

**CAMP IT UP INC.**

**Board Meeting Minutes**

**18-JUNE-2017**

**10am-1pm**

**Location:**

**Brett's Office**

**National Equity Project (Brett Bradshaw's Downtown Oakland office):**

**1720 Broadway**

**Oakland, CA 94612**

**Minute Taker:** Katie

**Attendance:**

Present: Em, Jay, Leslie, Ora, Roger, Brett, Susan (arrived late), Rachel, Mary Beth, Katie, Lori, Tyler

Board members not present: John, Judy

(R) = Remotely attending via web

\*\*\*= Parking Lotted items

**10                      Check-in**

**10:10                      Meeting Minutes Approval**

Brett moved to approve the April and May Minutes, Roger seconded, and all approved.

**10:13                      Mary Beth's Executive Director Report**

Mary Beth walked us through her report for this month (below). We also went over a report created by Lisa that indicates the estimated amount of payments coming in for this year, and the families who came last year but have not registered for this year. Mary Beth encouraged Board members to reach out to these families personally to ask them to register if they are planning to come. There is a new EMT at OFRC who we will be available for us as per our contract. We still haven't heard from April Silas. Rachel will reach out to her again. It seems that we only get a scholarship from her every other year when she comes to camp.

**Staffing:**

- Interviewed and hired new staff
- Hosted staff training on 6/17/17 for 30 staff.

Group games

Being a camp counselor

Age level characteristics

Handling difficult campers

All camp activity planning

**Marketing**

- Betty's List
  - Online banner

4x4 ad

Mass email blast

- Camper Emails

### **Camp Documents**

- Staff Training Manual
- Staff Handbook
- Emergency Procedures
- Camper Information Packet

### **T-shirt**

- Work on design, we are currently working on a version of this:

### **All Camp Events/Themes**

- First Dance – Decades
- Casino Night – Here we Glow
- Second Dance – Alice in Wonderland

### **Notes**

- Had SC Jeremy and JC Griffin backed out
- Could use 2-3 more Sr. Counselors, staff are asking friends, referrals will be best at this point
- Katie and Morgan will host a staff planning day prior to camp next month
- Still need someone one to manage the camp show

Wi-fi on site for registration - may be able to add data on to FRC access

Medical back up - paying FRC resources

### **Summer Registration**

- Outreach for registration to families with deposits, who attended last year, and who have created accounts but not made reservations. Phone calls / individual contacts in addition to emails.
- Mary Beth sending roster for phone numbers

Profit on T shirts discussion -

Mary Beth brings up that the cost of the merch has been high in part to cover the cost of the staff shirts.\*\*\*

## **11 Treasurer Financial Report–Brett**

We reviewed Brett's Banking Summary including the total Income and Expenses from May 1st to June 16th.

## **11:10 Fundraising Report- Judy**

Judy wasn't present today but sent a message:

Hi Susan, and all,

Actually the exciting thing I have to report is that we have 100% board pledges and we have exceeded our goal of raising \$2,500 by quite a bit!

Then two business items:

I need a Co-chair of Fundraising, ideally someone who would be the lead for me when I go off the board in December. So this is a request to John and the nominating folks to let me know if there are any

prospects who are coming on the board then, that I could talk to about joining the fr committee as a contact chair now.

Second to all, thank you again so much for your pledges. You are welcome to pay them at your earliest convenience, and it would be wonderful if it could be before camp ( no worries is it can't)

Thanks so much and have a good meeting!

**11:10                Executive Session**

11:05 Executive session begun.

We discussed the policies created at the Board Retreat

**11:30 - executive Session paused**

Registration cancellation discussion and decision:

Considerations regarding cancellations and refunds discussed. Consideration of camp budget balanced with individual needs led to discussion of what and when refunds would be possible

Ora moved and Jay seconded motion to modify website for cancellations.

Motion:

CIU website will include policy information stating that after registration deadline, absolutely no refunds will be provided unless the cancellation causes no costs to camp. Campers will be encouraged to purchase travel insurance.

3 Abstentions

6 Approved

Motion passed

**11:40 - Executive Session restarted**

**Adjourned 12:29**