

**Minutes for March 8, 2020 and subsequent Board vote
completed by email by unanimous consent - Approved April 19, 2020**

Location: 1917 Fifth Street, Berkeley

Agenda:

1:00 Check in

Interested Board Members:

Claudia, Lori, Susan Colson, Margaret

Non Interested: Alison, Lori

1:15 Approval of Minutes

Lori moved to approve January 2020 Board meeting minutes, Claudia seconds. Approved.

1:20 Executive Director Report

Lisa Z -- Director Report

Taylor returns as Director of CIT program.

Kirsty is also committed to return but Marvin will not be able to return.

Highlights of the 2020 CIT and Staff Program

The minimum age for CITs is bumped up to 16 (except for people who are 15 and participated successfully last year).

Training Plans for Staff

If we have \$1800 in the budget to cover it, we will have Mosaic do half-day training, locally.

Mosaic training is expensive, but it is highly regarded, and people say it's worth it.

They are holding a date for us at no obligation. If not, we can use the person we used last year, as she charged less and was good. Goal of training: anti-racism and sex'l harassment.

At camp, will have more CIT bonding, team building activities.

- CITs will work 2 hours/day w/ group, + hour of training. Role modeling training.
- CITs will have the option to live in village or w/ families. (Only CITs will be in the village. All JCs and SCs will be at upper camp.) If individual CITs show that they cannot handle living in the village, they will sleep w/ families.
- CITs must be off work and under family/adult responsibility + supervision from 1-5 pm. every day. Taylor will have 4 hours off every afternoon.
- Every CIT must come w/ an adult.

Claudia asked why have CITs in the staff village at all?

Lisa Z -- I will think about it further.

Susan -- Let's park this question and give Lisa time to consider options further.

Claudia -- Deadline to apply is April 1. Makes a difference about what the program looks like.
Aiden -- want CIT staff to feel united. Bonding by living together, builds cohesion.
Margaret -- supports having CITs in the village if they can handle it.
Lisa agreed to consider input and decide on program details.

Fundraiser Movie in partnership with OFC - CIU pulled out of OFC movie event when OFC noted that this was not a fundraiser for them and they would not be charging for it.
Subsequently, OFC cancelled most of their group events in the next two weeks due to virus concerns. We need to post that the movie is not going to happen. Must follow up so people know we are not sponsoring it, and OFC may cancel it. Margaret must cancel CIU's event on Facebook.

Lisa A -- Registration Report

We have \$17,940 in registrations, with \$5435.83 due, and \$1,500 from Homeless Children's Network. We have one campership request for 3 people for 4 days. Lisa told camper we won't have answers regarding campership funds until May.

Lisa A -- How do we share campership applications? It was agreed we can share with Dropbox in a way where confidential information is kept confidential. HNC is finding people and sending campers to us. They will go through our application process, and HNC will cover their costs.

Lisa A will send out revised registration numbers.

No new registrations lately.

1:50 Outreach/Marketing

Tech Report

Aiden -- Ethan has \$750 of advertising at FB, but he's busy and will need help using it for CIU. Aiden wants goal/target: registration of new campers? He also needs high quality photos and videos to include in postings. Need Gina to install FB pixel on our website (connects our website -- gives us feedback about traffic on the website). Aiden wants to use data to assess the value of investing in FB in future -- can follow clicks to registration. Ethan will contact Lori about coordinating ads. Lori will work w/ Ethan to set up FB pixel.

Lisa Z -- Gina is inundated w/ requests related to the website. Gina wants us to set up an excel spreadsheet that will reflect all the requests made and what the status of the request is. Board agreed informally that this was a good system.

Aiden -- wants people to send him pics and camp info, so he can send them to all the groups that I emailed several years ago. He and Claudia will work on getting information out to all interested groups.

Postcards are ready -- they were shared at the meeting and they are ready to be distributed.

Lisa Z -- Cathy Connor is working on preparing a digital flyer to send out to all school districts. Will be done this week. Will distribute to board members for wider distribution.

2:00 Treasurer Report

Lori- Currently, the balance in the bank account is \$17,754.

(There is about \$10K extra in the balance that is already earmarked for existing bills).

We have \$15,281 pmt due this month.

Workers' Compensation cost is \$1,700.

Directors & Officers insurance also due.

We may not have sufficient funds to cover March bills.

All informally agreed the need to put out another email regarding signing up for camp, w/ early bird discount.

Lori -- we are usually behind at this time of year, as people wait to register.

Margaret- We may need to renegotiate the payment plan with Mark/OFRC so we do not breach the contract.

Proposed Budget:

A draft budget was distributed for those present to review.

Margaret and Lori began the overview by describing the budget, line by line, at first.

Highlights and comments include:

Registration line -- what we receive as registration through UltraCamp.

Camperships are not reflected on revenue in the operating budget.

The current bookkeeping systems are complicated and very difficult to track.

Lisa A maintains a campership spreadsheet.

Claudia -- We need all sources of revenue to camp to be included in this document.

Is there more revenue than is reflected in this budget?

Susan -- our proposed budget shows "earned income". Does not reflect unearned income from donations, pledges, etc.

Lisa A -- we have the records, and can come up with the more complete numbers.

Margaret notes the OFRC contract for this year and the rising costs contained in it. She noted that OFRC is trying hard to keep their costs down but state mandated cost related to wages is contributing to an increase for all camps.

Susan wants to increase our fees every year to reflect increasing costs.

The discussion then moved to the Executive Session.

2:40 Exec Session

3:40 Adjourn

**Subsequent Actions and brief notes - as submitted by Margaret Kavanaugh-Lynch.
President of the Board, Camp It Up!**

(It is noted that this is a very unusual addition to draft minutes, but I wanted to reflect the series of events in a transparent manner.)

Although the Board agreed to meet on Sunday, March 15, from 10-1 pm, at this same address to continue discussing the budget, this meeting was made impossible in keeping with state and local prohibitions on gathering in groups. Instead, the executive committee met and reviewed the budget and revised the numbers based on information gleaned from staff which further clarified the revenue and expenses of Camp It Up!. At the same time, information regarding the shelter in place pandemic of Covid-19 became more dire as additional information became available from the scientific community. Estimates for the prohibition of large gatherings were now extending out 60 days or more. The “perfect storm” of finances and health concerns, as well as the exhaustion of a small working board and staff that became clear to all involved. Camp 2020 was becoming not viable.

A lot of informal discussions occurred in this time period. Board members reached out and contacted OFRC, the Founder, (Jill Rose) and other persons to provide early notification of any possible negative communication regarding CIU! 2020. Different members began researching needed information for the Board to have available, such as the legal ramifications of canceling CUI! 2020, the possible terms of ending our contract with OFRC for this year, as well as what would be necessary to close CIU! If that was the final result of all that was being discussed. The goal of this work was to have information available for the Board and staff to use as all the issues progressed.

On March 21, 2020 a message was unanimously agreed upon by the Board to close CIU! 2020. This message was revised a few times as all were all working via email and the message actually modified from “likely need to cancel 2020 camp” to essentially “closing 2020 camp”. Lori noted that the change in language required a formal unanimous vote, via email.

On March 23, (via email) Margaret moved to cancel Camp 2020 due to grave health concerns related to the virus as well as grave financial concerns. Susan seconded the motion and it passed unanimously, in keeping with the Board By-Laws.

On March 25, 2020, Lisa Zeiler stepped away from her role as Executive Director of Camp It Up! due to the organization’s inability to pay her. She noted in her email that she did not resign and

she remains involved in the CIU's issues and concerns as a dedicated member of the community. The Board is very sorry to lose her as the Director and hopes to be able to be able to offer her compensation again in the future.