

## **Camp Quest NorthWest meeting minutes**

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

**Wednesday, September 9, 2015, 6:30pm (board members only)**

**7:30pm (open to general public)**

Board Members in attendance:

President – Chuck Wolber

Vice President / Acting Treasurer – Brennon Church

Secretary – Jami Blackann

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

Others in attendance: Chauni Porter, Dan Lombardo, Paul Mopps, Brian Demong, Kayla Ritchie, Steve Peterson, Phil Cole, Meg Colburn

### **Action Items:**

- \* Michael (and anyone else with input): Continue working on the harassment policy draft.
- \* Jami: Go through all the meeting minutes and determine which Board seats are available.
- \* Brennon: Follow up with ACA and Mary about vaccination requirements.
- \* Brennon: Transfer Google docs to CQNW account.
- \* Michael: Follow up with Mary about CQNW participating in the 2017 Leadership Conference.
- \* Chuck: Add to organizational chart for 2016: Finding a mental health specialist for camp.

### **Meeting Minutes, Board Only:**

**Start time:** 6:41pm

### **Camp Quest NorthWest Harassment Policy**

- \* All board members read and discussed the policy Michael Warbington drafted.
- \* Available in Google Docs: Camp Quest > Policies and Procedures > Camp Quest NorthWest Harassment Policy.
- \* Draft sources: Michael modeled the policy after a few freely available online resources, as well as his company's policy. Michael will track down his resources and reference them, if needed.
- \* Natalie suggested a modification about the complaint procedure: It should be part of the policy to get a neutral third-party peer mediator. Appoint the mediator before the investigator to try to resolve the conflict internally before escalating to an external investigation. There was discussion on the Board about the difference between mediation and investigation, and the pros and cons involved with having an intermediary step.
- \* Lou: What are the other levels of discipline? Should we spell it out? In some instances, we can name actions and disciplinary consequences. Depends on the situation. Gordon indicated that other/typical employment harassment policies do not spell out consequences, but may express the limit as "up to and including

termination.” The HR professionals are entrusted with and capable of determining appropriate corrective actions.

\* Becky raised a concern about the following sentence: “If you become aware of an incident of harassment, whether by witnessing the incident or being told of it, you must report it to the CQNW Board President, or to the relevant Camp Director or Assistant Director.” Is this normal for most harassment policies? In her experience, the target of harassment tells harasser to stop, or reports it to a supervisor. The potential problem is that the witness may observe an incident, but might not have the whole story, could misunderstand something, and then it snowballs into a big investigation. The person it’s being reported to has the discretion to escalate or not. At the same time, we don’t want to contribute to the fear to report.

\* Gordon: In the Definition section, the first sentence about intent seems to conflict with a later statement about how intent doesn’t matter. The Board agrees that intent shouldn’t matter. Also, how explicit to get with the definition of harassment? Gordon points out that the definition of harassment is fairly loose, leaving open the acceptance and pursuit of charges against “being contradicted” or “having a dispute or argument.” These are often unwanted and unwelcome events, but not harassment. Most employment harassment policies are intended to protect severe, serious, and pervasive offenses.

\* Gordon: One definition is as follows: “Harassment” is a serious, severe, or pervasive conduct, that is unwanted or offensive that has the purpose or effect of violating a person’s dignity or creating an intimidating, humiliating, hostile, or offensive environment. Unlawful discrimination and harassment (based on race, color, sex, pregnancy, age, national origin, religion, language, social origin, disability, genetic information, sexual orientation, veteran status, gender identity, trade union membership, or other categories protected by applicable law) will not be tolerated.

\* Gordon will be sending Michael other samples and sources for his consideration.

\* To continue working on the draft: Make comments and changes on the document, or contact Michael directly.

## **Investigations – Review of Motions:**

### Motion 0:

Pursuant to Article VII, Section 1, the President appoints Mike Warbington as chair of a special investigation committee. Mike shall be tasked with taking the following steps:

1. CQNW senior leaders have received complaints regarding the behavior of two volunteers. These volunteers will be informed that there have been complaints made regarding their behavior and that there will be an investigation, and that they will have a chance to respond before consequences are determined.
2. Inform other parties (witnesses and victims) that there will be an investigation and that they may be contacted. The names of these individuals are known to the board members who consented to this course of action but are withheld here for the sake of privacy.
3. Inform board members and other volunteers that the first hour of the upcoming board meeting (6:30-7:30) will be limited to board directors only.
4. Contact Amanda Metskas to ask for a recommended investigator.
5. The appointed investigator investigates and makes a recommendation to the five consenting board members.
6. The five consenting board members take the proposed policy and the investigator’s recommendation to the board at the closed portion of the next meeting for review, discussion, and a vote.

This committee shall be automatically disbanded at the completion of the two investigations. If the committee needs more time, step 6 may be moved to the October board meeting, or we can convene a special meeting, as needed.

Motion 1:

Camp Quest NorthWest will proceed with the investigation of X’s allegations towards Y and we authorize Eliot to investigate. We will notify Eliot of all pertinent details prior to the investigation.

Motion 2:

Camp Quest NorthWest shall retain control of investigation described in Motion 1. Eliot shall report to Camp Quest NorthWest. Amanda Metskas of Camp Quest National shall be privy to the results of the investigation.

Motion 3:

Motion 1 stands. Motion 2 shall be overturned. Camp Quest NorthWest shall relinquish control of the investigation described in Motion 1 (also described as “investigation 3”) and the investigations authorized on 8/21/2015 (also described as “investigations 1 & 2”) to Amanda Metskas at Camp Quest National.

\* Michael spoke to Eliot. The investigations are currently underway. Timeframe: Recommendation in about a week.

\* Gordon proposes for a future discussion: The Board should have a discussion involving a potential policy regarding the liability concerns of staffing a camp with people known to have a history of mental health issues. We should discuss the merits of avoiding a bad news media representation. At the same time, Gordon recognizes that these are our friends and family and likely very low risk, so we’d like to proceed cautiously.

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**Meeting Minutes, Open to Public:**

**Start time:** 7:35pm

**General Review of Camp Sessions:**

- \* Lots of positive change each year of camp. Good to have campers and volunteers capped lower. More intimate and focused.
- \* Some positive changes went a little too far, such as LTs being too separate from other campers.
- \* More staff would be useful. People were physically exhausted.
- \* Even though there was less staff, people were really willing to jump in and help wherever they could. People helped without needing to be asked.
- \* Sex Education Program: This year CQNW had Planned Parenthood give an age-appropriate medically accurate sex ed talk to LTs. Successful program that led to great discussions. Would be nice to have age-appropriate sex ed for all campers. Great information on consent, communication, protection. Camper feedback: really awkward for siblings in the same program.
- \* Food review: Too much cheese and refried beans.

**Camper Feedback:**

- \* Every camper except one said they wanted to come back (social reason for why they didn’t want to come back).
- \* Why do you want to come back? Fun. Because of the people, friends. Safe haven. New pods. Summer home. Want to be a counselor. No religion.

\* What did you learn? Science. The call for Architeuthis. History. Human evolution. Sea life. Information about animals. Socrates Cafe. The art of origami. Archery. Finger knit. Time and Jesus. Respect myself and be confident in myself. Patience is key when it comes to little kids. Pokemon. Playing around with no video games. Possible to have fun without electronics.

\* Best parts: Archery. Friendship. Nature is good. Announcements song is annoying. Rock climbing. Dance. Food. Sleeping. Kayaking.

\* Least favorite: Not having enough things to do. Choice time. Bible stuff. No movie at dance. Sports. Songs. Cold. Not all friends were there. Pods (a lot of pre-LT didn't like pods). Bugs. Not long enough.

\* Things to improve: More STACK choices. More time in water. Movie instead of dance. Fort construction activity. More sleeping. More cross-cabin opportunities.

### **Michael Warbington's Review of Camp:**

- As our organization has matured, there has been a trend to move away from secular, skeptical, atheist, freethinking, humanist programming and conversation. My speculation is that many of the repeat counselors have "gotten that out of their system" as it were and have moved on to focusing on just offering an excellent summer camp. That's admirable, and ultimately a positive trend, but we should remember that many of our new campers and volunteers are joining us looking specifically for that sort of programming content. We should endeavor to emphasize that content without overdoing it or drumming it into the ground. It's a fine line to walk and one we can continue to improve on.
- Label all the things. Use permanent marker, label maker, or excess CQ bumper stickers. All things that belong to CQNW should have "CQNW" on them somewhere to eliminate any ambiguity.
- Camp Guidebook ideas:
  - Make the distinction between the two afternoon blocks more clear. Sports/Choice time vs. STACK time. This is confusing for new counselors.
  - Indicate the time of day on the staff assignment grids, for instance "C&D Blocks 1:00-2:45 PM", to further clarify when those assignments take place.
  - Ensure that assignment blocks are placed in a logical order in the guidebook.
  - Assign bathroom cleaning duty as an afternoon C or D block assignment, or at another time during the day, so that we can ensure that bathrooms are cleaned regularly and that the assigned person has a break in their schedule to do it.
- Wrote up a "Day in the life of a CQNW Counselor" for the website to give new counselors an idea of what to expect on their first day of camp.
- Mail delivery at camp is unreliable. We should reset family expectations of mail delivery. It will take longer than expected to be delivered, and it is an unreliable method of delivering needed items to camp.

### **Board Elections:**

\* Becky and Brennon will be declining to run again at the end of their term (Sept 30).

\* There needs to be more clarification about how many seats are up for election. Action Item for Secretary: Figure out when each Board member was elected and what other positions are expiring this month – in particular, the people who were filling vacancies.

\* Make an announcement about upcoming elections asap.

\* Deadlines: Candidates should show interest by Sept 20, and give statements by Sept 25. The vote will be held between Sept 25 and Sept 30. Set up anonymous vote online.

### **Oregon 4-H Camp for 2016:**

\* Brennon contacted the Oregon 4-H camp with a list of dates for summer 2016. None of the weeks were available except the second week in June, which conflicts with most students' school schedules.

\* Someone will need to take over this responsibility. Brennon will pass on the research he's done (most of this is in the Google docs, which is owned by Brennon).

### **Expiring Committees:**

\* Committees expire at the end of August. Reconstitute them in October with different charters. In October we'll propose what committees we need and see who will lead those committees.

### **Next Board Meeting:**

**Tuesday, October 6, 2015 at 6:30pm**

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

**End time: 9:11 pm**