

Camp Quest NorthWest meeting minutes

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

Tuesday, July 19, 2016, 6:30pm

Board Members in attendance:

President – Chuck Wolber

CFO – Michael Warbington

Secretary – Jami Blackann

Members at Large – Bridget Lombardo, Phil Cole

Others in attendance: Meg Colburn, Brian Demong, Sharon Zolnowski

Meeting Minutes:

Start time: 7:12pm

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

Review of Previous Action Items:

* Permanent Site Search Committee: Continue research and fundraising proposals. [**Ongoing.**]

* Chuck: Make sure Brian is communicating with Jason about the t-shirt. [**Done.**]

* Chuck: Inform Camp Kirby about CQNW purchasing insurance and ask about how the Kirby staff are insured. [**Our insurance includes Camp Kirby.**]

* Chuck: Submit a background check for Kathy and Lou. [**Done.**]

* Bridget: Write a blog post while attending the CQ National tent in DC. [**Done.**]

* Meg: Choose a date, time, and location for the First Aid class. [**August 6, 11am, Phil's place. First Aid and EOT training.**]

* Brian: Work on t-shirt and badge designs. [**Done.**]

* Phil: Get the wording of the insurance policy so we can review it (i.e., what are the exclusions?). [**Done.**]

* Michael: Work on camper letter. [**Done.**]

* The Board went over staff, camper, and programming logistics. Remaining interviews. Cabin and staff allocations. Form policy for out-of-camp supply runs (send email about this a couple weeks before camp).

Programming Committee:

* Sharon will be programming director as well as quartermaster.

* Programming has had two meetings in which they've refined the activities.

* Mike passed around draft of camper badge design, certificate of graduation, and welcome letter. Board gave feedback.

* Mike went over all the programming activities, noted which ones still need work. Discussed activity leaders, supplies.

Planned Parenthood Program:

* Only doing it for the LTs this year.

* Didn't get communication in on time to get approval from parents for the rest of campers. Will make Planned Parenthood form a part of registration next year.

Registration Update from Lou and Kathy:

- June 30 was final payment deadline. All families are paid in full.
- Registration is at 70 campers (40 male / 30 female).
- Communication to families sent beginning of July:
 - Reminders to fill out P/U form
 - Let families know to expect Camper Info Packet in email by end of July.
 - Promoted use of FB group to arrange carpools
 - Notification to families about welcome letter to be physically mailed to camper

Upcoming/In Progress Registration tasks:

- Follow up with LT families to fill out LT waiver [in progress]
- Follow up to get pick-up forms filled out [in progress]
- Verify nicknames for badge printing [in progress]
- Jul-30: Send out Camper Info Packet [need packet from Chuck]
- Print Registration and Medical Binders [need cabin assignments finalized. Mike to confirm]
- Reminders to families regarding pick-up procedure before pick-up [August 18]

Treasurer Update from Kathy:

- Kathy has access to all relevant accounts.
- 2015 Form 990N was submitted to IRS on 12-Jul
 - In researching, discovered that deadline to fill out form is actually May 15.
 - No penalty for being late. However, if we are late 3 years in a row, our tax-exempt status is revoked. Note: 2014 was submitted late.
 - Gross receipts are also very close to going over \$50K threshold. May have to fill out "long" form next year.
 - We cannot be late for 2016.

Camp Dates:

August 14 – 20, 2016

First Aid and EOT Training:

August 6, 2016 at 11:00am

Location: Contact Phil.

Next Board Meeting:

August 2, 2016 at 6:30pm

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

End time: 9:27 pm