

Camp Winnataska Board of Directors

January 14, 2019

Meeting was called to order at 6:00 – James Barnes

Members Present: Andrew Virciglio, Audrey Jost, Carly Miller, Geoff Feagin, Jim Cearlock, Jim Thorington, Wes Cochran, Mary Owen, Wilson Yeilding, Sarah Weinacker, Tricia Brice

Jim T. shared a devotion.

Minutes from the December meeting were shared and approved.

Registration-

Mo said we were at approximately 92% occupancy after registration. Emails (1500) were sent reminding those registered of the early bird discount

Facilities-

Jim T. -Health hut renovations were slow because of wet weather. A tarp has been placed so they can move forward during rainy weather.

Mark wanted us to note that he has whittled his list of 254 projects down to 115. He has a group coming out to do service projects this month.

Chico Hill- Jim T. and others have measured up on Chico Hill and have begun forming a plan. There are trees that will need to come down before summer. Also an access road needs to be cut from the back of Chico Hill to help with construction. There is also a need to fix the path that has washed out going down behind Price. They are looking at an erosion plan that will be drawn up by the David Blackman group (we have used before)

Mo asked about a plan for the path from the dining hall to the bridge. It has been washed out and is difficult to get sown at certain points. Jim T. and Mark will look in to it.

Staff-

A list of proposed staff members was sent from the hiring committee for approval. Andrew moved to approve the list (with alternates) pending drug test results. Jim T. seconded and the motion passed.

Summer Program Budget –

Tricia submitted the budget for the 2019 summer.

Andrew moved to approve and Wilson seconded. The budget was approved.

Camp Store-

After much discussion Carly moved to reject the proposal submitted by Bea and Marcy Matte. Jeff seconded and the proposal was rejected.

It was decided that a Camp Store committee would be formed and that Wilson would be the chair. He will come up with a plan to share with the board at the next meeting. We were all in agreement to help him with this project.

Meeting was adjourned at 7:30

Next meeting will be February 11, 6:00 at Pearce, Bevill, Leesburg, Moore.

Submitted by Audrey Jost

Summer Budget 2019 attached at the bottom.

2019 Summer Staff Breakdown & Program Budget

Summary	
Category	Cost
Program Specialist	23,400
Comanches	36,225
Blackfeet	20,700
Blackfoot Labor in May	850
Program Administrator	4,000

Program Specialists (8):

5 @ \$300 a week for 9 weeks
 2 @ \$350 a week for 9 weeks
 1 @ \$400 a week for 9 weeks

Blackfeet (11):

7 @ \$200 a week for 9 weeks
 4 @ \$225 a week for 9 weeks
 *ask 4 to work one week prior to precamp

Comanches (19):

10 @ \$200 a week for 9 weeks
 9 @ \$225 a week for 9 weeks

Program Administrator (1):

1 @ \$400 a week for 10 weeks

9 Weeks Includes:

- 7 Traditional Weeks of Camp
- 1 Week of Pre-Camp
- .5 Weeks of Super Chico
- .5 Week of Post-Camp

Program Staff Needs	
<p><u>Ropes</u> 4</p> <p><u>Crafts</u> 2</p> <p><u>Horses</u> 4</p> <p><u>Outdoors</u> 4</p> <p><u>Hut Staff</u> 6</p>	<p><u>Waterfront</u> 2</p> <p><u>Rec</u> 2</p> <p><u>Shooting Sports</u> 3</p> <p><u>Pool</u> 3</p>
<p>Total 19 Comanches 11 Blackfeet</p>	

Program Specialists	
Horses	Peyton Newsome
Crafts	Marjory Day
Rec	Ashley Pace
Ropes	
Shooting Sports	
Outdoors	
Pool	
Waterfront	
Program Administrator	Caitlin Thorington

2019 Program Budget		
NIGHT ACT	2,000	candles, indian night torches, game supplies
CRAFTS	13,000	would like to increase to \$8/camper; new lathes for woodworking
HORSES*	3,000	new equipment *most of horses expense is separately negotiated with Stan
OUTDOORS	7,500	eds pet world, fish food, life jackets, mud course improvements
POOL*	200	new toys *most of pool's expense is in Mark's budget
RECREATION	300	new supplies
ROPES*	300	*most ropes expenses are considered facility with safety checks and equipment/element replacements
WATERFRONT	750	would like to replace more jackets per year
SHOOTING SPORTS	1,500	would like to replenish archery supplies, add a few more pellet guns
New Rushton Equipment	8,000	new inflatable
	36,550	

Camp Winnataska Board of Directors

February 4, 2019

Meeting was called to order at 6:00 – James Barnes

Members Present: Andrew Virciglio, Audrey Jost, Carly Miller, Geoff Feagin, Jim Cearlock, Mark B., Mary Owen, Wilson Yeilding, Sarah Weinacker, Tricia Brice, Karen Moore, Elin Glenn, Barbara Sloan, Foster Yeilding (phone)

Jamie read scripture sent from Jim T. Mark opened with a prayer.

Minutes from the January meeting approved.

Camp Store-

Marci and Bee came to speak about the Boards decision to reject their proposal. They presented more facts about the camp store and reasons that they should still be considered. They stated that the RFP did not reflect what they actually did in the store. They also spoke about the positive affect they had on many areas of camp – parents, leaders, staff, etc.

Finances-

Karen shared that the last statement sent in January was the current one. Our meeting was too early this month for her to have a current statement. Deposits are up and we will have approximately 800,000 in February/March as more deposits come in.

Registration-

Mo said we were at approximately 93% occupancy this month.

Early bird discount ended on January 31.

We still have waiting lists. She will send emails about openings as we get closer to camp.

Facilities-

Mark -Health Hut is almost completed but they need to install a new shut off valve. To do this he needs to shut down main water valves between Price and Blackfoot hut (under road). They are too weak for this so he has requested that new valves be installed.

Wilson moved that we fund this project with the approval of Jim Thorington. The motion passed.

Mark also said the golf cart motor is about to go. It was suggested that he find prices for used golf carts and compare. He will submit that information to the board.

Big purchase – Wood for Choctaw, Cherokee and the back of Chickasaw huts will cost approximately \$2,700. This project has already been approved. It will be completed before camp begins this summer.

Fundraising-

Barbara said that the FOW was phasing out the capital campaign. They had raised over one and one half million and still had a few checks that had not yet been received.

They will continue to fundraise for specific projects.

She also mentioned that it was a good idea to have 100% of Board members donate each year. This is helpful for grants.

Mud Playground –

Tricia passed out information for the proposed mud playground. Each area was defined and pictures were included. This had already been approved and will be finished for this summer.

Wilson and Jim reminded us that it needed to be separated from the ropes course. Tricia was aware of this and will make sure the area is defined.

Summer Ops-

Staff weekend was this past week end and Tricia said it went well. Only two staff members were unable to attend.

Andrew – We have filled 7 of the 8 positions for program specialists.

Leaders will be notified next week.

Leadership camp is scheduled for the first weekend in March and April. All Board members are welcome to come help out!

Foster started a discussion about drug testing before hiring- we will have a date set soon.

Meeting was adjourned at 8:30

Next meeting will be March 11, 6:00 at Carly's office.

Submitted by Audrey Jost

Camp Winnataska Board of Directors

March 11, 2019

Meeting was called to order at 6:00 – Wilson Yeilding

Members Present: Jim Thorington, Andrew Virciglio, Audrey Jost, Carly Miller, Geoff Feagin, Jim Cearlock, Mark B., Mary Owen, Sarah Weinacker, Tricia Brice, Ann Pickens - (phone) Jamie, Foster, and Karen

Jim T. - Devotion

Minutes from the February will be re-sent and reviewed.

Facilities-

Mark:

*Golf Carts – Quotes were shared on new and used golf carts. There was discussion about renting for the summer. Jim C made a motion to spend up to 10,000 on two used golf carts, repairing the one Mark uses and that Wilson will work with Mark on purchasing these.

AV seconded the motion and it passed.

*Roads – Mark had several quotes for work on roads, Barn road to gate \$5,400, Rushton Road-\$8,250, Rope course road- \$16,500, and Main road to lake-\$23,000. After discussion it was decided that the Rushton road was the one we needed to focus on for this year. Jeff moved that Foster work with Mark on the repairing of the road and moving the rocks.

Jim T. seconded and the motion passed.

*Price Fireplace – It was decided that Mark would get a new quote.

*Jim T. Health Hut looks good. There is still a lot of work to do before summer. Any help would be appreciated.

Summer Ops-

AV – Shared a list for new program specialists:

Horses-Peyton Newsome

Crafts- Marjory Day

Recreation- Ashley Pace/Liz Keith

Outdoors- Allie Jones

Shooting Sports- Amelia Haston

Pool – Anna Lee Schneider

Waterfront- Rachel Reuse

Ropes- Kendal Beacher

AV moved to accept this list to hire and add Caitlin Thorington as the office assistant. Jeff seconded the motion. The motion passed.

*Leadership- Ann – The first leadership camp is complete and there is a second one scheduled for the 2nd weekend of April.

*Directors- AV moved that we form a committee to hire a Summer Camp Director for the summer of 2020. Jim C. seconded the motion . It was approved.

Committee:

Andrew V	Ann P	Wilson Y
Audrey J	Bill Jordan (upon consent)	

Registration-

Mo said we were about the same as last month -around 94%. She reminded us that we needed to have a schedule with dates in place by next month for summer 2020.

Other –

Foster addressed the issue of naming things at Winnataska. He reminded us that the policy is a donation of \$50,000 or more to honor someone with a named building etc. This was discussed at the FOW meeting. He suggested that we have a combined meeting in the near future.

Camp Doctor- We discussed several names that would be options for this position. Susan Thorington will make the call. Anne is in charge of contacting her.

Directors- A committee was formed to begin the process of changing the policy for filling director spots. This committee is –

Jim Cearlock	Andrew Virciglio	Ann Pickens
Mary Owen	Audrey Jost	Sara W.

Meeting was adjourned at 7:30
Next meeting will be April 8, 6:00 at Wilson's office.

Submitted by Audrey Jost

Camp Winnataska Board of Directors

April 15, 2019

Graham & Company

Meeting was called to order at 6:00 – James Barnes

Members Present: Andrew Virciglio, James Barnes, Wes Cochran, Wilson Yielding, Mark B., Mary Owen, Sarah Weinacker, Tricia Brice, Foster Yielding - (phone) Audrey Jost

Mark B. – Devotion

AV moved to approve the March board meeting minutes. Wilson seconded the motion. The motion is passed.

Facilities-

Mark:

- Wilson and Mark worked together to purchase two golf carts and repair the one that Mark uses. One six-passenger golf cart was purchased; it will be used by the Mainside weekly directors and for any special circumstances – i.e. transporting injured or sick people, showing visitors around camp, etc. A four-passenger golf cart was purchased and it will be used by Tricia, Ann and Caitlin. Mark is reviewing proposed costs for renting one additional golf cart for the summer. The total cost to purchase the two golf carts and repair Mark's golf cart was \$11,086.35.
- The Rushton Road construction is completed.
- Mark is reviewing costs for flashing the Price fireplace. The board will not vote on this project until Mark presents costs.
- Construction on Chico Road started this week.
- The outside of the Health Hut is being painted this week, and the inside painting should be completed soon. The floor repairs and electrical work will come next. The Health Hut and Camp Office will be put on their own meters so we can better understand how much power each building uses.
- Mark received a bid for the Pole Barn from Kenneth Pritchett- \$4,850. Karen Evans is considering a donation to the project. Mark will update the Board on final proposed cost. The Board originally budgeted \$5,000 for the project, so the project should come in under budget.

Summer Ops-

AV shared that all 2019 staff have been drug tested and all passed.

Tricia and AV shared that the recent leadership training weekend went well, and that Program Specialists are currently working on their proposed lesson plans.

The mud course is almost finished.

AV shared that Bill Jordan agreed to serve on the Summer Camp Director hiring committee. The committee paid \$150 to post the job opening on ACA. The committee has received applications, from applicants who have been to Camp Winnataska before and some of who have not, and they are preparing for the interview process. AV will keep the Board informed of how the committee structures the interview process. The committee has not set hiring-date deadline.

Registration-

- Mo reported a 95% enrollment.
- Camp hosted an Open House on April 14, 2019 and it went very well. Attendance was higher than expected, and Mo shared appreciation for Mark's assistance in finding more volunteers to help. The next Open House is scheduled for May 5, 2019.
- There are 15 spots left in 2019 Super Chico.
- 4th Session enrollment as of 4/15/19:
 - o Mainside Girls = 73
 - o Chico 4B + BC = 26 M, 35 F
 - o Chico 4C + BC = 22 M, 27 F
- Mo proposes two options for the 2020 Camp Schedule. The schedule must be approved by May 2019 so that families who come to Camp during the 2019 summer sessions can receive a copy of next year's schedule.
- The Board will vote on the 2020 Camp Schedule and the 2020 Camp Fees at the May board meeting.

FOW Update:

- The FOW Board approved a May online fundraiser which will benefit the Chico project.
- The FOW board has asked the CW Board to consider giving to the project and suggests a Board challenge; consider reaching out to CW Board alumni to ask them to make a gift.
- The FOW Board and CW board should participate in the fundraiser and help share it on social media.
- The FOW Board and the CW board will have a joint meeting in May. James will work with the FOW Board to determine the date.

Finance –

- Foster Yielding was added to the Finance Committee as a replacement for Buddy who just completed his board term.

Ropes –

- Wilson shared that Kendall, Jim Cearlock and the Ropes Staff had a great training weekend on the ropes course.
- The crows nests will be replaced before the 2019 summer session.
- After the 2019 summer session, the ropes course will need to be updated – all cables replaced and the course recertified. At a later date, the Board will discuss the costs for extending the ropes course while it's being updated / recertified. Wilson will work on projected costs for the update / expansion and share at a later time.
- Wilson shared that Jim Cearlock served as the course-certified individual during the training and he has agreed to work on and monitor the course throughout the summer.
- AV motions to pay Jim Cearlock an amount equal to one “campership”, upon receiving an invoice, for running the ropes course training weekend and for working on the course throughout the summer. Wes seconds the motion. The motion is approved.

Meeting was adjourned at 7:30

Next meeting will be May 6, 2019 at 6:00pm at Wilson's office. James will include a Webex option for anyone who can attend.

Submitted by Sarah Graffeo Weinacker

Camp Winnataska Board of Directors
Sunday, June 23, 2019
Camp Winnataska

Meeting was called to order at 6:00 – James Barnes

Members Present: Andrew Virciglio, Wes Cochran, Wilson Yielding, Audrey Jost, Mark B., Jim Cearlock, Jim Thorington, Geoff Feagin, Bill Foster, Anne, (phone) Jamie Barnes

Not present: Sarah Weinacker, Tricia Brice, Foster Yielding, Mary Owens, Karen Moore, Barbara Sloan

Jim Thorington – Devotion

Facilities:

- Bill Jordan says it was a great week.
- Mark B. shares various updates:
 - o The health inspection went well and we received a 96 / 98.
 - o Our commercial lawn mower is 6 years old. The deck is wearing out and will cost \$3,000 for a new deck. He will keep using it until it quits.
 - o The tractor needs front ties. Mark will get a price for this and let the board know the proposed costs.
 - o The pump flooded the pool house. The motor lasted one year and will cost \$800 to replace. We need to clear trees and brush so it doesn't flood again, and this needs to happen soon. We also need housing for the pump and should keep a spare. Mark will get a price and share with the board.

Summer Ops:

- Registration is full for July 4th week.
- The hiring committee recommends to the board that Aubrey Huynh should be hired to fulfill the Camp Director position and that Blake Huynh should be hired to fulfill the Camp Program Director role.
- AV made a motion to the Board that they accept the hiring committee's recommendation and hire Blake and Aubrey. Geoff seconded. The motion passed.

Facilities:

- Chico Hill renovation package is coming together with the architect, landscape company and civil engineer. Once the package is together, the facilities committee will take the package to contractors for bids. They have an August 1st deadline.

Camp Winnataska Board of Directors

Monday, July 22, 2019

Bradley Arant

Meeting was called to order at 6:00 – James Barnes

Members Present: Andrew Virciglio, James Barnes, Carly Miller, Wes Cochran, Wilson Yielding, Mary Owen, Sarah Weinacker, Foster Yielding, Audrey Jost, Aubrey Huynh, Blake Huynh, Katie Sefton, (phone) Mark B., Jim Cearlock,

Aubrey Huynh – Devotion

Wilson moved to approve June board meeting minutes. Carly seconded the motion. The motion is passed.

Facilities:

- Mark shares an update on the dining hall:
 - o The cooler wall / walk in cooler is breaking but has been braced. Should the brace stop working, Mark will bring in a refrigerator truck as a backup option. This would cost approximately \$1,265 per month, and \$1.50 per refrigeration hour.
 - o At this time, we are unsure as to why this is happening, but it appears that pressure is coming from the top of the cooler.
 - o Mark and AV have reached out to companies who could provide costs for replacing the cooler. They will report back to the board once all bids / costs are received. Wes offered to assist Mark with this process.
 - o Mark and the Board agree that the Dining Hall will need to be updated in next 2 years. From a summer ops' perspective, AV thinks a realistic expectation for the update is summer 2021.
 - o Mark shares that oven repairs cost approximately \$1,000, spent during 6th week 2019.
 - o The board and Mark agree that during August 2019 board meeting we will review costs and plans for updating the dining hall.
- Mark shares an update on the pool pump:
 - o We waiting on a price from ClearWater, and Mark hopes to have a price to present at the August 2019 meeting.
- The board discusses Chico Hill renovations:
 - o Although we are still waiting on more information from Whitt and David, Mark asks the board to confirm that he can move forward with previously-approved plans to cut down trees on Chico Hill. Mark has the gas company and power company scheduled to come to camp at the end of

July 2019. The board agrees it's in the best interest of Chico Hill to move forward with clearing trees.

- Chico – registration numbers for 2020 camp:
 - o Members present have a discussion about the appropriate registration number for Chico hill camps in the summer of 2020. Once the Chico Hill renovations are complete, we will have room for up to 48 campers; we currently allow 32 to register.
 - o Mo needs to know the number from the board by October 15th at the latest.
 - o Jamie tasks Aubrey and Blake to discuss the appropriate Chico registration number - how many we can take considering the impending renovations, hiring of a new Chico Coordinator and concerns over leader availability – and to propose a number at the August 2019 board meeting.

Summer Ops:

- Chico Hill staffing update:
 - o The summer ops committee and Aubrey and Blake have discussed the need for a new job position– a Chico Hill Coordinator. The position would report directly to Aubrey, and the purpose of the position is to manage Chico Hill: day-to-day operations during camp, opportunities to utilize the facilities outside of summer camps and manage the strategic plan.
 - o The summer ops committee and Aubrey presented a job description to various job candidates, some who were interested and some who were not, and they believe Tina G. Ryan is the appropriate hire.
 - o Carly motions to move forward with hiring Tina G. Ryan for the Chico Coordinator position for a one year term, with the purpose of working with Aubrey Huynh to manage Chico Hill operations and plans. AV seconds the motion. The motion is approved.
- Day-to-day operations:
 - o No major updates.
 - o AV reminds the board that Aubrey has been out at camp training with Anne and Blake has been training with Tricia.

Registration:

- Mo shares the end of summer summary: 99% registration (100% on girls, 99% on boys)
- Mo reminds everyone that the 4th session was structured differently this year and that it was successful with 100 mainside girls registered, the maximum registration number.
- Mo shares a breakdown of the 2019 waitlist:
 - o Chico waitlist: 102 unique campers
 - 14 - 1st
 - 30 – 2nd

- 58 – 3rd
 - Mainside waitlist: 249 unique campers
 - 50 – 4th
 - 64 – 5th
 - 50 – 6th
 - 29- 7th
 - 29 – 8th
 - 14 – 9th
 - 13 – 10th
- Mo shares an update on the number of campers from Vestavia for 6th and 7th week and asks Aubrey to consider a plan to manage the number of rising 9th graders and rising 10th graders per hut.
 - 96 campers from Vestavia in 6th week
 - 116 campers from Vestavia in 7th week
- Mo and Katie share that the number of scholarships used was 9; 11 scholarships were approved. There were approximately 17 inquiries for scholarships, and Katie reminds the group that we do not offer Chico scholarships.
 - FOW owes camp \$5,855 for the scholarships.
- Mo needs to know Board-approved 2020 camp fees by August 2019.
 - October 21st – priority registration
- Jamie charges the finance committee to meet and prepare recommended numbers for the August 2019 board meeting.

New business:

- Aubrey and Blake would like to attend the ACA Conference on September 23 – 25th, St. Petersburg and ask the Board to approve Camp covering the costs.
 - ACA conference attendance is required for those seeking to renew ACA accreditation, which is now every 5 years (previously was every 3 years).
 - Registration fee for both Aubrey and Blake is \$500. Airfare costs are undetermined at this time, and Aubrey and Blake do not need lodging costs.
 - AV motions that the board will fund the ACA convention registration fees, airfare a food per diem for Aubrey and Blake to attend the ACA Conference. Wilson seconds the motion and the motion is approved.
- Mo proposes a Friends of Winnataska day on Saturday, August 10th, 2:00 – 6:00 pm:
 - The purpose of the celebration is to thank Anne and Tricia for their time at Camp and welcome Aubrey, Blake and Tina to the job.
 - Volunteers, staff, board members, donors, family of those being honored are to be invited
 - Food will be provided – a simple BBQ meal

- Gifts for Anne and Tricia are appropriate and the suggested gifts are bricks at Hillside, an addition to the tile wall and framed pictures
- Mo proposes we ask FOW to pay for the celebration.

Next board meeting:

- Monday, August 19th
- Graham & Company

Camp Winnataska Board of Directors
Monday, August 19, 2019
Graham & Company

Meeting was called to order at 6:00 – James Barnes

Members Present: Andrew Virciglio, James Barnes, Carly Miller, Wes Cochran, Wilson Yielding, Mary Owen, Sarah Weinacker, Foster Yielding, Audrey Jost, Aubrey Huynh, Blake Huynh, Mark B., Jim Cearlock, Christina Ryan, Karen Moore, Geoff Feagin

Mark – Devotion

AV moved to approve July board meeting minutes. Wilson seconded the motion. The motion is passed.

Facilities:

- Mark shares an update on the concrete and freezer / fridge bid for an external option that will one day be able to go indoor.
 - o Our current fridge is 8 x 13; our current freezer is 5 x 16. 60 years old.
 - o The new units we purchase would move inside of the building once updated.
 - o Any option we choose must be ready April 1.
 - o Mark anticipates \$5200 for concrete slab and coolers
 - o Another option is extend our contract with Chris and he'll help cover the food
 - o Mark estimates the entire project will cost \$50,000 – estimate based on highest bid for new cooler (\$40K+) plus concrete plus new electrical + cover over outside unit
 - o Jamie asks Mark to consider the following options and share findings with the board:
 - Consider using concrete from the Chico project
 - Consider Liquidators
 - o AV will look into his refrigerator contacts.
 - o The Board's decision must be made by December 2020 or before.
- Mark shares an update on the pool pump project.
 - o We currently use Clearwater, a local company.
 - Their estimate is \$6,609 (tax included)
 - o Mark got an estimate from Duffield Aquatics:
 - Their estimate is \$5,937.42 (no sales tax included)
 - o In summer 2019 we purchased a spare motor. Summer 2013 was the last time we purchased a pool pump.
 - o Jamie is tabling the conversation until March.

- Mark shares an update on the pool filter.
 - o We have a crack in one of our pool filters that must be fixed before Camp 2020.
 - o Pool Time's estimate is \$1,875 for a new Triton filter.
 - o Mark suggests changing the sand in each of the four filters at the same time as fixing the pool filter.
 - \$640 – proposed cost for changing the sand in each filter.
 - o The conversation tabled until a spring meeting.
- Mark shares an update on the pool dolphin.
 - o This is an automatic cleaner that runs every day to clean the pool, and it is broken.
 - o Mark suggests the replacement cost will be \$5,000 - \$6,000.
- Mark suggests repairs are needed on the Big House and Rymel.
 - o Repairs needed for the Big House include paint, flooring, and indoor / outdoor carpet. Rymel will need bathroom maintenance.
 - o Jamie asks Mark to get estimates on the repairs and present at another meeting.
 - o Foster suggests adding a pet-addendum / pet deposit for future tenants.

Chico Update:

- Chico committee shares that we should have a contract in the next two weeks.

Camp Store:

- The camp store committee shares that the 2019 camp store sales are \$47,750.
- The camp store vendor spent approximately \$22,000 for inventory, and there is no inventory remaining.
- The camp store vendor's profit is approximately \$12,500.
- Wilson will work with Aubrey for the camp store plan for summer 2020 – i.e. what sort of inventory will be purchased; what package options we'll offer, P.O.S. system. They will present in September 2019 meeting.

Finance / FOW:

- Karen had a conversation with Denny who works with a company that helps fund projects for nonprofits. She shares the details with the board.
 - o Note A = 25% of cost, paid on five years, note forgiven
 - o Note B = 75% of cost, "amortize" for 30 years fixed rat
- Karen recommends we get a service agreement for the HVAC units, for servicing two or four times a year.
- Foster makes a motion for the AirBuilder contract to service the HVAC units twice a year. Geoff seconds the motion. The motion passes. Mark B will tell Jim Thorington know.

Camp Fees:

- The committee recommends increasing the fee for a full session from \$765 to \$790 and increasing the fee for a mini-Chico full session from \$420 to \$450.
 - o This is approximately a 3% increase.
- Historically, we have increased the fees every other year. The committee recommends implementing a smaller increase every year.
- Audrey makes a motion that we accept the recommendation of the finance committee. Geoff seconds the motion. The motion is passed.

Malpractice insurance:

- Wes found an agent at Proassurance.
- Wes is benchmarking the policy against other camps and other charitable organizations.

Summer Ops:

- Anne will complete a year-end review in September. AV will bring these notes to the September meeting.
- Blake and Aubrey have signed up for ACA and they are working on job descriptions— an audit of what we have, what we don't have and any changes to make.
- Off-season teams are using camp already.
- AV recommends the Camp Director and Program Director should be involved in any contract review and renewal conversations.

New business:

- AV and Carly suggest implementing an incident report procedure for staff, volunteer, camper, visitor, etc.
 - o The procedure will detail how to report an incident, when to report it and steps take after – e.g. follow up with board, follow up with parents, etc.
 - o Carly emphasizes the need for staff and leaders to understand the process. Foster echoes the concern, sharing that from an insurance perspective the reporting timing is important.
- Historically, the summer ops chair and Board Chair are the first to be notified when an incident occurs.. The board agrees this is still the best communication method.

Next board meeting:

- Date: Monday, September 16th
- Location: Graham & Company

Camp Winnataska Board of Directors
Monday, September 16, 2019
Graham & Company

Meeting was called to order at 6:00 – James Barnes

Members Present: Andrew Virciglio, James Barnes, Carly Miller, Wes Cochran, Wilson Yielding, Mary Owen, Sarah Weinacker, Foster Yielding, Aubrey Huynh, Blake Huynh, Mark Buerhaus, Christina Ryan, Audrey Jost, Jim Thorington (on the phone), Geoff Feagin

Aubrey – Devotion

AV moved to approve August board meeting minutes. Wilson seconded the motion. The motion is passed.

Facilities:

- Mark presented estimates for flooring renovations in the Big House, which is approximately 1575 sq. feet
- Mark received three estimates ranging from approximately \$7,000 - \$10,400.
- Mark plans to paint the big house with help from Blake before the floor construction.
- Foster Yielding makes a motion to approve up to \$4.50 per square foot for the floor renovations costs in the Big House. AV seconds the motion. The motion passes.

Chico Update – facilities and programming:

- Foster shares Watwood Construction has started construction on Chico Hill. The proposed completion date for the project is the last week of March 2020.
- Jim Thorington plans to film some of the construction process and share with both the Friends of Winnataska board and the Camp Winnataska board.
- Foster proposes implementing a policy where visitors are discouraged to attend camp during construction because of safety precautions. If visitors come, Mark must approve.
- Chico Committee will keep FOW Board and Winnataska Board informed.
- Foster also requests an update from Christina Ryan at a future board meeting regarding Chico programming and staffing plans for summer 2020. This request is in line with an existing plan Aubrey, Christina and Blake are working on, which includes presenting job descriptions and programming plans at the October board meeting. Christina shared that she sent a survey to the summer 2019 Chico weekly directors and is in the process of evaluating that feedback.

Summer Ops / 2019 Summer Summary:

- The board discussed the 2019 Summer Summary prepared by 2019 Camp Director Ann Pickens.
- At the request of the board, Aubrey and Blake discussed the areas of most concern.
 - o Bathrooms: The bathrooms in Pueblo, the Blackfoot Hut and Pogue must be fixed immediately.
 - Regarding Pueblo – Aubrey raises the concern that this bathroom not only makes Pueblo inhabitable for summer 2020 campers, but we are missing out on off-season rentals in Pogue.

- Regarding Pogue – Aubrey plans to house the PS staff in this building during summer 2020, so working bathrooms are crucial to ensuring everyone has somewhere to live during summer 2020 sessions.
 - Regarding the Blackfoot bathroom – Mark raises the concern that the septic tank for this facility is located under concrete. A repair estimate from various companies will give us a better idea of what this repair process and cost will look like.
 - Summer Ops agrees with Aubrey and Blake’s assessment that the bathroom repairs are a priority.
- Strickland: Aubrey and Blake note that only one side of Strickland is inhabitable / usable, and we need to consider repairs to the other side of the building.
- Gate: Aubrey and Blake suggest we reevaluate our gate policy and the best protocol to ensure camper and staff safety during summer sessions. Foster raises a concern that installing and maintaining a new gate will be a significant undertaking and the decision should not be rushed.
- Staff Training – Aubrey and Blake plan to move training from February / March to April.
- Time off for staff – Aubrey and Blake will work on updates to this policy.
 - After adding 7th week, it’s important that the staff’s time off is structured in a way that gives them the energy to handle this additional week.
 - Initial thoughts include – staff given three days off during 7 week camp session in addition to one off weekend– leave camp on Saturday (after campers depart) and return Monday morning
- LIT / Special Leader programs –Aubrey and Blake are evaluating updates to this program that will hopefully result in better-prepared leaders as well as leader retention
- The board agrees that the bathroom repairs are the priority. Jim Thorington and Mark will get repair estimates and bring to next board meeting.

Finance:

- No update.

Summer Ops:

- Programming proposals will be presented at the October board meeting.

Camp Doctor:

- Camp Winnataska needs a camp doctor for summer 2020. Wes has been gathering information needed to make this decision and he shared his findings / thoughts with the Board. The most significant factor will be the insurance policy for the hired physician.
- Wes shares a referral with the Board – Jeremy Rogers. He has attended camp before, including time spent working as a Blackfoot, and works in an ER setting.
- Wilson makes a motion for Wes to proceed with interviewing Jeremy Rogers for the camp doctor position. Geoff seconds the motion. The motion passes.

New business – Camp Store:

- Camp Store committee member Wilson Yielding and Aubrey present their proposal for the 2020 camp store operations.
 - o Aubrey will handle off-season responsibilities.
 - o Summer store operations would be managed by a camp store manager all summer and two assistants on Saturdays and Sundays. The manager and / or assistants would be internal candidates, likely program specialists and staff.
 - The camp store manager would handle responsibilities such as opening-and-closing the store, counting inventory, preparing camper packages, etc, and he or she is expected to be at the store every weekend during summer 2020 camp sessions.
 - o Inventory – the proposed inventory items for summer 2020 will be different than the inventory we’ve had in the store previously. We’ll focus on the basics – i.e. tshirts, water bottles, fans, pre-determined care package options, etc.
 - Shane Etheridge has agreed to serve as a graphic designer in exchange for 10% of profits. He will create an official camp logo for branded items, 6 – 10 t-shirt designs, a souvenir shirt for off-season groups and other projects as needed.
 - The Camp Store committee will approve the designs.
 - o P.O.S. system is not determined yet, and a backend ordering system for parents who want to order online will remain in place.
 - o Estimated costs for 2020 proposal:
 - Estimated wages - \$2,600 for the summer: \$125 per week for the camp store manager. \$50 per day, per assistant.
 - Estimated inventory costs - \$15,000.
- Foster makes a motion to take the camp store operations internal. Audrey seconded the motion. The motion passes.
- Jamie tables the vote on the Committee’s proposal, allowing more time for the board to review in detail. Aubrey needs to know by November (at the latest).

New business - Ropes:

- Blake shares that we have an immediate need for a ropes program specialist (ropes P.S.), because the best training option for the ropes P.S. is in October.
- Blake proposes we hire Eric Johnson. Eric is interested in and qualified for the position, has talked through the details with Blake, and is familiar with Camp from his time on staff as a Blackfoot.
- Blake proposes we send the Ropes P.S. to a training course in October.
 - o Blake and Wilson reviewed several training options and feels that Adventure Designs & Training LLC is the best option.
 - Training cost - \$1,025 for training, room. Mileage not included.
 - Training location – Memphis, TN.

Wilson Make a motion to approve Eric Johnson as the 2020 Ropes Program Specialist. AV seconds it. The motion passes.

Wilson makes a motion to pay for the training costs (mileage included) and send Eric Johnson to the mandatory training in October. AV seconds the motion. Motion approved.

- Blake suggests we need a fall course inspection with Adventure Designs & Training, LLC.
 - o Estimated costs: \$6,000 – includes training in Memphis for Ropes P.S, two inspections and training for up to 12 summer staff members

Wilson makes a motion to approve, subject to outcome of fall inspection, Adventures Designs LLC to be the new provider of staff training and ropes course inspection at Camp Winnataska. AV seconds. Motion passes.

New business - Weekly Directors:

- The Weekly Director committee shares a status update on the proposed weekly director policy. The new policy is not ready for a vote, but in summary the proposal includes:
 - o We will no longer have a list of names to serve as our weekly director pipeline.
 - o Starting summer 2020, those interested will be asked to go through an application process with the Weekly Directors committee. The committee will present the slated group to the Board for a vote.
 - o Changes might include: term guidelines, mandatory training sessions, mandatory background checks and application procedures. Five year terms proposed.
- The vote on weekly directors will happen via email.

New business – work days:

- Aubrey shares that December 14th is the next scheduled work day.

Next board meeting:

- Date: Monday, October 21st
- Location: Jamie's house

Camp Winnataska Board of Directors
Monday, October 21, 2019
Barnes' house

Meeting was called to order at 6:00 – James Barnes

Members Present: James Barnes, Carly Miller, Wilson Yielding, Mary Owen, Sarah Weinacker, Foster Yielding, Aubrey Huynh, Blake Huynh, Christina Ryan, Audrey Jost, Jim Thorington, Geoff Feagin, Barbara Sloan

Jim Thorington – Devotion

September minutes will be sent out with October minutes.

Registration:

- Priority registration opened today, October 21st, at 6:00 am. It says open through midnight on October 22nd.
- 528 registered in first five minutes. 167 in next five minutes.
- Summer Session 2020 is 72% full, and we have 101 on waitlist.
- The first sessions to fill were 1st, 3rd and 6th. 7th session did not fill as quickly as the others but did fill quickly.

Summer Ops:

- The ACA Conference went well. Aubrey and Blake attended various sessions, including sessions covering mental health, active shooters, potential molestation and insurance.
- The low ropes and high ropes courses were inspected. The high ropes course passed inspection. Four of the low ropes courses failed, and Blake will circulate an inspection report once we received.
- Foster raises a concern that members of the Ropes Committee should be present for inspections due to insurance.
- Blake presents program plans for horses, low ridge project, tactical field and sustainability project.
 - o Some board members raise concerns about having farm animals so close to Chico Hill and so close to the camp entrance.
- Tina Ryan presents proposed Chico Hill updates. All options proposed are outside of the standard Chico programming budget and in response to chico director survey responses. Tina shares the prioritized activities from her point of view are the water table and stick fort maze. The provided estimate includes design and shipping charges and covers cost estimates for the stick fort maze, monkey rings and water table with a five day estimated installation. Estimate also comes with a 40 year service life. Tina thinks we would have to place an order no less than 7 weeks before Summer 2020.
 - o The Board agrees to table the discussion until December 2020. Jim T. will bring the proposal to his discussion with the Chico Hill contractor and get his feedback on incorporating some of these proposed activities into the current renovations.

Facilities:

- Mark B. prepared a list of projects and repairs that need to be completed at Camp before Summer 2020.

- Bathroom repairs and refrigerator and freezer replacements are the priorities from the list.
- Wilson makes a motion to allow Jim and Foster to spend up to \$75,000 to prioritize the tasks and repairs at Camp Winnataska. Audrey seconds the motion. The motion passes.

Chico Hill Construction Update:

- The demolition and clearing is complete. The project is on schedule.
- The contractor anticipates the project will be complete by April 1st, but not later than May 1st.

Camp Store:

- Aubrey reminds the board we need a graphic designer to begin working by November 2020 to stay on schedule.

Camp Doctor:

- Wes talked to the first referral, Jeremy Rogers, and he is not interested in the position at this time. Wes has two more referrals; he will ask them and share their responses with the board.
- Blake shares that at ACA they learned most camps pay for their doctor's insurance.

New business

- Jamie shares the Board has three members who have terms ending next month: Carly Miller, Wilson Yielding, Geoff Feagin.
 - o Geoff shares he plans to roll off. Carly and Wilson plan to continue serving on the board.
- Jamie calls for nominations at next board meeting.

Next board meeting:

- November 18th, 6:00 pm – Bradley Arrant

Camp Winnataska Board of Directors
Monday, November 18, 2019
Bradley Arrant

Meeting was called to order at 6:00 – James Barnes

Members Present: James Barnes, Carly Miller, Wilson Yielding, Sarah Weinacker, Wes Cochran, Foster Yielding (phone), Aubrey Huynh, Christina Ryan, Jim Thorington, Karen Moore, Jim Cearlock

Jim Thorington – Devotion

Wilson makes a motion to approve September minutes. Carly seconds the motion. The motion passes.

Wes makes a motion to approve October minutes. Carly seconds the motion. The motion passes.

Facilities:

- The facilities committee is working with Mark monthly project lists.
- For example, the November projects are: rental group prep, new toilet, repair water heater in big house, winterizing exposed buildings, remove bats from round chapel, repair and service the golf carts, and replace tags on all vehicles at camp.
- The facilities committee also provided an update on the Chico project. Construction and terrace work on Chico Hill is complete. The pads for bath houses have been marked and next step is pouring concrete for all buildings. The project is should be completed by May 1st. Tina and Jim T. will work on getting screen for Chico Hill via Tina's connection.

Registration:

- Mainside is fully booked for summer 2020. There are 93 spots remaining on Chico, and these spots are mostly in the super and mini chico sessions. Camp is 95% full for summer 2020.
- Karen shares feedback she received, suggesting we consider offering mini chico options during a co-ed mini week. This would allow male siblings of chico campers to attend.
- Camperships – both booked and reserved - are included in these registration numbers. Board members are reminded to send Mo an email if we know someone interested in applying for a 2020 campership.

Finance:

- Karen reminds the board of the Blackfoot who was injured during summer 2019. Wilson makes a motion to pay the copays for the injured Blackfoot medical bills. Carly seconds the motion. The motion passes.
- Karen presents September numbers and shares revenue is up compared to last year, because the seventh session and a slight increase in camp fees. Our expenses are down compared to 2018.
- The finance committee clarifies that last month when the board approved \$75,000 for maintenance and repair needs at camp, this amount does not include money for the fridge and freezer project. They request an additional \$50,000 for the fridge and freezer

project. The committee plans to pour the concrete for the freezer / fridge pad at the same time they pour the concrete for Chico Hill.

- Wilson makes a motion to approve \$50,000 for the facilities committee to replace the freezer and fridge, build the pad and other needs associated with this project. Jim C. seconds the motion. The motion passes.
- Karen lets the board know the outside group rental fees need to be updated on the website. Aubrey shares she is in the process of reviewing rental fees. Jim T. suggests the board should review the fees again soon. Aubrey is handling rental inquiries and managing rental groups on site. Aubrey is going to put together proposed offsite rental fees and guidelines and present to the board at a later date.
- Jamie asks if we should consider blocking time in our schedule specifically for maintenance.
- Karen suggests we review compensation soon. The compensation committee is Carly, Foster and Jim C. Karen will send them necessary information and they will report back in December.

Camp Store:

- Aubrey shares the only outstanding issue at this time is the point of sale system we will use in 2020.

Camp Doctor:

- Jeremy Rogers declined. Wes has talked to other doctors in town and they have declined due to heavy patient load. Wes asked Drew Cochran, and he's considering it.
- Susan wants to update our policies. Wes is going to meet with another camp director to understand how they handle their camp doctor. Aubrey suggests reviewing ACA website as well.
- Board will review blue form policies for summer 2020.

New business – Board Nominations:

- Considerations for vacated board position: Ann Pickens, Lindsey Crocker, Wilson Yielding and Carly Miller.
 - o Carly Miller and Wilson Yielding are voted onto the board.
 - o Lindsey and Ann will be voted on via email.
- Considerations for FOW Board representative: Foster Yielding
 - o Jim C. nominates Foster Yielding for FOW liaison board member. Wes Cochran seconds the motion. The motion passes.
- Considerations for board chairman: postponed to December meeting.

Next board meeting:

- December 9th: 6:00 pm – Bradley Arrant