



Report to the Board of Directors
With reports from
Mary Margaret Shepherd, Summer Camp Director
Courtney Beam, Program Director
Catherine Bentley, Office Manager
Shannon Edwards, Camp Store

SUMMER
2012

2012 was an ACA accreditation year. On June 14, 2012, three visitors toured camp and reviewed our paperwork. To prepare for the accreditation visit and to make sure that we met the standards in the annual Statement of Compliance, many volunteer hours were spent preparing documentation, reviewing policies, and working around camp.

Courtney and I attended a mandatory training session at the ACA National Conference in Atlanta. Although the training was mandatory, we enjoyed many of the educational sessions as well. Here is a list (comprehensive, but not complete) of actions taken to prepare for ACA:

- ✳ Because camp does rent facilities during the off-season, we must meet the many various standards for rental groups.
 - Catherine Bentley, Mark Buerhaus, and I met in the winter to review standards.
 - All paperwork was updated and posted on the website:
 - Rental agreement (Contract was reviewed by Kenny Keith, legal counsel.)
 - Rental group roster and safety guidelines
 - Information posted in rental buildings (emergency procedures, food sanitation procedures, etc.)
- ✳ The Leader training manual was updated to include more information on positive behavior management and blood-borne pathogens.
 - Directors, nurses, Board members, and CWOC members taught small group sessions at Leadership.
- ✳ Our insurance agent, Jeremy Long, used a comprehensive ACA checklist to review our policies.
- ✳ Emergency and Disaster Procedures were updated and reposted.
- ✳ The Parent Handbook was updated to include more information on these subjects:
 - Goals and outcomes
 - Transportation information
 - Parental notification concerning health policies.
- ✳ After legal counsel reviewed ACA information, it was decided to discontinue summer employee contracts and become an “at-will” employer.
- ✳ Katie Sefton, Board Chair, used ACA guidelines to produce job descriptions for every major job category that we have at camp.
- ✳ Created an incident report form and procedures for its use.
- ✳ Cindy Wiley, alumnus and high school counselor, agreed to serve as a mental health resource for camp.
- ✳ Began a monthly screening process for camper medical issues:
 - Catherine Bentley printed a medical information report from Camp Brain.
 - I read over all camper information and notified the camp physician, Lane Rutledge, of any issues.
 - Dr. Rutledge looked over the information and I followed up with questions to the parents, via email.
- ✳ The batteries were replaced in the AED machine housed in the Health Hut.
- ✳ A thorough pre-camp hut inspection list was created and used by the staff to verify conditions of living facilities.
- ✳ Contacted local officials and emergency and medical services to verify response times and let them know of our camp dates.

