

## **Camp Quest NorthWest meeting minutes**

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

**Monday, October 22, 2018, 6:30pm**

Board Members in attendance:

President – Chuck Wolber

Treasurer – Kathy Amadio

Secretary – Jami Gramore

Members at Large – Meg Colburn, Bridget Lombardo, Andrea Kunkle

Others in attendance: Donuts, Theo Cockrill, Asher Matthews, Kiah Beeman (via tele-conference), Megan Jackson (via tele-conference), Jesse Keating (via tele-conference), Ben Frey (via tele-conference)

### **Meeting Minutes:**

**Start time:** 7:05 pm

#### **Approving 9/17/2018 meeting minutes:**

\* Jami requested to read the elections part of the minutes, just to double-check term lengths.

\* **Consent Agenda** for 9/17/2018 meeting was approved without objections.

#### **Discussion about Custodial vs Non-custodial Information:**

\* An individual brought an issue before the Board that was discussed for the better part of an hour in open session. The Board then moved to closed session for 10 minutes to discuss the matter further and determine an immediate course of action. After the closed session the issue was tabled for the remainder of the meeting.

\* CQNW will seek legal counsel. King County Bar Association.

#### **2019 CQ Leadership Summit:**

\* Vote: Meg made a motion, seconded by Bridget, that CQNW host the CQ summit next year. The motion passed unanimously.

#### **Treasurer's Report:**

\* Kathy emailed the treasury summary to the Board. Accounts are balanced. Travel grants have been approved by the Grants Committee for staff members attending the Leadership Summit.

\* We need a budget for hosting the 2019 Summit.

\* Chuck has the contract for Waskowitz. Will need to talk to Kathy about the Waskowitz budget items.

#### **Grants Committee:**

\* The budget proposal mirrors last year's budget. Total request: \$8,500. Includes camperships, staff ambassadors, staff assistance, travel.

\* The Board discussed adjusting line items with staffing grants.

\* Calendar has been created. Jesse went over the highlights.

#### **Programming Committee Budget Recommendations & Draft Calendar of Deliverables:**

\* Budget requests and recommendations:

- Programming materials budget based on a sliding per-camper scale similar to previous years.
- Consider breaking out medical supplies as separate expenditure within the programming materials budget in order to track the typical cost of medical supplies year to year.
- Increase planning retreat budget based on the anticipated cost of site rental. The exact amount here is unknown, but the Kirby rental cost seems to have increased from 2017-2018. If using Waskowitz instead, budget accordingly.
- Increase budget on U-Haul from \$500 per session to \$600 per session to account for larger size box truck.

\* Draft calendar of deliverables:

October

- Create this calendar!
- Create budget recommendations. (See above)
- Determine site of the planning retreat, reach out to that location early to confirm availability.

November

- Develop materials for presenting the theme at registration. Determine what materials are needed or requested.
- Confirm registration configuration to allow staff and campers to choose their shirt color preference at registration.

December

- Present materials for theme to be included with registration.

January

- Plan the schedule of the planning retreat.
- Confirm date and location of the planning retreat.
- Open registration for the planning retreat.

February

- Review and put finishing touches on the plan for the planning retreat.

March

- Planning retreat!

April

- Scan documents from the planning retreat and make them available on the drive.
- Assigning program development responsibilities for programs introduced at the planning retreat.
- Develop camp program draft. What 8 or 10 morning programs will be offered, what all camp events will be developed, LT/BLT programs, etc.

May

- Brainstorm and create plan for any large buildable projects. (Holodeck doors, etc.)
- Reach out to Planned Parenthood to gauge availability for July camp session.
- Touch base with Program Developers to confirm progress, answer questions, etc.

June

- Make plans to build large buildable projects. (Holodeck doors, etc.)
- Confirm Planned Parenthood attendance at July Camp Session.
- Book truck rental for July camp session.

- Full read through of existing program materials with large group. (Including programming committee, program developers, and camp leadership if possible.)

## July

- Confirm Planned Parenthood attendance at July Camp Session.
- Confirm with Program Leaders that know what their responsibilities are and are familiar to and have access to the program materials.
- July Camp Session!
- Go over programming materials from July, make recommended adjustments to programs before August session
- Confirm Planned Parenthood attendance at August Camp Session.
- Book truck rental for August camp session.

## August

- Confirm Planned Parenthood attendance at July Camp Session.
- Confirm with Program Leaders that know what their responsibilities are and are familiar to and have access to the program materials.
- August Camp Session!

## **Staffing Committee:**

\* Meg C requested \$5,037 for staffing. Expenses include Expert Online Training, training reimbursements, background checks, staffing grants, and food budget at trainings.

\* In particular, we want to train at least one lifeguard for next year. Also want more staff certified in CPR.

\* Calendar of Deliverables:

Monthly Commitment - Deliver the following at each board meeting:

- Upcoming recruiting events
- Number of total staff applications, recent staff applications
- Total number of accepted staff
- Stats on how many staff have completed training

## November

- Locate list of staff members in good standing, update with staff from 2018
- Update interview outline, update and approve application procedure

## December

- 1: Staffing application opens
- 1: Email all former staff in good standing, welcome back message

## January

## February

- Camp is Coming reminder email
  - Sign up as staff! Link to recruit people?

## March

- Possible CPR/First Aid Training at Programming Retreat?

## April

- Camp is Coming reminder email
  - Sign up as staff! Remember this is on your calendar (already registered staff)!

#### May

- Mid month: Camp is Coming reminder email + Memorial Day email to all staff- go shopping for camp gear with sales on!

#### June

- All July Staff should have completed EOT
- Camp is Coming reminder email (Jun)
  - Remember this is on your calendar (already registered staff)! Looking for \_\_\_\_\_
- What to pack! Carpool info
- What to expect at camp
- Camp is Coming reminder email (Aug)
  - Remember this is on your calendar (already registered staff)! Looking for \_\_\_\_\_
  - What to expect at camp.
  - Carpool info

#### July

- All August staff should have completed EOT
- Camp is Coming reminder email (Aug)
  - What to pack! Carpool info

#### August

- 4: Camp is Coming reminder email (Aug)

### **Outreach/Fundraising Committee:**

- \* Bridget requested \$950 local gas and food farther edges of state, printing flyers, online advertising
- \* Reach out to Jimmy to see if he wants access to social media.
- \* Calendar: Speaking events planned. Kiah has set up a fundraiser. Also want to embed fundraising in registrar emails. Learn about grant writing.
- \* Bridget has been involving parents in outreach efforts.
- \* Set up quarterly newsletter.
- \* Make a promotional video. Do it at planning retreat.
- \* Get a card-reader square for fundraising events.
- \* Send people link for Smile.Amazon.com.
- \* Need a description blurb for this committee.

### **Registration Committee:**

- \* Post-camp session reports: Still need to be done.
- \* Still need to send out camp photo.

- \* 2019 volunteer forms will get live on December 1. Send any requested changes to the registrar asap.
- \* Kathy plans to have a draft of registration forms for next Board meeting.
- \* Will be making changes to the custodial/non-custodial part of the registration form.

### **Policy Committee:**

- \* Budget request: \$350 for ACA membership.
- \* The committee is working on normalizing existing policies, handling serious issues at camp.
- \* Prepaid legal advice.

### **Camp Quest National:**

- \* If anyone is interested (or knows anyone who is interested) in running for the CQ National Board, contact Meg C.

### **National Council Phone Call:**

- \* After the meeting, Kathy strongly suggested that our representative, Megan J, be thoroughly briefed on licensing and branding and marketing, registration, biz op stuff. Chuck and Meg C will be there to assist.
- \* Need to talk more about centralized registrations. Understand what exactly is being centralized, what we would share, etc.

**Important Date:** Leadership Summit in Minneapolis, MN. November 2-4, 2018.

### **Next Board Meeting:**

**November 28, 2018 at 6:30pm**

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

**End time: 9:01 pm**