

CAMP IT UP INC.

Board Meeting Minutes

10-JUNE-2018

10:00am-1:25pm

Location:

Prison Law Office (Alison Hardy's office):
1917 Fifth Street, Berkeley, CA 94710

Minute Taker:

Katie Angelot

Attendance:

Board members present: Katie Angelot (R), Lori Randlett, Liz Hendrickson (arrived at 10:30), Kai West, Jay Sky, Alison Hardy, John Dalal, Rachel Venning (arrived at 11:40), Katie-Rose Breslin, Roger Macdonald

Staff/Guests present: Lisa Zeiler, Tyler Kavanaugh-Lynch, Aidan Cassel-Mace

Members not present: Leslie Baker, Kevin O'Grady, Leslie Nuccio

(R) = Remotely attending via web

***= Parking Lotted Items

Agenda

9:30 Arrive, nosh and gab

10:00 Start Board Meeting, check-in, name timekeeper

10:20 Approval of Minutes (May) - Katie

Approval of Minutes moved to Executive Session

10:20 YAC – Aidan, Tyler

- First Aid/CPR Certification--There are only 3 or 4 Senior Counselors leading groups who don't have certifications. It may cost around \$150-300 to get them certified. Jay knows someone who could potentially teach a session of CPR/first aid. Roger offered to pay for the 3 people to take the class if Jay's person doesn't work out.
- Fliers to put up around Berkeley--Head Royce has been sending fliers to their mailing lists. Aidan has been calling schools and people.
- Aiden's moving to Rhode Island for college next year so he can't be the co-chair anymore. Tyler will be looking for someone else to join him as co-chair.

10:30 Co-Chair Report

- Interested Party Count:

- Interested parties are board members who themselves, their child, partner or other family member is benefiting from camp financially either through a trade or as a paid staff member.

Alison: Under the state law for nonprofits there are strict rules for who can sit on a board. In order to receive the tax benefits from nonprofit status you have to follow the rules. One of the rules is that the board has to be at least 51% not interested so that the board runs for the benefit of the entire community. If you have a stake in profiting from camp (yourself or family members) you are considered interested. Because the law covers 12 month periods at a time, if you worked for camp within the last year you are interested. Its normal to have interested board members but you have to have more than half non interested. We're a tiny board. We need to clearly identify at each meeting how many people are interested so that we can make remain within the state law. We also need to make a push for new board members who are not interested.

- If we're benefited, does that mean we can never vote on personnel policies? Alison: It depends on the vote and if it pertains specifically to something you would benefit from.
 - Kai: Interested as of yesterday due to staff training. Will consider volunteering instead.
 - John: Interested because of son Raul (until July 2019)
 - Alison: Interested because of sons
 - Katie-Rose: Interested because of brother Morgan and trading for camp
 - Roger: Interested because of Morgan and Katie-Rose
 - Katie: Interested because of mom Lisa trading and having been interested as of August 2018
 - Kevin: Not interested as of August 2018 because of partner Craig trading for CIU 2017
 - Lori: Not interested as of July 2018. Had been receiving a trade for website administration, but is going to be volunteering this work from now on as to not be interested.
 - Leslie B: Not interested
 - Leslie N: Not interested
 - Rachel: Not interested
 - Liz: Not interested
 - Jay: Not interested

We are currently 13 members, we are 5 non-interested and will be 7 in starting July 2018.

- OFRC Workday: Roger, Katie-Rose, Liz attended. Helped with repairs, raked leaves, created a small green chair circle, would like to make the storytelling tent more open to all and less dominated by teens. Veranda's been entirely re-done (resurfaced and new railings) and every toilet has been replaced with low flow. The staff cabins have been redone. They have new screens, every front door has been redone with metal sheets to protect from rats getting in and all cabins have been leveled out. Big thanks to Leann! Mark, FRC's ED, is doing great. He has fantastic energy, he's savvy and knows his stuff.

10:45 **Executive Director Report--Lisa Z**

- We have amazing staff! We *need* to hire one more Senior Counselor even though there is no more money so that we can have an adult counselor with the babies (potentially Lisa A's girlfriend's daughter). We don't have a Senior Counselor with the 7-8's but we have strong Junior Counselors in that group.
- Programming is looking good. We're planning a couple of changes including getting rid of Casino Night. Instead of giving out hundreds of dollars of useless plastic, we're going to do an "Out of This World Space Dance" during which we'll have Casino type games. Instead of Casino Night, we're going to have a night swim. It won't actually be dark. It'll start at 7:15 and last for 45 minutes. We'll utilize all of our lifeguards, have folks play in the sand and then head back to the patio for the evening.
- Staff night off will be the same night as the talent show (not going to change it for this year). Thursday night will be the CIT dance. Friday night is the overnight.
- We're not going to have a Camp Show. We weren't able to find a drama specialist and the logistics and timing are too complicated at this point. Instead, each age group will present a skit or song. Sam will help them write it, Katie-Rose will help groups learn songs, Andrea will tell stories.
- Every night in staff village after the evening programming is over there will be non mandatory programming to do art, tie dye, sing, etc. We'll make sure there's something always happening in the village to facilitate bonding and community building.
- Flotilla is still happening this year. Lisa's never gone to it but heard it was done well last year. Roger would like to continue to coordinate and help with it.
 - Jay: We have a policy that states how many lifeguards are necessary per camper in the water. That's why the Flotilla was successful last year.
- Mango is going to be the Assistant Director. Talked a lot with Katie, Laurel, and Morgan to gather information.
- The CIT directors will be Zack and his girlfriend. Zack and Victoria will be wonderful and we need to give them a lot of support in this position.
- Staff Day off: There was some discussion with Mary Beth about splitting the staff day off so that there are staff present to welcome new campers on the turn-around day halfway through the week. Families that arrive on Wednesday who are new arrive to a ghost town. There's no one in camp to welcome them.
 - Lisa will look at how we can change this in the future, but for this year we are too close to camp to change it now.
 - John: In the past the board members volunteer to help with Buddy Families. If I have a buddy family arriving on Wednesday, I'll be there to welcome them and help them move in to their cabin.
- Roger: Are there clear rules this year around substance abuse and consequences? Lisa: Told staff at the meeting that if they are under 21 and using drugs or alcohol they will have to stay with parents or Lisa for the rest of the week. No one can ever smoke or use in the village.
 - If they are over 21 and have a medical marijuana card, can they smoke?
 - The employee handbook that Mary Beth wrote last year has written rules.
 - OFRC have their own smoking rules that we need to follow (no smoking

anywhere on campus except behind the kitchens in the BBQ pit area). Plus we are on forest land so we also have to follow the park's rules.

- Trades: Andrea, Katie-Rose, Zack and Victoria are receiving trades for room and board.
 - All trades should be worked out through the trade policy which breaks down trade work by the hour.
- Registration is incredibly low. We are at about 60% of our normal numbers. We expect \$33,877 still to come in from registered campers. This still puts us \$40K behind compared to previous years. Lisa A will email the board with a list of people to call to encourage them to come to camp. The board needs to publicize camp. Staff will also publicize. We have a big staff and not enough campers at all. If each board member could bring in a family we could be in much better shape
- We will have two Meet the Board sessions; one in the first half and one in the second half.
- A meeting for the staff and board should be scheduled towards the end of the week.
- Fundraising: Mary Beth said we get almost all of our yearly revenue at summer camp. Lisa wants to have a silent auction at camp to raise money for camperships. The kid's items will cap at \$1 each and will allow for 10 kids per item. It'll be super fun camp prizes like cutting in line for diner, eating with your counselors, etc. The adult's items will be no more than \$200 each and will be donated items. They can be anything (a week in someone's house in Tahoe, food, museum membership tickets, etc.). Would like the board to run this and the goal should be set around \$2,000.
 - Lori: We are still paying off Jill and we've historically done an ask at camp to help with this. Would we be butting heads by doing two asks at camp? Liz: a very targeted silent auction with this small goal could be separate enough to not be in competition and would be more accessible for folks with less money.
- Buddy Families: We are losing a lot of people who only come to camp once. It's very important we pair buddy families very consciously. We need families who are charismatic and have kids in the same age group. Many people feel like their kids connected at camp but the adults didn't. Liz suggests that we identify some of the activities that we love and make them more inclusive by structuring them. Structured game time, open cocktail parties. Put a "public deck" sign on the deck in lower camp so that everyone can use it. We need to reclaim public space and send a clear message that this is the new culture. We can't tell people to have an open party, but we can ask them to. We need to help new people find their people at camp. Aidan: We can make co-op more relevant for everyone. John: Adding a structured schedule for buddy families is key. He will send Lisa a copy of the buddy family expectation form

11:25 Non Discrimination Policy Discussion

This came up because a camper made a nice donation and their employer does matching donations, but the employer asked for a non discrimination policy alongside the equal employee opportunity policy we had.

Jay: We should keep the employee handbook the way it is because it went through an HR and labor attorney overview. Right after that is the non harassment and discrimination policy. These will be uploaded.

We also discussed the National Center for Lesbian Rights model policy for campers. We decided

to incorporate their policy into our Non Discrimination Camper Policy.

Liz moved to approve this change, John seconded, all in favor, no abstentions or nos.

11:30 Trade Policy Discussion

The problem was raised that staff makes less than trades do. Lisa pointed out that people doing trades are usually offering a specialist skill. We are trying to incrementally move trades down and move staff salaries up. It's a balancing act. Another option is to make all trades \$15 an hour and have every trade be partial. We're in a hard space and need more money. We need to move towards having less trades and more staff that can be paid enough money.

Jay: Trades are based on the sliding scale low rate and people that trade wouldn't be able to come to camp otherwise. What are we paying for them other than the OFRC costs? They're often adults who don't have kids in groups.

Liz: We are covering our costs of staff salaries, and then supplies, insurance, other costs. We don't have this number right now.

Lisa: Can the board start to think about a fundraiser? It doesn't have to be a big deal. It can be a simple house party. This would raise money for staff and camperships.

Lori: It's a good idea, but I'm thinking a lot more short term at this point.

Liz: Our main change in trade policy is that we are asking people who have trades to keep a timesheet so that their hours can be tracked. Partial trade is per hour with a option of paying for the remainder. Work on pre-camp counts as well as the hours worked at camp. If someone is trading for 8 days at camp, they'll need to work a total of 40 hours for the trade to completely cover their costs. This means we need the daily average to be 5 hours per day.

Kai moves to adopt the CIU trade policy. Alison seconds. 6 in favor. None opposed. 4 abstentions (those interested in trades did not vote).

11:40 Fundraising Report – Kevin

Kevin was not present at this meeting

11:40 Treasurer Report – Katie Rose

Last week Lori and Liz met with Brett and Lisa A. to discuss the budget. Brett gave them a two page job description of what he does. We cannot expect one person to take on what Brett had been doing. We already started the process of dividing his jobs. Katie-Rose is taking on paying the bills, managing the credit card and bank accounts. The fundraising group, Katie-Rose and Rachel will oversee the annual audit. We will need new volunteers to work on budgeting within the next 30 days. Alison is leading the legal committee. Kai is learning to write grants. Brett and Lori are working on the Cysco application. Jay is working on employment related forms. Katie is organizing the non-personnel documents. We're moving from a model where a couple people did everything to everyone doing a couple of things. What Lori, Liz and Brett are doing is not sustainable. The budget role needs to be split up immediately. Katie-Rose sent a list of questions to Brett, Lori and Liz. Rachel and Katie-Rose met and don't have access to a lot of needed passwords. We need much more clarity about who is going to do what, especially with Lisa Z.

Is anyone flyering at pride? Lori: We want people to do so but we're still waiting for our fliers to arrive. Katie-Rose: We need to assign specific people to go to pride. The best place is the children's playground. Kai: Seems like pride could be a great opportunity to get families together, have a banner and march, we could probably blend with our family coalition.

12:00-12:15 **Break**

12:15 ***Executive Session***

Approval of Minutes:

Alison moves to go out of Executive Session, Katie-Rose seconds, all approved.

Alison moves to approve the May 2018 minutes, John seconded. 7 Yeses, no Nays, 3 Abstentions due to absence.

1:25 **Adjourn**

Email Vote 5/29/18-5/30/18:

Liz: "Katie Rose has agreed to act as CIU Treasurer for the next 90 days, until 8/31/18, at which time she will decide whether to extend her term. We need to get her on our bank account.

Please send your email vote via reply email.

MOTION: That Katie Rose Breslin be appointed Treasurer of Camp It Up! Board of Directors effective 5/31/18 until 8/31/18, with the option of extending her term considered at the August 2018 board meeting.

A YES vote is a vote that Katie Rose serve as CIU Treasurer.

A NO vote is that Katie Rose NOT serve as the CIU Treasurer.

Thank you for a quick response. This vote is allowed under Section 16 of our bylaws. Thank you Katie Rose!"

The vote passed with 10 yeses, no nos and 1 abstention.