

Camp Quest NorthWest Meeting Minutes

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

Wednesday, March 11, 2015, 6:30 pm

Board Members In Attendance:

President--Chuck Wolber (chairing meeting)

Vice-President/Acting Treasurer--Brennon Church

Members at large: Mike Warbington, Becky Friedman (recording minutes), Natalie Koonce Bornfleth, Bridget Lombardo, Gordon Schryer, Lou Amadio

Board Member In Absentia: Jami Blackann (secretary)

Others in Attendance: Sean Duncan, Sharon Zolnowsky, Chauni Porter

Action items:

***Becky:** Get LT permission slip for Kathy

***Chuck:** verify that all financial aid requests submitted prior to 2/28 have been granted bunks before

***Chuck** authorizes Kathy to open bunks for waitlisted camper applicants

***Chuck** will communicate with **Kathy** about allocating remaining financial aid requests to bunks
(Action item)

*Once waitlisted campers have been enrolled in WA, Registrar will encourage all waitlist campers to register for OR (Action item)

***Chuck:** will investigate becoming a CPR trainer

***Becky** will email LT form to Kathy (action item)

***Becky** will email a reminder and details to registered retreat participants (action item)

***Becky** will communicate with individuals she wants to lead/manage specific tasks/workshops (action item)

***Mike** will bring printouts of schedule matrices to retreat (action item)

***Becky** will send email with food order and room use requests (action item)

***Mike** will post in the volunteer update and in the facebook group a reminder to register (action item)

***Chase** will draft notes to inform ways to improve or maintain success for next year's Darwin Day event (action item)

***Chuck** will post amended accepted minutes from 2/9/15 meeting to website

Meeting Start Time: 7:02 pm

Minutes from 2/9/2015 were amended and accepted without a public reading.

Action Item Review: There was no formal review of previous actions items.

Financial Report: See treasurer for full report.

Registration Committee Update: Lou reviewed Kathy's registrar report that had been emailed to the board prior to the meeting. See registrar report for full details.

- *WA is at capacity; 15 campers are on the waitlist
- *First 4 waitlisted campers for WA will be accepted.
- *Registrar reports feedback regarding OR registration: some public schools have not ended the year yet in mid-June.
- ***Chuck** will communicate with **Kathy** about allocating remaining financial aid requests to bunks (Action item)
- *Once waitlisted campers have been enrolled in WA, **Registrar** will encourage all waitlist campers to register for OR (Action item)
- *Kathy requested cabin assignments; Brennon advocated waiting till registration is finalized.
- *Note: registrar reports difficulty remove withdrawals from all registrations in ACTIVE program
- *Note for next year: make effort to have two board members review fin aid applications
- ***Becky** will email LT form to Kathy (action item)

Staffing Committee Update: Lou described how the staffing committee has developed and delegated roles and responsibilities.

- *Natalie, Chuck, and Brennon are managers for advertising (google adwords); Natalie is recruiting for staff; Caitlyn and Nora will be covering Oregon region for staff recruitment.
- *Mike will manage staff fulfillment and job alignment, routine engagement during the off-season, and staff training
- *Gordon will be working on staff vetting (interviews, background checks, etc.).
- *Lou sent committee recommendations regarding volunteer applicants through 2/23/15 for the board and director to review
- *Total applications: 20 applicants for OR, 25 for WA (with some overlap)
- *All staff will be formally notified by Mar 20
- *Remaining staffing needs include female nurse for both sessions, female cabin staff in WA.

Programming Committee: Becky reviewed retreat plans and directed interested parties to review plans and handouts on google docs in 2015 retreat folder.

- ***Becky** will email a reminder and details to registered retreat participants (action item)
- ***Becky** will communicate with individuals she wants to lead/manage specific tasks/workshops (action item)
- ***Mike** will bring printouts of schedule matrices to retreat (action item)
- ***Becky** will send email with food order and room use requests (action item)
- ***Mike** will post in the volunteer update and in the facebook group a reminder to register (action item)

Darwin Day Committee: Chuck read an email from committee chair Chase listing appreciative shout-outs and a brief evaluation. Natalie noted there seemed to be fewer kid participants this year.

- ***Chase** will draft notes to inform ways to improve or maintain success for next year's event (action item)

Social Committee: Bridget is accepting suggestions for social bonding events for volunteers and supporters. Mike suggests doing a weekend training followed by a social event prior to OR camp or

between OR and WA.

Quartermaster: Sharon reported that the inventory list is updated in google docs. Reports that a box of embroidery floss was lost after Darwin Day and that a large Duplos bin was added to storage inventory, making space tight.

Camp Staff Leadership Structure: Mike led a robust discussion about leadership structure at camp. He presented a proposed flowchart, aimed to an audience of volunteer leaders, to aid in communication and clarity.

CQ, INC Leadership Summit Report: Chuck, Mike, Gordon, and Paul Mopps were the CQNW attendees at the leadership summit. The Natural Selection Game was presented at the programs fair and won choice award! Much review and discussion was tabled for the next meeting in Salem, OR. Informal discussion ensued of regionalization plans, volunteer conduct policies, workshop highlights, and network connections.

Important Upcoming Dates:

*Retreat: Mar 20 7:00 pm – Mar 22 10:00 am

*Oregon Camp Session: June 21-27 (staff: June 20-28)

*WA Camp Session: Aug. 9-15 (staff: Aug 8-16)

Next Board Meetings:

Sunday, Mar 22, 2015, at 10:00 am at 4H Center in Salem, OR

Saturday, Apr 11, 2015, 11:00 am at Round Table Pizza in Burien, WA