**Board of Directors Meeting**

March 3, 2022 6-8pm

Via Zoom

1. **Call to Order/Roll: 6:02 Pm**

PRESENT: Ashley Larson, Ildi Laczko-Kerr, Lindsey Gray, Debbie Accomazzo, Seth Zimmerman,

James Walker, Harvey Bedolla; Katy Cavanagh, Kelly Newcomer (medical director), Camille Ramey (medical director), Elena Rubio, Vivienne Rubio, Pam Lang (6:39 pm), David Stuempfle (ICD)

1. **Consent Agenda** 
   1. Approval of prior Board meeting minutes
      1. January 22, 2022
   2. Approval of new Board member
      1. Katy Cavanagh, 2-year term

MOTION: Motion to approve Consent Agenda by Debbie Accomazzo; second Seth Zimmerman; unanimously approved.

1. **Discussion/Action Items**
   1. Chair’s Report (Ildi)
      1. President/CEO Evaluation Timeline
         1. Ashley Larson self-evaluation
         2. Board Evaluation of President/CEO
            * Per Ildi, board needs to complete their sections by March 14, 2022. Results will be discussed at April board meeting.
      2. Annual volunteer survey (attach survey questions)
         1. Per Ildi, discussion on annual survey questions. Discussion on when to send the survey. Per Seth, number of events scheduling volunteers (camp, raffle, CCN, Coyotes). The sooner we get it out, the sooner we can work with the data. Per Ashley, the way it is written was how it was written last year – so some of the questions may need to be revised. Per Ildi, yes, adding those opportunities would be helpful. Per Lindsey, no need to have a stop dead date on survey, just have it open and request it be filled ASAP. Per Debbie, did we change the survey at all? Per Ashley, we kept it the same for consistency and to measure data. Discussion on revisions to questions and how to better get information from the survey pool. Per Kathy, are we going to use the data and will it be consist with our goals? Perhaps we can narrow down the open-ended questions. Discussion on how survey data has been used previously. Seth has engaged volunteers to let them know about the survey and that they are using the survey information to help the organization. Questions are being revised. New draft will be recirculated for email vote by the board.
   2. President’s Report (Ashley)
      1. ACA Update. David and Ashley spent a week at this event. Discussion of highlights from the event, including how culture change is hard, fundraising, covid, supervisors.
      2. Connex Update. There is an issue with Camp W Connex. It needs to be moved to Craig’s office building. It was supposed to be moved today – but the way the Connex is positions, it cannot be moved as is. The Connex will need to be empties before it can be moved. Camp W is working on straightening the Connex in hopes that it can be moved. They are working on an update.

* 1. Finance Report (Obj #3, Goal #1)
     1. Email summary from Craig S. We are in the negative for cash flow right now (11,840). We had $5,735 in deposits and $21,632 in expenses in February. Breakdown of YTD expenses. Per Debbie, discussed in January having a detailed revenue report. It is being tracked it just is not in the current forms. Katy has questions about budgets and will discuss offline with Ashley. Large expense for website – will address and provide an update. Ildi is turning the screws on Craig re the breakdowns ;)

* 1. Camp Update
     1. COVID protocols- revisit, possible revisions (Kelly/Camille)
        1. Camper eligibility. Who should come to camp now. Per Camille, she got some information from Camp Rainbow. Limiting campers by where they are in treatment (off therapy) or in maintenance – 8-16. This should also apply to siblings (no siblings can come to camp that have siblings on therapy). Bone marrow transplant patients – should be the call of the medical provider.
        2. Covid vaccinations. Camille looked at Shining Stars, COCA, CDC, Camp Rainbow and Camp Ramah. Informal poll all requiring 2 shot series + booster if eligible for all participants. All shots would need to be administered by June 1, 2022. Recommends giving everyone 4 weeks to get the last shots to be eligible. Camille has efficacy rates she can share. J&J would not be a great place for camp this year. Camille recommends Pfizer/Moderna vaccines. We are in line with testing and mask protocols.
        3. Discussion from Camile on why all the protocols matters.
        4. If positive case – we would need to quarantine, contract tracing, possibly risk cancelling week 2. What it would mean for camper – only antivirals. Very weak evidence for medicine that can be given
        5. Camille’s recommendations may seem strong, but she would remiss if she did not make those recommendations.
        6. Guideline document is not being sent to families. Link to 4 covid tests. There is a website page re the COVID protocols.
        7. Katy has some questions and will discuss offline with Ashley.
        8. Per Debbie, what are the bullet point recommendations?
           + Everyone vaccinated and boosted
           + Testing before camp, at camp
           + Masks
           + Hand hygiene
           + Eligibility \*off therapy or in maintenance +- bone marrow depending on physician recommendation
        9. There is an in-person event on 4/2, less than 15 total siblings and survivors and could be socially distanced, do we need protocols? Per Camille, outside should be fine. If children on therapy are masked, that would be preferred. Will address offline.
        10. Per Ildi, no decisions tonight regarding protocols and procedures for Camp.
        11. Per Seth, what is the current recommendation for vaccinations for kids in active treatment/maintenance. Camille provided information.
     2. Camper & Volunteer Eligibility & Admissions Policy. *See* discussion above.
        1. Eligibility. Per David, all staff must be vaccinated.
        2. Capacity- selection process, waiting lists, etc.
        3. Adherence to COVID protocols and medical clearances
     3. Per David, update on camp logistics, new roles and leadership team and interview process for all volunteers. Staff are not guaranteed a spot until all paperwork is completed (no interview until paperwork is completed). It will be first come/first serve for volunteer staff and campers. In 2019 (122 campers at Sidekicks and 66 staff). Working on capacity limits. Staff can only choose one camp or another to allow more staff given the limited spots. 20% of spots will be saved for new campers (this number will open up). Discussion of Staff breakdown for camp. Recommends 3/1 camp staff to camper. Recommending we do not bus anyone to camp – families drive up and drop off. Will eliminate costs of buses. Will eliminate lake day for camp based on the shortened camp dates. Once on camp, no one leaves (except 1 or 2 people to get supplies from Payson).
        1. Per James, Camp WH requires a 1 to 4 ratio – not sure if that impacts camp/staff ratio.
        2. Per Lindsey – establishing schedule for board visits; recommends reimbursing parents for costs of gas.
        3. Per Camille, this summer a 1 camper to 1 aid ratio probably isn’t going to be possible given the pandemic and camp. Delicate and sensitive conversation to discuss and may need to consider that differently. Per Debbie, We will be comparing protocols to that of WHR and this camp is created for medically fragile campers. We may be able to make the 1 to 1 ratio work on some level.
        4. Per Harvey, concern with all families on campus. What if they need to use the bathroom, what if they have an emergency? Per Ashley, we secured rapid tests. There is a loop. Per Pam, the bathroom issue could be an issue.
        5. Per Debbie, there are a lot of good options and impressed by presentation. Per Kathy, agrees with Debbie re presentation. Kathy discusses concerns on 1 to 1, it may be able to be done. Per David, if the board is able to provide additional staffing, we could be able to revisit 1 to 1. David is going to prepare a bullet point list for cost savings. David is reaching out to past camp volunteers, will be completed by next weekend.
        6. Per Ashley, camps are paying for ubers.
     4. Leaders in Training (LIT) program review. Per David, 2-year program for 17/18 year olds. Pipeline for older kids. Provide great skills to all participants.

* + 1. Whispering Hope draft contract. Per Ashley, this is a sample. It is not the final document. She has asked for a deadline from WHR – no drop-dead deadline yet. Final should arrive on 3/7 via docusign. Per Katy, do we have legal counsel. At this moment we do not have an attorney – looking for pro bono work. Per Ildi, can the contract be revised by us? Need clarification. Lindsey recommends that a lawyer review it. Kathy, can insurance company review it? Discussion of Camp Session Use Fee (minimum number is what we will be responsible for – we will pay no less). Discussion on numbers (80%), they cannot order more than 20% in food. This will be taken offline for now. Will be re-addressed at April board meeting.

* 1. Committee Reports
     1. Fundraising Committee (Obj #3, Goal #1) (Harvey). Had an initial meeting and decided that fundraising is a big part of camp. We need more volunteers. Several different committees. Ashley and Harvey are going to meet to discuss breakdown of the committees. Per Pam, discussed committees and not getting in the weeds with committees. Good ideas for different streams of fundraising. Choose key fundraisers and then create committees.
     2. Marketing Committee (Obj #4, Goal #1) (Debbie). General housekeeping, got golf tournament items, finalized logo. Working on 2022 marketing goals. Needs structure for moving into the year – wants to go back to the annual calendar for marketing strategy. Will help us plan things out better and dovetail marketing/branding with fundraising and programming. Mouse Pad – marketing item discussion. Discussion on melding fundraising/marketing for some portion. Current donors are low hanging fruit. Propose merging committees back together and overlay calendar to create goals/standard fundraising. Per Harvey, Ashley needs to take a big lead because a big part of it is for her. Per Debbie, disagrees. Per Katy, marketing and fundraising have to be integrated. She needs materials to meet with donors. Efficiency is less if there are two separate committees. Discussion from Ildi re strategic plans for each committee. Debbie made proposal to Harvey, Seth and Ashley. Per Harvey, discussion re mouse pads needs further discussion.
     3. Community/Family Outreach (Obj #1, Goal #3) (Seth) Megan Remmington is reving volunteer newsletter. Discussion on key events and staffing needed.

1. **Future Agenda Items**
   1. Approval Camp Whispering Hope Contract
   2. Board Development
      1. Summary board self-assessments
      2. Board discussion
         1. Committee Reporting Out
         2. Fundraising/Give or Get
   3. Approval of President/CEO evaluation (possible executive session)
2. **Meeting Closing** 
   1. Review action items from meeting
   2. Next Board Meeting: April 9th, 2022. 1:00-4:00pm (virtual).
3. **Adjournment:** 8:34 PM