

Camp Quest NorthWest meeting minutes

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

Tuesday, January 13, 2015, 6:30pm

Board Members in attendance:

President – Chuck Wolber

Secretary – Jami Blackann

Members at Large – Michael Warbington, Lou Amadio, Bridget Lombardo, Gordon Schryer, Becky Friedman, Natalie Koonce

Others in attendance: Sharon Zolnowsky, Sean Duncan, Paul Mopps, Chauni Porter, Adam Eichholz

Action Items:

- * Chuck: Work on 360 feedback.
- * Chuck: Remind Darwin Day Committee to make supply requests to the quartermaster.
- * Chuck: Follow up with Brennon about Gordon's financial aid to the leadership summit.
- * Chuck or Lou: Give Becky access on Active to the LT form.
- * Chuck: Make an agenda item for next meeting dealing with consensus agreements vs official voting.
- * Staffing Committee, Chuck: Invite interested new applicants to Darwin Day and the Planning Retreat.
- * Brennon: What do we need to know about the meals and facilities at 4-H for the retreat?
- * Natalie: Contact the Darwin Day Committee about giving a CQNW presentation.
- * Darwin Day Committee: Add link to Amazon wishlist to CQNW brochure insert.
- * Darwin Day Committee: Submit a formal materials list for Darwin Day to the quartermaster.
- * Jami: Create Meetup for next board meeting.
- * Michael: Contact family who registered camper for both camps and explain the situation.
- * Staffing Registration and Programming Committees: Pick a firm date when you need to know which registered volunteers will be selected for which camps.

Meeting Minutes:

Start time: 7:00pm

* Jami read the December 20 meeting minutes. Chuck moved to accept the minutes after the reading. Lou seconded. The Board accepted the minutes unanimously.

Review of Previous Action Items:

- * Chuck: Work on 360 feedback. **[Ongoing]**
- * Chuck: Contact Waz again to get materials from him. **[Chuck has made contact and a plan]**

- * Chuck: Create CQNW email address for Gordon. **[Done]**
- * Chuck: Update staff recruitment team with the following members: Mike, Gordon, Natalie, Chuck, Lou, Bridget **[Done]**
- * Chuck: Send out a call for volunteers for Darwin Day. **[Maybe?]**
- * Chuck: Forward the CQNW brochure insert draft to the Board. **[Chuck forwarded during the meeting]**
- * Brennon: Send check to Michael and Gordon for CQ Leadership Summit travel expenses. **[Michael received his, and Gordon is still waiting]**
- * Brennon: Insure CQNW for Darwin Day. **[Done]**
- * Brennon: Backfill budget information on Google doc from previous years. **[Ongoing]**
- * Lou or Sharon: Create a wishlist for CQNW, on website and Amazon.com. Promote for the holidays. **[Ongoing]**
- * Lou: Help Natalie with recruiting presentation. **[Ongoing. Plan: go to some universities, Meetups, and Darwin Day.]**
- * Lou or Becky: Modify the staff landing page on the website and model it after LT program page. **[Done]**
- * Sharon: Create an Amazon account. **[Done]**
- * Sharon: Donate Lost and Found items to Goodwill. **[Sharon went through the materials. 7 items have names on them – hold on to these. Other items are dirty and not even thrift store worthy. Keep sleeping bags and towels.]**
- * Sean: Follow up with Darwin Day volunteers. **[Done. He’s getting great activities submissions.]**
- * Becky: Get a billing statement from Ask an Atheist, send to treasurer. **[Done]**
- * Becky: Update the LT part of the website as needed. **[Done]**
- * Becky and Registration Committee: Create a separate parent sign off to address issues that affect LTs. **[It was decided that it won’t be a separate part of registration. Separate agreement for LTs and their parents/guardians has not been created yet.]**
- * Jami: Create Meetup for next board meeting. **[Done]**
- * Everyone: If you want to volunteer for Darwin Day, contact the Darwin Day committee. **[Done]**
- * Everyone: Remember to use smile.amazon.com for Amazon purchases and donate to CQNW. **[Done]**

Treasurer’s Report:

- * Contact Brennon for details.
- * Becky suggests that CQNW invest in checks. There was an issue getting CQNW’s payment to Ask an Atheist.

Registration Committee Update:

Updates from Kathy:

- * Registration released publicly on Saturday, January 10. We have 22 registrations so far (5 OR, 17 WA).
- * Created Initial Registration Reports (Media, T-shirt/Photo, LT)
- * Registration form now combines questions from previous year’s registration form and camper clearance form. No more pestering families to fill out the clearance forms.

Asks from the Board:

- * Need decision on messaging prospective families for registering a camper for both camps. Only have 1 camper signed up for both camps.
- * Need decision on suggestion to use a ‘marketing’ type email to welcome LT-aged campers into LT program rather than require an addition registration sign-off. AI Becky will get back to Kathy about this.
- * Need decision on whether to change age requirements to allow for 18-year-old seniors who would be more appropriate for LT program than camp counselor/volunteer.

To Do:

- * Mass email to CQNW alumni regarding registration being open for both camps.
- * FB post regarding registration being open and final call for feedback from last year’s camp.

Attendance at Both Camps:

* A lot of discussion happened online about this issue. Previously, there was general *consensus* on the Board, reflected in minutes from earlier board meetings, that we wanted to limit registration to one camp only for the first two months, to give new campers an opportunity to participate in Camp Quest without both camps being immediately filled with returning campers. After March 1, families will have the opportunity to register for both camps, so it is not impossible for double registration if the camps are not yet filled. This is the reason that many volunteers and Board members agreed to expanding to two camps in the first place. The online discussion revealed that there was not unanimous agreement that this is the best course of action for registration.

* Lou pointed out that Active, the backend software, does not allow us to limit registration to one camp. Our current solution is to point out on the website that we're limiting registration, during the months of January and February, to one camp only. If someone still signs up for both, from this point forward, we will have to manually deal with it, since Active is unable to restrict registration. The Registration Committee asked, given the new information about Active, that we eliminate the requirement to limit registration to one camp before March 1. Other members of the Board wished to still limit registration as we agreed upon previously.

* For further consideration with the Board: How do we handle agreements made "by consensus"? What does this mean exactly? What if there were no recorded dissents? When do we require an official vote? There's been confusion about items that were discussed and seemingly agreed upon in previous meetings, but that didn't get an official vote. Also, how do we enforce something after the fact, such as a family who registered for two camps, while the Board was still not in unanimous agreement?

* Consensus: We will continue to limit registration to one camp only. If a double registration still comes through during January and February, Natalie and Michael will handle contacting the parents.

LT-aged Campers:

* Programming Committee discussed this issue at the December meeting. Becky explained: Megan Pike ran the LT program for CQ West and had good input on this. Have a permission slip for LTs, and the parent signs it. Registrar makes sure the forms are filled out. Programming Committee follows up on LT-aged sign-ups who don't fill out the permission slip to be a part of the leadership track. Becky needs access to the Active LT form. Update the website to specify that LT-aged campers will participate in the LT program.

18-Year-Old Senior:

* The Board wants to handle it case-by-case. But how do we handle it on the backend software? Kathy will need to change the registration form to handle special cases. Change the backend registration up to 20 years old. Make it explicit on the form that camp is for up to 17-year-olds. Board will look at older sign-ups on a case-by-case basis.

* Pass resolution: Michael, Gordon: Change backend to technically allow up to 20-year-olds. Special cases will need to be handled manually.

Staffing Committee Update:

* Lou reported: 20 registered staff. 16 registered for Oregon, 17 for Washington.

* Google docs messed up the PowerPoint presentation for staff members. Lou will fix this.

* Lou updated Google Adwords to include Oregon session, and refreshed the grants. He needs to figure out how to pay for more interesting keywords that require more than a \$2 cost-per-click.

* Becky asks: Do we have a consensus on how to handle allowing local staff volunteers in place of double-registered volunteers? The application allows people to pick their preference. We'd like to have a good idea

during the March planning retreat where people will be going. Who gets priority if we already have enough staff, and when do we inform them? Is it first come, first serve? We need a firm commitment date.

* Chuck asked: Staffing, Registration and Programming Committees need to propose commitment dates. Which sessions are the staff going to? A month after the retreat, in April?

Darwin Day Committee:

* Contact email: darwinday (at) campquestnorthwest (dot) org

* Location: 2100 Building, Classroom (this is the upstairs room – *not* the board room)

* Update from Chase, via email: Things are continuing smoothly, both with programming and volunteer organization. Lots of activities have been planned for the children. The children will be checked in by their parents and then given neon paper bracelets to wear while in our care. Sharon confirms that we have the bracelets in stock.

* Sean or Chase: Submit a formal materials list for Darwin Day to the quartermaster asap.

* Research the facility and what it has/doesn't have. Do we need a TV, a projector, etc.?

* If the Amazon wishlist is ready, the Board would like a link on the brochure insert.

* We perform background checks for new volunteer applicants.

* Invite "non-creepy" volunteers to DD and planning retreat.

* Becky request: DD Committee needs to know about colored bands and access control.

Social Committee:

Contact: social (at) campquestnorthwest (dot) org

Programming Committee:

* Contact: programming (at) campquestnorthwest (dot) org

* The committee had a robust discussion about theme, which will be decided on during the next meeting.

* Becky shared the plan for the retreat.

* Meal planning for retreat. 4-H will cook and clean for us. Brennon: What are details of the 4-H facilities? What do the Board and volunteers need to know before attending the retreat?

Quartermaster Committee:

* Amazon wishlist has been created: <http://www.amazon.com/gp/registry/wishlist/P9SQNMXCDO92/>

Important Upcoming Dates:

Darwin Day: February 14, 2015 at the 2100 Building

Camp Quest Leadership Summit: February 20 – 22, 2015 in Dallas, Texas

CQNW Retreat: March 20 - 22, 2015 at 4-H Center in Salem, Oregon

Next Board Meeting:

Monday, February 9, 2015 at 6:30pm

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

End time: 10:00 pm