

## Day Camp Meeting Minutes

### January 7, 2017

The minutes today are abbreviated because the meeting was mandatory, plus most things that we went over are on the website.

Sherry went over the budget. The presentation is online as well as a sample budget.

Standards:

- There are new pages this year. The biggest change is that the ratio of first aid and CPR trained adults to total people is 1 to 25, plus 50% of key staff. SHAC will have additional first aid trainings. A medical doctor or registered nurse is approved to be counted as first aid/CPR trained.
- An example of the camp book and camp inspection are online.
- YPT—must have a copy of the card, not the roster people signed in on. Also Key Staff needs to take Camp YPT.
- Keep a log for key staff—they must have 10 hours of training. Every meeting counts, including putting kits together.

Early bird special gets a cap worth \$6.50 instead of a \$10 discount. It will come from your budget. The group chose hunter green for the caps. March 13 is the cut off for early bird.

Registration closes May 6 at midnight. Camp directors can add people after that up to 2 weeks before camp. They will have a link to email to people. Late fee kicks in after May 6. This has been voted on and is final.

Shirts:

- Adults—white (will get grey if price differential is very small)
- Cubs—green
- Junior Staff—sand
- key staff—sky blue (can also order in polo)

Everyone needs tax exempt form/vendor letters. Council cannot reimburse tax. Sherry will get a letter to everyone.

Camp directors can sign out a card for Office Depot to buy office supplies. There is a \$200 limit on the card. Bill will go to council, but come out of your budget.

Postcards—Group voted and would rather use social media instead of postcards. Will cap total costs at \$1500. Will share the cost out of budgets either equally or based on number of campers.

Quartermasters—our QMs spoke to us about what they do and what they need.

- Please make sure your requests are what you actually need. Sit and figure it out with real numbers. Don't order 100 tables if you're only going to use 20.
- Bring people and trucks to help pick up equipment. You will need the help and the QMs can't do it all day for everyone.
- It's ok if something gets lost or broken, just please let the QM know right away so it can be replaced.

Registration:

- Customization form is due January 18. Please get it done so we can go live.
- Voted to take off addresses and extra patch from Doubleknot.
- Voted to include 1st grade girls with Tots. You can still let them be Tigers as you can change them in your records. Grades and date of birth are on the form. You may need to charge them more if you do this.
- Recommended to not allow people to make changes in Doubleknot. Keep a master excel spreadsheet and make the change there once.
- T-shirts have been redone in doubleknot to make the report more concise and easier to use. Doubleknot team will work on helping make a pivot table everyone can use.
- Payment plans should be done through the registrar, not doubleknot. Have them pay by mail, then set it up with registrar or their pack (preferred).

Consider having a pack coordinator gather all paperwork from each pack to help the registrar. There is a training for pack coordinators online you can look at.

When making your schedule, don't schedule things that will need the same tools all at once. If two projects need hammers, do them on different days.

Remember to be thrifty. We need to stay on budget.