

Camp Quest NorthWest meeting minutes

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

Monday, May 11, 2015, 6:00pm

Board Members in attendance:

President – Chuck Wolber

Vice President/Acting Treasurer – Brennon Chruch

Secretary – Jami Blackann

Members at Large – Michael Warbington, Bridget Lombardo, Becky Friedman, Gordon Schryer, Natalie Bornfleth

Others in attendance: Sean Duncan, Sharon Zolnowsky, Paul Mopps, Brian Demong, Jessie

Action Items:

- * Chuck: Send link to CPR/AED equipment to Sharon so she can add it to Amazon wishlist.
- * Jami: Send website header to Brian.
- * Mike and Chuck: review and approve LT letter to parents.
- * Becky: create cabin assignments for Washington.
- * Everyone: Continue sending supply lists to the quartermaster.

Meeting Minutes:

Start time: 7:09pm

* Chuck moved to accept the April 11 minutes without a public reading. Becky seconded. The Board accepted the minutes unanimously.

Review of Previous Action Items:

- * Chuck: For CPR/AED training, investigate acquiring equipment and come up with a proposal. **[Done]**
- * Bridget: Look into renting CPR/AED equipment. **[Done. No renting from school districts.]**
- * Michael: Send out a poll for preferred dates for the staff day of training. **[Done]**
- * Becky: Send a programming supply list to quartermaster. **[Ongoing]**
- * Chuck: Ask parents on waitlist if they'd be willing to send their kids to OR if a bus from Seattle were available. Ping Registration Committee. **[Done]**
- * Brennon: Investigate the insurance liabilities of transporting kids to Oregon. Using our own vehicles vs renting? **[Done]**
- * Chuck: Contact CQ Inc. about coordinating invisible deities of different camps so there isn't conflict. **[No one else has the newt.]**
- * Jami: Create Meetup for next board meeting. **[Done]**
- * Jami: Change banner on website. **[Not done]**

Treasurer's Report:

- * Contact Brennon for details.
- * Currently up to date with camp deposits. Brennon also took care of insurance last week.

CPR/AED Training:

* Chuck and Bridget investigated acquiring training equipment.

* No renting is available. The equipment is rather expensive. Red Cross: \$1,500 for a class size of eight. Amazon: \$227 for a single beginner's kit.

* Board consensus: Put the equipment on the Amazon wishlist (<http://amzn.com/w/P9SQNMXCDO92>), and continue to look for affordable third-party CPR classes to send our staff to.

Darwin Day:

Chase sent his recommendations via email:

1. Bring a stereo, and age-appropriate music.
2. Make and bring at least one poster (maybe 3' by 2') to post just inside the main entrance directing people upstairs. The poster should be colorful and festive. I would recommend it saying something like "godless childcare" or something that makes it clear to people that this is the childcare for Darwin Day.
3. Have at least 2 group circle games or activities. I would recommend something semi physical and active. Play one in the middle of the day and one at the end.

Things which worked well this year included:

1. Paper bracelets at check-in, with parents' phone numbers written on it.
2. Legos, board games, and other free-play activities.
3. Having the projector and N64 available for older kids.

* Also make sure to talk to Lou Amadio about the online pre-check-in. It needs to be updated every year. He handled it this year as well.

* Great song to play at camp: They Might Be Giants – "Here Comes Science"

Staffing Committee Update:

* Gordon has been doing interviews and background checks. The Board reviewed the newest applicants.

* OR fully staffed (better than 2:1 ratio).

* WA staffed with 27 confirmed volunteers, and 4 in progress. Still accepting applications for male and female volunteers (more emphasis on male volunteers).

* Contact Michael W for details.

Programming Committee:

* Becky and Michael reviewed progress of the programming committee. All blocks are filled for afternoons and mornings. Need to fully document everything. Still working out the details on some of the programs.

* Have created two camps with mirrored programming. Working on supplies list and communicating with activity leaders about particulars.

* Gordon pointed out inefficiency of activity leaders going to the store to find items, sending the information to the quartermaster so she can buy it, and then retrieving the items from the quartermaster. The Board discussed how to make the process more efficient. The problem with individuals buying items for camp is that we have a budget to adhere to.

* Snack run before/during camp: We only plan to make one trip during camp. Send requests to the quartermaster ahead of time.

* Will try to do more programming practice on the first day that staff arrives at camp.

Registration Committee Update:

Kathy sent her updates via email:

Updates:

- * Sent payment reminders to both WA and OR families with outstanding balances.
 - * 10 OR session families with outstanding balances.
 - * 18 WA session families with outstanding balances.
- * Sent mail to wait list folks inquiring why they remain on WA wait list as opposed to registering for Oregon.
 - * Received feedback from 9 out of 16:
 - * 4 was due to timing
 - * 2 prefer WA location, but may consider OR
 - * 1 prefers WA, but is registered for OR as well
 - * 2 family/friend going to WA

Upcoming Dates:

- * May 15th : Final payment deadline for OR
- * Beginning of June: Need to send out camper packets for OR

Follow-ups Needed:

- * Waiting on LT form content in order to implement in Active [Becky]
 - * This request has been active since January. Has the Board decided to not implement the LT consent form?
- * Do you want to use Active to manage cabin and pod assignments? [Chuck/Brennon]
- * LT consent form can be found in Google documents under: Camp Quest > 2015 > 2015 Programming titled "Sex Ed Acknowledgement."

Social Committee:

- * Nothing new to report. Contact Bridget with any questions.
- * Use Facebook group to promote events for activity run-throughs.

Quartermaster Committee:

- * Contact Sharon with any questions.
- * Still needs to contact Waz and get supplies from him.

Emergency Procedures:

* The Board went over emergency procedures documentation. Contact Michael for details.

* A Study of Active Shooter Incidents in the United States Between 2000 and 2013:

<http://www.fbi.gov/news/stories/2014/september/fbi-releases-study-on-active-shooter-incidents/pdfs/a-study-of-active-shooter-incidents-in-the-u.s.-between-2000-and-2013>

* This is the scenario video developed by the FBI that goes through the currently accepted optimal procedure:

<http://www.fbi.gov/about-us/cirg/active-shooter-and-mass-casualty-incidents/run-hide-fight-video>

Programming Meeting:

Tuesday, May 19, 2015 at 6:30pm

Next Board Meeting:

Tuesday, June 9, 2015 at 6:00pm

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

End time: 9:00 pm