



**Board Meeting  
July 1st 2021**

**Present:** Ashley Larson, Ildi Laczko-Kerr, Debbie Accomazzo, Grace Koystk (left at 7:20 pm), Mike Kaczocha, Xavier Bedolla, Seth Zimmerman, Lindsey Gray, James Walker (call to public, volunteer), Elena Rubio (call to public, volunteer), Melissa Lee (camp director), Adriana Walker (family coordinator)

**1. Call to Order/Roll: 6:01 pm**

**2. Call to the Public**

- A. James Walker: speaking on item C, camp site visit results and initial impressions. Wanted to hear what was discovered during some of the site walks and visits of the other camp properties.
- B. Elena Rubio: also wants to hear what was discovered during some of the site walks and visits of the other camp properties.

**3. Review of camp mission and story of camper**

**4. Consent Agenda: Motion to approve consent agenda by Mike Kaczocha; second Seth Zimmerman; unanimously approved**

- A. Transportation Contract for October Retreat
- B. [Call to the public](#) policy approval
- C. June 12th meeting minutes. Per Mike, wanted clarification that the flagship programs are two summer camps, spring and winter retreat verses spring and fall retreat.

**5. Discussion Items**

- A. Budget Update. Postponed until next board meeting
- B. Proposed budget procedure
  - Per Mike, discussion on build a budget. Agrees with prioritizing 2 weeks of summer camp. His goal is to bring back all the programs that have occurred before (two retreats, teen retreat, etc.). Mike has discussion on ROI attachment. Also wants us to have a discussion with the camp director/program coordinator if something gets cancelled or there is not a budget for said event – so that the camp director/coordinator can be in the loop.
  - Per Ildi, we want to have the most robust programming available, but protocol allows us to prioritize 2 weeks of summer camp and assuming the budget allows, then additional programs will be added. Discussion on budget development and approval process. This is a living document. The budget committee includes Ashley

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Larson, the Executive Board, the Program Coordinator and the Camp Director. Everything will come to the big board for approval.

- Per Debbie, where are we in the process? Per Ildi, budget begins in August-September per best practices. Will need a current mid-year budget.
- Motion to approve budget process Sue Kostyk; second Debbie Accomazzo; unanimously approved.

### C. Camp Sites Visits (Obj #2, Goal #1)

- Initial feedback and thoughts
  - Snapshot overview presented. 3 camps visited by Ashley, Seth and Audrey, Ildi and her two daughters joined to visit Camp Grace.
  - Camp W and Camp Grace are close in cost, Whispering Hope is higher but includes programming supplies that will have to be paid by the other two camps.
  - Per Ashley, every site requires tents. Goal is to discuss what are the non-negotiables.
  - Discussion on accommodations. Camp Grace is the smallest, but they have several other options in other buildings to accommodate campers. Per Seth, all camps are looking to expand. For example, Camp Grace is looking to buy more acres (50 to 100). Camp Whispering Hope plans to build 2 more cabins. Camp W didn't mention it per se, but has room for tents. Per Ashley, Camp Grace is doing a lot of work now to make camp ADA compliant. Per Melissa, we would not be paying overnight costs for tents at Camp W. Seth confirmed that is still correct for Camp W and will be confirmed with the other camps. Camp Grace has 250 beds, but their configuration is very tight to meet ACA requirements and our proposed covid protocols. Camp Grace has 4 large houses – one could be a medical facility; one could be for camp staff. It also has side by side rooms. The owner of Camp Grace is willing to let us move furniture if needed. Per Lindsey, wanted clarification on bed spaces. Per Mike, RBARC didn't have enough beds either. We bought expensive outfitter tents and cots to accommodate those extra spaces, which are cabins in themselves. Takes 3-4 hours to set up. Per Melissa, the tents can sleep 16 additional people. Per Melissa, configuration is not a problem. We can make it work. Smaller cabin sizes changes how many staff we have in each tent. Per Ashley, the format we are looking for (adults supervising children) will not work for any camp currently in existence. So, we have to be flexible.
  - Discussion on ADA issues. Per Ashley, Camp W has some issues getting to the wheelchair ramps. Camp Grace is being remodeled, adding on 4 cabins with ADA compliant bathrooms. Seth clarified all new buildings will be ADA accessible, existing cabins not sure how to make ADA compliant, but looking for solutions. Per Ashley, Camp Grace is going to make paved walkways. Whispering Hope collaborated with many organizations, every

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cabin is ADA compliant, the facility is ADA compliant. Per Seth, horseback riding is not just in the area it is like what was done at RBRC. Per Lindsey, has there been any discussion with Camp W about making their property more ADA compliant, i.e. better or paved walkways. Per Ashley, no discussion about enhancements/upgrades to ADA compliant pathways. Discussion on how we tabled the discussion on asking for repairs at Camp W while looking at other camps. She is upgrading cabins, but other than cleaning-up walkways, nothing further on paved pathways. Per Seth, Camp W has been willing to work with us, but yes it is premature to make those demands just yet. Per Ildi—discussion on physical layout. Whispering Hope and Camp Grace areas are all relatively close or on “flatish land”, Camp W is not as uniform. Per Seth, Camp W is closer to RBARC layout, cabins are on periphery vs. centralized cluster for Camp Grace/Whispering Hope. All activity areas are on the outside for all three camps.

- Discussion on program offerings at three camps. Per Lindsey, will new programming at Camp Grace and Whispering Hope be completed for 2022 Camp. Per Ashley, yes to Camp Grace. Whispering Hope is building a 1300 square foot lodge with indoor dining for 200/250 people, sports court, sensory room (5 year plan), planning to expand dining hall initially to accommodate more people under Covid.
  - Per Melissa, can we add additional section to spreadsheet re buildings that are not sleeping cabins. Seth is creating a document that will break out those issues like med lodge, camp staff lodge, etc.
  - Per Ashley, there will be give and take for all the 3 camps. Whispering Hope is a non-profit. They are building needs around all issues.
  - Per Mike, It was nice to have a dining hall that could feed everyone at once, not sure Camp W can feed everyone at one shift. Per Mike, not a dealbreaker, but what about campfires? Per Seth, none of the camps will accommodate a campfire at this time for everyone.
  - Per Seth, there are places at all three to do the talent show, but some adjustments.
  - Per Ashley, Whispering Hope does not have an indoor dining area. They do have cabins with large patios and evaporating coolers.
  - Per Seth, one camp has X, the other camp has a better Y. Per Melissa, we can work around the other stuff.
  - Per Mike, anything on RBARC? They have been playing phone call/email tag. Ashley is still trying to get in contact. Per Melissa, she wants to discuss with Ashley the background and relationship with the camp. Per Seth, entire board should know the history.
- 
- Scheduling additional visits

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- Camp videos are now uploaded.
- Let everyone view videos and make a checklist. Maybe a week or two and then schedule a zoom meeting to create a pros and cons list. Should be able to narrow down to 1 or 2 camps, but can view all 3.
- Wants to get a second-round site visits.
- 20-30 people on site committee that will need to provide input. Per Elena Rubio – its hard to go on tours during the week. If we could schedule weekends/non holidays. Ashley acknowledges the dates were rushed, but those were the dates that they could fit us in.
- Per Seth, we need a well-represented group. More medical staff, more programming. Per Lindsey, I agree medical staff need to attend. I defer to them on if they can cross one off one camp without visiting it.
- Per Debbie, rankings? Per Seth, no list right now. In his opinion, Camp Grace and Whispering Hope have great potential for future growth. Camp W also had its pluses. Ashley agrees with Seth. All have potential. For her, Camp Grace is edging out Whispering Hope based on providing what we need, for example long term camp dates. Camp Grace is also willing to build around further needs. Whispering Hope is more competitive in terms of how many camps. Per Melissa, Whispering Hope reached out when they started to build out the camp (a long time ago), we weren't able to be a part of it and were not going to be able to provide long term dates for our camp. On Camp Grace, transportation costs will be higher. If we still want to do a type of family day, it may be harder for Tucson, Yuma and others to make a full day. Could create a budgeting issue. Per Lindsey, question on family day and having family staying overnight. Not ideal per Seth and Melissa based on how it changes camp/also cost.
- Per Ashley, Camp Grace offers a discounted rate for over 100 people. Drops from \$30/PP. Camp Grace does have food – two service providers. Depending on the food we select it would \$18-20 PP/PD.
- Per Mike, getting our same dates each year is important - families both the kids families and volunteers plan around camp every year. Maybe family day is a hard call that needs to be made if it's at Camp Grace - Also there isn't one for Sidekicks.
- Per Debbie – for Camp Grace and Camp W, we are their largest clients. Do we want to be the largest group for any one camp? Pros and cons to both. Second point, Whispering Hope Ranch is a well-rounded 501c3, including variety in Board of Directors. Maybe a partnership with them is something that can be value added. Agrees with Mike that consistent dates are important.
- Per Ildi- both Camp W and Camp Grace are non-profits. Whispering Hope is the most sophisticated in that regard.

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- Per Seth – Whispering Hope had an edge re accessibility and best-appointed medical facilities and leadership for covid protocols. Per Debbie – there is a lot of support there because it supports similar kids.
- Per Ashley, Whispering Hope is willing to let us run our own programs. Pick and chose what we want to use from their property. Jello war can occur on the property. All three properties expressed concern on the Jello war. Asked if we would consider doing a sugar free Jello war from all three camps. Discussion on history of Jello war. For example, one time they had a mouse problem at RBARC. Discussion on history of Jello wars. Per Ildi-there is a sprinkler system at Camp Grace.
- Discussion on non negotiables –
  - Per Mike, can they hold all of us. If so and its a "safe" place (semi-subjective) we can probably adapt to any place. #1.5 is probably cost too - can we afford
  - Per Lindsey, is the medical staff on board with the camp
  - Per Seth – give ranking of top 5/top 10 for a camp property from bigger poll of people.
  - Board and campsite committee will need to rank these items. 10 days from Tuesday. Per Lindsey – need to coordinate with medical and programming and board can adapt. Per Ildi--Every member that wants to participate should complete the document and leave copy in google file. Per Seth, can we create a running document to ask questions. Yes, it will be created.
- i.
- D. Policies and Procedures for Camp Programming (information and discussion item only)
  - Hiring procedures for volunteers (not for paid camp positions).
  - Volunteer registration and eligibility
  - Succession planning for volunteers
  - Discussion on why we are having this conversation to learn more about the process.
    - Per Lindsey, why did medical director Tonya Benjamin leave? Per Melissa, she is still a camp nurse volunteer and didn't have a time to do medical director part. Had talked about it pre-covid. We have two medical directors – one for Sunrise and one for Sidekicks.
    - New sunrise medical director. Kelly Newcomer has been on medical team over 8 years and integrated in camp. She is a former volunteer. She has been with the camp since 2010. She is a NP. She is also a nursing instructor for MCCC.
    - “Hire a camp volunteer” is a camp term. Discussion from Melissa on hiring procedure. Staff Hiring Policy is slightly different for new hires and returning hires.
    - Per Ildi-saw we are almost filled out for October retreat, how did that happen? Melissa explains process – there is a maximum number for each group

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(medical, women, men), and once they get in the completed forms (except a few) do preliminary hiring and once they complete everything they are hired for that program. It is a first come, first serve once they fill out availability. If they don't fill out everything, then someone else will fill that spot.

- a. Per Seth, Where do we stand with regard to staffing Oct retreat? (male, female, medical staff). In other words do I need to jump off the meeting to fill out my forms?
- b. Per Melissa, RBARC we could have more staff than needed because not charged the same way. There is also a waitlist.
- c. Per Mike, is it all forms in? There is a waitlist.
- d. Per Lindsey, is there a date stamp issue? Per Melissa, yes, on the site. The data base provides those times and the progress form.
- e. Per Ildi-did we follow the process for the medical director for the new hire? Per Melissa, our policy was followed for camp hiring. The position was not posted. There as a short list of people. Discussion on making sure we adjust the policies to allow the latitude to have an alternative procedure when there is for example, a medical vacancy.
- f. Discussion on difference between hiring paid position for camp staff. Per Harvey, Melissa followed the procedures. She reached out to those that were qualified. Per Lindsey, we need to make sure that the policies allow the flexibility for an alternative, albeit appropriate procedure for hiring camp volunteers.
- g. Per Ildi-what is the ratio of new to old volunteers per year? Per Melissa, usually 5 new cabin counselors a year. Program staff typically is new counselors. Per Ildi, do we reserve a certain number for new volunteers? Per Melissa, we aim to get a good % of staff, we have senior staff in each group and newer counselors.
- h. Per Melissa, we try to do recruiting for new volunteers at 3 day weekends vs. full week camps.
- i. Discussion on background check – calendar year or October to October. Melissa will look at requirements from ACA and COCA. Melissa had question on what is encompassed in background checks for Craig. We are going to get answers for this. Per Harvey, on background checks, they were usually done before main camps and done yearly. If we had someone new, it would be yearly for the individual camper.
- j. Per Ildi-how do we recruit for volunteers? Per Melissa, we've done tables at the school, posted in breakrooms of businesses, would send volunteer information to school districts, word of mouth, Facebook. Per Mike, IMHO most successful is word of mouth because a person who has been to camp knows camp and can describe it best.

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- k. Discussion on onboarding. Per Seth-thinks having a mentor/mentorship relationship would be good. There is new staff training. Per Mike, one main key item is the mandatory training day. A lot of work and time goes into planning that day. And it is updated each year.

#### E. Fundraising Update

- June & July Fundraisers:
  - Arizona tax credit funds--\$1,000 by in with a guarantee match of \$2,000. We made \$2,594.00.
  - Chuck Hoff's event (day to raise funds), raised \$1,785.
- Future fundraising plans
  - Founding Fathers Collective in Prescott wants to help us out in fundraising. Seth's connection. It is a collection of businesses. Seth provides background on the Collective. They want to support us moving forward. We will show-up and benefit. They host multiple events. Having multiple volunteers would be beneficial.
  - Golf Tournament – starting to get ball rolling. Date set for 12/4/2021. Save the dates went out, working on accessing Event Brite site to update price points. We received the golf tournament checks.

#### 6. Meeting Closing

- A. Review action items from meeting
- B. Next Board Meeting: Thursday, August 5, 2021
- C. Per Seth, need to address ADA accreditation and what it means.
  - ii.

#### 7. Adjournment: 8:29 pm.

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