**Board of Directors Meeting**

**January 22, 2021 1:00 pm-4:00 pm**

1. **Call to Order/Roll: 1:38 pm**

**PRESENT:** **Ashley Larson, Ildi Laczko-Kerr, Lindsey Gray, Debbie Accomazzo, Seth Zimmerman, Craig Scheinerman, Pam Lang, James Walker, Harvey Bedolla; David Stuempfle (Zoom)**

1. **Consent Agenda: MOTION to approve Consent Agenda by** **Debbie Accomazzo; second Craig Scheinerman; unanimously approved.**
	1. Approval of prior Board meeting minutes
		1. Regular Board meeting: December 12, 2021 (**date amended via email by S. Zimmerman).**
	2. Approval of new Board members
		1. Pamela Lang- 1 year term
		2. James Walker- 1 year term
2. **Discussion/Action Items**
	1. Executive Committee’s recommendations for retiring Board members. **Harvey has returned for his next 3-year term. Paul Mosier elected to retire from the board.**
	2. **MOTION to approve P. Mosier’s retirement and Harvey Bedolla’s 3 year term by** **Craig Scheinerman; second Seth Zimmerman; unanimously approved.**
		1. **Discussed from Debbie re protocol for following-up with retired board members, including cards to sign. Per Craig, no standard in the past. Discussion on recogniation for prior board service, including shirt, thank you notes, and certificates.**
		2. **Paul does want to remain involved in the organization.**
	3. President’s Report
		1. Staffing Updates (Obj #3, Goal #1). **Per Ashley, update on timeline and process of interviews. Panel consists of camp volunteers and board members to hire the new interim camp director and interim assistant directors. Group document that consisted of questions. Before first interview, set process with set questions. First interview this morning (new person to camp). 2 other interviews tomorrow (both have served at the camp). Discussion on who gets to make the final decision. Ashley wants to onboard by 2/1.**
			1. **Per Craig, who is part of the committee – 8 people on the committee--4 board and 4 volunteers.**
			2. **LGG concerned about precent and lack of complete board involvement in hire. If it will be by committee with recommendation – that’s fine, but that is the precedent we are setting.**
			3. **Per Harvey – agrees that board should hire the camp director.**
			4. **Per Seth – email vote on the topic, the committee can make recommendation**
			5. **Per Debbie, will Executive Director be able to do direct hiring?**
			6. **Per Craig, may need ad hoc meeting vote for this option. Time is of the essence.**
			7. **Discussion re email and what will be included.**
			8. **Per Harvey, emails can get lost. Perhaps send a calendar invite so he gets a reminder to check email and vote.**
			9. **Per Debbie, there was confusion on who was being interviewed and what date. Need more organization vs google document. This is an area to approve. Discussion on setting times instead of providing open ended questions and providing parameters.**
			10. **Per Ildi, yes to setting precedent; did want to create a balance with camp volunteers. Committee will make recommendation and the board will vote.**
			11. **Per Seth, discussion on stipends – will address later.**
			12. **Per Lindsey, does not want to cut out volunteers; but volunteers do not have fiduciary duty to the organization regarding hires. Viewes it as the board responsibility to hire, evaluate and fire the executive director and camp director.**
			13. **Committee has not spoken about stipend, but candidates know it is on the budget.**
			14. **Per Ildi, follow-up same exact process for assistant directors. Policy = recommendation from panel and then vote by board for stipends. If not stipend positions, then the policy would be different. Those positions would be voted on by the board, but not require a second interview**
			15. **Further discussion on stipends for assistant directors – Discussion on interview process for assistant directors regarding being there for 2 weeks verses for one week. Per Seth and Craig, some people may not be able to take 2 weeks. Per Pam, are these all adults? yes, all over 25. Per James, depends on what we can get from Whispering Hope. Per Seth, yes, we have to see how they work with us to determine total assistants.**
			16. **Per Debbie, this is a complicated interview process. Do we have time? Per Ashely, we have 3 assistant directors. Per Craig, do we need 4 assistant camp directors? He thinks we can do 1 and 1 for each camp. Per Seth, probably. The candidate from today probably not, but for the other two, it may be different since they worked at camp before. Per Seth, the camp director will need more help. It is a lot of work. Bulk of the work is in the months before. Per Ildi, are we comfortable with filling all four spots? We do want to fill at least 2 spots. There are other leadership opportunities at camp that can be filled. Per Harvey, discussion on how the workload is farmed out. Per Seth, delineate critical roles to non-critical roles. Discussion on whether we need to make the decision now or as we proceed through the months in planning camp.**
			17. **Per Ashley, accreditation is a large undertaking. Director and assistants will need to do this. Harvey does not think it requires more assistants. Delegation happens with that process. Discussion on whether Camp W is accredited. It does not look like Camo W is accredited. But if we get the accreditation, we can market that with Camp W.**
			18. **Per Debbie, questions re accreditation. Discussion on what it takes to be accredited.**
			19. **MOTION *re Recommended Policy* for hiring of Executive Director and (Interim) Camp Director only. Initial interview panel committee consisting of volunteers and board members will make a recommendation to the board for the second interview on candidate(s). The board then does the second interview of the recommended candidate(s). Initial interview panel will consist of at least 2 board members. This process only applies for the Executive Director and (Interim) Camp Director by Seth Zimmerman; second Harvey Bedolla; unanimously approved.**
				1. **Discussion on protocol and recommendations. There are going to be conflicts. Discussion on availability for voting and executive session regarding hiring. Committee provides recommendations and additional questions that can be asked by board for follow-up interviews.**
				2. **Discussion on recommendation for how many board members in the interview process – at least 2 members of the board. Discussion on having 6 to 8 people present on the committee.**
				3. **In the future, we will be more organized in providing those dates.**
			20. **MOTION re stipend positions excluding Executive Director and (Interim) Camp Director. Initial interview panel committee consisting of volunteers and board members will make a recommendation to the board; board will then vote on the recommendation; at least 2 board members will be part of the initial interview panel by Lindsey Gray; Second Craig Scheinerman; unanimously approved.**
		2. **Discussion re accreditation. Some information needed 2/1. Ashley will be working on the first round, but needs additional information. Discussion on calling organization to determine who needs to be members and why they should be members. Discussion on who should be part of the membership. Conference is the 2nd week of February – accreditation workshop. Who do we send to the conference? The conference is in Portland. Discussion on conference being in the budget and using Southwest points. Discussion on the types of conferences we attend. Per Seth, recommends interim camp director, Ashley and ask Mary from Camp W to attend.**
			1. **Per Debbie, this should be more developed before it comes to the board meeting. Debbie wants to not utilize old leadership, but for us to learn how to do this. Seth agrees but knows that there is institutional knowledge that can be tapped into. Per Craig, let’s just work with ACA. Per Harvey, there are other camps that are ACA accredited like friendly Pines and Camp Rainbow that we can reach out to assist. Per Lindsey, is there a committee? Per Harvey, no we don’t want a committee. This is best handled by the camp director and assistant. Per Pam, she knows people from turrets camp that could be of assistance.**
			2. **No motion. Ashley will attend with one additional person.**
	4. Strategic Plan Update. **Per Ildi, we’ve been doing a lot of things.**
		1. **Summary of prior policies that we have implemented.**
		2. **Main focus this year will be fundraising verses last year on organization**

* 1. Committee Reports
		1. Finance Report (Obj #3, Goal #1)
			1. FY2021 Budget update & year end activities. **Per Craig, discussion on YTD finances. Revenue = $173k. Payroll seems high, but that is only because we do not have higher expenses like camp.** **Payroll will level out to about 26% in 2022. Hoping we do not have any legal fees in 2022. We are net positive 18k for end of the year. As we go to a new formal year, we need to up the revenue side. Per Craig, we need accountability and ownership in this category.**
				1. **Expenses are harder to change. Some are fixed. Some are not fixed. Little wiggle room on those. Bigger discussion is on the revenue.**
				2. **2022 Expenses**

**Discussion re 2022 stipends:**

**Currently, the stipends will be prorated from February to August.**

**Discussion on interim position-- told that position will end at August. Cannot now extend to calendar year currently, but may ask at follow-up interview. Next year, the position would be calendar year again.**

**Stipend amount includes 3k to family coordinator.**

**The 5k for grants was just pulled from the budget. It is not part of the current stipend budget.**

**Discussion on potential numbers.**

**MOTION ON STIPENDS: Camp Director (6k), 2 assistant directors (1.5k each) and Family Coordinator (3k) by Craig Scheinerman; second Harvey Bedolla; unanimously approved.**

**Discussion re grant writing committee and allocation of funds.**

* + - * 1. **Discussion re revenue sources**

**Per Pam, how much time are we looking for with volunteers for fundraising? Meetings are determined by the committee. The expectation is the committee reports to board. Committees have ability to set their own schedule. Pam knows potential people that could be helpful for committees.**

**Minimum give or get = $1,500 for board members**

**Per Debbie, would like to see breakdown of prior revenue sources. Per Craig, it is a measuring stick, but does give proportion for the events.**

**Grant writing = 40k to 50k**

**Corporate donations – needs to be tapped into. Per Debbie, donor stewardship and learn how to grow that contribution.**

**Discussion from Ildi re focus of this year on fundraising and donations. Per Debbie, probably spreading ourselves to far on some of the revenue options. Per Harvey, are we still receiving from most of our donors? Unclear. We need to go back into and see the list.**

**Per Debbie, discussion on lack of follow-up regarding donations. It’s more costly to lose donors. Per Craig, sponsorships and grants are the best financial buckets. It’s going to take more than just who is in this room. Per Seth, implementing a program at camp -15 minutes -I had a blast thanks for supporting me. Easy to use. Per Harvey, donor blasts on Facebook.**

**Per Harvey, do we have marketing materials developed? Will address later.**

**Aggregate revenue recommendation by Craig = 275k, we did 175K last year.**

**Per James, questions regarding expenses on programming. Clarified by Craig as some of the numbers are placeholders, like other camp programs.**

**Per Seth, question regarding Camp W costs. Discussion on how we got to those numbers. The numbers are less because we will have less campers, but numbers are based on the contract number**

**Boomerang = $110k last year.**

**Discussion re line items in budget, including summer camp transportation. Summer camp transportation changed to transportation.**

* + - 1. Fundraising update –
				1. **Per Debbie, she has an artist friend that is willing to host event (camper/art event) with 10 campers and create an original canvas, come up with a theme, use painting in a number of ways (notecards, package them and sell at events, create prints and frame them)**

**Discussion on vaccine status, masks**

**Trying to shoot for March and April, 9 to noon.**

* + - * 1. **Hockey 50/50 is upcoming.**

* + - 1. **MOTION** to Approve FY2022 Budget**:** **265,654k in expenses and 275k in revenue by Craig Scheinerman; second Lindsey Gray; unanimously approved.**
		1. Marketing Committee (Obj #4, Goal #1)- **tabled to next meeting. Per Harvey, when will kits be available? Per Debbie, spring is the goal. Next marketing meeting is in February.**

* + 1. Community/Family Outreach (Obj #1, Goal #3)- **tabled to next meeting**

* 1. Board Development
		1. Board self-assessments. **Please complete by next meeting.**
		2. Board committee expectations and sign-up. **Goal is that** **each committee will have a charter or set of responsibilities; three committees will have a chair and a co-chair (marketing, community, and fundraising). One chair will be a board member and co-chaired by a volunteer at large. We’d like to have at least 4 people on the committees. Do not need to sign-up today, but should sign up shortly.**
			1. **Sign ups:**
				1. **Harvey is signed up for fundraising (chair) and community outreach.**
				2. **Pam is signed up for outreach and fundraising**
				3. **Craig will assist on the fundraising**
				4. **James will get back to us.**
				5. **Lindsey is signed up for marketing/fundraising (grants)**
				6. **Ildi is on marketing committee**
				7. **Debbie is chairing marketing; Seth is chairing outreach**
			2. **Marketing is 2nd Thursday each month at 6pm**
			3. **Fundraising is 2nd Tuesday each month at 5pm**
			4. **Community/outreach is 3rd Thursday each month at 6 pm**
		3. Board member recruitment discussion – **new candidate submitted. Katie Kavanaugh. Application will be forwarded to us for review. Keep recruiting.**
		4. Board Conflict of Interest – **signed.**
	2. Nominations and election of Executive Officers
		1. Board Chair – **Nominations: Ildi Laczko-Kerr. Approved unanimously.**
		2. Vice Chair – **Nominations: Seth Zimmerman. Approved unanimously.**
		3. Secretary – **Nominations: Lindsey Gray. Approved unanimously.**
		4. Treasurer – **Nominations: Craig Scheinerman. Approved unanimously.**
1. **Future Agenda Items**—**in person quarterly meetings.**
2. **Meeting Closing**
	1. Review action items from meeting
	2. **Next interview meeting (zoom) – Tuesday, January 25, 2022 from 5 pm to 7 pm.**
	3. Next formal Board Meeting: March 8, 2022 6-8pm via Zoom: <https://us02web.zoom.us/j/87525854073>
3. **Adjournment: 5:21 pm**