



Board of Directors Meeting
April 10, 2021 8:00 am-12:00 pm

Present: Ashley Larson, Ildi Laczko-Kerr, Seth Zimmerman, Debbie Accomazzo (left at discussion on programming), Mike Kaczocha, Xavier Bedolla (left at jam board session), Kate Kilbourn (left at jam board session), Melissa Lee (guest, left after fundraising) and Lindsey Gray

I. **Call to Order/Roll:** 8:09 am

II. **Consent Agenda**

- A. Approval of prior Board meeting minutes
 - 1. Regular Board meeting: January 9, 2021
 - 2. Executive Committee meeting: Feb. 4, 2021
 - 3. Executive Committee meeting: March 4, 2021
 - 4. Executive Committee meeting: April 4, 2021
- B. Approval of Camp Wamatochick lease agreement for Fall Retreat: October 15-17, 2021
- C. Approval of CEO/President Evaluation Tool and Process
- D. Approval of SWKCF Fun Run-May 2021
- E. Approval of electronic vote of Seth Zimmerman
 - 1. Member at large, one-year term
- F. Motion to approve consent agenda by Debbie Accomazzo; second Lindsey Gray; unanimous approval.
- G. Brief introductions to welcome Seth.

III. **Discussion/Action Items**

A. **President's Report**

- 1. Discussion of Campsite Selection Criteria. Hits main ideas/big ticket items. Kate will be adding additional information to the criteria. Per Seth, one major problem is new camps are not being developed, older camps are being sold off, the inventory is going to be limited. 15% of Yavapai county camps were sold this year. Per Melissa Lee, ACA accreditation and camp accreditation are separate, but ACA requirements drive the camp locations. Provides camps with ACA facility lists to ensure safety. Discussion on whether properties should need to be ACA accredited at initial step. If not, what accreditation do they have? Per Seth, more important they have the willingness to work with us on ACA accreditation. Per Mike, we can phase this selection criteria in, initial question asked if ACA accreditation and then go into more detail at the next round.
- 2. Discussion of Campsite Selection Process. Per Ashley, original thought was to work with Melissa Lee on dates and locations we are looking for (preferably Northern Arizona during the summer) to make a list, then calling and asking general screening questions to narrow the list, then schedule on-site visits in more detail. Per Melissa Lee, this is exactly what we did in determining the prior camps, called 8-10 camps. Original task committee includes programming, camp counselors,

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medical staff, board members. Some people were taken aback by the criteria. Per Melissa, programming would like to put dates on calendar for 2022. Per Lindsey, request to move discussion until end of meeting minutes regarding 2022 camp. Per Debbie, this establishes position as negotiating entity, creates trail of documentation, adding formality to process will all more to selection criteria. Per Kate, this process also establishes better organization in our camp, we can move rather quickly and dump into a spreadsheet. Per Debbie, serve us well to revisit process given the changes that happened since COVID. Per Seth, a good deal of the summer camp properties are owned and operated by church organizations and not open to outside organizations currently.

3. Per Debbie, amendment to the process, create a request for proposal for camp bidders instead of us reaching out to them, criteria can be sent out with RFP. There will be follow-up calls and site visits. Per Mike, camp may not have time to reach out, they may be too busy. Last time this happened, there was multiple people reaching out to a camp and duplication, which the new process would avoid. Per Seth, would this skew results to more corporate camps vs. mom and pop camps. We need to make sure we are organizations.
4. Motion to accept Campsite Selection Criteria (living document) and Process discussed above that includes an RFP and soliciting directly from camps by Debbie Accomazzo; second Lindsey Gray; unanimous approval.
5. Discussion on Campsite Committee timeline and membership. Per Ashley, the sooner the better, have had discussion with Roxanne on booking Camp W in 2022, while doing due diligence on other events, can set up site committee this week. Wants a good melting pot of membership including board members, camp members, and medical staff. Per Mike, we have more time and resources to look and see if there are other better places. Mike is willing to help. Thinks there may be a miscommunication on cancelling summer camp is cancelling Camp W. Camp W is still in consideration. Debbie is interested in assisting in this drama again. Per Debbie, what are we going to do to move the camp forward in the best interest of the campers and our organization. Per Seth, why did we decide to open up and look at new properties? Camp W has been one of the most accessible camps available for accessibility. Per Ildi—this is supposed to be an annual camp process, when we went to look back at documentation, there were concerns about ADA compliance and safety compliance, those safety issues were seen again on the in person location, is it our responsibility for Roxanne to fix, can she do that, can we do it? Or are there other locations that do not have those concerns. Per Harvey, we went to multiple camps and you cannot find everything at one camp. Per Lindsey and Debbie, discussion on when do we need to actually have this timeline, 90 day process. Possibly too long per Melissa. Discussion on whether we would need a multi-year process. Schedule for RFP is May Executive Board meeting, June meeting to discuss status regardless of where we are in 2022.

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6. Motion to approve timeline and membership process to start ASAP with Ashley as point person with RFP due in May and June meeting to discuss status which does not prohibit setting date at Camp W in 2022. Motion by Mike Kaczocha; second by Seth Zimmerman; unanimous approval.

B. Volunteer Recruitment & Engagement

1. Ashley created trifold for volunteers, sent to hospitals, up north and to other cancer organizations in Arizona.
2. Volunteer Q&A update to open back-up and discuss. There is concern over booking at other camp sites, also concern over cancellation of summer camps. Per Ildi, update to Kate and Harvey on Q&A because they were not part of the executive committee meeting. No one liked the decision to cancel, at the executive committee meeting it was shared that after the fact, the volunteers understood we were making the best decision for campers and volunteers. Per Seth, we understood why we had to cancel 2021 camp, we weren't happy, but we have to move forward. Per Mike, let's move forward.
3. Family coordinator position: 4 applications. Discussion on interview process and hiring selection. Get in touch with Ashley if you want to join in on the interview process. Chele and Melissa will be part of the hiring process.
4. Programming Committee Update
 - April 30th drive in movie. 5:30 pm open/7:30 pm movie. 3 movie choices. Max of 150 cars. Do not know movie choices, will send out ASAP, will be giving out goody bags, sign-up genius created so families can see how many people are attending. We can reach out to other organizations to fill out. Per Lindsey, can we get this out today. Yes, Chele will get it out this weekend. Believes everything is set-up with contract, but will make sure. May need to move to May.
 - Event with candlelighters June 12 boy scout ranch in Tucson, arts and crafts, swimming and cookout. We are in charge of arts and crafts and games. Discussed horseback riding, but the number of families that can do it are small.
 - Activity forms and classes – if volunteers want to run a program, they have to prepare it and plan it. Contact Chele. There is a form for them to fill-out. Possible photography class, possible hiking. All volunteers have to register through campsite. Goes out via email and sent out on FB. Melissa also reaches out to volunteers to get them involved.
 - Communication will go to family regarding October camp, these events and other events to come.
 - Discussion on whether Melissa has capacity to plan additional summer activities and October camp. Medical team (Camille Remy-Nurse, Tonya Benjamin, other nurses and doctors) is looking into what is necessary for

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camp. Chele is taking over in person summer activities. Camp retreat discussion will be on next agenda.

- We need more activities on the calendar. Not everyone will be able to go to overnight camp. If we have more to offer for little kids and teens, then they can have inclusion elsewhere. Discussion on who can go to camp and information we need. Camp W only needs a few weeks to get everything in order, but we still have to make a decision on camp. Discussion on doing a parallel camp in person in the Phoenix area—do we have enough volunteers.
- Ashley will look at larger scale events.

C. **Fundraising & Community Engagement**

1. Update fundraising efforts to date and revenue
 - Eagle group member works for a book distributor. Holding a book drive, raised over \$1,000 or us along with books.
 - Marshall arts studio in Colorado – he is letting kids and community members to cut his hair. April 24, 2021 event to raise money.
 - Tax credit – FB ads, emails, social media. Discussion on how we can increase the funds.
 - \$600 through website on donations.
 - Virtual run in the works. May 15, 2021. 5K, everything paid. Website will launch. Need 50 people to register to make money.
 - \$573.43 from Birdies of Charities.
 - \$111k raised in 2020 via donations, grants and boomerang.
 - Discussion on Gala. Trees are being donated by Craig. Possibly doing wreaths in mid-November.

D. **Board Development**

1. Conflict of Interest forms
2. Board training- please review the following resources
 - 10 Ways to be an Awesome Board Member: https://www.youtube.com/watch?v=A0ZnwC_uEi8
 - Board Etiquette <https://milwaukee.extension.wisc.edu/files/2014/10/Boardroom-Etiquette.pdf>
 - Making Board Decisions <https://youtu.be/96Damodm-ec>
3. Jam Board event. Will be sent out to everyone for additional input.

IV. **Future Agenda Items**

1. Motion to put dates on calendar for 2022 at Camp W will be in May executive committee meeting.
2. Discussion on quorum issues regarding programming and other decisions.

V. **Meeting Closing**

- A. Review action items from meeting

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1. Programming meetings are open to board members.
 - B. Next Board Meeting: Saturday, June 12, 2021 8 am.-12 pm.
- VI. **Adjournment:** 11:20 am

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