

Camp Quest NorthWest meeting minutes

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

Monday, April 25, 2016, 6:30pm

Board Members in attendance:

President – Chuck Wolber

Treasurer – Michael Warbington

Secretary – Jami Blackann

Members at Large – Lou Amadio, Phil Cole, Paul Mopps, Bridget Lombardo

Others in attendance: Kevin Brock, Brian Demong, Meg Colburn, Pancakes, Dan Lombardo

Action Items:

- * Sharon: Order ACA accreditation book.
- * Permanent Site Search Committee: Put together a concrete fundraising plan.
- * Chuck and necessary Board members: Give Mike and Kathy access to the bank account. Remove Brennon.
- * Chuck: Tell CQ National that we're returning the 2015 and 2016 Kagin Funds.
- * Chuck: Purchase CPR kit, then set up time and location for a class.
- * Chuck: Make sure Brian can get a proof of the t-shirt, and communicate directly with the t-shirt printer.
- * Brian: Work on t-shirt and badge designs.
- * Michael: Coordinate with Meg so she can take over the Expert Online Training.

Review of Action Items from Last Meeting:

- * Brian: Work on t-shirt and badge designs. **[Ongoing.]**
- * Chuck: Research what it would cost to rent a jet to CQW for 40 people. **[Done. It's too expensive: \$2,000/person.]**
- * Phil and Lou: Compose and send an email encouraging potential staff to apply. **[Done. Sent mail to all known staff from all known sessions.]**
- * Michael: Suggest to Kathy our thoughts about giving 2017 registration priority to waitlisted campers. **[Done. Has concerns, questions of favoritism come up.]**
- * Michael: Put together proposal to explain the benefits of buying the ACA accreditation book. **[Done. Emailed to the Board. See vote below.]**
- * Chuck and Michael: Get Michael access to the bank account. **[Not yet.]**
- * Meg: Look into youth mental health training. Post information and links. **[Done. Five CQNW volunteers went.]**

Meeting Minutes:

Start time: 6:47pm

- * Lou moved to accept the February minutes without a public reading. Phil seconded. The Board accepted the minutes unanimously.

Agenda:

- Committee reports
- Planning Retreat review
- Financial award committee discussion - (camperships, travel grants)
- Staff first aid renewal training session
- Finalize badge and t-shirt design
- Discuss Kagin Funds from CQ National
- Final Camper Count

* Jami will officially be in charge of the board meeting agenda from now on. Send all agenda items to her.

Michael's Proposal for Purchase of the American Camp Association Accreditation Standards:

Our planning retreat came in under budget. \$1,165 spent on a \$1,500 budget. I propose that we allocate \$80 dollars of those funds towards the purchase of an American Camp Association Accreditation Standards book.

The book is available for \$79.95 through Amazon.com with free Prime shipping. (Same price to purchase directly from ACA but shipping would cost extra.) Amazon link: <http://smile.amazon.com/American-Association-Accreditation-Standards-Programs/dp/1606791850/>

The purchase of this book is not a commitment to complete the ACA accreditation process, which ultimately may prove to be too costly, time consuming, or demanding for us. This purchase should be viewed as a tool that we can use to help us determine whether completing that process would be worthwhile for our camp.

There are many long-term benefits to ACA accreditation. The most obvious benefit is it makes it clear to parents of potential campers that we are a serious, legitimate camp. Our camp does not have a problem attracting campers, so that alone is not necessarily a clear benefit for us, but there are many other potential benefits. For one, it makes it clear to potential donors that we are serious and know what we're doing. We have some lofty goals in mind, including potentially setting up our own campground, and this would be an essential part of that process.

There are also short-term benefits to the accreditation process that will see improvements to our camp even if we do not complete the entire process and become accredited. For instance, this book would lay out standards for the types of policies and procedures that should be in place for camps such as ours. This past year we were caught without a clear policy and procedure for handling challenging HR issues. A review of the ACA standards would help us get out ahead of issues such as this in the future, as well as potentially a multitude of other possible issues that we are not even considering at this point.

All in all, I think it's a no brainer to purchase this book. We're only missing a line item in the budget to cover the purchase. Allocating \$80 towards it after our planning retreat came in under budget would allow us to make the purchase.

Vote to Purchase ACA Accreditation Book:

* Lou made a motion to augment the budget to include purchase of the ACA accreditation book. Phil seconded. The motion passed unanimously.

* Have Sharon order it from Amazon.com.

Camp Insurance:

* The Camps, Clinics & Conferences Insurance Coverage for Camp Quest NorthWest will expire on 6/1/2016.

* Phil: Researched insurance options, reviewed costs. Also suggested additional coverage for sexual abuse claims. Are there any other options we should add? Higher aggregate amount? Do other camps have this coverage?

Permanent Site Search Committee Report:

* The committee has been collecting a wish list over the last few months of what we want in a permanent site. About 10 acres, backed against natural resources, legal access to water source, not split, no power lines right above, not on a cliff. They've been looking at potential locations.

* Looking at \$150,000 to over \$400,000 for the property. Need 20% down, which amounts to \$30,000 – \$40,000 just to get started.

* We need to talk about funding first. We can increase our tuition. Fundraisers. There needs to be a concrete funding plan in order to move forward.

Staffing Committee Report:

* Several staffers have withdrawn.

* 12 female and 14 male staff. Of those, we have 9 female cabin counselors and 9 male cabin counselors.

* National travel grants: Help volunteers get to camp.

* Attrition is on par with previous years. More staff will probably drop off before camp. Especially need more female counselors. May see more applications in June, after school is out.

* Michael wants someone else to handle the Expert Online Training. The responsibility would involve sitting down with Mary and going over account administration. Sending emails to staff, check-ins, reminders. Meg volunteered to take on this job.

First Aid Training:

* Chuck is certified to teach First Aid and wants to put together a class.

* Chuck found a good CPR kit that he suggests CQNW should own. Donations were pledged by volunteers to cover the costs.

* Suggestion for camp: CPR training activity for campers.

Programming Committee Report:

* Planning retreat went well. Lots of great ideas submitted.

* Age appropriate Planned Parenthood sessions need to be scheduled.

* Michael will be getting into contact with people about leading programs.

Registration Committee Report:

* Campers: 68 officially enrolled right now. 59 on waitlist.

* Comment from Kevin about registration frustration: Said that the website was down and he pointed this problem out to registrar. Still wasn't able to get his child registered in time. The Board acknowledged that this wasn't an ideal situation, and we're working on better solutions for the future.

Designation of CFO and Treasurer:

* Chuck proposed to make Mike the CFO (has job of treasury oversight). Kathy has volunteered to be the official treasurer.

Vote to make Michael Warbington the CFO:

* Chuck made a motion to elect Michael Warbington as Camp Quest NorthWest's CFO. Phil seconded. The motion passed unanimously.

* Michael Warbington appointed Kathy Amadio to the Treasurer position.

Vote to give Kathy Amadio access to bank account:

* Chuck made a motion to add Kathy Amadio to the CQNW bank account. Paul seconded. The motion passed unanimously.

Vote to remove Brennon Church from bank account:

* Michael made a motion to remove Brennon Church from CQNW bank account. Bridget seconded. The motion passed unanimously.

Grant Committee:

* Chuck wants to create a committee to formalize the process of awarding campership grants, travel award grants, etc. This committee would create a set of criteria to follow, take applications, and give out awards. Chuck wants someone to head this committee.

* Phil volunteered for the position. Phil will recruit members to the committee.

T-shirt and Badge Design:

* Brian passed around the design so far. The Board discussed it, offered suggestions.

* Brian would like to get a proof of the shirt before the order is placed.

Kagin Funds from CQ National:

* Chuck explained that there's Kagin Fund money that comes around to every camp each year for camperships. CQ National is running at a loss, so other camps are returning the funds if they don't need them.

Vote:

* Chuck made a motion to return the 2015 and 2016 Kagin Funds, since CQNW doesn't need it this year. Michael seconded. The motion passed unanimously.

Camp Size Discussion:

* Several Board members reviewed their concerns about raising the camper limit. Activities don't scale, it's too difficult to run camp with so many campers. Physical limits on STACK activities. Lack of camp cohesion. Want to emphasize quality over quantity. We've lost valued volunteers because of camp size.

* Others do not like the idea of turning away so many campers this year. We have a huge and growing waitlist. Don't want to lose them in the meantime. Suggestions include trying to restructure pods and activities to accommodate larger camp size. Make sure that both activity leaders and pod leaders are more familiar with

activities so the activities can be divided into smaller groups. CQNW has also learned a lot from previous years' experience, and some feel we wouldn't encounter the same problems.

* The Board discussed at length the pros and cons of raising the camp size.

* Final Camper Count: 70.

* Everyone agrees that we need to actively and creatively recruit more staff members.

* Make Board meetings more of an invitation. Get more help and funding. Try to find solutions.

Camp Dates:

August 14 – 20, 2016

Next Board Meeting:

May 24, 2016 at 6:30pm

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

End time: 9:42 pm