

Camp Quest NorthWest meeting minutes

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

Wednesday, September 20, 2017, 6:30pm

Board Members in attendance:

President – Chuck Wolber

Vice President – Michael Warbington

Treasurer – Kathy Amadio

Secretary – Jami Gramore

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

Others in attendance: Sharon Zolnowsky, Brian Demong, Colby, Jesse Keating (via telecommuting)

Meeting Minutes:

Start time: 7:10pm

Consent Agenda for 08/02/2017 meeting was approved without objections.

Treasurer Report:

	2017 Projected	2017 Actual	Delta		
				Important Note: Do not update this page directly! Add items to the proper tab, and the values should automatically update on this page. All expenditures must have an Expense Line selected in order to automatically update the proper expense line on this page. All withdrawals from the BECU bank account must be properly reflected on the expenditures tab.	
Revenue					
Donations/Grants	\$5,000.00	\$2,224.97			
Camper Tuition	\$91,000.00	\$68,787.49	-\$10,587.51		
Additional T-Shirt Sales		\$1,368.54			
Total Revenue	\$96,000.00	\$72,381.00			
General Expenses				Camper Tuition	\$650
Telepresence Device	\$500.00	\$40.00	\$460.00	Campership Rate	0.14
Capital Investments	\$500.00	\$652.54	-\$152.54	Profit Margin	0.05
Marketing/Advertising	\$1,210.00	\$74.49	\$1,135.51		
Fees	\$200.00	\$10.00	\$190.00		
Insurance	\$2,000.00	\$1,825.00	\$175.00		
Pay Pal Expenses	\$200.00	\$104.41	\$95.59		
ACTIVE Credit Card Fees	\$2,400.00	\$3,520.97	-\$1,120.97		
ACTIVE Registration Processing Fee	\$700.00	\$0.00	\$700.00		
Total	\$7,710.00	\$6,227.41	\$1,482.59		
Cost Per Camper	\$55.07	\$52.33			
Committee Expenses					
Programming	\$8,052.00	\$7,026.34	\$1,025.66		
Programming Materials	\$4,200.00	\$3,328.54			
Planning Retreat	\$1,500.00	\$1,198.05			
T-Shirts	\$2,352.00	\$2,501.75			
Staffing	\$2,116.00	\$666.50	\$1,449.50		
Expert Online Training	\$1,000.00	\$0.00			
Training Reimbursements	\$500.00	\$0.00			
Background Checks	\$616.00	\$666.50			
Grants	\$14,740.00	\$14,183.90	\$556.10		
Camperships	\$12,740.00	\$11,825.00			
Staff Ambassador Travel	\$600.00	\$2,558.90			
Leadership Summit Travel	\$900.00	\$0.00			
Staff Assistance	\$500.00	\$0.00			
Total	\$24,908.00	\$21,876.74	\$3,031.26		
Cost Per Camper	\$177.91	\$183.84			
June Session Expenses (Kirby)					
Facility Rental	\$8,400.00	\$6,137.50			
Food Service	\$15,000.00	\$10,850.00			
Lifeguards	\$125.00	\$0.00			
Archery, Climbing, Waterfront	\$810.00	\$625.00			
U-Haul	\$500.00	\$0.00			
Badge Supplies	\$200.00	\$78.53			
Misc Materials / Petty Cash	\$500.00	\$1,185.27			
Total	\$25,535.00	\$18,876.30	\$6,658.70		
Cost Per Camper	\$364.79	\$415.03			
August Session Expenses (Kirby)					
Facility Rental	\$8,400.00	\$8,967.03			
Food Service	\$15,000.00	\$16,880.00			
Lifeguards	\$125.00	\$0.00			
Archery, Climbing, Waterfront	\$810.00	\$287.50			
U-Haul	\$500.00	\$488.47			
Badge Supplies	\$200.00	\$118.12			
Misc Materials / Petty Cash	\$500.00	\$420.20			
Total	\$25,535.00	\$27,161.32	-\$1,626.32		
Cost Per Camper	\$364.79	\$367.04			
Recurring Expenses					
Storage Unit	\$350.00	\$302.00	\$48.00		
Akismet Spam Filtering	\$59.00	\$0.00	\$59.00		
Amazon Prime	\$99.00	\$108.50	-\$9.50		
Mailbox	\$222.00	\$240.00	-\$18.00		
Total	\$730.00	\$650.50	\$79.50		
Cost Per Camper	\$5.21	\$5.47			
Total Expenses	\$84,418.00	\$74,592.27	\$9,825.73		
Profit Margin	\$4,220.90				
Total	\$88,638.90	\$74,592.27			
Average Cost Per Camper	\$633.14	\$626.83			

* Kathy went over the budget for 2017, projected vs actual. She took a snapshot of the budget overview and went over revenue and expenses.

- * Important to note that the June session was budgeted for 70 campers, but we only had 45.
- * Kathy reminded everyone that if they have any outstanding receipts, get them to her asap.
- * She still needs to close out Active.
- * Without donations, CQNW will probably be in the red for the year. With donations, we'll probably end the year in the black.

Grants Committee:

- * Phil Cole would like to step down as chairperson. He will stay on the committee to advise. Need to find a new chairperson asap – Jesse has interest.
- * \$1,200 available for travel grants.
- * Chuck will set Jesse up with an email address and necessary account access.

Programming Committee:

- * Libbie Grant will continue to be chairperson of the programming committee.

Staffing Committee:

- * Meg Colburn will take over as chairperson.

Vote: Chuck moved to accept Jesse Keating as Grants Committee Chairperson, Libbie Grant as Programming Committee Chairperson, and Meg Colburn as Staffing Committee Chairperson. Phil seconded. The motion passed unanimously.

Proposed Committee Guidance:

The following committees shall be chartered for the 2018 camp season:

- Staffing
- Programming
- Grants

Leadership:

- All committees shall be lead by a committee chair who is delegated by the board.
- Committee chairs shall be ultimately responsible for committee recruiting and committee deliverables.
- Committee chairs can (and should) delegate responsibilities.

Meetings:

- All committees shall meet at least monthly.
- Committees shall schedule subsequent meetings no later than the completion of the current meeting.
- Committee chairs shall be prepared to report on their meeting activities at the next board meeting.
- Committee meetings can be held wherever the committee feels they are best suited to be held. Virtual meetings can be held at <https://cqnw.live> if the committee so desires.
- It is recommended that committee meetings be scheduled opposite the board meeting.

Membership:

- Grants Committee: Because the Grants committee deals with PII (Personally Identifiable Information) the committee chair is restricted to board members, and previous staff in good standing. Because sanitized information is used for review, all other members are at the discretion of the chair.
- Staffing committee membership shall be limited to board members, individuals in good standing who have previously served on staff, and one or two parent representatives who have background checked within previous calendar year.
- Programming committee membership shall be open to all individuals at the discretion of the committee chair.

Schedule:

- Committee chairs shall submit a budget request to the board at the October board meeting.
- Committee chairs shall submit a committee calendar of deliverables for approval by the board at the November meeting.

* Chuck wrote up a one-page committee guidance, which he shared via email prior to the board meeting. Board members reviewed it and made suggestions.

Vote: Chuck made a motion to accept the proposed committee guidance. Meg seconded. The motion passed unanimously.

* Previous chairs will prepare delivery calendars. Each committee needs to have another meeting before next Board meeting.

* Programming: Oct 3 at 7pm

* Staffing: Oct 4 at 7pm.

* To discuss at next Board meeting: Elections.

Posting Pictures Online:

* The Board discussed how to handle staff posting pictures of campers on social media.

* We can adjust our camera policy notifications and registration questions.

* Suggestion: Tell staff that they can post pictures of campers on CQNW Facebook page so Board members can review them first.

* Usual guidelines apply: no names, no badges, no tagging, etc.

* How far do we go when policing what CQNW volunteers post on social media, if it mentions camp?

* Need to reconsider how we dole out official photos from camp photographer on social media. Current setup isn't working on Facebook – no one outside of the admins is seeing the pictures in their feeds.

* Policy proposal: Staff can take photos at camp, share photos of themselves and other staff members, and photos of campers must be sent to the organization first. Update registration to warn parents that campers are allowed to take pictures, and kids may get tagged by other campers.

* Chuck will post the policy online.

* Due for a website overhaul. Mike will look into this. Wishlist on the website.

Next Board Meeting:

October 18, 2017 at 6:30pm

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

End time: 9:00 pm