

**Friends of Camp El-O-Win
Board Meeting Minutes
April 9, 2015**

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

Absent: Tara Hawthorne

Guests: None

Call to Order/Introductions

6:07 called to order by Nancy Ramos

Calls to Donors were made at this meeting

Consent Agenda:

- Minutes from March 2015
- March Financial statements
 - **MSC: Duffy/Becker**

Reports/Updates:

Review of E-mail listing: Joan Minasian should be included in the e-mail list to the board. She had made this request when she began working on the strategic plan.

PRESIDENT'S UPDATES - Nancy

Volunteer Tracking Form

A Tracking form has been created and put on drop box to track volunteer hours. This form should be used for all volunteer hours including meetings, shopping, etc. This is the same form used for tracking volunteer hours at camp. Forms should be turned in monthly to keep the burden of record keeping low. Everything outside board meetings counts as time. Volunteers are asked to try and catch up on what time has been spent thus far in 2015 and from here forward.

Dates to Calendar – Fall Family Fun Event

The actual event date is pending at this time. It will either be November 1 or 8 depending on the schedule at the venue. Due to the fact that Halloween falls on a Saturday, they may be open on Sunday to finish their season. There was some discussion on how we would handle the event if we held it when the venue is open to the public. The thought was that it might not be very busy and it might bring in some unexpected revenue to the event for those that just happened to be there and decided to pay to attend. The downside would be that having to track those who had/had not paid for attendance would create an extra level of work on event volunteer staff. The date should be finalized in the next week as Hillcrest settles their schedule.

Strategic Plan Update in May

Donor letters are typically sent out twice per year, once in the spring and one near year's end. The Operational Committee discussed this at their meeting on Saturday, April 4. In

the past, one letter has been used for general organizational support and the second letter generated funds for the now constructed bridge. We received good response from the November letter which generated organizational support. We need to decide, now that the bridge is built, what the spring letter should request funds for. It was decided that we would take on the wish list of items presented at the bridge ceremony so that people could donate for specific items.

Nominating Committee Work – (Margy)

Erin Baber-Sherwood is purchasing 8 seats at the upcoming Bunco, Barrels and Baskets events to encourage potential board members to come and get to know the organization.

Search Committee Executive Director– (Erin)

Discussion was deferred to then end of the meeting so that Jane Martin could step out during the discussion.

Operational Committee Update

Bunco, Barrels, & Baskets (Colleen) is being held this month on April 25. New this year, we will have live music before the event and during the intermission. Still looking for attendees. For online registration we should not be charged the regular \$4.95 fee. Jane will be contacting Active Network to ensure that the fees are waived as this is a fundraising event and we should have free registration for the first 3 years of membership. Manual registrations are being captured for future mailings and fundraising events/campaigns.

Gayle and Jane attended the Mayor's job fair at Manchester center this past week. They were there for 6 hours talking to people looking for work and recruiting for the summer season. Received 30 resumes/applications. They will be interviewing 12 of the 30. There was lots of diversity in the applicants, very engaged and interesting people. We are still looking for kitchen staff, a Nurse (preferably EMT), counselors and a Lifeguard. We are willing to consider a child at camp in lieu of pay for the Nurse position. Their biggest responsibility is dispensing medication to campers. All other care is per a physician protocol on file at camp. The nurse would also be responsible for reviewing vaccination records before campers arrive.

Our first camping weekend is full – two troops have registered and will fill the camp. Resident camp has only 11 participants to date.

After many meetings with the Tuff Shed representatives, the Trading Post shed has been ordered. Gail Rodgers is in charge of the Trading Post. Designs by Duffy supplies t-shirts, patches and will do staff shirts. In the camper packet, they receive a list of items for sale in the Trading Post. Camper parents are able to set up a fund for their camper to purchase items during their week at camp. The purpose of the Trading post items is to generate revenue as well as PR for camp. All trading post items carry the EOW logo.

Sunshine Day – teriyaki bowls and drinks will be sold by EOW again this year. 100 staff lunches are already paid for at \$6 per lunch. Drinks (water/Gatorade) are sold for \$1 each.

The purchase of the passenger van offered by CSN as a camp vehicle has been postponed pending an appraisal from CARMAX to determine the purchase price. The van is in excellent condition, upholstery is without tears. The camp logo will be added to the sides of the van. Gayle Duffy has a contact used by CSN to do the artwork. Part of the delay in getting an appraisal after March's discussion was the theft of the documents on the vehicle from a CSN staff car. DMV is replacing those documents and a price will be arrived at upon appraisal. Until the van changes hands, it is in safe storage and there is no deadline for it's removal. Anticipated funds from the West Hills group is in excess of \$15,000. Food cost for their stay is

estimated at \$4,000. Our present auto insurance will cover drivers over 21 with DMV clearance to drive a vehicle of that type.

The motion was made for the approval of a purchase price of the van not to exceed \$10,000.

MSC: Becker / Bradford – see in action items below

West Hills money will not come in right away. We could use available funds to purchase the van and replace those funds with the appropriate amount of West Hills funds when they arrive. The board made decisions at the last meeting about what current funds are designated for. It was agreed that once the van is cleared through CarFax and priced we will proceed with the purchase as voted on by the board.

A reminder was made to the newly elected board officers that they will need to go to Bank of the West at Herndon/First to complete a signature card for the organization's bank account.

Jane Martin has left the meeting at 7:07 pm

Search Committee Executive Director– (Erin)

The executive director is being selected. The job description being used is from 2002, there is some borrowed language and it is very detailed. The document will change as the position evolves. State law for a full time exempt position is no less than \$41,000 per year. There are no guidelines for a part time person. The suggestion is to base it on 30 hours/week at minimum wage. Position must be kept at less than 30 hours per week to avoid the requirement of offering insurance. The ideal applicant is someone who does not need the income as a primary means of support. The board discussed keeping a time record for the first year's hour commitment to give us all a better idea of the time involved in being the director. This would be done for time study purposes. Since the position is an exempt in status, hour tracking would not be done to determine pay. Erin has done some research trying to find guidelines. There is not much in the way of resources due to our unique situation. Erin pointed out that the job description is not as important as the goals/objectives of the job. The suggestion was made to simplify the description and keep it fluid. Right now there are 2 applicants for the position. There is a camp benefactor who has offered to cover the cost of the camp director's salary. The benefactor was interested in covering the salary of the executive director. The annual salary for the position will be set at \$24,000-30,000 commensurate with experience. \$30,000 @ 30 hours per week comes to \$20 per hour. The question was raised about Jane Martin's position with the organization should we hire one of the other applicants. It was felt that it was not likely that we would lose her should that decision be made.

The proposal for salary will go to the benefactor including employer costs (salary + 15.3%). The reduced job description will go out to the board via e-mail so that it can be ratified at the next board meeting. The job description will then be posted for 1 week during which time resumes will be collected and applicants interviewed. The Search Committee is asking for input via e-mail regarding what tasks this position should include.

This year the executive director/camp director position will be one in the same. Next year it will be possibly separated into 2 positions. We must determine how much time before and after resident camp is needed for preparation for camp. The plan is that the committee will present the top few candidates to the board who can then interview and make a decision on the applicants.

Action Items:

Purchase of the 8 passenger van – board voted to set the purchase price of the van no higher than \$10,000 pending appraisal and clearance through CARFAX.

MSC: Becker/Bradford

Adjourn at 8:00 pm

MSC: Baber-Sherwood/Becker

Respectfully submitted,

Colleen Martinez

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