

## **Camp It Up, Inc. Board Meeting Minutes**

**July 21, 2019**

**10 AM**

### **Location:**

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

### **Agenda**

- 11:30 **Arrive, nosh and gab**
- 12:00 **Start Board Meeting, check-in, name timekeeper, get Interested Party Count (10 min)**
- 12:10 **Approval of Minutes (May - (5 min)**
- 12:15 **YAC – Tyler (5 min)**
- 12:20 **Executive Director Report – Lisa Z (10 min)**
- 12:30 **Admin Report – Lisa A (5 min)**
- 12:35 **Outreach/Marketing – Katie Rose/Lisa Z (5 min)**
- 12:40 **Fundraising Report – Alison/Margaret (10 min)**
- 12:45 **Tech Committee Report – Kai/Lori (5 min)**
- 1:00 **Treasurer Report– Lori (45 min)**
  - Budget
  - Registration
  - Refunds
- 1:45 **Executive Session (45 min)**

### **CHECK IN**

Interested parties – 4 interested, 1 not interested  
Board members -- Katie Rose, Margaret, Alison, Lori and John  
Lisa A and Lisa Z

Personnel issue raised – KR does not have a written trade agreement. Lisa Z found a draft one.

### **APPROVAL OF MINUTES**

**Margaret edited minutes last night.**

**AH moves to defer approving minutes. John seconds. Passes unanimously.**

Seeking new Board Meetings. John will print out “express interest” packet. Board cocktail party is Monday at 5:45 pm.

### **YAC REPORT**

Did not meet this month. Excited for camp.

### **EXECUTIVE REPORT -- Lisa Z**

Reviewed schedule

Includes two change circle meetings – Anna will facilitate

Two POC hangout cocktail meetings – need to find a spot (Sunday and Friday)

Drafted “culture of dignity” statement

CITs will be “programmed”. And will have more fun group things, so they are treated as campers and as staff.

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Staff training is in order. Keiran is doing staff training on Wed for diversity and sexual harassment. Board is invited.  
John will set up a diversity training for the Board  
April came up w/ \$8600 for families and more people to come.  
We have too much stuff to take up to camp. Will be asking parents to bring up more stuff.  
Lori has a spare car that can be lent to camp.  
Lisa A will arrange to get camper to borrow Lori's car.  
New campers may need more camping equipment – KR will post needs on CIU FB.  
Chiah will be tracking all hours for every staff person.

27 new families!!!!

### ADMIN REPORT -- Lisa A

Last year's net was \$130K. This year's net is approximately \$120K.  
\$131,000 in registration  
6K in admin fees  
\$5K in campership  
\$3300 in trades  
\$3752 given to us by OFRC – used to give discounts to some people. Juggled people and camperships.  
Still have \$1300 in Oakland OFRC money, but should only goes to Oakland people. (Lisa Z has a non-Oakland family that wants to come, c/n afford it. Lisa Z will ask Mark if we can give it to them.)  
April came through with substantial money for HCN.  
Went over budget by \$384 in camperships  
Most families are coming in first half week.  
Buddy family system set up for all new families – need help for matching up, especially on matching families. Logistically extremely challenging!!!  
Final report to Mark – total to pay to OFRC is \$25,051.95.  
Still considering about \$1100 in "medical refunds." **Will discuss at August meeting.**  
Payroll – Lisa A thinks amount budgeted is inflated. Based on about 28-30 paid staff. She believes after housing is deducted from housing (\$7K), payment to staff is much less. Lisa A shared payroll spreadsheet.

Currently in checking -- \$41K  
Savings -- \$21.6K

Some people have not paid – all campers owe us about \$20K – will be paid at camp. About \$8k from April.

Discussed possibility of a van that would cost \$1900 to rent to take staff up to camp.  
Lisa will talk to parents to bring large van, and we may cover the parents' cost of being at camp for three days before camp starts.

John and Margaret have deposits that can be applied towards renting a van if necessary.

**By end of December, we will need to place a deposit for next year's reservation.** In the past, we have just given OFRC whatever we collect for deposits.

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**OUTREACH/MARKETING** – nothing to report

### **FUNDRAISING REPORT –**

KR did facebook appeal. Lori will check in on receipts and report back.

Lori will be entering all donations, and Alison will send thank you notes in fall for all donations.

*John announced Deb Stallings has included CIU as an option for Horizon's "donor advised funds." He will talk to Dan and Dave about how to promote CIU . Also Horizon's has a grant for operational expenses. John will work on pulling it together.*

Margaret has applied for money for diversity training from her church. No response yet.

### **TECH COMMITTEE REPORT**

Lori took down pics of people who are no longer on the Board.

Gina continues to be in charge of tech issues

### **TREASURER REPORT**

Lori needs to know about pay periods. Jay has said we need to pay for every other week, so need two pay checks. Can we just cut one check?

Last year, paid with 3 checks – once for meeting, and another two for camp.

Can we legally just send them one check?

So, will pay for one period, from July 22-Aug 12. Lori will send paper checks.

Discussion re enlisting campers and their ideas for making a sustainable camp. CIC camps d/n have rich programming nor does it have kids groups. Is this an option?

Lisa – wants to do a major event with silent auctions. Solicit large gifts from campers and others. Alison expressed concern about our bandwidth.

KR – OFRC auction was very successful. They have an employee who does all the solicitation, and they have great mission – easier to sell camp experience for kids who have never gone out of Oakland.

Lori – introduce idea to community that we have a biz model that is not sustainable.

Conversation takes place at Meet the Board and at cocktail party.

KR willing to talk about programming and its value. Let people know that to keep staff, need to find way to finance.