

**Friends of Camp El-O-Win
Board Meeting Minutes
February 12, 2015**

6:00pm at Children's Services Network

Present: Colleen Martinez, Nancy Ramos, Gayle Duffy, Jane Martin, Margy Becker, Marion Vosburg, Erin Baber-Sherwood, Marc Bradford

Absent: Tara Hawthorne

Guests: Joan Minasian

Call to Order/Introductions

6:08 called to order by Jane Martin

Calls to Donors were made this meeting

Consent Agenda:

- Minutes from January 2015
- December and January Financial statements (added by amendment at meeting)
 - **MSC: Duffy/Martinez**

Board Training:

Training has been adjusted to training on the use of and need for Check Request Form and Bank Deposit Form.

Check Request Form - If you purchase or are requested to purchase an item on behalf of the Friends of Camp El-O-Win you complete the check request form to clearly identify the program that should be charged for the expense. Budget category is indicated in the first column (reference the list in footer on form); indicate the event; account item number to be listed (will be found on the budget); description listed

Deposit Form – Our organization has reached a point that we need to be more specific and precise. This mechanism is being used to track the monies as an internal control.

Reports/Updates:

Update – (Jane) Report to the Board

- Compilation of Financials will be handled by Karl at Moore-Grider
- Payroll service investigation – ADP running a special and was able to work up a package that would possibly meet the needs at a cost of \$144 per payroll (three payrolls per five week camp season). In order to keep the account active (therefore not have to pay another set-up fee) just need to maintain one person on employ; it is conceivable that this could be accomplished by processing the payroll for the Executive Director via ADP. Also spoke with ADP regarding their Workers' Comp program. Based on our size the Workers' Comp option available via ADP would go through State Fund.
- Marketing Plan from Intern from Fresno State – report summarized, Ken Otteson will be working with JB Leep to update website, through process have linked up with two Marketing professors
- Applied for a Kaiser Grant

2015 Board Meetings: January 8 * **February 12** * March 12 * April 9 * May 14 *
Remaining meeting dates to be determined

- Gift Works – data input complete – summary of donations
- Camp and Class Manager – Online registration program for both camp season and other events
- Summer Camp Staff – current hiring camp staff – pass out information
Camp Director role highlights the need to have a conversation about pay and policies around employment.

Search Committee Executive Director– (Erin)

The board discussed the reality that we have now arrived at the point where we need to discuss how to avoid a perceived conflict of interest when contemplating hiring the first paid staff. The board discussed and felt it important that an active board member not be eligible for employment; whereas a qualified former board would be eligible for employment.

Through the course of the discussion it became evident that Jane has been handling a myriad of tasks in the absence of a paid staff. The board discussed the need to more equitably distributing the tasks. Therefore, Jane will provide a list of what tasks she is currently doing so that the board can assist in taking on a number of those duties.

There was a discussion regarding how the board viewed the role of Camp Director vs. the role of Executive Director. The consensus was that the roles are distinct and should eventually be separate. However, during this time of transition we may need to consider the need to have the roles overlapping. Due to the imminent camp season, the first need is to address the Camp Director role. Jane stated that she is amenable to be serving as Camp Director for the one season to set it on an effective path.

An action item will be added to the March board meeting that Jane Martin be recommended to serve as Camp Director for 2015 Camp Season. **MSC: Becker/Vosburg**

A draft of job description for the Executive Director will be provided to the board for comment and discussion at the March meeting.

Nominating Committee Work – (Margy) Harder than realized. Difficult to identify candidates. Have we communicated with Girl Scout office to let them know that we are looking for board members? Reach out to Junior League, Chamber of Commerce, Rotary, etc. Ballots should be sent out on March. Invite to March meeting. Bios to Dropbox and/or to Erin/Jane to be included in the March board packet.

Operational Committee Update – Upcoming event – Bunco, Barrels, & Baskets (Erin)

The save the date for Bunco was distributed. A PDF file will be distributed to the board via email. The board was asked as how they would like to support this event. The needs include: promoting the event; selling tickets; assisting with sponsorship; and donations for the baskets for the silent auction.

Action Items:

Budget for 2015– Addressing the “unrestricted” category as broken out in January Minutes. Board asked how to allocate the unrestricted funds to the budget as approved in

January. Funds from November mailing and \$8,000 of unrestricted funds to the Organization column and \$49,528.92 to Property Management.

MSC: Duffy/Becker

Adjourn at 8:00 pm

MSC: Martinez/Bradford

Respectfully submitted,

Erin Baber-Sherwood

Reminders:

Use your **SHARES card** at Savemart, Lucky, Food Maxx

Use **Good Search** search engine to surf the web – they send us money for each search

Use **AmazonSmile** when you purchase from Amazon.com and EOW will benefit