

CIU! MINUTES - JANUARY 26, 2020
APPROVED MARCH 8, 2020

Location:

Prison Law Office (Alison Hardy's office):

Agenda

10:00 Start Board Meeting, check-in, name timekeeper, get Interested Party Count (10 min)

Interested -- Claudia, Margaret

Not interested -- Lori, Alison

Lisa Z, ED

10:10 Approval of Minutes - December

Margaret moves to approve

Lori seconds

Motion approved unanimously

10:20 Executive Director Report – Lisa Z

Parkway event- will be meeting with OFC to discuss collaborating, and they are interested in sharing licensing.

Postcard and Parents Press camp ad almost ready.

Registration should open this week. We need to make sure all of the registration links are operational, including campership application. Mark Swan wants input about the campership application process. Lisa will try to coordinate with him.

Mark gives us \$5k in scholarships -- need to use at least half for new families, from Oakland.

Campership applications -- will consider whether we can streamline the campership application process and ensure that campership links are up when registration opens.

Intro to RJ circle on 2/8 at Kehilla Community Synagogue. Will be informational for the community. We haven't nailed down how costs will be covered. We need verification that no funds are needed before we can launch an announcement. Board has not authorized funds. Lisa Z has reached out to Michelle to get more info.

Will call Mosaic re staff training.

OFRC has raised our rates proposal. Minimum wage has gone up, and this impacts costs. Lisa Z will finalize CIC contract for 2020.

10:35 Outreach/Marketing

Tech report- Lori

Fees and early discounts have been posted on our website.

Lori has sent pdf of all mtg minutes to Gina for posting on our website. Not posted yet.

No one is monitoring or posting things on our social media. Margaret and Claudia will post on Instagram and Facebook when given Board-approved items. Cathy Connor may be able to help,

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too.

Postcard will be laid out by printer. Will also get digital poster. Will also make cards for thank you notes just w/ logo for donors/donations. Lori will send her the logo. Printer is very fast. Will have to pay with CIU credit card. Claudia will share pricing. Believes they should be done within 2 weeks. Digital flyers will go out to school districts.

10:40 Treasurer Report– Lori

Lori registered van for 2020.

All of insurance restarts in February. (Payments are quarterly). Do not know the new rates -- likely similar to current rates

Printed out W-2s to 2019 employees, must send out.

Some quarterly, end of year tax fees to pay that are minimal.

Prepared Capital and Expenditure spreadsheets for 2019.

Buyout from CIU's previous owner has been completed and paid in full.

Appears that our spreadsheet reflects \$3k more than we seem to reflect on our 2019 donor list.

Lori will continue to investigate the discrepancy.

Some people say that they donated money specifically for campership, but may not have designated them as such. Budget categories in our budget to not align with Quickbooks categories, creates a lot of extra work.

We budgeted \$600 for UltraCamp, but they charged us \$2800. Must investigate with Lisa A -- may be an issue with bank fees being counted separately?

We had \$30k in bank account on January 1.

We have to get a signed contract with Mark so that we know when our next pmt is due.

Currently have \$23k+ in checking, \$4K+ in savings. We have to pay workers comp to Arizona and Idaho for tax year 2019, will pay by end of January (minimal). Will file w/ IRS in March.

Must prepare + approve 2020 Budget. We are not ready to do it today. Goal -- do a budget in February. Margaret and Lori will draft a proposal, projecting campers + camperships.

2019 Donations have been acknowledged (\$40K+). During 2019, 4 households donated more than half of the money we received, underlining need to aggressively seek new donation sources. AH will annotate Donor list w/ available info re likelihood of further donations.

For Budget prep, must figure out what staffing costs will be. Lisa Z will be working on this, pass on to MKL and Lori. February meeting should focus on budget. We have a deficit -- need to get handle on it.

11:10 Sub-Committee Report

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- Change Circle (Claudia and Margaret went)

Claudia notes camp will survive based on campers coming and donations. We need to get existing families to reach out to their circles of friends, asking personally. Plan is to develop teams to talk to people regularly and follow through with contacts. We can provide support and talking points, including costs and how to cover them. At change circle, generated list of 200 new families to invite to camp. Circle will give people a forum to report their successes and support them. Personal asks are critical. Goal is 25 new families.

Board members need to think about people who want to ask to come. At the next meeting, come prepared to discuss who we are reaching out to.

Change Circle is sending out spreadsheet w/ work group updates w/ subcommittee work. Subcommittees are working on many projects.

- Mission statement subcommittee would like to come to Board meeting.
- Land acknowledgment -- consider including in registration: voluntary land tax to the tribe whose land camp is located. Won't be ready for this year's registration. We would need to consider how to set up, and how we account for it.
- Chemical sensitivity subcomm wants to bring in all unscented products. Naomi is working on getting donated products. Perhaps subcommittee can work w/ OFRC on providing scent-free products. Lisa Z recommended they work with them.

MOSAIC Project -- outdoor education for 4th graders, teaches anti-racism/anti-bias. They have agreed to do staff training, not free. Claudia will look into costs for training.

Claudia suggests land acknowledgment and mission stmt subcomms come to March or April mtg. Chem sensitivities subcomm may come to us later.

- Executive Committee

Budget work is primary focus for February meeting.

Exec Session - 11:40- 11:55

Out of Exec Session 11:55 am

Move to approve application for Susan Colson to work on Board for one year limited term

Lori seconded

Approved unanimously.

Noon -- back in Exec Session

Adjourn 12:19 pm – Next meeting: February 23, 2020 10 am

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ACTION ITEMS

Lisa Z

- Open registration
- Finalize OFRC contract
- Talk to Mosaic about options for assisting w/ staff training
- Develop staffing plan

Margaret and Lori

- Draft proposed budget

Margaret and Claudia

- Work on planting Camp info on social media

Claudia

- Find out cost of MOSAIC staff training

Lori

- Send out W-2s
- Figure out \$3k discrepancy in donations
- Pay AZ and Idaho state payroll tax

Alison

- Annotate 2019 donor list

All

- Bring list of people/organizations to reach out to