

6.23.19 (Approved 09/15/2019)

**CAMP IT UP INC.**

**Board Meeting Minutes**

**23-JUNE-2019**

**12:00 pm-2:30 pm**

**Location:**

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

**Minute Taker:**

Kai Angelot

**Attendance:**

*Board members present:* Kai Angelot (R), Lori Randlett, Alison Hardy, Katie-Rose Breslin, John Dalal, Margaret Kavanaugh, Liz Hendrickson (arrived at 1:30 and leaves at 2:40)

*Board members not present:* Jay Sky

*Staff/Guests present:* Lisa Zeiler, Lisa Angelot (left at 1:20pm)

Board president: John Dalal

(R) = Remotely attending via web

\*\*\*= Bike Racked Items

**Interested: 5**

**Uninterested: 2**

**Agenda**

**12:00 Start Board Meeting, check-in, name timekeeper, get Interested Party Count**

**12:10 Approval of the May Minutes**

Alison moves to approve the May minutes, John seconded, all in favor. One abstention due to absence. May 2019 CIU Board Minutes approved.

**12:15 Executive Director Report – Lisa Z**

- Big THANK YOU to Katie-Rose and Margaret, the picnic yesterday was a huge success!
- Looking at ways to save on food costs with Chef, Sabra and Mark. The specialty food budgets will be very tight this year.
- Staff background checks are done and hiring is complete
- Andrea has proposed additional adult programing and is willing to take this on as a part of her trade

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Margaret moves to approve Lisa Z's collaboration with Andrea to create a program for to re-energize adults who want to spend longer days outside of camp and are autonomous. No additional camp cost will be required for this program. Alison seconded, all in favor. Motion passed.

- Staff are starting to get their first Aid/CPR certifications
- Lisa is working on the schedule, and creating staff hour time sheets
- Beth-El offering us a small conference room for diversity training the day before the staff leaves for camp (July 24th). All staff are required to be there. It will be a diversity training, sexual harassment/consent training, and then they'll leave for camp after lunch.
- We will need adult volunteers who can help drive their staff up to camp. They can stay the first few days before camp starts for free or pay a super low staff rate. Staff can drive as long as they are legally able to drive others.

### 12:25 **Admin Report – Lisa A**

- Many long term campers are not returning this year due to change in family plans, their kids outgrowing camp, and financial burdens.
- Refund Policy:
  - Some folks are asking for refunds and are upset about their deposits. This is understandable but our policy is clearly written on the website and we are unable to give refunds.
  - Requests for refunds due to emergency circumstances must be submitted in writing to the board. We have a small emergency fund available for these occurrences and will respond to any letters as soon as possible, but cannot commit to offering any refunds until after camp in August.
  - We can also offer to transfer deposits and paid registrations to Camp 2020.
- Our budget is very low and registrations are low compared to 2017 and 2018, at least at this point in the season.
- Lisa A will provide weekly updates to the board to let us know when new people register for camp.
- Final projection for Mark will be given to him based on the actual numbers we have 14 days before camp starts.
- Discussed a possible shortfall this year. Our projections to CIC were higher than we expected, we are hoping to reduce our payments based on the newest projections.
- If we do not come in short and have extra money, the first priority will be to pay Lisa A who says she will forgo her salary if we are short.

### 1:20 **Fundraising Report – Alison/Margaret**

- We've received generous donations totaling \$11,000. Planning a matching campaign at camp this year to ask our campers to match this and ask the board to match this as well.

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- Going to make a Pride ask as well

**1:30 Executive Session**

Out of Executive Session 2:20

- Katie-Rose moves to approve the Employee Handbook in its current form with edits made today, Alison seconded, all in favor. Motion Passed

In to Executive Session 2:21

Out of Executive Session 2:31

Lori motions for Margaret to take on the role of CIU President from July 1-August 31, Katie-Rose seconded, all in favor. Motion Passed.

- Katie-Rose, Kai and Alison offer to act as co-chairs while at camp to fill in for Margaret if she is unable to attend and/or to support Margaret with any needs.
- Margaret will no longer be on the Fundraising committee. She is only on the Sustainability Committee while she serves as President.

**2:40 YAC – Tyler**

Margaret on behalf of Tyler. YAC met yesterday. There were 6 members and the meeting went really well. They had no serious questions or concerns.

**2:45 Outreach/Marketing – Katie Rose/Lisa Z**

Picnic was a success!

Plan to fundraise at the Our Family Coalition family garden at SF Pride. Lori and Katie-Rose volunteer

**2:50 Adjourn – Next meeting: July 21, 2019 10am**