

Camp Sweet Life Adventures Meeting Minutes

CAMP SWEET LIFE BOARD MEETING MINUTES	DATE: Thursday, January 10, 2013	SUBMITTED BY: Robin Jordan
PRESENT: Rob Larson, Rene Maes, Vickie Parsons, Karen Snay, Melissa Lembke, Valerie Koch, Cathy VanHove		

TOPIC	DISCUSSION	ACTION/RESPONSIBILITY
Financial Report	<p>2013 Budget was submitted, which was reviewed by Rene and Vickie. Line items changed from 2012:</p> <ul style="list-style-type: none"> • Increase pay for Directors due to added day of camp • New positions – Water Front Director and Counselor/CIT Director • Camp Director, Medical Director and Waterfront Director pay - \$1400 • Dietary Manager and Activities Director pay - \$1000 • Increased budget for food (\$600), Printing (\$400) and JDRF Walk (\$600) <p>Organization budget reviewed – Adjustment from consumer/professional to be deleted; it will go to donor recognition, website design, and fundraising development.</p> <p>Balanced budget of \$43,000 income and \$41,935 expenses. Gas Card income from Kwik Trip cards hoped to surpass \$5,000 for the year.</p>	<p>Rene to submit updated budget with edits.</p> <p>Motion made to approve budget by Rob Larson – all in favor.</p>
Process for Effective Decision Making	<p>***See notes below from the Center for Nonprofit Management</p> <p>Committees will know their budget and are responsible for reporting their budget to board.</p> <p>Committees will make decisions within themselves; however, should submit in writing thoughts to the board if needed. Committees will provide monthly progress reports to Robin; and reports will be summarized and provided to board.</p>	<p>Motion to follow decision making in committees using budget as guide and submit recommendations to board – all in favor.</p>
Position Descriptions	<p>All position descriptions were reviewed and approved.</p> <ul style="list-style-type: none"> • Camp Counselor • Camp CIT Coordinator • Camp Director • Camp Medical Director • Camp Nurse • Camp Nutritionist/Dietician • Camp Program Director • Waterfront Specialist 	<p>Position descriptions will be posted on the website and MavJobs.</p>
Website Review	<p>Bids discussed with board. Decision was made to allow marketing committee to make final decision.</p> <p>Melissa stated she would prefer the more functional site like the AZ designer (Belinda)</p>	<p>Pursue AZ designer and move forward.</p>
Kwik Trip	<p>Rob has someone in marketing at The Mankato Clinic working on redesign of Kwik Trip Card order form so the focus is more on CSL. Discussed the possibility of selling them thru our website, when updated.</p>	<p>New form will be submitted to board for review.</p>
Lions Club	<p>Cathy has been in contact with Ron Dahlke. Decision was made to have a booth at the February 9th and 10th Club convention in Mankato. Cathy and Rob are willing to work on Friday night. Rene, Vickie, Melissa and Jeff are available on Saturday. Discussed ADA role with CSL.</p>	

Parent Session	Val voiced concern regarding making decisions regarding the parent session. Board provided support that the Educational committee can also be her support for decisions. Food budget will be increased for outings. Val will look at year-round activities and get information to JDRF for their website and our new website.	
Board Member Qualifications	Cathy brought up concern that we need to focus on our need vs. if it “feels right” to fill a board position. Jocelin Reynolds will be invited to the next meeting.	<ul style="list-style-type: none"> Recruitment of new board members from diverse areas (marketing, lawyer, accounting, finance, and fundraising skills preferred)
Misc.	Strategic Plan – can it be sent out to board? Newsletter expected to be submitted within the next two weeks.	<ul style="list-style-type: none"> Robin to send out strategic plan to board.

***PROCESS FOR DECISION MAKING – CENTER FOR NON PROFIT MANAGEMENT An Excerpt from the Center's *Nonprofit Answer Book: An Executive Director's Guide to Frequently Asked Questions* printed in 1998

FAQ #2. How should boards make decisions?

By law, boards of directors must act as a group. Decisions must be made not by individual directors, but by the whole board or a committee of the board authorized to act on behalf of the board on the matter in question.

Boards generally make decisions using either a majority vote (51% of the board members present at a meeting assuming quorum has been established) or consensus. How boards make decisions is in many ways determined by the -profile of the group and the organization’s culture and values. In making decisions, it is helpful to follow these steps so that all board members can make an informed decision:

- * Define the problem and its significance.
- * Establish the objective or goal.
- * Present alternatives.
- * Establish criteria for evaluating the alternatives.
- * Compare alternatives against the criteria.
- * Present recommendations.

The process for reaching agreement will be more successful if the items listed above are presented in writing in advance of the meeting. If an organization has an active committee structure, most recommendations will be presented by a committee.

If an organization uses a majority vote, board members who were not in favor of an approved motion must then fully support the organization as it carries out the majority’s decision.

For organizations that use consensus, it is important to note that at times there may appear to be unanimous consent, but in actuality there simply may not be strong opposition. This difference can be significant when making important decisions. Trying to ensure that everyone fully supports a decision, on the other hand, can cost valuable time. In these situations, it can be helpful to take a straw vote to see where the group is on a particular topic before proceeding with discussion.

Board of Directors—

Generally Recommended Level of Decision-Making

- Major Policies: Fundamental issues of service definition, typically involving questions of organizational directions, values, priorities, and principles that guide the other decisions. Examples: organization's mission statement, vision and guidelines on such issues as inclusiveness and service priorities.
- Secondary Policies: Questions of significance to the organization's programs, such as the primary clientele, types of service, and delivery systems. Often these policies clarify the priorities of service and perhaps the methods of distributing the organization's resources (i.e. who is eligible for service and which programs are slated for maintenance and which for growth).

Board of Directors / Executive Director—

Discretionary Level of Decision-Making

- Functional Policies: Concerns of major functional operations, such as planning, budgeting, finance, marketing and personnel. These policies may be either broad in scope and developed at the board level or much more -operational in nature (staff developed). The organization's personnel policies and the role of the board and executive director in developing a strategic plan would fall under this category of policies.

Executive Director—

Recommended Level of Decision-Making

- Minor Policies: Decisions that govern ongoing operations. Examples of these policies, which help guide the board or executive director in making particular decisions, would be those governing a manager's request for a leave of absence or application for special grant funds.
- Standard Operating Procedures: Mechanisms and procedures to handle routine transactions and normal operations. An example of these step-by-step actions is a financial internal control system.
- Rules: Regulations that guide or prescribe everyday conduct. An example would be the rule that smoking is not allowed in the building.