

**CAMP IT UP INC.**

**Board Retreat Meeting Minutes**

**21-MAY-2017**

**10am-2pm**

**Location:**

**Brett's Home:**

**3500 Victor Ave.**

**Oakland, CA**

**Minute Taker:** Katie

**Attendance:**

Present: Em (R), Jay, Judy, Ora, Roger, Brett, Susan, Rachel, Mary Beth (R), Katie, Lori

Board members not present: John, Leslie

(R) = Remotely attending via web

\*\*\*= Parking Lotted items

**10:05            Brief business meeting**

ED report on summer camp

- Mary Beth has spent a lot of time working on staffing. She sent a GoogleDoc link with her current list of staff. This is a working document that we can all access. 5 new Senior Counselors. Been working on reaching out to folks about returning. She's been working with Lisa A a lot. Sent some job descriptions to Jay and got some feedback on that.
- Katie, Morgan and Mary Beth have had some conversations about the different counselors and where they are best suited. Susan says she would like to be linked to that conversation. Some suggestions that as many returning staff members as possible should come to camp. Mary Beth, Jill, and Katie have worked hard to get returning staff to come back, and we want to encourage even staff who can only come for a couple of days.
- Lori, Susan and Mary Beth had a conversation recently and communicated that it would be great for future meetings to have a written report.
- Mary Beth also asks that we try not to all start talking at the same time, and that people raise their hands as much as possible.
- Jay has a suggestion about asking staff what they want to do: give them options and ask them to prioritize their preferences rather than asking them what they want to do.
- Katie says if you're on the Board and haven't registered, do it soon!

Finance headlines

- Brett has filed our 990 and will send it to all of us.
- Our banking looks great. We've paid off our Camps in Common payments. Brett and Mary Beth sat down with the new Feather River ED, Mark who is very young but energetic and their board loves him. They talked about the new contract for 2018. We had a verbal contract with Billy to increase our payments every year by \$5 until we got to \$65, which is significantly lower than their usual group fee. Most likely, rates are going to go up again next year.

- Brett raised the issue of staff conditions and price. When we go in early on Thursday, it prevents CIC from holding another week which is why our price is higher for staff for the first few days. The reasoning for this is that Jill didn't want any other people on the campsite during our set-up days, but Mary Beth and Brett think we could sacrifice this for a significantly lower price. The other option is that we could consider moving it to 7 days instead of 8.
- The last pre-payment before camp will be \$4,500 but Brett thinks this may be okay because many people still have to pay. Jill and Lisa have told Mary Beth that they think we're on track in terms of registration.

#### Fund development headlines

- Recap of 100 Dinners: successful, thanks to Daniel and Seth, total of 5 parties, Brett and Jeff's was the most successful. We came in around \$3,000 which is a success. Judy wants to have a debrief with the hosts if they are available to see how they felt about it and if it should be an annual event.
- Camp It Up Campaign Pitch: We made big contributions for the last 2 years to buy camp and stretching our contributions. This year is the year to start giving our contributions that we feel is what we can give to camp every year. Hoping that among this group we can come to camp with \$2,500 dollars. Reason that this seems low is because we are hoping to get a couple of big donations from Kaiser and another.
- How do we want to do the fundraising at camp this year?\*\*\*

Em signs off.

#### 10:45            **Check-in, warm-up**

#### 11                **Policy development and framework**

- Policies as values in action, possible framework

Why do we need policies? Consistency, grants, laws, legacy, drives the operation of camp, transparency  
Urgent needs for finance, HR, 990 (Disclosure, Conflicts of Interest, Interested (paid) vs. non interested board members)

- Brainstorm of policies/guiding principles/values and areas of policy CIU needs:
  - Refunds
  - Trades (amount, hours worked)
  - Method for granting scholarships
  - Discipline and Firing, especially at camp. Dismissal vs. staying with parents.
  - Hiring
  - Childless families
  - Safety, equipment, lifeguards, insurance, ratios of campers to counselors
  - Scholarship
  - Drug and Alcohol policy (different ones for staff, camper, minors, etc)
  - Bullying (staff vs camper), Harassment, anti-discrimination
  - CIC campground rules\*\*\*
  - Gender inclusivity (language, etc.)
  - Privacy, sensitive documents

- Cash handling
- Environmental respect and participation in cleaning up
- Equity
- Co-op time expectations
- Board and Fundraising (donors, donor parties)\*\*\*
- Guiding Principles of Camp It Up: Inclusion, community, joy, safety (physical and emotional), freedom of expression, education and training, family, to each according to their need
- Tensions around the Principles: Safety, inclusion, weak on training, community vs. individual
- Small groups work on specific policies: finance, fund development, personnel and purpose/mission. Please see “Breakout Session on Policies--2017 Board Retreat” Document.
  - Registration/Fees: Ora, Judy, Mary Beth
  - Personnel: Jay, Susan
  - Community: Rachel, Katie, Roger
  - Administration/Finance: Brett, Lori

### **12:30                    Report back & discussion**

Groups will identify which policies need to be written before camp and which we can wait on till next year. The ones for next year, Mary Beth will write. Groups need to make a recommendation for next steps, who is needed to write the policy and who should write the policy.

- What happens when kids get hurt and families are not there?\*\*\*
- What do we do when campers of CITs have disagreements or bullying problems outside of camp that get brought back into camp? What’s our responsibility and the kid’s parents’ responsibility?\*\*\*
- Fraternization Policy\*\*\*
- Katie and Rachel will work with Mary Beth as a committee to help her decide on the Scholarships. They will reach out to April Silas to ask if her company will be sponsoring families this year.

### **1:30                    Board transition and health**

Ora moves to amend the bylaws to allow for the original board members to stay on the Camp It Up Board of Directors until December 31, 2017. Rachel seconded. All approved, no abstentions, no no’s.

- People will recruit new members to replace the positions they currently hold that need to be replaced.

### **2:00                    Adjourned**