

**CAMP IT UP INC.**

**Board Meeting Minutes**

**17-SEPTEMBER-2017**

**10am-12:45pm**

**Location:**

National Equity Project (Brett Bradshaw's Downtown Oakland office):  
1720 Broadway  
Oakland, CA 94612

**Minute Taker:** Katie

**Attendance:**

Board Members Present: Brett Bradshaw, Susan Colson, Jay Sky, Katie Angelot (R), Ora Prochovnick, Mary Beth King (R), Leslie Baker (R), Judy Schwartz, Lori Randlett, John Dalal, Em Howard, Rachel Venning

Staff/Guests Present: Tyler Kavanaugh-Lynch, Aidan Cassel-Mace

Not present: Roger MacDonald

(R) = Remotely attending via web

\*\*\*= Parking Lotted items

**Agenda**

9:30 **Arrive, nosh and gab**

10:08 **Start, brief check-in, introductions**

10:10 **Approval of Minutes (August) - Katie**

Unanimously approved

10:20 **Announcements - Susan**

October 1st Freight and Salvage has offered us tickets to the Charlotte Maxwell Fundraiser

10:25 **YAC – Aidan, Tyler**

Aidan and Tyler passed out their YAC information sheets they wrote up in their meeting last Saturday. Their regular meeting will be the first Saturday of the month. Last month they had 2 members attend. They will be reaching out to the teen group/12-14 age group soon.

Aiden and Ty wanted to bring up 3 main issues at this meeting: CIT hours, CIT pay, and CIT training.

CIT hours: The CIT hours weren't tracked this year the way paid staff hours are tracked. In theory CITs shouldn't work overtime but they do because their hours aren't tracked. When we switched to the logging hours system that was hard for paid staff to learn so if we started that practice as CITs then we could learn it earlier and be ready to be paid staff. With Laurel, she did a great job but she wasn't expected to track CIT hours. The hardest day was the CIT dance because the CITs have to work all day and then plan, set up and clean up the dance.

Ora: I think we should use this 15 minute YAC slot not to resolve specific issues but rather allow time for the YAC to ask clarifying questions and then we can come back to them at a later time. Ora also clarified

that we are more concerned with making sure the staff doesn't work overtime so that they aren't overworked than having to pay overtime.

CIT Pay/Training: Aidan expressed that the YAC would like it to be more specific as to when CITs are being trained and when they are working using already learned skills. He feels that they shouldn't have to be paying to do manual labor. Example: having to sweep the veranda or lifeguarding aren't skills learned at camp. Maybe the hours of this labor are reimbursed or deducted from amount to be paid so that CIT position looks more like a trade position.

Rachel: We have to remember that some of the grunt work isn't about making CITs do manual labor but rather this is what it takes to be part of a camp and make it happen. Expecting CITs to jump in and do manual labor is totally reasonable to a point and then it's understandable that it becomes too much for you.

Susan: Remember that the ED and CIT director has a big roll in making these decisions this so we need to address these concerns with Mary Beth and the CIT director.

#### 10:35 **ED Report - Mary Beth**

To reflect on the YAC's report: I've already decided that next year everyone will clock their own hours and that will include CITs. In every CIT program I've seen, CITs do grunt work so we won't be able to get around that.

Mary Beth reported that she's been working on running reports in Ultra Camp, looking at our Camps In Common contract, looking at Winter Camp fees and registration, been in contact with Camp Richardson and working on learning Ultra Camp.

I want to get the link and paperwork done for Winter Camp registration before my Wedding in October. Brett and Mary Beth will get together to talk about the financials

Lori: Where are you with the contract negotiations for Winter Camp and Summer Camp?

Mary Beth has the Winter Camp contract and is making sure everything looks good, going through details of rooms and buildings rented, etc. Will confirm this week with Camp Richardson.

For the Summer Camp contract, Mark was displaced because of the fire and hasn't been able to work on it. He's going to get a couple of different contracts options out to Mary Beth soon. He's looking at a couple of different ways of lowering our costs either by changing us to a 7 day camp or us sharing the space during staff set up days.

#### 10:45 **Fiscal /Treasurer Report - Brett**

Brett passed out his banking summary that covers 7/17-9/16. We finished our payments with CIC for 2017. Revenue coming in exceeded our outgoing expenses and our balance is \$40,344.19. He will do a projection on the rest of 2017's expenses as most of the expenses are known. It is safe to say that the 40k will probably get us through the year. The only unknowns are the Winter and Summer Camp installments. We did not give an installment payment for Summer Camp using our deposits this year because we haven't yet signed our CIC contract. Breakdown of the Consultant fees: Lisa Angelot, Lori Larks, and Sabra Young receive \$500 each and Jill received 2 payments adding up to 10k for this year.

We then looked at Lisa Angelot's post camp financial report comparing 2015, 2016, 2017. Looks like we were only 8k short of last year which is better than we had expected in June. Lisa, Brett and Mary Beth are planning to come together to discuss financials soon.

Lori reminds everyone that we would like the financial docs that Brett hands out at the Board meetings to not be shared outside of the meeting space.

Ora: It may make sense for the finance committee to play with our fiscal year to make it more on track with our needs. It can be moved to a different calendar month.

#### 11:00 **Fundraising Report - Judy**

Judy went over her report for this month. She feels she's been struggling to have enough time to get everything done and the fundraising committee call fell through last week. She also wants some of Mary Beth's input on the fundraising work. As of 9/3 we were about 5k short on our annual fundraiser to pay Jill out. We set a high-bar goal for this year in the hopes of getting a large Kaiser grant, which means we are very short. We need to change our goal to more realistic.

Judy finally got to talk to the Kaiser people. They said they sent an email a while back. The issue was that the grant we applied for is more for programs that last all year. They didn't see it as a viable grant for the length of our program. In April we should plan to go for one of their smaller grants of up to 8k. Leslie can partner with Mary Beth to make this happen.

Our at camp campaign was really well attended. Mary Beth gave a great pitch and we raised a lot of money, but we only had 40% camper participation. Right after camp an email should have gone out to everyone to say that we got great pledges but we only had 40% participation. This didn't go out and Judy needs some help with this. There should be some kind of regular newsletter and that can be on whatever platform works for Mary Beth. Ultra Camp is supposed to have an email message component. Another email needs to go out to everyone to encourage them to reach out to their friends and family who might be interested in pledging. Susan: We also need to reach out to the major donors that don't come to camp anymore/ who's kids have aged out. Many have expressed interest in giving but are waiting for the outreach.

Brett will connect with Judy to figure out what a new attainable fundraising goal can be for the rest of the year.

Tyler and Aidan leave at 11:20

Mary Beth leaves at 11:45

Rachel leaves at 12:10

John and Em leave at 12:30

11:20 ***Executive Session***

12:45 **Adjourned**