconds.
- * July 15 meeting minutes were accepted unanimously.

Treasurer's Report:

- * Contact Brennon for details.

T-Shirts:

- * Chuck showed us the finished t-shirt. About 172 shirts total were ordered – 10% more of each size than needed.

Badges:

- * Brian is working on the badges.
- * CQNW has a good quality badge printer.

Transportation to Camp:

* Chuck and Lou are thinking about renting a U-Haul trailer to transport supplies to camp.

* Lou will check with his insurance about damage and liabilities.

Camp Materials:

* Give Brennon any remaining supply requests. He will start ordering tomorrow.

* Brennon will indicate on the list which items have been ordered.

* Bring everything currently in the storage unit.

Flatland and Sphereland movies:

* Can't schedule it into the blocks, but it's good for a future event, or to have on hand during this camp session for kids who need to do something during downtime.

Staff Packets:

* Michael is working on these. Will include scheduling and duties, roster, cabins. He will send out a PDF to staff before camp and print paper copies as well. For the paper packet, staple together and use 3-hole punch.

* Due date: Wednesday, August 6. Send Michael everything he needs for the staff packet.

Flags:

* Michael has ordered the camp flag. Will be delivered this week.

* Should we fly the American flag in addition to the CQNW flag? Consensus of the board: yes, as long as we're not creating lots of the ceremony around it. Good opportunity for discussion. Raise the flags every morning – great LT duty.

* Need to investigate if we have the ability to hang two flags.

* Brennon: Order 3' x 5' American flag.

Chief Medical Officer (Waz):

* Certified as auto-injector.

* Making a binder of instructions and log of medical records. Individual camper files, daily log.

* What works when interacting with campers: down-to-earth, didn't talk down to kids.

* Be discrete about broken zippers, don't draw attention while we deal with mess.

* Will call parents ahead of time to talk about medical specifics.

* Putting together a simple medical packet for each cabin.

Health and Hand Washing:

* Lou researched automatic hand-washing stations. Quick and efficient, but expensive and requires a permanent installation. Won't work for this session, but something to keep in mind when we have our own campgrounds.

* To prevent disease transmission: Mandatory to make sure kids wash and sanitize their hands before meals.

- * Camp Quest West got a bad outbreak of norovirus. Need to have a strategy for this.
- * This is an opportunity to talk about hygiene, sanitizer, and super bugs.
- * LTs can be in charge of squirting hand sanitizer.
- * Use alcohol-based sanitizer. Anti-bacterial cleaners contribute to bacterial evolution.

Next Board Meeting:

Tuesday, September 16, 2014 at 6:30pm

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

End time: 9:40 pm