

Camp Quest NorthWest meeting minutes

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

Wednesday, May 17, 2017, 6:30pm

Board Members in attendance:

President – Chuck Wolber

Vice President – Michael Warbington

Treasurer – Kathy Amadio (via tele-conference)

Secretary – Jami Gramore

Members at Large – Bridget Lombardo, Phil Cole, Meg Colburn, Paul Mopps

Others in attendance: Dan Lombardo, Colby, Sharon Zolnowsky

Action Items:

- * Chuck: Give receipts to Kathy.
- * Chuck: Write policy about prescription medication.
- * Chuck: Bring printer to next board meeting.
- * Chuck: Contact Kai and Lily to get their credentials for the climbing wall.
- * Meg: Send archery certification to Chuck, so he can pass it on to Kirby.

Meeting Minutes:

Start time: 7:09pm

Consent Agenda for 04/19/2017 meeting was approved without objections.

Review of Action Items from Previous Meeting:

- * Chuck: Give receipts to Kathy. **[Later]**
- * Chuck: Write policy about prescription medication. **[Later]**
- * Chuck: Send Michael contact information for t-shirt printer. **[Done]**
- * Phil: Call insurance company and ask how it works for two camp sessions. **[Done]**
- * Meg: Contact Lou about archery instructor training, and look for other training options. **[Meg is still licensed for another year.]**

Insurance:

- * The Board discussed camper/staff caps with regard to camp pricing and insurance.
- * Phil reviewed the details of the insurance policy.
- * Phil purchased the policy during the meeting.

Archery and Climbing Wall:

- * Meg will be the archery lead for both sessions.
- * Chuck: Contact Kai and Lily to get their credentials for the climbing wall.

Registrar Update:

June Session:

- Currently have 48 registered campers; no campers on the waitlist.
- We have 3 families with outstanding balances. 1 family has an exception until June 11 and she's still trying to get a hold of the other 2 families.
- Note: Kathy will not be able to attend check-in/check-out for June session as she will be CA for start of camp and FL for end of camp. She will need someone to proxy for her. She'll still pull together the registration binder, etc.

August Session:

- We had a person drop. Next family that accepted had a sibling on waitlist as well. So, we are currently at 71 campers.
 - Kathy will not pick off the waitlist again until our enrollment drops to 69 campers which means waiting for 2 campers to drop since we are one over registration limit now.

Other:

- 2016 Post-Session report was submitted to National.

Treasurer Update:

- 2016 Annual report submitted to National.
- Budget xls up to date as of 13-May.
- Outstanding receipts required from Chuck:
 - UPS Store from 4-Jan for \$240
 - Camp Samish Invoice for planning retreat from 23-Mar for \$150. (Note: Kathy hasn't looked closely at recent invoice from June session to see if it covered planning retreat as well)

* Michael will direct people to Paypal to pay for their t-shirts and hoodies. Michael and Kathy discussed how to handle the invoicing.

Staffing Update:

* We're tapped out on travel grants for genders we don't need at camp.

* Regarding staffing, we have flexibility because of the mixed-gender cabins.

* June: 14 female, 12 male (bare minimum, would prefer more)

* August: 19 female, 22 male (we have room for attrition)

* Interviews are in progress.

* Staffing Committee Meeting: May 30 at 7pm.

Archery Supplies:

* In inventory: 5 recurve bows, a box full of arrows, arm guards, finger guards, targets, balloons.

* We need more bows.

* Necessary to create height and/or maturity limitations. Some of the youngest campers are simply too little to handle the weight of the bow.

Programming Update:

* Michael wants the program director to be present for the program run-throughs. Chuck will not be there on Saturday, so the run-through will happen Sunday morning.

* EOT on Saturday night.

* Materials transportation: Michael's folks are letting CQNW borrow a van for the June session. For August, we plan to rent a van.

* Still need to acquire microwaves for camp activity.

* Printer: CQNW needs its own printer. We need a printer a week before camp, and during camp.

Important Dates:

First Camp Session: Jun 18-24, 2017 (Staff: Jun 17-25)

Second Camp Session: Aug 13-19, 2017 (Staff: Aug 12-20)

Next Board Meeting:

June 7, 2017 at 6:30pm

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

End time: 8:38 pm