

Camp Quest NorthWest meeting minutes

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

Tuesday, June 9, 2015, 6:00pm

Board Members in attendance:

President – Chuck Wolber

Vice President/Acting Treasurer – Brennon Chruch

Secretary – Jami Blackann

Members at Large – Michael Warbington, Becky Friedman, Gordon Schryer

Others in attendance: Sean Duncan, Sharon Zolnowsky, Paul Mopps, Brian Demong, Waz, Phil, Kathy Amadio

Action Items:

- * Mike: Send email to all current volunteers to be added to volunteer list.
- * Mike/Paul: Interview Caitlynn R.
- * Mike: Ask about OR swimming flexibility.
- * Quartermaster: Buy more jerseys and/or ribbons for team sports.

Meeting Minutes:

Start time: 7:00pm

- * Chuck moved to accept the May 11 minutes without a public reading. Mike seconded. The Board accepted the minutes unanimously.

Review of Previous Action Items:

- * Chuck: Send link to CPR/AED equipment to Sharon so she can add it to Amazon wishlist. **[Done]**
- * Jami: Send website header to Brian. **[Done. Brian created a new header.]**
- * Mike and Chuck: Review and approve LT letter to parents. **[Done]**
- * Becky: Create cabin assignments for Washington. **[Started, but not finished]**
- * Everyone: Continue sending supply lists to the quartermaster. **[Ongoing]**

Treasurer's Report:

- * Contact Brennon for details.

Staffing Committee Update:

Oregon Staff:

* Mike read off the names of volunteers who have confirmed that they are still planning to attend camp in Oregon. He also named the volunteers who have not yet responded and will be contacted if they have not replied to the email by tomorrow afternoon.

- * This puts us at 18 staff, which is still above our target of 16 for a 2:1 ratio.

Washington Staff:

* Mike reviewed the current staff and applicants.

- * This puts us at 32 staff for Washington, which is a few above our target of 28 for a 2.5:1 ratio.

At-Camp Training:

- * Mike will be putting together an agenda for at-camp training in Oregon. Needs to know:
 - If you would like to lead or assist in covering a particular topic with staff,
 - If you have any requests for topics to be covered,
 - If you would like to volunteer to lead or coordinate an icebreaker, short game or activity,
 - If you require time set aside for a particular activity, such as program run-throughs or organizing camp supplies.

Printed Materials:

- Emergency Plan: Planning to print three copies. (Director, Nurse, Oregon 4-H Center)
- Technical Manual: PDF already distributed to staff. Physical copies with minor revisions will be distributed to all staff at camp.
- Camp Guidebook: Under development, will be distributed to staff at camp. Will include:
 - Staff Phone Numbers
 - Rational Rules for Living
 - Rotating Duty Descriptions
 - Six-Step Discipline Process
 - Cabin Assignments
 - Pod Assignments
 - Pod Descriptions
 - Individual Staff Duties
 - Activities, games, and brain teasers.
- Printed copies of the schedule for each cabin and dining hall.
 - Large poster-sized copy? Was that worthwhile last year? Yes.

Registration Committee Update:

- * Kathy attended in person to give the Board an update.
- * OR: Nobody on waitlist for Oregon.
- * Camper packets have been sent out.
- * Taking care of outstanding balances.
- * Create medical binders? Yes.

Programming Committee Update:

- * Programming staff have been collaborating online and in person since last meeting.
- * The 20 activities for all morning block programs and 3 all-camp evening activities are known and named. Some activities will differ between OR and WA; we will make use of 4H materials and educational modules in OR. Program leads for Oregon and WA have been notified, and deadlines have passed for getting materials requests to the quartermaster. Quartermaster has *most* of the supply requests updated and clarified. Some material purchases have been made outside of quartermaster and treasurer accounting/oversight; those items will remain separate from the CQ programming budget and will be donated.
- * Program scripting/documentation is still unfinished and requires further refinement. There are several alternate activities available, tried and tested either in cross-grade educational contexts or in CQ contexts, in the event that one of the planned programs cannot be run.

- * OR Afternoon Choice time and STACK time schedule have not been determined. Archery, adventure swing, and pool time unknown/unspecified at this time. Afternoon supervision (i.e. staff duty rotation) is not yet articulated.
- * WA afternoon choice and STACK time schedule follows as in years past. Afternoon supervision (i.e. staff duty rotation) is not yet articulated.
- * Once curriculum write-ups are finalized, the goal is to print 8 front-to-back, 1 for director, 1 for assistant director, 1 for program director, 1 to remain in the supply staging area, and 1 for each of the 4 camper cabins. A few copies of alternative activities will also be available.
- * As part of staff training, we'll need to allot 2 hours for organizing all camp supplies, including T-shirts (a small team can work on this while other staff attend to things like campus tour, campus cleanup, etc.). After materials have been sorted and organized for at-camp use, we'll need two 30-minute blocks for each instructor to practice running their program. Each A-block instructor should pair up with their B-block partner and deliver the class/activity as they expect to do with campers.
- * Burke Box reservations are confirmed. Need to confirm who will pick up and return for OR camp. Gordon can pick it up and return it.
- * Mike: Ask about OR swimming flexibility.
- * Adventure Swing Training: How do we manage this? A line will end up forming. Need to coordinate with Connie.
- * Quartermaster: Buy more jerseys and/or ribbons for team sports.
- * Gordon: Offer nature walk during free choice time?
- * By Sunday night, we need to have all the program/schedule documentation finished. Meeting on Saturday afternoon to get it done.
- * Discussion about OR programming locations and cabin assignments.

Next Two Board Meetings:

Wednesday, July 8, 2015 at 6:00pm

Wednesday, July 29, 2015 at 6:00pm

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

End time: 8:35 pm