

Camp Quest NorthWest meeting minutes

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

Tuesday, May 24, 2016, 6:30pm

Board Members in attendance:

President – Chuck Wolber

CFO – Michael Warbington

Secretary – Jami Blackann

Members at Large – Paul Mopps, Bridget Lombardo

Others in attendance: Meg Colburn, Sharon Zolnowsky

Treasurer – Kathy Amadio

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: Make sure Brian is communicating with Jason about the t-shirt.
- * Chuck: Call Waskowitz and Oregon 4-H and ask about availability in 2017.
- * Chuck: Inform Camp Kirby about CQNW purchasing insurance and ask about how the Kirby staff are insured.
- * Bridget: Write a blog post while attending the CQ National tent in DC.
- * Meg: Choose a date and time for the First Aid class.
- * Brian: Work on t-shirt and badge designs.
- * Phil: Get the wording of the insurance policy so we can review it (i.e., what are the exclusions?).

Review of Action Items from Last Meeting:

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

Meeting Minutes:

Start time: 7:00pm

* Paul moved to accept the April minutes without a public reading. Bridget seconded. The Board accepted the minutes unanimously.

Registration Committee:

* One camper withdrew last week. The Board discussed the procedure for signing up campers from the waitlist.

* Request for the future: We don't have anything on the website about getting refunds on the deposit. We need to figure out whether or not the deposit should be refundable, and state this clearly on the website. If it is refundable, can we pick a date, such as June 30?

Programming Committee:

* Michael is the assistant program director. He is still looking for a program director at camp. The director would implement programming at camp.

* Michael wants ideas for staff programming when campers aren't present. Staff art project, decorate George, card games.

Planned Parenthood Program:

*Michael's first choice: Schedule three days during the week during afternoon block.

* Second choice: During STACK time.

Short Term Site Search Committee:

* Chuck will call Waskowitz and Oregon 4-H and ask about availability during July 4th week, 2017.

Staffing Committee:

* Bridget: She knows a volunteer who applied months ago and hasn't heard anything since. Kathy checked and there isn't an application with her name in Active. Might have been a system error?

* Biggest staff deficiency is still male cabin counselors.

Insurance:

* Phil: Basic insurance was purchased based on 70 campers, and he can adjust this later as needed. The policy does not cover sexual harassment allegations, which costs an extra \$1,000. Should we get enhanced insurance to cover this? The Board thinks it's a good idea.

* Michael: What are the specific policy coverage criteria? We should have several Board members review the wording. Phil: get the wording of the insurance policy (i.e., what are the exclusions?). Chuck: Inform Camp Kirby that we're doing this, and ask what they do for insurance.

Grants Committee:

* Committee met for the first time on May 19. In attendance: Phil, Kathy, Chuck, Libby, Meg. All camperships that were pending approval were awarded.

* Duties: Create document and implement policies for camperships, policies for awarding travel grants, establish budget requirements.

Camp Dates:

August 14 – 20, 2016

Next Board Meeting:

June 21, 2016 at 6:30pm

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

End time: 8:00 pm