

Camp Winnataska Board of Directors
Monday, January 13, 2020
First Baptist Church

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

Members Present: James Barnes, Wilson Yielding, Sarah Weinacker, Wes Cochran, Foster Yielding, Aubrey Huynh, Blake Huynh, Christina (Tina) Ryan, Jim Thorington, Jim Cearlock, Audrey Jost, Mary Owen (Mo), Andrew Virciglio (AV), Ann Pickens

Jim Thorington – Devotion

Wilson makes a motion to approve November minutes. Aubrey seconds the motion. The motion passes.

Email business:

- On January 2nd, via email, Jim Thorington asks the board to consider approving Eric Johnson, the 2020 Ropes Program Specialist, to serve as interim caretaker. If approved, Eric has agreed to live at camp during the workweek and help pick up many of the day-to-day duties and maintenance responsibilities traditionally held by the fulltime caretaker.
- Jim Thorington makes a motion via email to hire Eric Johnson for the period of January 2020 – June 2020 as Interim Caretaker, with a salary of \$450 per week. He will work fulltime and report directly to the Board via Jim.
 - o Foster seconds the motion. The motion passes.

Facilities:

- Maintenance and Equipment:
 - o The water pressure regulator (located near the sharp turn in the road) needs to be replaced. Jim T. received two bids for replacing and puts one before the board for approval. Jim T. makes a motion to approve \$3,800 to replace the water pressure regulator. Jim C. seconds the motion. Motion passes.
 - o Eric Johnson, interim caretaker, asks the board to consider adding a 250 – 500 gallon gas tank at camp and hiring a company to periodically refill the tank. Currently someone from camp drives out to the nearby gas stations to fill small gas tanks and bring them back to camp. Jim T. will get bids and talk to Bob White about the project.
 - o Foster raises a concern about the Kubota tractor and suggests we need to have it serviced soon.
- Chico construction:
 - o Construction is on track for a late April completion date, pending weather delaying our progress.
- Bathrooms:
 - o Facilities committee has received quotes to fix the bathrooms located in Reimel, Blackfoot Hut and Pogue, and members are reviewing to find the best option. This money will come out of the previously approved \$75,000 maintenance budget, so no motion is needed. Reimel will be completed first, in March, then the Blackfoot Hut and Pogue.

Chico:

- Tina shares Chico received funding from FOW, and they plan to use the funding to build the proposed activities on Chico Hill.
 - o Camp received a bid from Redbone Woodworks to install the water table, swing sets, monkey bars and bouldering wall. The vendor requests a start date of February 1, 2020, and supplies an 18 month warranty for the structures.
 - o Tina reminds the board to go through her and Aubrey, and not directly to the vendor, with any questions or comments about this project.
- The proposed location for each activity:
 - o The water table will go behind Ballard Springs, and it will need water and electricity.
 - o The swing sets and monkey bars will be positioned in close proximity to the director's hut.
 - o The bouldering wall location has not been determined yet.
- The facilities committee asks Tina and Aubrey to mark / stake out the locations for each new activity so they will know exactly where water and power are needed. They also want to avoid placing the water tables in any location that will increase erosion on chico hill. Tina and Aubrey agree to do this soon.

Registration:

- Mo reports camp is 95% booked. She has added one new hut to 4th week, for a total of four cabins.
- Mo reminds the board that the early bird discount deadline is February 1st.

Summer Ops:

- Staff hiring committee:
 - o Aubrey reminds the board who served on the committee: Cindy Wiley (weekly director), Andrew Virciglio (summer ops), Blake Huynh (program director), Aubrey Huynh (camp director), Sarah Weinacker (summer ops)
 - o 38 total applicants participated in the 2020 staff interviews.
 - o Aubrey reminds the board that it previously approved 31 as the minimum number of staff members needed to run camp.
 - o The hiring committee presents a slate of 33 staff members for the board's approval.
 - 15 Blackfeet / 18 Comanche's
 - 2 third years, 15 second years, 16 first years
 - o AV makes a motion to approve the 2020 staff slate presented by the hiring committee. Wilson seconds the motion. The motion passes.
- Year-round rental fees:
 - o Aubrey presents proposed facility and activity rental fees and new cleaning services. Cleaning fees are included in the proposed new rates.
 - o Foster suggests this is a larger conversation than just approving the proposed fees; we need to also determine who will staff camp during the off season rentals in fall 2020 and winter 2021. Aubrey reminds the board that they can expect fall 2020 booking inquiries to start in May 2020.

- An off-season rental committee is formed, and the members are Jamie Barnes, Wes Cochran, Foster Yielding, Audrey Jost and Aubrey Huynh. Foster nominates Paul Bentley to join the committee. The committee will present an update during the March board meeting.
- Until then, Aubrey will keep track of all off-season inquiries but will not confirm any rentals.
- Cleaning fees during off-season:
 - Sharon Buerhaus recently vacated this position, so it is a priority to fill this position as soon as possible.
 - Aubrey received quotes and presents a bid from a potential new hire. Aubrey checked her references and she received good reviews.
 - Wilson makes a motion to approve the proposed cleaning services from Beverly Dobbs and Kristen Smith for spring 2020. Ann seconds the motion. The motion passes.

New Business:

- 2020 Board Positions:
 - Wilson motions to approve the 2019 board chairs to serve in the same positions for 2020. Wes seconds the motion. The motion passes.
 - Jamie Barnes – Chairman
 - Andrew Virciglio – Summer Ops
 - Carly Miller – Legal / Vice President
 - Jim Thorington – Facilities, Chaplain.
- Chico Beds:
 - Foster shares we need 32 new bunk beds (\$320 per bunk) for Chico Hill. This cost includes mattresses, and these are the same beds and mattresses that are also on Mainside.
 - Foster makes a motion to approve \$23,000 to purchase new beds for Chico. Wilson seconds the motion. The motion passes.

Next board meeting:

- Sunday, February 16th – time TBD – Camp Winnataska

Camp Winnataska Board of Directors

February 16, 2020

Meeting was called to order (at Camp) – Jamie Barnes

Members Present: Jim Thorington, Andrew Virciglio, Wilson Yeilding, Audrey Jost, Carly Miller, Mary Owen, Sarah Weinacker, Ann Pickens, Foster Yeilding, Aubrey and Blake Huynh, Wes Cochran, Tina Ryan and Karen Moore

Aubrey - Devotion
January minutes approved.

Facilities-

Chico – behind schedule 3-4 weeks because of rain
Concrete cannot be poured

Blackfoot hut – Thomas started on the bathroom- trying to find out what the main problem is

Reimel – will not be able to start this year. Project too big. We will figure out what to do now and then start work next Aug/Sept.

Pogue – still working on

Kitchen- we are moving forward with re-building the refrigerator - Should be completed by April. The cost was approx. \$15,000 for the re-build and was the best option

Pool – there is a spare motor in stock – working on pumps

Finance-

Karen shared the balance with everyone – discussion and questions answered

Summer Ops-

AV – We are low on working camp vehicles – make a list of needs
(Aubrey/Blake)

It was suggested that we limit the # of drivers for camp vehicles

Aubrey- Staff Training and work days in April – AV will send out the agenda

We have a new trailer! This will be used for Chico on country night (and other needs)

Concern about not having a Pool specialist – Blake was suggested

Last work day was very productive! There was a great turn out.
Camp Doctor- Wes and Carly have been working on this – The option was to buy a policy or piggyback on the Drew's insurance policy. Carly produced a contract and it was passed out and reviewed
Susan T and Drew C are working on it together

Registration-

Mo said we are 97% full – most open spots are on Chico –
She is waiting for Katie to approve scholarships before filling with the wait list

New Business–

Caretaker- Jim C. and AV are working on a job description; AV will send it out to board members

We will start looking for a temporary person for this summer

Discussion – no need to quickly hire someone for the permanent position

Foster suggested two separate positions – maintenance specialist and gate keeper

A hiring committee was suggested:

Jim Thorington

Blake Huynh

Andrew Virciglio

Paul Bentley

Wes Cochran

Jim T. ended with a devotion

Meeting was adjourned

Next meeting will be March 16 at Baptist church.

Submitted by Audrey Jost

Camp Winnataska Board of Directors
Monday, March 16, 2020
First Baptist Church

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

Members Present: James Barnes, Audrey Jost, Foster Yielding, Aubrey Huynh, Blake Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Jim Thorington, Mary Own

On the Phone: Sara Weinacker, Carly Miller, Drew Cochran, Karen Arthur

Jim Thorington: Devotion

Approved February Minutes

Email Business:

- On March 3rd via email, Jim Thorington made a motion to approve the final plaque on Price Lodge.
 - Jim Cearlock seconded the motion. The motion passed.

Chico Update:

- Blake reported Graham and Wade making progress on water feature
- Foster and Jim Thorington reported Chico construction is making progress, waiting on rain. Approximately 4 weeks from being finished. Beds and mattresses are in Batcave.
- Sod and seed are being priced.

Summer Program:

- Drew Cochran, Susan Thorington, Aubrey Huynh, Carly Miller have been working on PR statement regarding COVID-19. Aubrey will send it out this week.
- Drew Cochran: if we end up having camp, health check in will include more COVID precautions, he and Susan Thorington will discuss the details
- MOTION by Wilson: Camp will push back the deadline for full payment to May 1st, the finance committee plus Mary Owen will look at the potential refund decisions.
 - Seconded by Audrey. MOTION PASSED.
- MOTION by Wilson: Approve Program Specialist that Aubrey has put forward.
 - Seconded by Jim Thorington. MOTION PASSED.
- Blake: Bass tournament went well total raised is \$1,000.

Facilities

- Foster: Currently Clearwater Pools opens our pool for \$1,600, closes it for \$1,200.
- MOTION by Foster: Contract with Clearwater Pools to do weekly maintenance through August and biweekly in August and September for \$3,500.
 - Seconded by Jim Thorington. MOTION PASSED.

- Wilson: Fridge/freezer work is taking place, project around
- Jim Thorington: Blackfoot bathroom being worked on, waiting on bid.
- Foster: Pogue bathroom almost finished, Blackfoot hut bathroom and pool pump house having trees removed, remainder of money set aside for these projects will be put toward new roofs for Brewer and Branscromb
- MOTION by Wilson: Buy new office laptop if Wilson's used laptop will not work.
 - Seconded by Jim Cearlock. MOTION PASSED.
- Jim Thorington: Grayson has some structural issues, that we need to think about before hiring caretaker
- James: We have conducted 4 interviews for caretaker, 2 more expressed interest, recommendations by next meeting

Next meeting will be April 13, 2020

Aubrey: Board member of the month is Wes for all his help with the fishing tournament.

Camp Winnataska Board of Directors
Monday, April 13, 2020
Zoom

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

Members Present: James Barnes, Audrey Jost, Foster Yielding, Aubrey Huynh, Blake Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Jim Thorington, Mary Owen (Mo), Sarah Weinacker, Carly Miller, Karen Arthur, Paul Bentley

Jim Thorington: Devotion / Prayer

Approved March Minutes

Email Business:

- Aubrey shares a written COVID-19 visitor policy to be shared with visitors and volunteers. Camp Winnataska is closed to visitors and volunteers until further notice.
- Facilities and Blake share the air conditioning at the Big House has stopped working and they will get bids for replacing the AC and inspecting and replacing the ductwork. Jim T. makes a motion to use Air Builders to replace the air conditioner and inspect the ductwork. Jim C. seconds the motion. The motion passes.
- Finance committee makes a motion to submit an application to the newly enacted SBA PPP loan through the CARES Act that was signed into law on 3/27/2020. The loan amount, \$56,561, would be forgiven if allocated to payroll and utilities. Jim C. seconds the motion. The motion passes.

Facilities:

- All major projects are either on schedule or ahead of schedule.
- Jim T. shares that a tremendous number of pre-camp tasks are complete, and there is plenty of time left to complete the remaining projects. Facilities plans to keep their momentum so they can stay ahead of schedule.
- The Caretaker Hiring committee shares a summary of the interviews and their hiring recommendation.
 - o There were 6 applications for the position. 3 of these applicants do not have any past experience at Camp, but they were referred by Camp constituents.
 - o The hiring committee proposes hiring Graham Ryan, ideally with a start date in the beginning of May. The finance committee will put together a pay recommendation, and next week the board will vote on the hire.
 - o The living facilities will have to be addressed before a family is moved in.

Chico Update:

- Jim T. shares the Chico Hill construction project is basically complete with the exception of remaining grounds work and adding grass. The buildings are ready for campers.
- Aubrey shares Graham and Wade's projects are on schedule, and Tina is working on the final touches such as curtains, shelves and other projects to finalize the cabins. Facilities requests Tina provides an update on the items she would like to put into the cabins.

Summer Ops:

- The walk in cooler is being installed this week. Installation is expected to take two days.
- Aubrey is in communication with the staff and working on a plan for pre-camp cleaning.

- Summer Ops will meet with the food services vendor this week and will ask about payment expectations during this uncertain COVID-19 climate.

Registration:

- Mo shares that she hasn't heard from many families, but most are reaching out to express support for camp. A few families have inquired about returning deposits.
- Mo is using the March 17th communication to guide her communications.
- Aubrey shares ACA is not issuing recommendations related to canceling camp sessions, because ACA is an accrediting body, not a governing body. ACA's advice is if cancellations are necessary, make these decisions in waves and do not cancel all sessions at one time. Most camps have not issued cancellations yet. Carly suggests Aubrey stay in touch with ACA, so the board can benchmark decisions against other regional camps.
- To date, \$948,000 has been paid and we expect approximately \$1,200,000 when registration is paid in full.
- Aubrey and Mo express a need for board-approved statements for deposits and paying in full. Foster and Mo present the following options for families:
 - o Option A = move non-refundable deposit to FOW and consider it a donation to camp
 - o Option B = use non-refundable 2020 deposit to hold same session in 2021; 2021 pricing will apply
 - o Option C = use 2020 full payment to hold same session in 2021; 2020 pricing will apply
 - o Option D = if 2020 session is not cancelled, we will refund deposit
- After much discussion, the board agrees to move forward with the following plan:
 - o Pushback the pay-in-full deadline from May 1, 2020 to June 1, 2020
 - o Carly will draft communications that will be sent to the registered families.
 - All families, those who paid in full and those with a remaining balance, will receive a communication stating all sessions remain scheduled (none have been canceled at this time), and the board is evaluating the situation and will communicate new information as it develops, likely in mid-May. The email will also outline the four options discussed (see above, A- D).
 - Families who have not paid-in-full will have an additional statement in their communication that shares the new pay-in-full deadline (June 1, 2020).

Finance Committee:

- No update at this time on the SBA loan application.

Next Board Meeting:

- Monday, April 20th at 6:00 pm: Executive Session– via Zoom
- Monday, May 11th at 6:00 pm: May Board Meeting, location TBD

Camp Winnataska Board of Directors
Friday, May 15, 2020
Camp Winnataska

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

Members Present: James Barnes, Audrey Jost, Foster Yielding, Aubrey Huynh, Blake Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Carly Miller (phone), Jim Thorington (phone), Christina Ryan, Graham Ryan, Andrew Virciglio (AV)

Aubrey Huynh: Devotion / Prayer

April minutes will be approved at June meeting.

Board Member of the month – Carly Miller.

Email Business:

- The COVID-19 committee worked with Dr. Drew Cochran (camp doctor) and Susan Thorington (camp nurse) to compile operating options and policies for summer 2020 during the COVID-19 pandemic. The committee also worked with Carly Miller to create a COVID-19 waiver. These documents were shared with the board prior to the May meeting.

Facilities:

- We welcomed the new Camp Winnataska Caretaker, Graham Ryan.
- The committee shared the proposed costs for an additional fridge and warmer from a trusted vendor.
- Foster makes a motion to purchase a used fridge for no more than \$1,400 and a new warmer for \$1,000. AV seconds the motion. The motion passes.

Registration:

- Mo shares that she has received approximately 50 – 60 calls from families who want to cancel summer 2020 registration due to COVID-19.
- At the April meeting we decided on four reimbursement options. We added a FOW donation option that will include a discount on 2021 camp rates and a wait list option for a total of six options for families to consider.
 - o Option 1 = your session is canceled but you still want you child to attend camp if space is available during another session, so you are put on a waiting list.
 - o Option 2 = your session is canceled and you have already paid or you plan to pay in full. You will donate your 2020 registration fee to camp, and you can register for the 2021 session of your choice at a 25% discounted rate.
 - o Option 3 = your session is canceled and you have already paid or you plan to pay in full. You will leave your payment with camp and we will hold the same session for your camper in 2021 at the 2020 rate.
 - o Option 4 = your session is canceled and you have paid only the deposit. You leave the deposit with camp and we will hold the same session for your camper in 2021 at the 2021 rate.
 - o Option 5 = your session is canceled and Options 1 – 4 do not work for you. You will receive a full refund.

- Option 6 = your session is not canceled but you do not want your camper attending this summer. You will receive a full refund.
- Mo presents three options for the summer 2021 sessions. Wilson makes a motion to approve Option 1 with fourth week being a girl's week and 5th week having a coed Chico option. Ann seconds the motion. The motion passes.
 - June 2– 5: Super Chico
 - June 6 – 12: First week, coed
 - June 13 – 19: Second week, coed
 - June 20 – 26: Third week, coed
 - June 27 – July 3: Fourth week, girls
 - July 4 – July 10: Fifth week, girls on mainstage, coed chico
 - July 11 – July 17: Sixth week, coed
 - July 18 – July 24: Seventh week, coed

Summer Ops:

- The board discusses the various scheduling options presented by the COVID-19 committee. Aubrey shares her thoughts on safely operating camp at full capacity with a delayed schedule, which is in line with what some other camps in Alabama are doing.
- Wilson makes a motion to communicate to families that we are postponing Super Chico, placing these campers into vacated spots in other sessions, and postponing First Week, shifting this week to after Seventh Week (July 26th – August 1st). No one seconds the motion. The motion does not pass.
- More discussion occurs, talking through the pros and cons of all options.
- AV makes a motion to communicate to families that we are canceling Super Chico and First Week. Audrey seconds the motion. The motion passes.
- The board decides all communication should include language explicitly stating that space permitting, campers will be incorporated into other sessions throughout the summer.
- If a family's session is cancelled but they still want to attend camp this summer, they will move to a separate, priority wait list.
- Aubrey will draft a communication that will go out to all registered families. It will share the decision to cancel Super Chico and First Week as well as the reimbursement options. It will ask all families to let us know their thoughts on whether or not they will cancel their 2020 registration by May 23, 2020.
- The board will meet on an ongoing, weekly basis to discuss the remaining sessions as more information is released from the ACA, CDC and local health authorities.

Next Board Meeting:

- Thursday, May 21st, 6:00 pm - Zoom

Camp Winnataska Board of Directors
Thursday, May 21, 2020
Zoom

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

Members Present: James Barnes, Audrey Jost, Foster Yielding, Aubrey Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Carly Miller, Jim Thorington, Christina Ryan, Graham Ryan, Andrew Virciglio (AV), Drew Cochran, Susan Thorington

The purpose of this meeting is to make a decision on whether or not we will cancel the second session for summer 2020.

Email Business:

- Board directors reviewed newly-released CDC guidelines before the board meeting.

Before the discussion begins, Mo shares an update on the registration numbers. The email sent on May 19th has a 75% open rate and we've received 370 responses.

- 112 chose Option 1 (move to wait list)
- 5 chose Option 2 (donate registration fee and receive 25% off the 2020 rate in 2021).
- 46 chose Option 3 (use this year's payment to hold 2021 spot at the 2020 rate)
- 10 chose Option 4 (use this year's deposit to hold 2021 spot at the 2021 rate)
- 93 chose Option 5 (receive a full refund because no other options work for you)
- 104 chose Option 6 (receive a full refund because not coming to camp regardless)

The cancellation per session is as follows:

- 2nd session: 24 (10%)
- 3rd session: 37 (16%)
- 4th session: 13 (6%)
- 5th session: 14 (6%)
- 6th session: 8 (3%)
- 7th session: 10 (4%)

The attendees discuss the pros and cons of having second and third session at all vs. opening at reduced rates. The board hears from the Camp Doctor, Camp Nurse and Camp Director.

AV makes a motion to continue with 2nd and 3rd session at 50% capacity while adhering to the new guidelines issued by the Alabama Department of Health and CDC, announced 5/21/20 and having the COVID-19 committee review the existing list of policies to ensure they meet the new guidelines. Audrey seconds the motion. The motion comes to a vote, 6 yays and 5 nays. The board agrees that this vote is too close and the motion does not pass.

Wilson makes a motion that any board motion regarding canceling camp sessions due to COVID-19 must receive a super majority vote, 75% (8 votes). Foster seconds the motion. The motion passes.

Wes makes a motion to cancel the 2020 second session. Jim Cearlock seconds the motion. The motion passes 8 to 3.

Foster makes a motion to follow AV and Aubrey's recommendations and decisions regarding what makes economic sense for feeding the staff and employees. Wes seconds the motion. The motion passes.

Next Board Meeting: Thursday, May 28th, 6:00 pm – Zoom

Camp Winnataska Board of Directors
Thursday, May 28, 2020
Zoom

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

Members Present: James Barnes, Audrey Jost, Foster Yielding, Aubrey Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Carly Miller, Jim Thorington, Graham Ryan, Andrew Virciglio (AV)

Aubrey shares a devotion.

The purpose of this meeting is to make a decision on whether or not we will cancel the third session for summer 2020.

Email Business:

- Prior to the meeting, Drew Cochran, Camp Doctor, sent his opinion to Wes Cochran and Jim Cochran and they forwarded the email to the board. Email included in appendix A.
- Prior to the meeting, Aubrey circulated letters from the staff and a “Response to COVID-19 for Summer 2020”, containing guidelines and proposed plan for operating at a reduced capacity.

Aubrey talked to the CDC this week and was told one hut can be treated as one household. Therefore, the six foot distance would apply to campers in different huts, not in the same hut. Aubrey received documentation that says small groups are considered a household in the camp setting. ACA has put out documentation to this point as well.

Third week registration capacity is:

- Mainside = 74%
- Chico = 82%

Before the discussion begins, Mo shares an update regarding the options for canceled sessions. The numbers shared represent the number of campers, not the number of households. She cautions these are not concrete numbers, because we have not heard from all families and some households have multiple campers.

- 176 chose Option 1 (move to wait list)
- 14 chose Option 2 (donate registration fee and receive 25% off the 2020 rate in 2021).
- 131 chose Option 3 (use this year’s payment to hold 2021 spot at the 2020 rate)
- 65 chose Option 4 (use this year’s deposit to hold 2021 spot at the 2021 rate)
- 204 chose Option 5 (receive a full refund because no other options work for you)
- 208 chose Option 6 (receive a full refund because not coming to camp regardless)

We have not heard from 40 families who were registered for Super Chico, First and Second.

Jamie opens the floor to discussion. The BOD members share varied opinions - some think it’s time to cancel the entire 2020 session and some do not want to cancel. The discussion includes the following:

- Financial ramifications from canceling some or all summer 2020 sessions and the role they play in this decision. We typically break even after four sessions.

- Carly covers the need for a COVID-19 waiver while clarifying it's limitations -i.e. it is not bullet-proof and does not indefinitely protect Camp Winnataska from a COVID-19 issue
- Risk assessment – what level of risk are we taking on if a session and / or summer 2020 is not cancelled, if a session and / or summer 2020 is cancelled, are we comfortable with the level of risk and do parents understand the risk
- Options for opening with changes – i.e. certain ages are allowed to attend while others are not; opening at lower capacity and selecting campers from similar groups (geographic area, age, gender, camper eligible years remaining); operating mini-sessions. Aubrey shares she is confident the leaders and staff can enforce and implement regulations and guidelines.

Aubrey says if a decision is not made for the entire summer 2020 session, she needs to know the decision for Fourth Week by June 8, 2020 in order to provide adequate notice to the families registered for the session.

Aubrey shares an overview of the emails that have gone out to parents. The overview includes camp-wide communications and session-specific communications.

Wes Cochran makes a motion to cancel the third session of summer 2020, and send a camp-wide communication to every parent sharing the board is reviewing all options to ensure if we move forward with summer 2020 sessions, it's in the best interest of camp, and include more information on policies and procedures.

Jim Cearlock seconds the motion. The motion passes.

Next Board Meeting: Monday, June 8th, 6:00 pm.

Fwd: Camp

Drew Cochran <drewco12@gmail.com>

Thu, May 28, 2020 at 5:26 PM

To: nurse@winnataska.org, jim.thorington@motion-ind.com, camiller@bradley.com, eannpickens@gmail.com, marypo2003@gmail.com, Wes Cochran <cochran_wes@yahoo.com>, aubrey@winnataska.org, cgilles.marie@gmail.com, Jim Cearlock <jcearlock@southpointbanking.com>, jjost6@gmail.com, blake@winnataska.org, andrewvirciglio@thepigbham.com, james.barnes@mckesson.com, ffy910@gmail.com, way0491@gmail.com, Sarah Graffeo <sarah.graffeo@gmail.com>

Begin forwarded message:

From: Drew Cochran <drewco12@gmail.com>**Subject:** Camp**Date:** May 28, 2020 at 5:24:34 PM CDT**To:** Wes Cochran <cochran_wes@yahoo.com>, Jim Cearlock <JCearlock@southpointbanking.com>

I have reviewed the the governor's orders amended May 21 2020 and the ADPH Guidelines for summer camps. I have also reviewed the email chain between Allen McBride, Dr. Scott Harris and Carolyn Bern. I think page 8 of the governor's orders are most problematic, especially dealing with 15.a.(i) stating "Employees shall not knowingly allow campers or guests to congregate within six feet of a person from another household."

I had not seen this document prior to the meeting last week.

I have looked through Aubrey's policies and procedures for dealing with COVID-19. I think they are good and provide a framework by which to have a camp. Like I said last week, even with these policies and procedures, the risk of someone having coronavirus at camp and transmitting it to someone at camp will not be zero. I don't know what the risk of transmission is. I do think the policies and procedures make this risk is low as it can be, however, with the following issues: staff - if staff members are allowed to leave camp and interact with anyone else, you have an uncontrolled potential source. You have to remember, it can take up to 7 days for symptoms to appear, and a large number of people that test positive for coronavirus are asymptomatic. The policies does mention staff members and the staff member essentially signing an affidavit about his/her leave from camp, but it does not require the same level of scrutiny from the friends or family that he/she may see. Additionally, I think hillside speakers, guests, etc. are a problem. I've been at Camp...I highly doubt hillside speakers that haven't been out there in quite sometime can reasonably stay 6 feet from some of their best friends. But the biggest concern I have with the policies is that it doesn't address the 6 ft distance referenced above from the governor's order. Four kids at a table in the dining hall are all within 6 feet of each other. Regardless of age, I doubt kids can follow this rule and I equally doubt leaders/staff (who are also "kids") can enforce it...and I don't think it is reasonable expectation of these kids.

As a previous Camp person, and a parent of 3 potential campers this summer, I wonder if the value of the product will suffer. I know Katie will have an incredibly hard time dropping our kids off for 3-6 nights of camp at the equivalent of a school drop-off line. Can you imagine her dropping Zip off for 3 nights of camp at the front gate? Katie went to camp...I can't imagine how parents who are new can do this with 6 and 7 year olds spending the night away from home for the first time. I'm afraid the quality of the experience will drop and may take years to recover.

Bottom line:

1. I think the policies and procedures can provide a safe environment.
2. I believe that the enforcement of these procedures by essentially teenagers is unlikely.
3. I think if camp is conducted with the policies and procedures, the value and quality of the experience will suffer immensely.

My recommendation is that camp should be canceled for the entire summer.

Drew Cochran
drewco12@gmail.com
(205) 601-3699

Camp Winnataska Board of Directors
Monday, June 8, 2020
Zoom

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

Members Present: James Barnes, Audrey Jost, Foster Yielding, Aubrey Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Jim Thorington, Christina Ryan, Graham Ryan, Andrew Virciglio (AV), Kenny Keith, Karen Moore

Email business:

- On June 3rd the Summer Operations committee shared an email detailing a probable COVID-19 exposure at Camp during leadership training on May 29th – May 30th. On June 4th, the committee shared another update. Email included in notes.
- On June 8th, Wes Cochran makes a motion to move up the next board meeting from June 8th to either June 4th or June 5th. Jim Cearlock seconds the motion. The motion fails.

Ann Pickens shares a devotion.

Jamie thanks the group as a whole. He acknowledges the seriousness of our decisions, the need for cohesion as we move forward.

AV makes a motion that in order to open camp or close anymore camp sessions, beginning with 4th week, that the board will require a super majority vote. The super majority vote will be defined by 70% (7 out of 10) of the board of directors voting “yay”. Ann seconds the motion. The motion passes.

AV asks Aubrey to update the group on the recent situation from camp. Aubrey shares she spoke to all 29 families / volunteers who were at camp during training weekend. Aubrey shares she did not receive any negative feedback from the families. They shared appreciation for Aubrey calling to let them know. Aubrey tested negative for COVID-19, and the staff and families are still quarantining. Some families told Aubrey that they chose to get a COVID-19 test and they received negative results. Some board directors have had community members ask them about the situation.

Foster asks for clarification on the timeline. Aubrey shares she learned about the possible exposure on Tuesday. On Tuesday, Aubrey told Susan Thorington. Susan contacted the ADPH and was advised we need to contact the 29 other families of the leaders and volunteer

AV moves the meeting into executive session and invites Karen, Kenny, Mo, Aubrey and Blake to stay.

From: [Sarah Graffeo](#)
To: [Barnes, James](#); [Miller, Carly](#); [Andrew Virciglio](#); [Wes Cochran](#); [Ann Pickens](#); [Audrey Jost \(jost6@gmail.com\)](#); [Wilson Yeilding \(way0491@gmail.com\)](#); [Foster Yeilding](#); [Jim Cearlock \(JCearlock@southpointbanking.com\)](#); [Jim Thorington](#); [Aubrey Huynh](#); [kennykeith143@gmail.com](#)
Subject: Re: Winnataska Board Update
Date: Thursday, June 4, 2020 3:54:40 PM

All,

Aubrey has connected with all but one of the families, so 28 out of 29 families. Overall the conversations have been positive and understanding. Parents have expressed appreciation for the call and for keeping them informed.

Thanks,
Sarah

On Wed, Jun 3, 2020 at 11:03 PM Sarah Graffeo <sarah.graffeo@gmail.com> wrote:

Good evening everyone,

We are sending the following email in an effort to keep the board informed. Please read this entire email.

- This past weekend, on Friday, May 29th and Saturday, May 30th, 30 people (27 leaders and 3 volunteers) were at camp attending leadership training and / or CPR training.
- On Tuesday, June 2nd, a parent of one of the leaders who attended both training sessions contacted Aubrey and shared that her daughter took a rapid-results COVID-19 test after the training, and she tested positive. Based on the family's own contact tracing, they believe the leader unknowingly contracted COVID-19 from another family member.
- COVID-19 protocol during the training included screening upon arrival each day, social distancing, sanitizing and an outdoor setting.
- No staff were exposed to this leader, and leaders did not spend the night at camp.

What we have done so far:

- Susan Thorington, Drew Cochran and Kenny Keith have all been informed.
- Susan Thorington contacted the Alabama Department of Health to report it and ask for guidance on next steps. She was told we should call the volunteers and parents of the other leaders to let them know one leader in the same training session as their child / as the volunteer tested positive for COVID-19 after leaving camp. We can tell them that we have no reason to believe the virus was contracted or spread at camp, we are letting everyone know out of caution, and we are asking families to refer to the CDC guidelines for actions to take after a possible exposure.

- Aubrey has contacted 6 of the 29 families so far. These families expressed appreciation to Aubrey for letting them know, and the conversations were positive and understanding.
- Aubrey went in for a COVID-19 test out of an abundance of caution and is awaiting the results.

What we are continuing to do:

- Aubrey will call the remaining 23 families.
- The Huynh's, the Ryan's and the staff are going into a mandatory 14 day quarantine, from June 1st – Friday, June 14th and they will go through COVID-19 screening daily (temperature checks, symptom checks).

We are sending this in an effort to keep everyone informed and aware. Please keep in mind we have a board meeting scheduled Monday evening (June 8th) and we can provide another update / discuss further then.

Thank you,
Aubrey, AV, Jamie and Sarah

--

Sarah Graffeo Weinacker
205-478-6623

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Sarah Graffeo Weinacker
205-478-6623

Camp Winnataska Board of Directors
Monday, June 18, 2020
Zoom

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

Members Present: James Barnes, Audrey Jost, Foster Yielding, Aubrey Huynh, Ann Pickens, Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Andrew Virciglio (AV)

Email business:

- On June 12th, Jim Thorington shares the details of a proposed project to add a deck to the Blackfoot hut. Former Blackfoot Wade Lyon is a woodworker with the company Redbone Wood Works. Wade has agreed to oversee the project and donate labor to build the deck with the Blackfeet's help. The project would be 100% completed before the staff leaves camp on June 30th.
 - o Jim Thorington makes a motion to approve the project. AV seconds the motion. The motion passes.

Ann Pickens shares a devotion.

Summer Ops committee shares an update on the proposed family day.

- The event is open to invitees only, and those invited are: weekly directors, staff and their families, supporters and donors.
- The event would allow 2020 staff to run their program areas, give tours and host guests for a day.
- The proposed date is Saturday, June 27th, possible hours include 9:00 am – 3:00 pm. Invitees are encouraged to bring their own food and all dining will take place outside.
- Some propose a Church service offered on the same weekend, as long as social distancing is enforced and followed.
- AV makes a motion to open Winnataska on Saturday, June 27th for a family camp day by invitation only. Wilson seconds the motion. The motion passes.

Off-season programming in July is discussed.

- We cannot promise air conditioning and all facilities to off-season rentals. We will suggest day retreats as the better consideration. Graham Ryan (caretaker) will work on a list to-do's for winterizing Camp and establishing a visitor policy.

Mo shares a Registration update.

- We received just under \$38,000 in donations from the options offered to families.
- We've refunded approximately \$400,000 to date, and there is approximately \$60,000 left to refund.
- As of today, approximately 277 campers have not responded to the options.
- Overall, Mo has received a positive response from families.

AV shares an update on the meals needed for the staff's final days at Camp.

- On Saturday, June 27th, Chris will provide breakfast. That is his last meal.
- Therefore, meals needed for the staff are as follows:
 - o Saturday, June 27th: lunch, dinner
 - o Sunday, June 28th: bfast, lunch, dinner
 - o Monday, June 29th: bfast, lunch, dinner
 - o Tuesday, June 30th: bfast
- Volunteers and donors will be asked to provide meals.
- The Board will host the final dinner on Monday, June 29th. AV will organize.

Next Board Meeting: Monday, July 13, 2020

Camp Winnataska Board of Directors
Monday, July, 13 2020
Zoom

Meeting was called to order at 6:00 – Andrew Virciglio

Members Present: Foster Yielding, Aubrey Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Jim Thorington, Graham Ryan, Andrew Virciglio (AV), Karen Moore

Jim Thorington shares a devotion.

Registration:

- Mo shares we are waiting on 14 families to tell us which cancellation option they choose.
- She is also reviewing what summer 2021 registration numbers look like based on the families who chose to donate their money, leave full payments and / or leave deposits.
- Soon the board will need to make decisions on registration dates for summer 2021. Mo needs to know by January – February at the latest. The board agrees to discuss dates at the end of the summer.

Finances:

- Karen sent a financial update to the board via email.
- Mo has completed her refunds / reimbursements. Karen has not completed all on her end but is close.

Facilities:

- The Chico project should be finished by July 24th, which is when the final walk through with the architect will happen.
- Camp is operating at a limited operational capacity, but is ready for use if it's needed for an offsite group.

Summer Ops:

- The FOW board asks the Camp board to consider merging the two websites. The FOW members voted in their previous meeting and the motion passed. Aubrey will continue to maintain both websites, as the camp director has historically done. Wes makes a motion to combine the websites. Ann seconds the motion. The motion passes.
- Summer Ops committee will help serve as BOD liaisons to the FOW Board.
- Aubrey has already received inquiries about offseason rental availability and would like the board to give guidance on what the breakeven amount for what the profit has to be to take a group. The earliest rental inquiry so far is for August. Aubrey reminds the board of the rental rates and fees discussed prior to COVID. The board discusses groups would have to sign a COVID waiver and would be responsible for their group following CDC guidelines (i.e. social distancing, masks, etc.). Any camp staff and employees on site during an offsite rental would have to follow camp rules – masks, social distancing, cleaning, etc.
 - o Wilson makes a motion to let Aubrey be in charge of offseason groups and set the minimum profit at \$500 profit per group, booking at her discretion. Reimel and Chico will not be included in the rental options before October 9th. Ann seconds the motion. The motion passes.
- Summer Ops shares we need a formal volunteer and visitor policy in place that can be maintained and enforced by the caretaker. The policy needs to address those who show up, those who call in advance and those who are volunteering. Visitors to the property must sign a waiver.
 - o Summer ops and Facilities will work together to help inform a policy. The draft can be sent out to the board via email for review.

Next Board Meeting – August 24, 2020

Camp Winnataska Board of Directors and Friends of Winnataska Board
Monday, August 24, 2020
Zoom

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

Members Present: James Barnes, Foster Yielding, Aubrey Huynh, Blake Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Graham Ryan, Andrew Virciglio (AV), Karen Moore, Katie Sefton, Buddy Sharbel, Barbara Sloan, Cindy Wiley, Audrey Jost, Kap, Paul Bentley, Carly Miller, Stephanie Harless

Aubrey shares a devotion.

Registration:

- Mo has worked through the refunds and has registered the campers from Option 1. She's having to manually register campers individually.
- Mo is communicating with families in Option 2 and will move to Option 3 next, which includes approximately 500 campers. This process is taking time, because she's having to balance different price points for the families who chose different options. Between Options 1 – 4 from summer 2020, we have 752 campers.
- Summer Ops committee will come up with a reduced-capacity number to propose to the board incase Camp has to operate at a reduced capacity for summer 2021.
- Finance Committee will come up with 2021 rates to propose to the board, including options to help deal with priority registration. The 2020 rate was \$790 with a \$50 early bird discount and a \$10 discount if you mailed a check.
- Priority registration goes to families who had campers registered for summer 2020. We might need to redefine priority registration incase we have to consider a limited capacity for summer 2021.

Finances:

- Karen sent financial statements via email before the board meeting.
- As of July 31, 2020, Camp has \$170,000. Based on normal operations, we'll need \$100,000 to get through the end of the year. Karen is not concerned about getting through end of the year.
- We need to generate \$500,000 to stay ahead of potential issues next year.
- FOW has set up a fundraising committee that includes teams who will reach out to camp constituents to broaden fundraising base. Other committee members are working on a virtual live event, and Aubrey and Blake have also generated some fundraising ideas that include in person events at camp. Some sponsors are open to participating to help offset the costs.
- FOW is putting together a stewardship package to bring to past donors. They will also try to get in front of some corporations.
- Karen makes a motion to give the FOW fundraising committee authorization to spend up to \$5000 for fundraising events. Stephanie seconds. Motion passes.
- FOW has approximately \$300,000 to work with, and our fundraising goal is \$150,000.
- The Board discusses the loans that Karen has reviewed, and Karen shares some pro's about the Progress Bank option; that it offers \$100,000 line of credit for minimal fees (\$250 per year).
- Foster Yielding makes a motion to apply for the loan to take advantage of the low fees. Wes seconds the motion. Motion passes.

Summer Ops:

- Aubrey and Blake have planned some events to take place out at Camp, including a pumpkin patch. AV is helping with pumpkins.
- Camp has hosted an off-season group already and will be hosting another group soon.
- AV is working on policies discussed at July board meeting and will circulate later.

New Business:

- Jamie shares that Mo needs a new computer to handle registration. Jim C. makes a motion to have Jeff work with Mo to purchase a new computer, with an amount not to exceed \$2000. Wilson seconds the motion. The motion passes.

Next Board Meeting – Monday, September 21 at 6:00 pm

Camp Winnataska Board of Directors
Monday, September 21, 2020
Zoom

Meeting called to order at 6:00 – James Barnes

Members Present: James Barnes, Foster Yielding, Aubrey Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Graham Ryan (phone), Andrew Virciglio (AV), Karen Moore (phone), Barbara Sloan, Audrey Jost, Carly Miller

Jim Thorington shares a devotion.

AV makes a motion to approve the July minutes. Carly Miller seconds the motion. The motion passes.

AV makes a motion to approve the August minutes. Wilson Yielding seconds the motion. The motion passes.

Fundraising Update:

- Barbara Sloan shares the campaign has raised approximately \$110,000 to date. The \$2,500 match challenge from an anonymous donor was met. Barbara estimates approximately 300 unique donors (not including T-shirt sales) have given to the S.O.S. Campaign.
- The campaign will close by September 30, 2020 regardless of whether or not we meet the \$150,000 goal.
- The first event in the “Films at the Falls” movie series was a success. Camp profited approximately \$1,700 from the event. The next event at Camp is the pumpkin patch taking place October 24th – 25th.
- Sarah Weinacker shares an update on how the Winnataska Board of Directors can support the SOS Campaign via fundraising and engagement efforts.
 - o 100% participation in the campaign – i.e. all BOD members should donate to the campaign at a level that works for them
 - o Engage with Camp Winnataska social media accounts by liking and sharing posts. This helps spread our message outside of the group of people who like and follow our accounts.
 - o Work your network – encourage Camp constituents to update their contact information and engage with camp via social media; personally invite your network to attend and / or volunteer at camp events; share thoughts and / or connections you have about people or businesses we can approach for a gift conversation; review the donor scroll and committee list and extend a personal thank you
- Sarah Weinacker shares Frances Allison is helping with fundraising activities, including the newly formed Proposals and Presentations committee. The goal of this committee is to create collateral and / or messaging that can be consistently shared during fundraising efforts.

Registration:

- Mo shares has she rolled over all 2020 camp families who chose options 3 or 4. She has not dealt with session switches unless the camper no longer fits in the redefined session, but she’ll deal with them soon.
 - o Option 3: families left full funds with Camp and will not incur additional fees for 2021
 - o Option 4: families left deposit with Camp and will pay the difference in fees for 2021
- We have 783 campers registered, which is approximately 47% capacity.
- Pre-Board meeting registration report included in notes.

Finances:

- The finance committee presents its recommendation for 2021 fees, as follows:
 - o Due to the uncertainty in the coming year, raise fees by 10% for 2021 summer sessions - \$870 for one Mainside or Chico session and \$475 for one Mini-Chico session.
 - o Do not offer discounts or surcharges.
 - o Open priority registration the week of November 1st, 2020 (exact date set by Mo), and general registration (non-priority) would open sometime after January 1, 2021 (exact date tbd).
 - o Require a \$300, non-refundable deposit upon registration.

- 2020 registrants who chose Option 4 (rolled their 2020 deposit over to 2021) have until November 1st to either choose a 2021 session or request a deposit. 2020 deposits will not be refunded after November 1st. A communication will need to be sent to these families informing them of the deadline.
 - All remaining balances due by April 1st, 2021.
 - Add language to registration process stating Camp Winnataska will evaluate capacity as the COVID-19 pandemic progresses through Winter and Spring 2021.
 - If everyone pre-registration who is able, we'd be at 80% capacity.
 - Mo would pick date based on camp brain server availability.
- AV makes a motion to set 2021 camp fees at \$870 for a full week session and \$475 for mini-chico session. Priority registration and non-refundable deposits will start week of 11/1, and a \$300 deposit is required for registration. Jim Cearlock seconds the motion. The motion passes.
- Graham Ryan (caretaker) is reviewing utilities at camp to determine if there are areas where we can save money or adjust costs.
- August 2020 Financial Statements circulated prior to board meeting.

Summer Ops:

- The committee presents a proposed Media Policy and a Visitor Policy.
 - Each policy was circulated prior to the board meeting and is included in the notes.
 - After some discussion, AV will confirm which board position should be listed in each policy as the one who provides authorization, and he will review opportunities to incorporate FOW.
- Wes Cochran makes a motion to approve both the media policy and the visitor policy with discussed changes. Wilson Yielding seconds the motion. The motion passes.
- The committee presents a new logo.
 - See notes for logo.
 - Colors can be incorporated as needed.
- Wilson Yielding makes a motion to approve the logo. AV seconds the motion. The motion passes.
- The committee provides an update on the October Pumpkin Patch.
 - We've raised \$1,700 of the approximately \$3,400 needed to run the patch.
 - AV asks the board to consider donating to the event – their money and / or their time. Aubrey shares there is a significant need for volunteers.

New Business:

- Jamie asks BOD members to come to the October meeting prepared to discuss board turnover. As a reminder, the BOD typically nominates members in October, votes in November, and the first meeting with new members present is in December. BOD members should come prepared with 5 names. Due to the chance of significant rollover, the BOD will consider voting one of the five into a one year term to adjust the rollover.
 - Five current members are eligible to roll off the board this year: Jamie Barnes, Jim Cearlock, Jim Thorington, Wes Cochran, and Andrew Virciglio (AV).

Next Board Meeting – Monday, October 19 at 6:00 pm via Zoom / phone

Addendum:

- On September 28, 2020 the Weekly Director's Committee presents a proposal for a new Weekly Director Policy via email. The policy's goal is to eliminate the wait list and build a pipeline for primary directors. The following was included in the email, and all documents are also included in the notes.
 - Current Weekly Director Policy (approved by the BOD in 2015)
 - Proposed Updated Weekly Director Staffing Procedures for consideration and board approval
 - Proposed Weekly Director Prerequisites for consideration and board approval
- AV makes a motion that the BOD approve the proposed Updated Weekly Director Staffing Procedures and the proposed Weekly Director Prerequisites and enact as our new Weekly Director Policy. Ann Pickens seconds the motion. The motion passes.

Pre- September Board Meeting Report from Mary Owen (MO)-Registrar

At the last Board meeting my goal was to have option #3 (leaving full funds for 2021 with no additional fees incurred) finished with session switches requests completed. I changed my goal as I realized I could hit some snags if I proceeded in that direction.

I have completed option #3 (see above) and option #4 (only leaving deposit and having to pay difference with 2021 rates). This had to be done 1 by 1 to almost 800 campers. I have not dealt with any general session switches at this time. I have sent out emails to parents whose male children were registered for 5th session last summer that they need to choose a new session for 2021 because 5th is an ALL GIRLS next summer. I have not heard back from all of these parents but will follow up in the next few days.

I wanted you to see where we stand with numbers:

783 campers registered at this point (1684 campers is 100% capacity)

Super Chico-----43%

1st Session (Coed)---48%

2nd Session(Coed)---59%

3rd Session(Coed)---61%

4th Session(All Girls)---53%

5th Session (All Girls Mainside)---52%

6th Session (Coed)---75%

7th Session (Coed)---60%

6th Session Chico has 45% but all other Chico sessions are much lower.

My next step (after Board meeting) is to request session switches from families that chose option #3 because I think that will change percentages quite a bit. Older campers that were registered for a COED camp last summer will not want to be in an ALL GIRLS session this summer. Younger campers that were registered for all ALL GIRLS session will not want to be in a COED session (or their parents won't).

I WILL NOT OFFER 6TH SESSION AS AN OPTION TO SWITCH TO!!!

After I have given these parents a couple of days to respond I will reach out to option #4 for session switches.

There are 809 campers that requested a full refund and have been told they will be eligible for priority registration. We usually have priority registration in mid-October but we can push that back to November or December when we decide which direction we want to go with numbers for next summer.

These are my thoughts as to how I will proceed. Hope this helps and I will be on the zoom meeting to answer any questions.

MO



Updated Procedures for Staffing Weekly Directors

(Effective for Summer 2021)

- ⌘ A Weekly Director Committee established by the Camp Winnataska Board of Directors will be responsible for staffing Weekly Directors. This committee will consist of the Camp Director, Summer Operations Chair, a Chico Weekly Director, a Mainside Weekly Director, and at least one more member of the Board of Directors.
- ⌘ If a session becomes available, interested parties must undergo an application and interview process in order to be considered for a position as a primary Weekly Director. Consideration for filling available sessions will be given to current primary Weekly Directors before opening the application and interview process, but available sessions are not guaranteed to current Weekly Directors.
 - A committee established by the Board of Directors will facilitate the application and interview process and make a recommendation on which candidate(s) should receive a position.
- ⌘ If selected as a primary director, the primary director may select his or her assistant directors. Assistant directors must be known personally by the primary Weekly Director or another actively involved member of the camp family, and must be approved by the Weekly Director Committee and Board of Directors.
- ⌘ Those who are selected for a Weekly Director position will have the opportunity to serve in that position for a term of three years, with the option to apply for up to five consecutive terms. After completing the fifth term, the primary director must wait one year before having the option to apply for another term. During the one year waiting period, the individual may come as an assistant director.
- ⌘ Each team of Weekly Directors must consist of at least one director with substantial experience as a Weekly Director or commensurate Camp Winnataska experience.
- ⌘ If a primary director wishes to step down, he or she forfeits his or her session permanently, unless doing so in order to fill a different position at camp, in which case the session will be available at the end of his or her tenure in the different position.
 - Exceptions may be made for extenuating circumstances.
- ⌘ When the primary director steps down, the session cannot be inherited by anyone else, including any assistant directors.
- ⌘ The primary director must be present at camp for at least 90% of his or her session.
 - Exceptions may be made for extenuating circumstances at the approval of the Weekly Director Committee and Board of Directors.



New Prerequisites for All Weekly Directors

(Effective for Summer 2021)

- ⌘ The primary director may select his or her assistant directors. Weekly Director teams must consist of no less than two individuals who are known personally by the primary director and of good repute. Any and all new directors must be approved by the Weekly Director Committee and Board of Directors. Camp cannot guarantee lodging for more than four Mainside Directors and four Chico Directors.
- ⌘ All primary and assistant directors must undergo a background check prior to the beginning of the summer camp season. Further information regarding how to complete the background check will be provided by the Camp Director.
- ⌘ All primary and assistant directors will be subject to random drug testing during their week at camp.
- ⌘ All primary and assistant directors must attend an orientation session prior to the beginning of the summer camp season. Further information will be provided by the Camp Director.
- ⌘ Children of primary and/or assistant directors who are of eligible camper age must attend as registered campers if they are present during the week that their parent/guardian is serving as a Weekly Director. Children of primary and/or assistant directors who are not of eligible camper age must have a babysitter; the Weekly Director(s), children, and babysitter(s) must adhere to any and all camp policies and procedures regarding child supervision and babysitters. Camp cannot guarantee lodging for these babysitters beyond what is already guaranteed for Weekly Directors (see above).



Procedures for Staffing Weekly Directors

(Approved by the Board of Directors in November 2015)

The following staffing procedures apply to primary directors who were the designated primary directors for their respective weeks prior to Summer 2019.

- ⌘ With few exceptions, each session has one primary director. When the primary director steps down, the session cannot be inherited by anyone else, including any assistant directors.
- ⌘ If a primary director wishes to step down, he or she forfeits his or her session permanently, unless doing so in order to fill a different position at camp, in which case the session will be available at the end of his or her tenure in the different position.
 - Exceptions may be made for extenuating circumstances.
- ⌘ If a Chico session becomes available, it will be offered to candidates on the waitlist, in order. If a Mainside session becomes available, it will be offered to current Chico directors in order of seniority and then to candidates on the waitlist, in order.
- ⌘ The primary director may select his or her assistant directors. Assistant directors must be known personally by the primary camp director or another camp person, and be of good repute.
- ⌘ The primary director must be present at camp for at least 75% of his or her session.
- ⌘ Assistant directors are not automatically added to the waitlist, and must request to be added to the waitlist if they wish to become a primary director when a session becomes available.

Registrar report

Camp Winnataska <info@winnataska.org>

Fri, Oct 23, 2020 at 7:15 PM

To: "Barnes, James" <james.barnes@mckesson.com>, Foster Yeilding <ffy@houseoffthreads.com>, Aubrey Huynh <aubrey@winnataska.org>, jim.thorington@motion-ind.com, Jim Cearlock <JCearlock@southpoint.bank>, Sarah Graffeo <sarah.graffeo@gmail.com>, Ann Pickens <eannpickens@gmail.com>, Wes Cochran <cochran_wes@yahoo.com>, jjost6@gmail.com, Andrew Virciglio <andrewvirciglio@thepigbham.com>, Carly Miller <camiller@bradley.com>, Mary Owen <marypo2003@gmail.com>

Board of Directors,

I don't doubt all Board members realize what a logistical nightmare all this is. I am working hard at solving all these options and different fees getting ready for next year. I want to give you a report (before we meet on Sunday) on what I have done since the September Board meeting when the new fees were set.

- * Reconfigured Camp Brain for new fees, new deposit amount and no discounts
- * Went thru option #2 campers (again) to confirm their payments of \$590 for next summer-48 camera one by one.
- * Went thru option #3 campers (one by one to 514 campers) to transfer balances to 2021. Had to transfer balance, fix balance to reflect correct amount because of the discounts we offered. This was very labor intensive and had to go to about 8 to 10 windows to finalize and confirm.
- * Went thru option #4 campers (one by one to 263 campers) to transfer deposit from 2020 to 2021. This took several steps to edit, submit and confirm.
- * Reached out to option #3 families to look at their account and let me know if they needed to switch sessions. This was over 500 campers and there was a great volume of session switches because of reconfigured sessions between 2020 and 2021. (2nd last year was all girls, this year it is coed, 5th last year was coed and this year it will be all girls) As soon as I made switches in Camp Brain it updated the fees to the new fee so I had to go in again and edit the price.
- * Reached out to option #4 families to look at their account and let me know if they needed to switch sessions. This was to over 250 campers. Again there were many switches.
- * Daily job of answering emails and troubleshooting problems and concerns.

Priority Registration will open Monday, November 9th, at 6:00 am CST. I have coordinated with Camp Brain and they will have all servers for us that morning and will monitor our activity.

DO TO BEFORE PRIORITY REGISTRATION:

- * Send out constant contact to inform parents and give directions for priority registration
- * Answer all emails from panicked parents before we open

I expect HIGH volume for this registration because it will be when all families that chose full refunds will try to get a spot (over 800 campers) and for all families who had secure spots last year to add new campers from their immediate family.

Board Meeting:

- * I will bring copies of up to date numbers
- * Discuss capacity for 2021-do we go for 100% or lower
- * Discuss regular registration-when???

Not looking for pity, just want all to know how much has gone into all of these different options and price points.

I will be glad to answer any questions although I will be at camp much of the weekend helping with the pumpkin patch. I hope to see you there.

MO

Mary Owen

Camp Registrar
info@winnataska.org

Camp Winnataska Board of Directors
Monday, November 16, 2020
Zoom

Meeting called to order at 6:00 – James Barnes

Members Present: James Barnes, Foster Yielding, Aubrey Huynh, Blake Huynh, Ann Pickens, Jim Cearlock, Wes Cochran, Wilson Yielding (phone), Mary Owen (Mo), Sarah Weinacker, Graham Ryan, Andrew Virciglio (AV), Audrey Jost, Carly Miller

Aubrey shares a devotion.

AV makes a motion to approve the 10-23-20 Registrar Report email from Mo as the October minutes. Wes seconds the motion. The motion passes.

Events Update:

- Aubrey and Blake share the inaugural pumpkin patch was very successful. They estimate around 500 people attended the event. We had approximately 60 volunteers, most of who have been to camp before but some volunteers had not. We also welcomed many attendees from the community (Leeds, Pell City, etc.), and they heard about the event through word-of-mouth publicity on local Facebook pages. Camp received \$17,045 (ticket sales, pumpkins, rides, etc.). The event cost \$4,581, so the total amount raised for camp is \$12,463. Aubrey shares this year's costs include some one-time expenses, so the event cost will fluctuate year-to-year.
- Upcoming events include: Opt Outside Hike (11/27/20), Work day (12/12/20), Candles and Carols (12/13/20), Films at the Falls (12/19/20)
- Films at the Falls is the next fundraising event. The movie is Elf, and it will be a drive-in movie event. Attendees are encouraged to carpool as much as possible. Our capacity is approximately 100 cars.

Registration update:

- Mo and Aubrey provide an update on priority registration.
 - o Prior to priority registration, we were at 51% occupancy with registrants from summer 2020 rollover. As of 11/16/20, we are at 73% occupancy.
 - o Almost all girls' spots are full - 4th and 5th week have availability. Boy mainside spots are available across all coed sessions, but there are not many left.
 - o Session 6 is full and Session 7 is almost full (3 boy spots left)
 - o 5th session is 22% full. Mo is not worried, and she does not think we should change it to a coed session. This week is historically slow to fill, and it is not abnormal to be under 50% capacity after priority registration. Mo and Aubrey will maintain communication on 5th session capacity and can make real time adjustments as needed.
- General registration will open Monday, December 7th at 6 am.
- The board thanks Mo for her work on registration for 2021 session.

Fundraising update:

- Per an email from Barbara Sloan to Sarah Weinacker, the following is a fundraising update:
 - o 60 mailed letters to people who have responded to Annual Appeal letters in the past
 - o 5 special letters to donors
 - o Around 35 email letters to donors who gave online last year
 - o 1 email blast letter to donors who gave in 2019 but not in 2020
 - o 1 constant contact version of the actual mailed letter that will go out to donors and alumni (but not parents)
 - o The SOS campaign raised \$119,371.00, and recent fundraising efforts have raised \$22,550 of the \$50,000 year-end goal.

Financial update:

- See email update from Karen Moore in appendix.

Summer Ops:

- AV shares we need to approve the interview dates for summer 2021 staff applicants.
- Aubrey and Blake recommend the following: anyone who was hired for 2020 staff and applies for 2021 staff will not be required to interview; the decision on whether or not to hire them will be based off of their application. If this recommendation is approved, the proposed interview day is January 2nd.
- Summer Ops recommends the following for 2021 hiring committee (which is the same as the 2020 hiring committee): Summer Ops board members (AV, Sarah), Aubrey, Blake and Cindy Wiley.
- Audrey makes a motion to approve the recommendation that staff who were hired for 2020 do not have to interview for 2021 staff, but submitting an application does not guarantee they will be rehired. Ann seconds the motion. The motion passes.
- AV makes a motion to hold staff interviews on January 2nd and the hiring committee will be comprised of Aubrey, Blake, two summer ops committee board representatives and Cindy Wiley. Audrey seconds the motion. The motion passes.
- Jim C. raises the concern of offering one interview date, and Aubrey assures the board she will work with applicants who are unavailable on January 2nd.
- Aubrey provides a weekly director update – she advertised the one available position via email and she's received applications.
- Aubrey reminds the group that 12/28/20 is the application deadline for all camp applications.

Facilities:

- Wes shares an update on the damage from Hurricane Zeta, which moved through camp as a tropical storm with heavy winds. The damage included a few downed trees and a large pine tree fell across the main road. Graham had the tree removed within 12 hours of the storm moving through. Many pumpkin patch visitors shared how nice the grounds look. The board thanks Graham for his great work maintaining the camp grounds and facilities during the off season.
- Graham shares he expects to winterize buildings over the next month or two, and he will monitor the weather for freezes incase he needs to adjust his plans.

Next Board Meeting:

- The board agrees to hold two tentative dates for the December board meeting, and they will make the decision closer to then.
 - o Saturday, December 12th: in-person option
 - o Monday, December 14th: virtual option

Camp Winnataska Board of Directors
Monday, December 16, 2020
Zoom

Meeting called to order at 6:00 – James Barnes

Members Present: James Barnes, Foster Yielding, Aubrey Huynh, Ann Pickens, Jim Cearlock (joined near the end), Wes Cochran, Wilson Yielding, Mary Owen (Mo), Sarah Weinacker, Graham Ryan, Andrew Virciglio (AV), Audrey Jost, Carly Miller (joined near the end), Jim Thorington, Bill Jones

Jim Thorington shares a devotion.

Jim Thorington makes a motion to approve the November minutes. Audrey seconds the motion. The motion passes.

Registration:

- Mo shares a registration update. General registration opened December 7th at 73% occupancy. To date we are at 77% occupancy.
- 5th session – an all-girls session that includes Fourth of July - is 27% full with 140 spots remaining. Options for increasing registration for this session include: making the session co-ed, adding a co-ed mini-chico session Wednesday – Saturday, hosting a virtual recruitment event for girl campers. Aubrey and Mo will monitor and agree March 2021 is when we will look at options.
- 4th session is almost full. There are boy spots left in the 1st and 2nd sessions.

Events Update:

- Candles and Carols and the workday had lower attendance than normal due to football games, but all in all they were good events.

Summer Ops:

- AV would like to form a committee that will review the bylaws. They were last reviewed in 2017. Mo recommends Katie Sefton as the FOW / non-BOD member. Carly and / or Kenny will hopefully participate. Bill Jones will help.
 - o AV makes a motion that we form a bylaws – review committee that will consist of AV, Wilson, Bill with support from council – Carly or Kenny Keith – and one more non-board member and FOW representative, Katie Sefton. Audrey seconds the motion. The motion passes.
- AV proposes a new committee to review summer food contracts ahead of 2021 summer session. The current contract is scheduled to renew in March 2021. Foster, Bill, Ann, Audrey, Blake – Aubrey will organize and AV will help with connections.
 - o AV makes a motion that we form a committee to review the food contract. The committee will consist of Foster Yielding, Bill Jones, Ann Pickens, Audrey Jost and Blake Huynh. Ann seconds the motion. The motion passes.
- Aubrey shares ACA accreditation is pushed back due to COVID-19, so Camp is scheduled for accreditation in 2021. This means we expect to have a visit this year, and Aubrey will let the board know what she needs for accreditation.

Finances

- Email update in minutes.

Facilities:

- Graham shares a majority of the facilities are winterized. The committee is monitoring costs across the board, and Graham is maintaining the grounds ahead of events and working through a checklist.
- Chico Hill is experiencing some erosion issues, but we cannot do anything until the construction crew leaves. Jim Thorington will reach out to the Chico Hill construction crew to get a completion date.
- Aubrey and Graham are monitoring facilities needs in preparation for the ACA accreditation visit, comparing our internal checklist and the ACA checklist.

Caretaker:

- Thomas is still in furlough, and he is receiving a medical expense allowance and a cell phone expense allowance. We do not anticipate being in a financial position that would allow camp to bring him back any time soon and the board should consider whether it is appropriate to let him go. The board can review opportunities for part time work in the future, a decision Graham will have to be involved in.
 - o Wes makes a motion to let Thomas go from the position. The motion does not pass.
 - o Foster makes a motion to let Thomas go, with a final day of 12/31/2020, and pay him in advance for December 2020 and January 2021. Wes seconds the motion. The motion passes.
- Graham's family plans to hire a nanny and asks the board to allow the nanny to rent space at Camp. The board raises questions related to what this would mean in the long term – insurance, building maintenance, precedence, how it would / might affect summer staff. The topic will be discussed in executive session.

Officer elections

- AV makes the motion to approve Foster Yielding as the FOW representative to the 2021 Board of Directors. The motion passes.
- Chair Nominations:
 - o Ann makes a motion to nominate Jim Cearlock for the chair position. Wes seconds the motion. The motion passes.
 - o Wes makes a motion to nominate Ann Pickens for the Vice President position. AV seconds the motion. The motion passes.
 - o AV makes a motion to nominate Sarah Weinacker for secretary. Wilson seconds the motion. The motion passes.
 - o Ann makes a motion to nominate AV for Summer Ops. Audrey seconds. The motion passes.
 - o Wes makes a motion to nominate Jim Thorington for Facilities. Audrey seconds the motion. The motion passes.
 - o AV makes a motion to nominate Jim Thorington for Chaplain. Wes seconds the motion. The motion passes.

Meeting schedule for 2021

- Jim will send a survey monkey for 2021 preferences.
- Next Meeting: January 11, 2021



Sarah Graffeo <sarah.graffeo@gmail.com>

RE: [E] Updated invitation with note: Winnataska BOD meeting virtual @ Mon Dec 14, 2020 6pm - 7:30pm (CST) (kmoore@pearcebevill.com)

Karen Moore <kmoore@pearcebevill.com>

Mon, Dec 14, 2020 at 2:28 PM

To: "sarah.graffeo@gmail.com" <sarah.graffeo@gmail.com>, "carlyn.e.miller@gmail.com" <carlyn.e.miller@gmail.com>, "eannpickens@gmail.com" <eannpickens@gmail.com>, "andrewvirciglio@thepigbham.com" <andrewvirciglio@thepigbham.com>, "jjost6@gmail.com" <jjost6@gmail.com>, "graham@winnataska.org" <graham@winnataska.org>, "marypo2003@gmail.com" <marypo2003@gmail.com>, "way0491@gmail.com" <way0491@gmail.com>, "ff910@gmail.com" <ff910@gmail.com>, "followthegleam@aol.com" <followthegleam@aol.com>, "cochran_wes@yahoo.com" <cochran_wes@yahoo.com>, "blake@winnataska.org" <blake@winnataska.org>, "aubrey@winnataska.org" <aubrey@winnataska.org>, "james.barnes@mckesson.com" <james.barnes@mckesson.com>, "jim.thorington@motion-ind.com" <jim.thorington@motion-ind.com>, "jcearlock@southpointbanking.com" <jcearlock@southpointbanking.com>, "wboykinjones@gmail.com" <wboykinjones@gmail.com>

I will not be able to join tonight but I've attached the November financial statements. The LOC with Progress Bank is in underwriting. I need to update the bank with the latest numbers of 2021 camp registrations but I was told everything is approved pending the update.

I applied for the Revive Plus Grant for both Camp and FOW. Which was the latest round of COVID money from Alabama. The first round open to non-profits indicated the money could not be used to replace revenues lost due to the pandemic but the most recent grant application was more liberal and my correspondence with the state indicated the money could be used to cover any operation short falls due to the current pandemic. Both Camp and FOW received \$20,000 for a total of \$40,000.

I mentioned this to Jamie yesterday and I have spoken with Jim Thorington about this issue, but I want to make sure the board makes a decision tonight about how to move forward with Thomas. We are currently still paying him a telephone and medical reimbursement since he was furloughed. Do we want to continue to pay this?

I could be available around 6 if you have any questions or need me. However, Jack and Kate are performing in the Christmas show at the high school so I will not have my cell phone on from 6:50-8:30.

There have been no transfers between Camp and FOW. Before the end of the year, I will update the financials and transfer funds between the two entities.

Karen A. Moore, CPA

Pearce, Bevill, Leesburg, Moore, P.C.

[110 Office Park Drive, Ste. 100](#)

[Birmingham, AL 35223-2402](#)

Main: 205-323-5440

Direct: 205-313-4571

Fax: 205-747-1271

Email: kmoore@pearcebevill.com

Web: www.pearcebevill.com
